



# Regular Council Meeting & Budget Workshop Agenda

Tuesday, August 15, 2023 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**The City Council of Hilshire Village, Texas will meet on Tuesday, August 15, 2023, at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055.**

Any person may participate and address the City Council at the meeting by Zoom, telephone, personal appearance at City Hall, or by writing. Please send your presentation or comments prior to the meeting to [Cassie.Stephens@HilshireVillageTexas.com](mailto:Cassie.Stephens@HilshireVillageTexas.com) for distribution to the Council.

Join Zoom Meeting

<https://us06web.zoom.us/j/85659214337?pwd=Y0ZibEZ2M3hYV0VTMEpNTkYwb2dYdz09>

Meeting ID: 856 5921 4337

Passcode: 0815

One tap mobile

+1-346-248-7799, 856 5921 4337#, \*0815# US (Houston)

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

## 1. **CALL TO ORDER**

1.A. Invocation (Council Member Crawford)

1.B. Pledge of Allegiance

1.C. Roll Call

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

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

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

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

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

- 3.A.** Police Report (Spring Valley PD)
- 3.B.** Building Official Report (Clerk Ray)
- 3.C.** Engineer Report (HDR Engineering)
  - 8005 Anadell Street
  - 8002 Burkhart Road
  - 1315 Friarcreek Lane
  - 1226 Glourie Drive
  - 1126 Guinea Drive
  - 1319 Pine Chase Drive
  - 12 Pine Creek Lane
  - 1218 Ridgeley Drive
  - 1310 Ridgeley Drive
  - City Ditch and Culvert Inspections
  - City Water and Testing
  - Drainage Easement Improvements
  - Hilshire Green Paving, Drainage & Utility Improvements
  - Pine Chase Grove Water Meter area
  - Wirt Road Safety Project/Interlocal Agreements
- 3.D.** Fire Commissioner Report (Mayor Buesinger)
- 3.E.** Mayor Report (Mayor Buesinger)
- 3.F.** City Secretary Report (Secretary Stephens)
  - Complaint Log
  - Consent Agenda
- 3.G.** City Treasurer Report (Secretary Stephens)

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

- 4.A.** Discussion and Possible Approval of an Agreement with the Property Owner of 12 Pine Creek Lane to Issue a Certificate of Occupancy with an Accompanying Letter Allowing for a 120 Day Period from the Date of the Certificate of Occupancy to Plant Required Trees
- 4.B.** Review FYE 2024 Budget, Capital Improvement Projects, Utility Rates, Proposed 2023 Taxes and FYE 2023 Actuals
- 4.C.** Discussion and Possible Action to approve a 5-year contract for License Plate Reader Cameras and Maintenance with Flock Safety for an annual cost of \$15,000.
- 4.D.** Discussion and Possible Approval of the City of Hilshire Village Resolution Number 2023-251 approving the Proposed 2023 Tax Rate and authorizing the City Secretary as the designated employee of the City to make the calculations required

by Section 26.04 of the Tax Code, and provide information to other governmental entities regarding the adoption of the City's 2023 tax rate and to publish the required information.

No New Revenue M&O Tax Rate	\$0.429309/\$100
Voter Approval M&O Tax Rate	\$0.444334/\$100
Debt Tax Rate (City Secretary Stephens)	\$0.116098/\$100

## 5. **DISCUSSION**

5.A. Approve Disbursements

5.B. Approve the Minutes from the Regular Council Meeting, July 18, 2023

5.C. Approve the Check Registers

5.D. Approve the Quarterly Investment Report

## 6. **ANNOUNCEMENTS**

## 7. **ADDITIONAL COUNCIL COMMENTS**

## 8. **FUTURE AGENDA TOPICS**

## 9. **ADJOURNMENT**

NOTES:

\*Agenda items may be considered in any order.

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

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

**I, Cassie Stephens, 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 on August 11, 2023, at 3:00 p.m.**

This facility is wheelchair-accessible and accessible parking spaces are available. Requests for accommodations or interpretative service must be made 48 hours before this meeting. Don't hesitate to get in touch with the City Hall at 713-973-1779 or FAX -713-973-7793 for

further information.

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

07\01\2023  
 thru 07\31\2023  
 Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	9
23	AMBULANCE CALL	3
135	BUSINESS CHECK	437
49	CIVIL MATTER	1
55	DISCHARGING FIREWORKS	1
60	FIRE CALL	1
68	HOUSE CHECK	20
70	INFORMATION	2
159	MOTORIST ASSIST	1
81	OPEN DOOR	3
162	PARKING VIOLATION	4
86	PUBLIC RELATIONS	42
103	SUSPICIOUS ACTIVITY	1
11	TRAFFIC STOP	16
111	VEHICLE BLOCKING ROADWAY	1
112	VEHICLE CHECK	1
163	VIOLATION OF CITY ORDINANCE	1
116	WATER LEAK	1
<b>Total</b>		<b>545</b>

Updated On	Status	Address	Homeowner(s)	Construction Type	General Contractor													Status Notes	
						Pre-Dev Mtg	Plans Submitted	Plans Approved	Drainage Submitted	Drainage Approved	Pre-Con Meeting	Water Meter Status	Permit Issued	Building Final Inspection	CCO Issued	Drainage Final Inspection	CO Issued		
8/10/23	Active	1226 Glourie Dr	McHugh Custom Homes	New Construction	McHugh Custom Homes	N/A	6/14	7/25	7/26										
8/10/23	Active	1126 Guinea Drive	Mark Huber	New Construction	Enterprise Builders	7/22	9/27	1/9	9/27	1/12	1/23	2/8	1/12						
8/10/23	Active	1201 Archley	Stephen Shorter	New Construction	Shorter Investment Group	6/27													
8/10/23	Active	1210 Hilshire Villas	N/A	New Construction	Reed Fine Homes	N/A	11/22	12/19	11/22	1/6									
8/10/23	Active	1210 Ridgeley Dr	David Shackouls	New Construction	McCollum Custom Homes	4/22	7/21	8/24	7/21	8/24	8/29	8/30	9/1						
8/10/23	Active	1306 Glourie Dr	Newmark	New Construction	NewMark Builders	7/15	2/12	2/23	2/13	6/16	6/20	3/30	6/19						
8/10/23	Active	1311 Friarcreek Ln	RobRyan	New Construction	RobRyan	5/25	10/26	11/29	10/26	12/20	12/21	12/21	12/21						
8/10/23	Active	1315 Friarcreek	Linh Tran	New Construction	Built Green Custom Homes	5/31	9/30	10/10	9/30	12/20		1/3	1/4						
8/10/23	Active	8002 Burkhart	409 CMC Redan Investments	New Construction	Modern Bungalow	6/7	7/24		7/24										
8/10/23	Active	8005 Anadell	Jeff Paul Custom Homes	New Construction	Jeff Paul Custom Homes	9/22	11/30	1/16	11/30	3/17	7/25	10/28	7/25						
8/10/23	Active	1319 Pine Chase	Lance Ryel	Remodel	Ironstone Builders	N/A	5/17	8/4	5/17	7/27	N/A	8/10							
8/10/23	Active	1242 Ridgeley	Scott Woolson	Remodel & Drainage	McCollum Custom Homes	N/A	4/17	5/10	3/22	5/25	N/A	N/A	5/26						
8/10/23	Active	1218 Ridgeley	Hendricks	Swimming Pool	Gartin Pools	N/A	7/20	8/1	7/20	8/10	8/10	N/A	8/10						
8/10/23	Active	1242 Ridgeley	Scott Woolson	Swimming Pool	Platinum Pools	N/A	4/27	5/9	3/22	5/25	N/A	N/A	5/26						
8/10/23	Active	1311 Wirt	Lin Ding	Swimming Pool & Drainage	Whale Pools	N/A	8/18	2/28	8/18	3/6	N/A	N/A	3/8						
8/10/23	Active	12 Pine Creek	Brian Gaudet	New Construction	McHugh Custom Homes	1/31	1/27	3/17	1/27	3/29	4/8	10/22	4/18	6/20	7/21	7/27			Request variance for delayed tree planting

## Plan Review Permit Log

Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
Wed 7/5/23	HV-23-050GE	8002 Bromley	Quality Generators	\$ -	Plan Review - Generator
Fri 7/7/23	HV-23-047	7 Hilshire Oaks	G Johnson Plumbing S	\$ 280.00	Plubming -Bathroom Remodel
Tue 7/11/23	HV-23-007P	1306 Glourie Dr	Amailey Plumbing	\$ 530.00	Plumbing - NSFR
Tue 7/11/23	HV-23-049	1220 Archley	David Schwarz	N/A	Tree Removal - Dead
Wed 7/12/23	HV-22-048SP	1210 Ridgeley Dr	Splish Splash	\$ 280.00	Swimming-Pool
Wed 7/12/23	HV-23-022E	1242 Ridgeley Dr	House of Power Electr	\$ 330.00	Electrical - Remodel
Thu 7/13/23	HV-23-045	1109 Ridgeley	RL Builders	\$ 160.00	Patio Screen
Fri 7/14/23	HV-23-050GE	8002 Bromley Road	Qaulity Genrators - Ele	\$ 330.00	Generator-Electrical
Fri 7/14/23	HV-23-050GP	8002 Bromley Road	Quality Generators- Pl	\$ 280.00	Generator- Plumbing
Mon 7/17/23	HV-23-007E	1306 Glourie Dr	Newmark Homes	\$ 405.00	NSFR-Electrical
Thu 7/20/23	HV-23-047E	7 Hilshire Oaks	Highlander Electrical S	\$ 330.00	Electrical -Bathroom Remodel
Thu 7/20/23	HV-23-051	8010 Burkhart	J.A Tree Experts	\$ 25.00	Tree Removal
Thu 7/20/23	HV-23-052SP	1218 Ridgeley	Gartin Pools	\$ 1,000.00	Swimming Pool- Drainage Plan Review
Thu 7/20/23	HV-23-052SP	1218 Ridgeley	Gartin Pools	\$ 140.00	Swimming Pool- Plan Review
Tue 7/25/23	HV-22-091B	8005 Anadell	Jeff Paul Custom Hom	\$ 7,772.32	NSFR-Building
Tue 7/25/23	HV-22-091DEM	8005 Anadell	Jeff Paul Custom Hom	\$ 460.00	NSFR-Drainage
Tue 7/25/23	HV-23-032GP	8210 Burkhart Rd	C&R Services	\$ 280.00	Generator-Plumbing
Tue 7/25/23	HV-23-053GE	1302 Pine Chase	Generator Supercente	\$ 330.00	Generator - Electrical
Wed 7/26/23	HV-23-053GP	1302 Pine Chase	Texas Select Plumbing	\$ 280.00	Generator- Plumbing
Thu 7/27/23	HV-22-091E	8005 Anadell	Conroe Empire	\$ 455.00	NSFR-Electrical
7/27/2023	HV-23-029B	8002 Burkhart	Modern Bungalow	\$ 4,628.89	NSFR Plan Review -BBG
7/27/2023	HV-23-029B	8002 Burkhart	Modern Bungalow	\$ 1,800.00	NSFR Plan Review -HDR
7/31/2023	HV-23-054GE	1225 Archley	Trim Electric	\$ -	Plan Review - Generator

Permits	
Drainage	1
Electrical	4
Generator	2
NSFR	1
Patio Screen	1
Plumbing	5
Swimming Pool	1
Tree Removal	2
<b>Total</b>	<b>17</b>

Inspection Log

Log #	Address	Permit #	Inspection Type	Result	Date	Inspector
23-202	1107 Guinea	HV-23-040	Electrical underground	PASS	7/5/23	BBG
23-203	1107 Guinea	HV-23-040	meter release	PASS	7/5/23	BBG
23-204	1107 Guinea	HV-23-040	plumbing underground	PASS	7/5/23	BBG
23-205	1107 Guinea	HV-23-040	gas test	PASS	7/5/23	BBG
23-206	1306 Glourie Dr	HV-23-078B	Pre-Construction Fencing	PASS	7/6/23	BBG
23-207	1306 Glourie Dr	HV-23-078B	Pre-Construction Fencing	PAS	7/6/23	HDR
23-208	1306 Glourie Dr	HV-23-078B	Pre-Construction Fencing	PASS	7/6/23	Cary Moran
23-209	8002 Bromley	HV-22-102M	HVAC Final	PASS	7/6/23	BBG
23-210	8002 Bromley	HV-22-102P	Plumbing Final	PASS	7/6/23	BBG
23-211	8002 Bromley	HV-22-102R	Remodel Final	PASS	7/6/23	BBG
23-212	1107 Guinea	HV-23-040	Generator Electrical Final	PASS	7/10/23	BBG
23-212	1107 Guinea	HV-23-040	Generator Electrical Final	PASS	7/10/23	BBG
23-213	1242 Ridgeley	HV-23-022E	T-Pole	PASS	7/14/23	BBG
23-214	1218 Ridgeley Dr	HV-23-041	Shed- Frame	PASS	7/18/23	BBG
23-217	1306 Glourie Dr	HV-23-047	T-Pole	PASS	7/20/23	BBG
23-218	1315 Friarcreek	HV-22-071P	Plumbing Top-Out	PASS	7/20/23	BBG
23-218	1315 Friarcreek	HV-22-071E	Electrical Top-Out	FAIL	7/20/23	BBG
23-219	1315 Friarcreek	HV-23-038M	HVAC Top-Out	FAIL	7/20/23	BBG
23-220	1315 Friarcreek	HV-22-071B	Frame	FAIL	7/20/23	BBG
23-221	1306 Glourie Dr	HV-23-007P	ground/ sewer	PASS	7/20/23	BBG
23-222	1218 Ridgeley Dr	HV-23-041	Shed Final	PASS	7/21/23	BBG
23-223	7 Hilshire Oaks	HV-23-047	plumbing cover	PASS	7/21/23	BBG
23-224	7 Hilshire Oaks	HV-23-047	gas test	PASS	7/21/23	BBG
23-225	7 Hilshire Oaks	HV-23-047	Shower pan	PASS	7/21/23	BBG
23-226	7 Hilshire Oaks	HV-23-047E	Electrical Rough-in	PASS	7/21/23	BBG
23-217	1309 Ridgeley	HV-23-044	Foundation Slab	PASS	7/24/23	BBG
23-212	8002 Burkhart	HV-23-029	Tree Fencing Protection	PASS	7/25/23	Cary Moran
23-213	8002 Burkhart	HV-23-029	Perimeter Fencing	CANCELED	7/25/23	
23-218	1309 Ridgeley	HV-23-044	Electrical Underground	PASS	7/26/23	BBG
23-219	1309 Ridgeley	HV-23-044	Electrical Rough	PASS	7/26/23	BBG
23-220	1309 Ridgeley	HV-23-044	Electrical Final	PASS	7/26/23	BBG
23-221	1309 Ridgeley	HV-23-044	Gas Test	PASS	7/26/23	BBG
23-222	1309 Ridgeley	HV-23-044	Plumbing Rough	PASS	7/26/23	BBG
23-223	1309 Ridgeley		Plumbing Final	PASS	7/26/23	BBG
23-224	8210 Burkhart Rd	HV-23-032	Gas Release	PASS	7/27/23	BBG
23-225	8002 Burkhart	HV-23-029	Perimeter Fencing	PASS	7/27/23	BBG
23-214	1306 Glourie Dr	HV-23-078B	Foundation	PASS	7/27/23	BBG
23-215	1131 Wirt Road	HV-22-080E	Electrical Final	PASS	7/28/23	BBG
23-216	1131 Wirt Road	HV-22-080P	Plumbing Final	PASS	7/28/23	BBG
23-226	8002 Bromley	HV-23-050GP	Plumbing Underground	PASS	7/27/23	BBG
23-227	8002 Bromley	HV-23-050GP	Gas Test	PASS	7/27/23	BBG
23-228	8002 Bromley	HV-23-050GP	Plumbing Final	PASS	7/27/23	BBG
23-229	1131 Wirt Road	HV-22-080E	Swimming Pool-Electrical Final	PASS	7/28/23	BBG
23-230	1131 Wirt Road	HV-22-080P	Swimming Pool-Plumbing Final	PASS	7/28/23	BBG
23-231	8005 Anadell	HV-22-091E	T-Pole	PASS	7/28/23	BBG
23-232	1311 Friarcreek	HV-22-078P	Shower Pan	PASS	7/31/23	BBG
23-233	8210 Burkhart Rd	HV-23-032GP	Gas Test	PASS	7/31/23	BBG
23-234	8210 Burkhart Rd	HV-23-032GP	Plbg Underground	PASS	7/31/23	BBG

Inspections:	
Cancelled	0
Failed	3
Pass	45
<b>Total</b>	<b>48</b>





August 11, 2023

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

Re: Engineer's Report for August 15, 2023 Council Meeting  
HDR Job No. 10361759

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from July 14, 2023 to August 11, 2023.

1. On-Going Services (10361759):

a. 8005 Anadell Street –

- On July 25, 2023, HDR attended the pre-construction meeting for 8005 Anadell Street. The Developer was made aware of the pertinent construction items for drainage as noted in the City Code of Ordinances.

b. 8002 Burkhart Road –

- On August 10, 2023, HDR reviewed and returned comments for the Drainage Plan for 8002 Burkhart Road. The drainage plan shall be revised and resubmitted to address all comments.
- On July 27, 2023, HDR provided a silt fencing inspection for 8002 Burkhart Road. The initial inspection required corrections, with reinspection performed on August 4, 2023, and passed with exceptions noted.

c. 1315 Friarcreek Lane –

- On July 26, 2023, HDR reviewed and returned comments for the Drainage Plan Amendment for 1315 Friarcreek Lane. The drainage plan shall be revised and resubmitted to address all comments.

d. 1226 Glourie Drive –

- On July 26, 2023, HDR reviewed and returned comments for the Drainage Plan for 1226 Glourie Drive. The drainage plan shall be revised and resubmitted to address all comments.

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 August 10, 2023, HDR provided a driveway culvert inspection for 1126 Guinea Drive. The inspection passed with exceptions noted.
- f. 1319 Pine Chase Drive –
  - On July 27, 2023, HDR reviewed and returned comments for the Drainage Plan for 1319 Pine Chase Drive. All previous comments/corrections were addressed by the engineer on July 6, 2023. The drainage plan was approved with exceptions noted.
- g. 12 Pine Creek Lane –
  - On August 11, 2023, HDR reviewed and returned comments for the As Built Drainage Plan for 12 Pine Creek Lane. All previous comments/corrections were addressed by the engineer on July 27, 2023. The as built drainage plan was approved with exceptions noted.
- h. 1218 Ridgeley Drive –
  - On July 20, 2023, HDR received a Pool Drainage Plan submittal for 1218 Ridgeley Drive. The drainage plan was reviewed, and comments coordinated on August 7, 2023, with resubmittal receive on August 8, 2023.
  - On August 10, 2023, HDR reviewed and returned comments for the Pool Drainage Plan for 1218 Ridgeley Drive. All previous comments/corrections were addressed by the applicant on August 8, 2023. The pool drainage plan was approved with exceptions noted.
- i. 1310 Ridgeley Drive –
  - On July 11, 2023, HDR received an As Built Erosion Control Plan submittal for 1310 Ridgeley Drive. The plan submittal is awaiting additional documentation and is currently being reviewed for comments.
- j. City Ditch and Culvert Inspections
  - During the July Council Meeting, there was discussion of concerns of drainage within the City and the possibility of maintenance of culverts to operate properly during rain events. It was noted that City Staff would review the possibility of having an inspection performed throughout the City to document any deficient ditches or culverts.
  - HDR will be coordinating with City Staff to implement a City-wide inspection of culverts and associated roadside ditches as well as receiving feedback from Residents of areas that are of concern.

k. City Water and Testing

- As of mid-July, Inframark has been notifying City Staff of lower than normal chlorine residuals as part of the daily testing of City water. The values reported remain in compliance with State requirements; however, they are continued to be monitored in order to prevent any further issues that may be resulting from the City of Houston water system. Coordination was initiated at this time to get in contact with City of Houston Public Works to assess the issue.
- On August 9, 2023, a response from City of Houston Public Works was received and that they are aware of the concern and looking into increasing the chlorine residual as well as acknowledged that the excessive heat and drought conditions are a struggle that all water systems are facing at this time. Once evaluated, the City of Houston Public Works will be providing a response.

l. Drainage Easement Improvements

- The drainage easements that are located near 1307 Friarcreek Lane and 1209 Pine Chase Drive have been identified as areas that will require maintenance and improvements within the easement as noted in previous coordination with concerned residents.
- Due to the location and associated cost of improvements that would be required, it was noted in the August 8, 2023 Workshop Meeting with City Council that these improvements be budgeted as part of future capital improvements projects. Pending approved budget, future coordination will be made to prepare a proposal for these improvements.

m. Hilshire Green Paving, Drainage & Utility Improvements –

- HDR has been coordinating with its Subconsultants, Landtech, Inc. (Surveyor), Geotest Engineering, Inc. (Geotechnical Investigation) and C.N. Koehl Urban Forestry (Tree Protection Plans) on executing subconsultant agreements and scheduling their respective services for the project.
- HDR has been coordinating with private utility companies to request records research on their existing facilities to aid in the preparation of drawing backgrounds.
- HDR has also been compiling and reviewing all City record drawings on the existing water, sewer, and storm sewer infrastructure that will be replaced/upgraded as part of this project.
- Based on the August 8, 2023 Workshop Meeting with City Council, the Hickory Shadows Paving, Drainage & Water Improvements Project may be combined with the Hilshire Green Paving, Drainage & Utility Improvements Project, as a single design, bid and construction package for efficiency and potential cost savings in both engineering and construction costs. HDR will request confirmation from City Council to proceed forward with this approach and if so, HDR will amend/prepare the Engineering Services Proposal to include the Hickory Shadows Subdivision to

the Hilshire Green Project, and submit and present the amended proposal at the next Council Meeting.

n. Pine Chase Grove Water Meters –

- HDR has been in coordination with the Surveyor (Landtech, Inc.) to begin survey of the Pine Chase Grove water meter and cul-de-sac area. The surveyor will be on-site the week of August 13<sup>th</sup> to complete survey. Once information is provided by the Surveyor for review, an update will be provided to summarize existing conditions and detail recommendations for improving the water meter area and drainage.

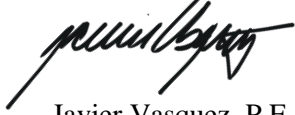
o. Wirt Road Safety Project/ Interlocal Agreements –

- On August 9, 2023, Mr. Shapoor Golshan (COH TDO) contacted HDR and requested that a Design Concept Report (DCR) Intake Form be prepared and submitted to the COH for review. The DCR Intake Form is a standard form that is filled by an external agency to demonstrate interest in undertaking a project within the City of Houston boundaries. It outlines basic information that helps to determine whether the project warrants the DCR process or not. Houston Public Works' (HPW) Interagency – Planning will determine, based on the external agency's responses on this form, whether a DRC needs to be undertaken.
- Projects with sidewalk panel replacement or other surface projects of that nature may not need a DCR process, therefore, HDR does not anticipate the DRC process will be required for this project. However, the DCR Intake Form Committee composed of HPW/COH subject matter experts will review the project and determine whether a DCR is needed or not. This review is completed within 21 business days of DCR Intake Form Submittal.
- This DCR review will take into consideration the potential location of crosswalks, if any, that may be requested by the COH. The City is requesting information on any Traffic Impact Assessment (TIA) or traffic impact studies for the project area that may have been conducted by the City of Hilshire Village to support our justification to not add crosswalks, except at the signalized intersections with Westview Drive and IH-10 WB Feeder Road, which already have crosswalks. HDR is currently preparing the DCR Intake Form and will also furnish traffic study information conducted by Spring Valley Police Department back in March of 2017 to support this request. HDR will be submitting this information to the COH next week.
- Mr. Golshan has also forwarded information on the right-of-way issue across the School of the Woods to the COH Real Estate Group for assistance on this issue. At this time, they are deferring the COH Legal Department involvement on this issue until guidance is provided by the COH Real Estate Group.
- HDR has also been coordinating with Mr. Embry Woods to follow up on the status of the Interlocal Agreement (ILA) between the City of Hilshire Village and City of Houston.

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.

A handwritten signature in black ink, appearing to read 'Javier Vasquez', written in a cursive style.

Javier Vasquez, P.E., CFM  
City Engineer for City of Hilshire Village

cc: Files (10361759)

City of Hilshire Village  
Complaint Log

Date Notified	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/2/22	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. 4/12/23 Engineer Vasquez and Cassie had a meeting with the two flanking homeowners. We discussed areas of improvement that are within the city's control for flushing practices, erosion repair and control, and general appearance of the area.	City Council approved survey cost not to exceed \$3,500 on 4/18. Engineer Vasquez is coordinating the survey.	
6/20/23	Drainage easement needs maintenance	1209 Pine Chase Drive	Cassie and Mayor Buesinger had a meeting with Mr. Bristow to discuss the specific concerns he had regarding the easement.	The city will discuss costs during the budget cycle for a city-wide culvert assessment to identify maintenance needs such as clearing sediment. Will also coordinate with the city engineers on a ditch grading project, which will include finding a new grading contractor.	
7/14/23	Water has an odd taste	13 Pine Creek	Lisa asked the Inframark technician to look into it while he was at City Hall doing testing.	Chlorine residual are lower than usual, Inframark is flushing and city engineers have been notified.	7/17/2023
7/18/23	Vines and grass growing over and under fence	1226 Glourie	Contacted contractor to trim back or remove vines		
7/25/23	Garbage cans visible, trash leaking out and blown into the yard	1306 Bridle Spur	Will send constant contact reminder		
7/25/23	Not getting city emails	1306 Bridle Spur	Citizen to correct on their end, email provider is blocking city emails.		
7/26/23	Suspicious vehicle circling Spring Valley on their side of the footbridge.	Spring Valley	Cassie called dispatch and provided the description and location of the vehicle. They sent an officer.	Officers responded.	7/26/2023
8/4/23	Archley/Ridgely CenterPoint patch not fixed	Archley/Ridgeley Intersection	Contact Javier Vasquez to follow-up with CenterPoint Rep.		

City of Hilshire Village  
Complaint Log

Date Notified	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
8/8/23	Water pressure low.	Hickory Shadows	Inframark is flushing and shutting off lines to increase chlorine residuals. HDR has contact COH to increase chlorine dosage.		
8/9/23	Street has multiple pot holes	8100 Bromley	Will add to the list of street repairs to be assessed with capital improvement project as add-on		
8/9/23	Water pressure is very low, sprinklers are not running properly.	8202 Burkhart	Inframark is taking measures to correct chemical residuals, possibly causing low pressure.		
8/11/23	Water has an odor	1307 Glenhilshire	Sent Inframark tech Oscar to investigate		

Reporting Period: 3rd Quarter FYE 2023 (using actual bank statements)

Values as of 30-Jun-23

<u>Investments</u>			Market Value as of 12/31/22	Market Value as of 03/31/23	Market Value as of 06/31/23	Average % Int	Maturity	Account Name
Petty Cash						0.00%		Operating
Checking Account	2500702761	Amegy Bank	\$217,497.93	\$53,436.48	\$50,699.28	0.00%		General Operating Fund includes \$100,303.36 belongs to Utility for grant payment Debt Service Account (Owe General Fund \$100,000.00)
Checking Account	3692515	Amegy Bank	\$71,979.50	\$99,169.90	\$109,682.77	0.00%		Utility Fund* *Includes \$166,899 grant funds
Checking Account	2500702795	Amegy Bank	\$482,260.47	\$623,345.92	\$595,864.31	0.00%		Metro 1
Checking Account	2500702803	Amegy Bank	\$156,828.46	\$153,295.46	\$153,295.46	0.00%		General Fund (owed \$100,000 from Anticipation Account)
Checking Account	53740293	Amegy Bank	\$8,695.84	\$8,695.84	\$8,695.84	0.00%		Child Safety
<b>Total Checking Account</b>			<b>\$1,212,673.31</b>	<b>\$1,800,773.43</b>	<b>\$1,542,229.37</b>			
Tex Pool		Tex Pool	\$1,310,494.07	\$1,324,925.48	\$1,341,352.65	4.30%		General Fund
Tex Pool		Tex Pool	\$360,768.14	\$364,740.96	\$369,263.16	4.30%		Metro # 1
<b>Total Tex Pool</b>			<b>\$1,671,262.21</b>	<b>\$1,689,666.44</b>	<b>\$1,710,615.81</b>			Total Tex Pool
<b>Total Investments</b>			<b>\$2,883,935.52</b>	<b>\$3,490,439.87</b>	<b>\$3,252,845.18</b>			

These investments are in compliance with the investment policy of the City of Hilshire Village  
And with the relevant provisions of Chapter 2256 of the Texas Government Code.

Cassie Stephens/sb

8/11/2023





City of Hilshire Village  
8301 WESTVIEW  
HOUSTON, TEXAS 77055  
(713) 973-1779

## CERTIFICATE OF OCCUPANCY

**BUILDING PERMIT NO: HV-22-018B**

ISSUED: 04/18/2022  
FINAL: 8/09/2023

This certificate authorizes the Occupancy of the Building as indicated herein:

Address: **12 PINE CREEK LANE**  
Description: Single Family Residence  
Legal Description: **LOT 4, BLOCK 1, PINE CREEK VILLAGE**  
Occupancy Use: Residential

THE BUILDING LISTED HEREIN HAS BEEN DULY INSPECTED AND FOUND TO BE IN COMPLIANCE WITH REQUIREMENTS OF THE CITY OF HILSHIRE VILLAGE ORDINANCES AND BUILDING CODE PERTAINING THERETO.

THIS CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED TO HOMEOWNER AND BUILDING WITH THE ACKNOWLEDGMENT THAT THE REQUIRED TREE REPLACEMENT PLANTINGS WILL BE PLANTED WITHIN 120 CALENDAR DAYS OF THE DATE OF THIS CERTIFICATE.

NO CHANGE IN USE OR CONSTRUCTION MAY BE MADE TO SAID BUILDING OR PROPERTY WHICH IS INCONSISTENT WITH THIS CERTIFICATE OF OCCUPANCY.

\_\_\_\_\_  
Kevin Taylor, Building Official

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**Property Owner Acknowledgment for issuance of a Certificate of Occupancy while outstanding items remain.**

Address: **12 PINE CREEK LANE**  
Description: Single Family Residence  
Legal Description: **LOT 4, BLOCK 1, PINE CREEK VILLAGE**  
Building Permit #: **HV-22-018B**

Legal Owner(s): **BRIAN P GAUDET**

Condition to issuance of a Certificate of Occupancy:  
**REQUIRED TREE REPLACEMENT PLANTING WILL BE PLANTED AND INSPECTED BY THE CITY ARBORIST WITHIN 120 CALENDAR DAYS OF THE ISSUANCE OF THIS CERTIFICATE**

**IF THE PROPERTY OWNER FAILS TO ADDRESS/CORRECT ANY AND ALL DEFICIENCIES, THE CITY RESERVES THE RIGHT TO REVOKE THE CERTIFICATION OF OCCUPANCY**

**ADDITIONALLY, FINES WILL BE ASSESSED DAILY AS DETAILED IN THE CODE OF ORDINANCES IF PLANTINGS ARE NOT APPROVED WITHIN 120 DAYS**

Date authorized by City Council: **August 15, 2023**

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

Attachments: HCAD property report as of the date of this letter.

HARRIS CENTRAL APPRAISAL DISTRICT  
 REAL PROPERTY ACCOUNT INFORMATION  
**1022790000005**

Tax Year: 2023



Owner and Property Information									
Owner Name & Mailing Address:				GAUDET BRIAN P 9818 MOORBERRY LN HOUSTON TX 77080-6402		Legal Description:		LT 4 BLK 1 PINE CREEK VILLAGE	
						Property Address:		12 PINE CREEK LN HOUSTON TX 77055	
State Class Code	Land Use Code	Land Area	Total Living Area	Neighborhood	Neighborhood Group	Market Area	Map Facet	Key Map <sup>®</sup>	
C1 -- Real, Vacant Lots/Tracts (In City)	1000 -- Residential Vacant	11,205 SF	0 SF	7814.09	25202	394 -- ISD 25 - Memorial Villages North of I-10	5058B	451W	

**Value Status Information**

Value Status	Notice Date	Shared CAD
Noticed	03/31/2023	No

**Exemptions and Jurisdictions**

Exemption Type	Districts	Jurisdictions	Exemption Value	ARB Status	2022 Rate	2023 Rate
<b>None</b>	025	<a href="#">SPRING BRANCH ISD</a>		Not Certified	1.268800	
	040	<a href="#">HARRIS COUNTY</a>		Not Certified	0.343730	
	041	<a href="#">HARRIS CO FLOOD CNTRL</a>		Not Certified	0.030550	
	042	<a href="#">PORT OF HOUSTON AUTHY</a>		Not Certified	0.007990	
	043	<a href="#">HARRIS CO HOSP DIST</a>		Not Certified	0.148310	
	044	<a href="#">HARRIS CO EDUC DEPT</a>		Not Certified	0.004900	
	060	<a href="#">HILSHIRE VILLAGE</a>		Not Certified	0.577588	

Texas law prohibits us from displaying residential photographs, sketches, floor plans, or information indicating the age of a property owner on our website. You can inspect this information or get a copy at [HCAD's information center at 13013 NW Freeway.](#)

**Valuations**

Value as of January 1, 2022			Value as of January 1, 2023		
	Market	Appraised		Market	Appraised
Land	443,740		Land	467,944	
Improvement	0		Improvement	0	
<b>Total</b>	<b>443,740</b>	<b>443,740</b>	<b>Total</b>	<b>467,944</b>	<b>467,944</b>

**Land**

Market Value Land												
Line	Description	Site Code	Unit Type	Units	Size Factor	Site Factor	Appr O/R Factor	Appr O/R Reason	Total Adj	Unit Price	Adj Unit Price	Value
1	1000 -- Res Vacant Table Value	SF5	SF	7,956	1.00	1.00	1.00	--	1.00	58.00	58.00	461,448.00
2	1000 -- Res Vacant Table Value	SF3	SF	44	1.00	0.50	1.00	--	0.50	58.00	29.00	1,276.00
3	1000 -- Res Vacant Table Value	SF3	SF	180	1.00	0.50	1.00	--	0.50	58.00	29.00	5,220.00
4	1108 -- Non-Usable Land in Flood Control Easement	SF3	SF	3,025	1.00	1.00	1.00	--	1.00	0.00	0.00	0.00

**CITY OF HILSHIRE VILLAGE**  
**BUDGET FYE 2023 FUNDS**  
 (Source: Bank Statement 06-30-23)

**31-Jul-23**

<b>31-Jul-23</b>		<b>General Fund</b>
<b>General Fund</b>		
Amegy Checking	\$	148,356
General Fund Reserve (TexPool)	\$	1,347,190
Amegy Savings	\$	541,764
<b>General Fund Immedialtely Available</b>	<b>\$</b>	<b>2,037,309</b>
<b>From Anticipation Note</b>	<b>\$</b>	<b>100,000.00</b>
<b>General Fund</b>	<b>\$</b>	<b>2,137,309</b>

<b>31-Jul-23</b>		<b>Metro #1</b>
<b>Metro #1</b>		
Amegy Savings	\$	153,254
Tex Pool	\$	370,870
<b>Metro #1 Fund</b>	<b>\$</b>	<b>524,125</b>
<b>Metro #1 Fund Availabe</b>	<b>\$</b>	<b>524,125</b>

<b>31-Jul-23</b>		<b>Utility Fund</b>
<b>Utility Fund</b>		
Amegy Bank Checking	\$	435,692
Amegy Checking - American Rescue Plan Funds (\$200,408-\$33,510 for generator)	\$	166,899
<b>Utility Fund Available</b>	<b>\$</b>	<b>602,591</b>

<b>31-Jul-23</b>		<b>Child Safety</b>
<b>Child Safety</b>		
Child Safety	\$	8,696
	<b>\$</b>	<b>8,696</b>
<b>Child Safety Fund</b>	<b>\$</b>	<b>8,696</b>

<b>31-Jul-23</b>		<b>Tax Note</b>
<b>Anticipation Note</b>		
Anticipation Note	\$	113,069
owed to General Fund	\$	(100,000)
<b>Anticipation Note Balance</b>	<b>\$</b>	<b>13,069</b>

CITY OF HILSHIRE VILLAGE  
7/31/23 FINANCIALS/ADOPTED FYE 2023 BUDGET

7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET	ACCT NO.	ACTUALS AS OF 07-31-23	YEAR TO DATE BUDGET	Year to date 'Budget over/under Actuals	FYE '23 BUDGET	% Budget Used
<b>UNRESTRICTED GENERAL FUND</b>						
Recycle & Trash Fees	42500	\$ 43,328	\$ 73,538	\$ (30,210)	\$ 88,246	49.10%
Sales Tax Discount Income	47000	\$ 23	\$ 28	\$ -	\$ 33	71.18%
<b>Total General Revenue - Garbage</b>		<b>\$ 43,352</b>	<b>\$ 73,566</b>	<b>\$ (30,210)</b>	<b>\$ 88,279</b>	
<b>General Expense</b>						
Trash Service	52500	\$ 69,429	\$ 72,774	\$ (3,346)	\$ 87,329	79.50%
<b>Total General Expense - Garbage</b>		<b>\$ 69,429</b>	<b>\$ 72,774</b>	<b>\$ (3,346)</b>	<b>\$ 87,329</b>	
Building Permits/Inspections	47100	\$ 75,735	\$ 53,333	\$ 22,401	\$ 64,000	118.34%
Re-Inspections	47101	\$ 640	\$ -	\$ 640	\$ -	
Plan Check for Construction	47102	\$ 40,464	\$ 20,000	\$ 20,464	\$ 20,000	202.32%
Plan Check for Drainage	47105	\$ 14,060	\$ 9,000	\$ 5,060	\$ 9,000	156.22%
<b>Total General Revenue -Permits</b>		<b>\$ 130,898</b>	<b>\$ 82,333</b>	<b>\$ 48,565</b>	<b>\$ 93,000</b>	
Bldg. Permit Administration	55000	\$ 24,750	\$ 31,667	\$ (6,917)	\$ 38,000	65.13%
Inspection	55501	\$ 6,173	\$ 7,500	\$ (1,327)	\$ 2,000	308.64%
Engineering - Drainage/Construction	56583	\$ -	\$ 2,500	\$ (2,500)	\$ 44,000	0.00%
Utility Locate	55300	\$ -	\$ 2,500	\$ (2,500)	\$ 9,000	0.00%
<b>Total General Expense - Permits</b>		<b>\$ 30,923</b>	<b>\$ 44,167</b>	<b>\$ (13,244)</b>	<b>\$ 93,000</b>	
<b>TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET</b>		<b>\$ 73,899</b>	<b>\$ 38,958</b>	<b>\$ 34,944</b>	<b>\$ 950</b>	

CITY OF HILSHIRE VILLAGE  
7/31/23 FINANCIALS/ADOPTED FYE 2023 BUDGET

7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET	ACCT NO.	ACTUALS AS OF 07-31-23	YEAR TO DATE BUDGET	Year to date 'Budget over/under Actuals	FYE '23 BUDGET	% Budget Used
<b>General Revenue</b>						
Property Taxes - Current	42100	\$ 1,249,218	\$ 1,243,929	\$ 5,289	\$ 1,263,929	98.84%
Property Taxes - Delinquent	42200	\$ 1,384	\$ -	\$ 1,384	\$ -	
<b>Total Property Taxes</b>		<b>\$ 1,250,603</b>	<b>\$ 1,243,929</b>	<b>\$ 6,674</b>	<b>\$ 1,263,929</b>	
Int. Income-Taxes	46700	\$ 5,866	\$ 3,208	\$ 2,658	\$ 3,850	152.37%
Franchise Tax	43000	\$ 40,959	\$ 43,000	\$ (2,042)	\$ 55,000	74.47%
City Sales Tax	44000	\$ 57,911	\$ 37,500	\$ 20,411	\$ 45,000	128.69%
<b>Total Other Taxes</b>		<b>\$ 104,736</b>	<b>\$ 83,708</b>	<b>\$ 21,027</b>	<b>\$ 103,850</b>	
<b>Total General Revenue - Taxes</b>		<b>\$ 1,355,338</b>	<b>\$ 1,327,637</b>	<b>\$ 27,701</b>	<b>\$ 1,367,779</b>	
<b>Other Income</b>						
Ambulance Income	48300	\$ 4,969	\$ -	\$ 4,969	\$ -	
Court Fees	48200	\$ 4,020	\$ 5,500	\$ (1,480)	\$ 8,000	50.25%
Int. Income- General Fund	46000	\$ 46,397	\$ 250	\$ 46,147	\$ 500	9279.34%
Int. Income Gen Funds	46100	\$ -	\$ -	\$ -	\$ -	
Pet Permits	47200	\$ 87	\$ -	\$ 87	\$ -	
Alarm and Pet Permits and Misc. Fees.	47201	\$ 2,674	\$ 1,500	\$ 1,174	\$ 1,500	178.27%
Other - Board of Adj, Specific Use Permits, Open Records and Municipality Intermodal Permit Funds	48100	\$ 3,722	\$ 3,333	\$ 389	\$ 4,000	93.06%
<b>Total General Revenue - Other Income</b>		<b>\$ 61,869</b>	<b>\$ 10,583</b>	<b>\$ 51,286</b>	<b>\$ 14,000</b>	
		\$ -	\$ -	\$ -	\$ -	
<b>Total of ALL General Revenue Excluding Pass Through-</b>		<b>\$ 1,417,208</b>	<b>\$ 1,338,221</b>	<b>\$ 78,987</b>	<b>\$ 1,381,779</b>	
<b>General Expense</b>						
<b>City Operations Expense</b>						
Police Protection/Court	51500	\$ 507,368	\$ 507,368	\$ -	\$ 608,841	83.33%
Police Cameras		\$ -	\$ 2,667	\$ (2,667)	\$ 9,000	0.00%
Fire Protection	52000	\$ 209,519	\$ 226,889	\$ (17,370)	\$ 261,653	80.07%
Increase in Budget for VFD to cover overage	52100	\$ 29,243	\$ -	\$ 29,243	\$ 8,685	336.70%
CERT Supplies	52400	\$ -	\$ 833	\$ (833)	\$ 1,000	0.00%
Mosquito Spraying	53400	\$ 1,463	\$ 2,600	\$ (1,137)	\$ 3,500	41.79%
Maintenance and Electrical Difference for Decorative Street Lights		\$ -	\$ 2,600	\$ (2,600)	\$ 5,611	0.00%
Street Lights	53500	\$ 4,384	\$ 5,739	\$ (1,356)	\$ 6,887	63.65%
<b>Total General Expense - City Operations Expense</b>		<b>\$ 751,975</b>	<b>\$ 748,695</b>	<b>\$ 3,280</b>	<b>\$ 905,177</b>	

CITY OF HILSHIRE VILLAGE  
7/31/23 FINANCIALS/ADOPTED FYE 2023 BUDGET

7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET	ACCT NO.	ACTUALS AS OF 07-31-23	YEAR TO DATE BUDGET	Year to date 'Budget over/under Actuals	FYE '23 BUDGET	% Budget Used
<b>PROCEDURAL AND PROFESSIONAL EXPENSES</b>						
Tax Collection Fees	54000	\$ 10,018	\$ 10,700	\$ (682)	\$ 13,800	72.59%
Audit Fees	54520	\$ 19,510	\$ 19,510	\$ -	\$ 19,510	100.00%
GASB Audit Reporting	54520	\$ -	\$ -	\$ -	\$ -	0.00%
Legal Fees	54540	\$ 13,125	\$ 14,167	\$ (1,042)	\$ 17,000	77.20%
Legal Fees - Zoning	54545	\$ -	\$ -	\$ -	\$ -	0.00%
Board of Adjustment	56000	\$ -	\$ 2,917	\$ (2,917)	\$ 3,500	0.00%
Insurance	56510	\$ 5,557	\$ 6,093	\$ (536)	\$ 6,093	91.20%
Bank Charges	56525	\$ 1,919	\$ 2,500	\$ (581)	\$ 3,000	63.98%
Police -Council Meeting	51600	\$ 1,800	\$ 2,667	\$ (867)	\$ 3,200	56.25%
Dues	56526	\$ 1,527	\$ 2,500	\$ (973)	\$ 2,500	61.08%
Public Notices- Newspaper Notices	56530	\$ 561	\$ 4,167	\$ (3,606)	\$ 5,000	11.21%
Lobbyist Expense (or Legislative Consulting & Professional Serv.)		\$ -	\$ -	\$ -	\$ -	
Muni Code Ordinance Codification	56560	\$ 1,420	\$ 3,100	\$ (1,680)	\$ 4,000	35.50%
Village Ind. Festival	56580	\$ -	\$ -	\$ -	\$ -	
Books for Library	56581	\$ -	\$ -	\$ -	\$ 250	0.00%
Memorial Villages Event - Recycling/Shred/Rx Event		\$ 566	\$ 500	\$ 66	\$ 500	113.16%
Miscellaneous	56550	\$ 5,061	\$ 3,333	\$ 1,727	\$ 4,000	126.51%
Contingency	56570	\$ -	\$ 12,500	\$ (12,500)	\$ 15,000	0.00%
Hazard Mitigation Projects	56587	\$ -	\$ -	\$ -	\$ 5,000	0.00%
Engineering for new Grant Money	56582	\$ 1,389	\$ 1,245	\$ 144	\$ 3,000	46.30%
Engineering Services for Small Projects	56585	\$ 16,483	\$ 36,667	\$ (20,184)	\$ 50,000	32.97%
<b>Total General Expense - Procedural and Professional Expenses</b>		<b>\$ 78,935</b>	<b>\$ 122,565</b>	<b>\$ (43,630)</b>	<b>\$ 155,353</b>	
<b>CITY HALL OPERATIONS</b>						
City Hall Expenses	56520	\$ 14,727	\$ 15,000	\$ (273)	\$ 18,000	81.82%
City Hall Building Maintenance	56521	\$ 583	\$ 6,667	\$ (6,084)	\$ 8,000	7.29%
City Hall Paint - Interior	56517	\$ -	\$ -	\$ -	\$ -	0.00%
City Hall Flooring	56518	\$ -	\$ -	\$ -	\$ -	0.00%
City Hall Upgrades		\$ -	\$ 2,500	\$ (2,500)	\$ 2,500	0.00%
Exterior Building (new doors, gutters, stain)		\$ 580	\$ 2,500	\$ (1,920)	\$ 2,500	23.19%
Office Supplies & Postage	56540	\$ 3,684	\$ 3,333	\$ 350	\$ 3,333	110.51%
City Hall Equipment/Technology/Software	56545	\$ 4,064	\$ 5,833	\$ (1,769)	\$ 7,000	58.06%
Extra Technology	56587	\$ -	\$ -	\$ -	\$ -	0.00%
Website Hosting and Maintenance	56523	\$ 47	\$ -	\$ 47	\$ 1,500	3.13%
Generator Maintenance of Building	55600	\$ 880	\$ 1,667	\$ (787)	\$ 1,245	70.68%
Employee Wages and Benefits		\$ 192,656	\$ 205,202	\$ (12,547)	\$ 234,817	82.05%
Mayor/Council/City Administrator Expenses	56551	\$ 2,578	\$ 2,500	\$ 78	\$ 3,000	85.92%
Education	56515	\$ 1,543	\$ 2,500	\$ (957)	\$ 2,500	61.70%
Election/Voting Machine Rent	56541	\$ 2,204	\$ 2,500	\$ (296)	\$ 2,500	88.17%
<b>Total General Expense -City Hall Operations</b>		<b>\$ 223,545</b>	<b>\$ 250,202</b>	<b>\$ (26,657)</b>	<b>\$ 286,895</b>	
<b>TOTAL GENERAL EXPENSE EXCLUDING PASS THROUGH</b>		<b>\$ 1,054,455</b>	<b>\$1,121,463</b>	<b>\$ (67,008)</b>	<b>\$1,347,425</b>	
<b>TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH</b>		<b>\$ 362,753</b>	<b>\$ 216,758</b>	<b>\$ 145,995</b>	<b>\$ 34,354</b>	
<b>TOTAL UNRESTRICTED GENERAL FUND - NET</b>		<b>\$ 436,651</b>	<b>\$ 255,716</b>	<b>\$ 180,939</b>	<b>\$ 35,304</b>	

CITY OF HILSHIRE VILLAGE  
7/31/23 FINANCIALS/ADOPTED FYE 2023 BUDGET

7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET	ACCT NO.	ACTUALS AS OF 07-31-23	YEAR TO DATE BUDGET	Year to date 'Budget over/under Actuals	FYE '23 BUDGET	% Budget Used
<b>RESTRICTED GENERAL FUND</b>						
Child Safety Fees Revenue	48400	\$ 751	\$ 708	\$ (44)	\$ 849	
Transfer from Child Safety Account		\$ -	\$ -	\$ -	\$ 7,000	
<b>Total Child Safety Revenue</b>		<b>\$ 751</b>	<b>\$ 708</b>	<b>\$ (44)</b>	<b>\$ 7,849</b>	
<b>Pine Chase Grove Water Vault Area</b>						
<b>Total Child Safety Expenses</b>	53700	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	
<b>CHILD SAFETY - NET</b>		<b>\$ 751</b>	<b>\$ (6,293)</b>		<b>\$ 849</b>	
<b>Other Metro Revenue</b>						
Income-Metro 1	41000	\$ 103,000	\$ 103,000	\$ -	\$ 103,000	100.00%
Interest-Metro 1	46500	\$ 13,272	\$ -	\$ (13,272)	\$ -	0.00%
Interest Metro EST	46300	\$ -	\$ -	\$ -	\$ -	
Interest-Metro 2	46400	\$ -	\$ -	\$ -	\$ -	
Income- Metro 2	41000	\$ -	\$ -	\$ -	\$ -	
Transfer from Metro EST	41005	\$ -	\$ -	\$ -	\$ -	
Transfer from Metro 1	41006	\$ -	\$ -	\$ -	\$ -	
Transfer from Child Safety Account	41001	\$ -	\$ -	\$ -	\$ -	
<b>Total Other Revenue</b>		<b>\$ 116,272</b>	<b>\$ 103,000</b>		<b>\$ 103,000</b>	
<b>Other Metro Expense</b>						
Street Signs	53600	\$ 1,430	\$ 1,333	\$ 97	\$ 2,000	71.50%
Engineering Services for Sign	53650	\$ 1,430	\$ 667	\$ 763	\$ 1,000	143.00%
Metro Funded Misc. Expense	53000	\$ 6,773	\$ 16,667	\$ (9,894)	\$ 20,000	33.87%
Metro Funded Ditch/Ravine Cleaning	53002	\$ -	\$ -	\$ -	\$ 30,000	0.00%
Metro - Curb and Gutter Street Repairs	53003	\$ -	\$ 20,000	\$ (20,000)	\$ 30,000	0.00%
Metro - Point Repairs on Asphalt Roads	53004	\$ -	\$ 10,000	\$ (10,000)	\$ 20,000	0.00%
<b>Total Other Expense</b>		<b>\$ 9,633</b>	<b>\$ 48,667</b>	<b>\$ (39,034)</b>	<b>\$ 103,000</b>	
<b>OTHER METRO - NET</b>		<b>\$ 106,639</b>	<b>\$ 54,333</b>	<b>\$ 39,034</b>	<b>\$ -</b>	



CITY OF HILSHIRE VILLAGE  
7/31/23 FINANCIALS/ADOPTED FYE 2023 BUDGET

7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET	ACCT NO.	ACTUALS AS OF 07-31-23	YEAR TO DATE BUDGET	Year to date 'Budget over/under Actuals	FYE '23 BUDGET	% Budget Used
<b>DEBT TAX</b>						
<b>Debt Tax Revenue</b>						
Property Taxes-Debt-Current	42101	\$ 361,648	\$ 365,693	\$ (4,045)	\$ 371,693	97.30%
Property Taxes-Debt-Delinquent	42101	\$ 569	\$ -	\$ -	\$ -	0.00%
Int-Income-Debt Taxes-SBISD	46800	\$ 1,685	\$ -	\$ 1,685	\$ -	0.00%
Int. Income Anticipation Note-BANK	46600	\$ -	\$ -	\$ -	\$ -	0.00%
Transfer from General Utilities Acct		\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Debt Tax Revenue</b>		<b>\$ 363,903</b>	<b>\$ 365,693</b>	<b>\$ (2,359)</b>	<b>\$ 371,693</b>	
<b>Debt Tax Expense</b>						
Principal Due on 2014 and 2918 Tax Note	57000	\$ 340,000	\$ 340,000	\$ -	\$ 340,000	100.00%
Interest Due on 2014 and 2018 Tax Note	57500	\$ 12,069	\$ 12,069	\$ -	\$ 19,696	61.28%
<b>Total Debt Tax Expense</b>		<b>\$ 352,069</b>	<b>\$ 352,069</b>	<b>\$ -</b>	<b>\$ 359,696</b>	
<b>DEBT TAX - NET</b>		<b>\$ 11,834</b>	<b>\$ 13,624</b>		<b>\$ 11,998</b>	
<b>7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET</b>						
<b>Capital Improvement - Decorative Street Lights</b>						
<b>Decorative Street Lights Revenue</b>						
Transfer from Metro		\$ -	\$ -		\$ -	
Transfer from General Fund		\$ -	\$ -		\$ -	
Transfer from Child Safety		\$ -	\$ -		\$ -	
<b>Total Decorative Street Lights Revenue</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Decorative Street Lights Expense</b>						
CenterPoint installation		\$ -	\$ -		\$ -	
CenterPoint removal of existing poles and lighting		\$ -	\$ -		\$ -	
<b>Total Street Lights Expense</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Street Lights - NET</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Capital Improvement - Wirt Road Safety Project</b>						
<b>Wirt Road Safety Project Revenue</b>						
Transfer from Metro		\$ -	\$ -		\$ 49,385	
Transfer from General Fund		\$ -	\$ -		\$ 40,000	
Transfer from Child Safety		\$ -	\$ -		\$ -	
<b>Total Wirt Road Safety Project Revenue</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ 89,385</b>	
<b>Wirt Road Safety Project Expense</b>						
Engineering and Surveys for Sidewalks		\$ -	\$ -		\$ 60,415	
COH and TDLAR Permits		\$ -	\$ -		\$ 8,700	
Supplemental		\$ -	\$ -		\$ 20,270	
<b>Total Wirt Road Safety Project Expense</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ 89,385</b>	
<b>Wirt Road Safety Project - NET</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

CITY OF HILSHIRE VILLAGE  
7/31/23 FINANCIALS/ADOPTED FYE 2023 BUDGET

7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET	ACCT NO.	ACTUALS AS OF 07-31-23	YEAR TO DATE BUDGET	Year to date 'Budget over/under Actuals	FYE '23 BUDGET	% Budget Used
<b>RESTRICTED UTILITY FUND</b>						
<b>Operating Revenues - Water</b>						
Water Revenues	45000	\$ 194,053	\$ 232,290	\$ (38,237)	\$ 352,290	55.08%
New Construction Meter Installation	45009	\$ 24,946	\$ 2,000	\$ 22,946	\$ 2,000	1247.30%
Maintenance Revenues	45002	\$ 28,328	\$ 28,240	\$ 88	\$ 42,360	66.87%
<b>Total Operating Revenues - Water</b>		<b>\$ 247,327</b>	<b>\$ 262,530</b>	<b>\$ (15,203)</b>	<b>\$ 396,650</b>	
<b>Operating Expenses - Water</b>						
City Water Supply (COH)	51001	\$ 172,808	\$ 220,140	\$ (47,332)	\$ 280,140	61.69%
Utilities- Pine Chase Grove	51006	\$ -	\$ 138	\$ (138)	\$ 166	0.00%
Repairs to Water Lines	55501	\$ 28,607	\$ 41,667	\$ (13,060)	\$ 50,000	57.21%
Repairs to Water Vaults	55503	\$ -	\$ -	\$ -	\$ -	
Meter Reader	56000	\$ 2,325	\$ 2,769	\$ (444)	\$ 4,154	55.97%
Meter Replacement	55505	\$ 4,215	\$ 1,458	\$ 2,757	\$ 1,750	240.85%
New Construction Meter Installation	55507	\$ 29,769	\$ 2,000	\$ 27,769	\$ 2,000	1488.44%
Water Quality Testing	56001	\$ 21,326	\$ 24,583	\$ (3,257)	\$ 29,500	72.29%
<b>Total Operating Expenses - Water</b>		<b>\$ 259,050</b>	<b>\$ 292,756</b>	<b>\$ (33,706)</b>	<b>\$ 367,710</b>	
<b>OPERATING - WATER - NET</b>		<b>\$ (11,722)</b>	<b>\$ (30,226)</b>	<b>\$ 18,504</b>	<b>\$ 28,940</b>	
<b>Operating Revenues - Sewer</b>						
Sewer Revenues	45001	\$ 92,669	\$ 91,576	\$ (1,093)	\$ 138,576	66.87%
<b>Total Operating Revenues - Sewer</b>		<b>\$ 92,669</b>	<b>\$ 91,576</b>	<b>\$ (1,093)</b>	<b>\$ 138,576</b>	
<b>Operating Expenses Sewer</b>						
Wastewater Disposal (COH)	51002	\$ 70,085	\$ 84,123	\$ 14,038	\$ 100,947	69.43%
Utilities -Lift Station	51003	\$ 5,030	\$ 4,383	\$ (648)	\$ 5,259	95.65%
Repairs to Sewer Lines	55502	\$ 1,923	\$ 12,500	\$ 10,577	\$ 15,000	12.82%
Repairs to Lift Station	55504	\$ 6,290	\$ 10,000	\$ 3,710	\$ 12,000	52.42%
Replacement of Lift Station Pumps	55506	\$ -	\$ -	\$ -	\$ -	
Engineering for water vault		\$ -	\$ -	\$ -	\$ -	
<b>Total Operating Expenses - Sewer</b>		<b>\$ 83,328</b>	<b>\$ 111,005</b>	<b>\$ 27,677</b>	<b>\$ 133,206</b>	
<b>OPERATING - SEWER - NET</b>		<b>\$ 9,340</b>	<b>\$ (19,429)</b>	<b>\$ (28,769)</b>	<b>\$ 5,369</b>	

CITY OF HILSHIRE VILLAGE  
7/31/23 FINANCIALS/ADOPTED FYE 2023 BUDGET

7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET	ACCT NO.	ACTUALS AS OF 07-31-23	YEAR TO DATE BUDGET	Year to date 'Budget over/under Actuals	FYE '23 BUDGET	% Budget Used
<b>Operating Revenues - Misc.</b>						
Interest - Bank	45040	\$ -	\$ -	\$ -	\$ -	
Interest Utility Billing	45060	\$ 2,172	\$ 1,641	\$ (531)	\$ 2,491	87.18%
Utility Services Income	45008	\$ 750	\$ 1,618	\$ 868	\$ 2,427	30.90%
Garbage - holding account	45003	\$ 14,646	\$ -	\$ (14,646)	\$ -	
Garbage - Sales Tax - holding account	45004	\$ 16	\$ -	\$ (16)	\$ -	
Transfer/Surpluses	45025	\$ -	\$ -	\$ -	\$ -	
<b>Total Misc. Revenues</b>		<b>\$ 17,584</b>	<b>\$ 3,259</b>	<b>\$ (14,325)</b>	<b>\$ 4,918</b>	
<b>Operating Expenses - Misc.</b>						
On Call Engineering Services	60000	\$ 1,973	\$ 11,441	\$ (9,468)	\$ 13,729	14.37%
Utility Line Locator Services	55508	\$ 3,552	\$ 5,792	\$ (2,240)	\$ 6,950	51.10%
Contingency	58000	\$ 1,702	\$ 4,167	\$ (2,465)	\$ 5,000	34.04%
Bank Charges	52000	\$ 99	\$ -	\$ 99	\$ -	
Utility Billing Costs	56002	\$ 4,596	\$ 4,806	\$ (210)	\$ 7,209	63.75%
Office Supplies & Postage	56003	\$ 353	\$ 500	\$ (147)	\$ 600	58.80%
Mayor & Council Expenses	56004	\$ -	\$ -	\$ -	\$ -	
Bad Debt	52000	\$ -	\$ -	\$ -	\$ 500	0.00%
<b>Total Operating Misc. Expenses</b>		<b>\$ 12,274</b>	<b>\$ 26,705</b>	<b>\$ 14,431</b>	<b>\$ 33,988</b>	
<b>TCEQ Expenses</b>						
Extra TCEQ equipment	55561	\$ -	\$ -	\$ -	\$ -	
Harris County Flood Control (TCEQ)	55560	\$ -	\$ 395	\$ -	\$ 395	0.00%
Legal	55562	\$ 75	\$ 417	\$ (2,583)	\$ 500	15.00%
Legal - City Engineer	55563	\$ 2,085	\$ 3,333	\$ (667)	\$ 4,000	52.13%
<b>Total TCEQ Expenses</b>		<b>\$ 2,160</b>	<b>\$ 4,145</b>	<b>\$ (3,250)</b>	<b>\$ 4,895</b>	
<b>OPERATING - MISC./TCEQ - NET</b>		<b>\$ 3,150</b>	<b>\$ (27,591)</b>	<b>\$ (11,075)</b>	<b>\$ (33,965)</b>	
<b>UTILITY FUND REVENUE OVER/UNDER</b>		<b>\$ 768</b>	<b>\$ (77,246)</b>	<b>\$ (76,478)</b>	<b>\$ 344</b>	

CITY OF HILSHIRE VILLAGE  
7/31/23 FINANCIALS/ADOPTED FYE 2023 BUDGET

7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET	ACCT NO.	ACTUALS AS OF 07-31-23	YEAR TO DATE BUDGET	Year to date 'Budget over/under Actuals	FYE '23 BUDGET	% Budget Used
<b>Capital Improvement Projects</b>						
Transfer from General Fund		\$ -	\$ 100,000		\$ -	
Transfer from Utility Fund		\$ -	\$ 69,000		\$ -	
Revenue from the American Rescue Plan		\$ -	\$ 200,000		\$ 119,010	
<b>Total Capital Approval Revenue</b>		<b>\$ -</b>	<b>\$ 369,000</b>	<b>\$ -</b>	<b>\$ 119,010</b>	
<b>Water Vault Hickory Shadows - Expense</b>						
Engineering & Legal Fees to acquire Easements		\$ -	\$ 5,000	\$ -	\$ 5,500	
Engineering		\$ -	\$ 10,000	\$ -	\$ 6,000	
Water Vault - Hickory Shadows		\$ -	\$ 60,000	\$ -	\$ 21,000	
<b>Total Hickory Shadows Water Vault Expenses</b>		<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 32,500</b>	
<b>Water Vault 1 Pine Chase Grove - Expense</b>						
Engineering		\$ -	\$ 14,000	\$ -	\$ -	
Water Vault -		\$ -	\$ 55,000	\$ -	\$ -	
<b>Total Pine Chase Grove 1 Water Vault Expenses</b>		<b>\$ -</b>	<b>\$ 69,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Water Vault 2 Pine Chase Grove - Expense</b>						
Engineering		\$ -	\$ 20,000	\$ -	\$ -	
Water Vault -		\$ -	\$ 80,000	\$ -	\$ -	
<b>Total Pine Chase Grove 2 Water Vault Expenses</b>		<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Tie in Hilshire Villas Water Line Expense</b>						
Engineering		\$ -	\$ 10,000	\$ -	\$ 11,000	
Labor		\$ -	\$ 40,000	\$ -	\$ 42,000	
<b>Total Tie in Hilshire Villas Water Line Expenses</b>		<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 53,000</b>	
<b>Lift Station Generator Expense</b>						
Engineering		\$ -	\$ -	\$ -	\$ -	
Labor		\$ 33,510	\$ 33,510	\$ -	\$ 33,510	
<b>Total Lift Station Generator Expenses</b>		<b>\$ 33,510</b>	<b>\$ 33,510</b>	<b>\$ -</b>	<b>\$ 33,510</b>	
<b>Total Capital Improvement Expenses</b>			<b>\$ 327,510</b>		<b>\$ 119,010</b>	
<b>UTILITY FUND CAPITAL IMPROVEMENT REVENUE OVER/UNDER</b>			\$ 41,490		\$ -	

CITY OF HILSHIRE VILLAGE  
7/31/23 FINANCIALS/ADOPTED FYE 2023 BUDGET

7-31-23 FINANCIALS/FYE 2023 (2022 TAX YEAR) ADOPTED BUDGET	ACCT NO.	ACTUALS AS OF 07-31-23	YEAR TO DATE BUDGET	Year to date 'Budget over/under Actuals	FYE '23 BUDGET
<b>Hilshire Green Infrastructure Project</b>					
<b>Hilshire Green Reconstruction Revenue</b>					
Revenue from the American Rescue Plan					\$ 80,990.00
Transfer from Utility					\$ -
Transfer from Metro					\$ -
Transfer from General Fund					\$ -
Anticipation Note					\$ 698,010.00
<b>Total Hilshire Green Revenue</b>			<b>\$ -</b>		<b>\$ 779,000.00</b>
<b>Hilshire Green Reconstruction Expense</b>					
Engineering - Paving & Drainage					\$ 62,000.00
Engineering - Water					\$ 42,000.00
Engineering - Sanitary Sewer					\$ 54,000.00
Construction - Water Improvements					\$ 164,000.00
Construction - Sanitary Sewer					\$ 213,000.00
Construction Paving & Drainage					\$ 244,000.00
<b>Total Hilshire Green Expense</b>			<b>\$ -</b>		<b>\$ 779,000.00</b>
<b>Hilshire Green Net</b>			<b>\$ -</b>		<b>\$ -</b>

**Operating Budget 2023-2024**  
**Fiscal Year 2024 Proposed Budget**

	FY 2022 Year End Actual	FY2023 Original Budget	FY 2023 Projected Actuals	FY 2024 Proposed Budget
<u>Unrestricted General Fund</u>				
<u>Pass Through Cash Flow</u>				
<b>Revenues</b>				
42500 Trash Service Revenue	84,228	88,246	71,728	90,904
47000 Sales Tax Discount Income	23	33	30	33
47100 Building Permits/Inspections	84,005	64,000	81,385	65,000
47101 Re-Inspections	480	0	960	0
47102 Plan Review for Construction	21,274	20,000	37,454	25,000
47105 Plan Review for Drainage	10,000	9,000	13,760	10,000
<b>Revenues</b>	<b>200,010</b>	<b>181,279</b>	<b>205,317</b>	<b>190,937</b>
<b>Expenses</b>				
52500 Trash Service Expense	81,595	87,329	83,437	90,904
55000 Bldg. Permit Administration	33,000	38,000	33,000	38,000
55501 Arborist Inspections	720	2,000	1,120	2,000
56583 Engineering - Plan Review	28,531	44,000	31,483	48,000
55300 Utility Locate - Permits	0	9,000	8,955	12,000
<b>Expenses</b>	<b>143,847</b>	<b>180,329</b>	<b>157,995</b>	<b>190,904</b>
<b>Net</b>	<b>56,164</b>	<b>950</b>	<b>47,322</b>	<b>33</b>

**Operating Budget 2023-2024**  
**Fiscal Year 2024 Proposed Budget**

	FY 2022 Year End Actual	FY2023 Original Budget	FY 2023 Projected Actuals	FY 2024 Proposed Budget
<u>Unrestricted General Fund</u>				
<u>Excluding Pass Through Cash Flow</u>				
<b>Revenues</b>				
42100 Property Taxes - Current	1,200,042	1,263,929	1,255,864	1,380,414
42200 Property Taxes - Delinquent	10,567	0	0	
46700 Int. Income-Taxes	17,444	3,850	6,343	4,000
43000 Franchise Tax	60,490	55,000	50,959	50,000
44000 City Sales Tax	67,093	45,000	69,750	60,000
48300 Ambulance Income	0	0	4,847	0
48200 Court Fees	12,439	8,000	2,622	5,000
46000 Int. Income CDARS - General Fund	476	500	0	0
46100 Int. Income Gen Funds	900	0	55,559	30,000
47200 Pet Permits	0	0	90	0
47201 Alarm Permits and Misc. Fees.	1,439	1,500	1,584	1,500
48100 Other - ZBOA, SUPs, ORRs, Municipality Intermodal Permit Funds	4,221	4,000	3,722	4,000
<b>Revenues</b>	<b>1,375,111</b>	<b>1,381,779</b>	<b>1,451,340</b>	<b>1,534,914</b>
<b>Expenses</b>				
51500 Police Protection/Court	558,142	608,841	608,841	730,609
51700 Police Cameras	8,250	6,000	8,550	15,000
52000 Fire Protection	230,950	217,438	296,378	297,405
52050 Budget Amendments		0	29,243	
2022-001		0	8,685	
2022-002		<i>(Intrabudgetary Transfer)</i>		
2023-001		<i>(Intrabudgetary Transfer)</i>		
2023-002		0	1,499	
2023-003		0	5,520	
2023-004		0	13,538	
52100 Fire Department Overtime Overage		8,685	0	
52400 CERT Supplies	0	1,000	0	0
53400 Mosquito Spraying	2,793	3,500	2,290	3,500
Maintenance & Electrical for Decorative Street Lights		5,611		
53500 Street Lights	5,330	6,887	5,384	6,500
<b>Expenses</b>	<b>805,465</b>	<b>857,962</b>	<b>950,684</b>	<b>1,053,014</b>

**Operating Budget 2023-2024**  
**Fiscal Year 2024 Proposed Budget**

	FY 2022 Year End Actual	FY2023 Original Budget	FY 2023 Projected Actuals	FY 2024 Proposed Budget
<u>Unrestricted General Fund</u>				
<u>Excluding Pass Through Cash Flow Cont'd</u>				
<b>Procedural and Professional</b>				
54000 Tax Collection Fees	12,582	13,800	13,018	15,000
54520 Audit Fees, GASB Audit Reporting	18,950	19,510	19,510	20,085
54540 Legal Fees	15,658	17,000	17,125	23,000
54545 Legal Fees - Zoning	0	0	0	
56000 Board of Adjustment	1,096	3,500	0	3,500
56510 Insurance	5,187	6,093	5,557	7,500
56525 Bank Charges	3,105	3,000	2,619	3,000
51600 Police -Council Meeting	2,450	3,200	2,400	3,200
56526 Dues	2,141	2,500	2,500	2,500
56530 Public Notices- Newspaper Notices	2,331	5,000	1,000	5,000
56560 Municode Ordinance Codification	2,636	4,000	2,920	4,000
56580 Village Ind. Festival	0	0	0	5,000
56581 Books for Library	250	250	250	250
56579 Villages Recycling/Shred/Rx Event	359	500	532	600
56550 Miscellaneous	2,741	4,000	6,441	5,000
56570 Contingency	0	15,000	0	15,000
56587 Hazard Mitigation Projects	0	5,000	0	5,000
56582 Engineering for new Grant Money	0	3,000	0	3,000
56585 Non-Metro Engineering Services	49,519	50,000	36,348	50,000
<b>Expenses</b>	<b>119,006</b>	<b>155,353</b>	<b>110,219</b>	<b>170,635</b>



**Operating Budget 2023-2024**  
**Fiscal Year 2024 Proposed Budget**

	FY 2022 Year End Actual	FY2023 Original Budget	FY 2023 Projected Actuals	FY 2024 Proposed Budget
<u>Unrestricted General Fund</u>				
<u>Excluding Pass Through Cash Flow Cont'd</u>				
<b>City Hall Operations</b>				
56520 City Hall Operations	17,453	18,000	18,227	20,000
56521 City Hall Building Maintenance	455	8,000	668	8,000
56518 City Hall Upgrades	15,000	2,500	0	2,500
56519 Exterior Building	3,796	2,500	1,830	2,500
56540 Office Supplies & Postage	3,288	4,000	4,000	4,000
56545 City Hall Equipment/Technology/So	6,727	7,000	6,944	15,000
56522 Website Development	1,500	0	0	0
56523 Website Hosting and Maintenance	1,500	1,500	1,570	1,700
55600 City Hall Generator Maintenance	145	1,245	1,389	1,400
54300 Employee Wages and Benefits	175,601	234,817	158,839	189,595
56551 Mayor/Council/City Admin Expenses	2,436	3,000	3,038	3,000
Financial Consultant				7,200
56515 Education	3,504	2,500	2,068	2,500
56541 Election/Voting Machine Rent	7,246	2,500	2,204	2,500
<b>City Hall Operations Expenses</b>	<b>238,651</b>	<b>287,562</b>	<b>200,778</b>	<b>259,895</b>
<b>General Fund Revenues TOTAL</b>	<b>1,575,121</b>	<b>1,563,058</b>	<b>1,656,657</b>	<b>1,725,851</b>
<b>General Fund Expenses TOTAL</b>	<b>1,306,969</b>	<b>1,481,206</b>	<b>1,419,676</b>	<b>1,674,448</b>
<b>Total Net Unrestricted General Fund</b>	<b>268,153</b>	<b>81,853</b>	<b>236,981</b>	<b>51,403</b>

**Operating Budget 2023-2024**  
**Fiscal Year 2024 Proposed Budget**

	FY 2022 Year End Actual	FY2023 Original Budget	FY 2023 Projected Actuals	FY 2024 Proposed Budget
<u>Restricted General Fund</u>				
<u>Pass through cash flow</u>				
<b>Child Safety</b>				
48400 Child Safety Fees	918	849	888	900
Transfer from Child Safety Account	0	7,000	7,000	
<b>Revenues</b>	<b>918</b>	<b>7,849</b>	<b>7,888</b>	<b>900</b>
53700 Child Safety Expenses	0	7,000	7,000	0
<b>Expenses</b>	<b>0</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>
<b>Net</b>	<b>918</b>	<b>849</b>	<b>888</b>	<b>900</b>
<b>Metro</b>				
41000 Income - Metro 1	103,000	103,000	103,000	103,000
46500 Interest - Metro 1	518	0	16,165	0
46400 Interest - Metro 2	0	0	0	0
<b>Revenues</b>	<b>103,518</b>	<b>103,000</b>	<b>119,165</b>	<b>103,000</b>
53600 Street Signs	0	2,000	1,430	2,000
53650 Engineering Services for Sign	0	1,000	0	1,000
53000 Metro Funded Misc. Expense	9,657	20,000	6,773	20,000
53002 Metro Funded Ditch/Ravine Cleaning	0	30,000	0	30,000
53003 Curb & Gutter Street Repairs	0	30,000	0	0
53004 Asphalt Road Point Repairs	0	20,000	0	20,000
<b>Expenses</b>	<b>9,657</b>	<b>103,000</b>	<b>8,203</b>	<b>73,000</b>
<b>Net</b>	<b>93,861</b>	<b>0</b>	<b>110,962</b>	<b>30,000</b>

**Operating Budget 2023-2024**  
**Fiscal Year 2024 Proposed Budget**

	FY 2022 Year End Actual	FY2023 Original Budget	FY 2023 Projected Actuals	FY 2024 Proposed Budget
<u>Restricted General Fund</u>				
<u>Pass Through Cash Flow Cont'd</u>				
<b>Debt Tax</b>				
42101 Property Taxes-Debt-Current	355,583	371,693	362,940	360,682
42201 Property Taxes-Debt-Delinquent	2,478	0	0	0
46800 Int-Income-Debt Taxes-SBISD	4,540	0	1,667	0
<b>Revenues</b>	<b>362,601</b>	<b>371,693</b>	<b>364,607</b>	<b>360,682</b>
57000 Principal on 2014 Tax Note - TIB	135,000	140,000	140,000	145,000
57500 Interest on 2014 Tax Note - TIB	7,646	4,709	4,709	1,588
57000 Principal on 2018 Tax Note - Amegy	195,000	200,000	200,000	205,000
57500 Interest on 2018 Tax Note - Amegy	20,529	14,987	14,987	9,094
<b>Expenses</b>	<b>358,175</b>	<b>359,696</b>	<b>359,696</b>	<b>360,682</b>
<b>Net</b>	<b>4,426</b>	<b>11,997</b>	<b>4,911</b>	<b>0</b>

**Operating Budget 2023-2024**  
**Fiscal Year 2024 Proposed Budget**

	FY 2022 Year End Actual	FY2023 Original Budget	FY 2023 Projected Actuals	FY 2024 Proposed Budget
<u>Capital Improvements</u>				
Wirt Road Safety Project				
Transfer from Metro	0	49,385		49,385
Transfer from General Fund	0	40,000		40,000
Transfer from Child Safety	0	0		
<b>Revenues</b>	<b>0</b>	<b>89,385</b>		<b>89,385</b>
Engineering for Sidewalks	0	60,415		60,415
City of Houston Permits	0	8,700		8,700
Supplemental	0	20,270		20,270
<b>Expenses</b>	<b>0</b>	<b>89,385</b>		<b>89,385</b>
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
American Rescue Plan Act (partial)		200,409	155,000	45,409
Transfer from Anticipation Note		698,010		1,725,000
Anticipation Note Interest				213,047
Transfer from METRO				233,592
Transfer from Utility Fund				70,000
Transfer from General Fund				100,000
<b>Revenues</b>		<b>898,419</b>	<b>155,000</b>	<b>2,387,048</b>
Hilshire Green Infrastructure Project			114,000	665,000
Hickory Shadows Water and Paving				1,362,000
Friarcreek Drainage Channel & 1209 Pine Chase				120,000
Water Vault Hickory Shadows		32,500		27,000
Tie in Hilshire Villas		53,000		0
Lift Station Generator		33,510	39,290	0
Interest on Anticipation Note				213,047
<b>Expenses</b>		<b>119,010</b>	<b>153,290</b>	<b>2,387,047</b>
<b>Net</b>		<b>779,409</b>	<b>1,710</b>	<b>1</b>

**Operating Budget 2023-2024**  
**Fiscal Year 2024 Proposed Budget**

	FY 2022 Year End Actual	FY2023 Original Budget	FY 2023 Projected Actuals	FY 2024 Proposed Budget
<u>Restricted Utility Fund</u>				
<b>Water</b>				
45000 Water Revenues	333,475	352,290	294,053	436,016
45009 New Construction Meter Installation	18,579	2,000	24,946	2,000
45002 Maintenance Revenues	42,078	42,360	42,328	42,360
<b>Revenues</b>	<b>394,132</b>	<b>396,650</b>	<b>361,327</b>	<b>480,376</b>
51001 City Water Supply (City of Houston)	284,656	280,140	242,808	303,495
51006 Utilities- Pine Chase Grove	0	166	0	0
55501 Repairs to Water Lines	51,665	50,000	40,607	50,000
55503 Repairs to Water Vaults	0	0	0	0
56000 Meter Reader	3,557	4,154	3,525	0
56002 Utility Billing Costs & Meter Reading	7,715	7,209	7,096	10,800
55505 Meter Replacement	977	1,750	6,815	8,519
55507 New Construction Meter Installation	18,355	2,000	34,769	10,000
56001 Water Quality Testing	26,701	29,500	25,476	90,150
<b>Expenses</b>	<b>393,626</b>	<b>374,919</b>	<b>361,096</b>	<b>472,964</b>
<b>Net</b>	<b>506</b>	<b>21,731</b>	<b>232</b>	<b>7,412</b>
<b>Sewer</b>				
45001 Sewer Revenues	136,041	138,576	142,669	169,674
<b>Revenues</b>	<b>136,041</b>	<b>138,576</b>	<b>142,669</b>	<b>169,674</b>
51002 Wastewater Disposal (City of Houston)	96,874	100,947	99,485	117,840
51003 Utilities -Lift Station	4,602	5,259	5,685	6,000
55502 Repairs to Sewer Lines	17	15,000	1,100	20,000
55504 Repairs to Lift Station	11,648	12,000	11,713	15,000
55506 Replacement of Lift Station Pumps	0	0	0	0
<b>Expenses</b>	<b>113,141</b>	<b>133,206</b>	<b>117,983</b>	<b>158,840</b>
<b>Net</b>	<b>22,900</b>	<b>5,370</b>	<b>24,685</b>	<b>10,834</b>

**Operating Budget 2023-2024**  
**Fiscal Year 2024 Proposed Budget**

	FY 2022 Year End Actual	FY2023 Original Budget	FY 2023 Projected Actuals	FY 2024 Proposed Budget
<u>Restricted Utility Fund Cont'd</u>				
<b>MISC Operating</b>				
45040 Interest - Bank	0	0	0	0
45060 Interest Utility Billing	3,466	2,491	3,172	2,500
45008 Utility Services Income	2,475	2,427	950	1,500
45003 Garbage - holding account	0	0	0	0
45004 Garbage - Sales Tax - holding account	0	0	0	0
45025 Transfer/Surpluses	0	0	0	0
<b>Revenues</b>	<b>5,942</b>	<b>4,919</b>	<b>4,122</b>	<b>4,000</b>
60000 On Call Engineering Services	14,710	13,729	2,973	5,000
55508 Utility Line Locator Services	11,734	6,950	4,612	7,000
58000 Contingency	63	5,000	1,702	5,000
52000 Bank Charges	0	0	0	0
56003 Office Supplies & Postage	0	600	353	600
56004 Mayor & Council Expenses	0	0	0	0
52000 Bad Debt	0	500	0	0
55561 Extra TCEQ equipment	0	0	0	0
55560 Harris County Flood Control (TCEQ)	395	395	0	395
55562 Legal	225	500	75	500
55563 Legal - City Engineer	2,052	4,000	2,085	2,000
<b>Expenses</b>	<b>29,180</b>	<b>31,674</b>	<b>11,799</b>	<b>20,495</b>
<b>Utility Operating Net</b>	<b>167</b>	<b>345</b>	<b>17,240</b>	<b>1,751</b>

## **Flock Safety + TX - Hilshire Village**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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**MAIN CONTACT:**  
Amanda Spees  
[amanda.spees@flocksafety.com](mailto:amanda.spees@flocksafety.com)  
(470) 763-2071



**EXHIBIT A**  
**ORDER FORM**

Customer: TX - Hilshire Village  
 Legal Entity Name: TX - Hilshire Village  
 Accounts Payable Email: cassie.stephens@hilshirevillagetexas.com  
 Address: 8301 Westview Drive Houston, Texas 77055

Initial Term: 60 Months  
 Renewal Term: 24 Months  
 Payment Terms: Net 30  
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.  
 Retention Period: 30 Days

**Hardware and Software Products**

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$15,000.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS™	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon®	Included	6	Included

**Professional Services and One Time Purchases**

Item	Cost	Quantity	Total
<b>One Time Fees</b>			

<b>Subtotal Year 1:</b>	\$15,000.00
<b>Annual Recurring Subtotal:</b>	\$15,000.00
<b>Discounts:</b>	\$15,000.00
<b>Estimated Tax:</b>	\$0.00
<b>Contract Total:</b>	\$75,000.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*



## Billing Schedule

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$15,000.00
<b>Annual Recurring after Year 1</b>	\$15,000.00
<b>Contract Total</b>	\$75,000.00

\*Tax not included

## Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$15,000.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

## Product and Services Description

Flock Safety Platform Items	Product Description	Terms
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

## FlockOS Features & Description

### Package: Essentials

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

**By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>**

The Parties have executed this Agreement as of the dates set forth below.

**FLOCK GROUP, INC.**

**Customer: TX - Hilshire Village**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

**RESOLUTION NO. 2023-251**

A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE TEXAS, ADOPTING THE PROPOSED TAX RATE CONTAINED IN THE MAYOR'S PROPOSED 2024 MUNICIPAL BUDGET AS THE CITY'S PROPOSED 2023 TAX RATE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING FOR THAT PURPOSE; DESIGNATING THE CITY SECRETARY AS THE OFFICIAL WHO SHALL MAKE THE CALCULATIONS AND PROVIDE THE INFORMATION ASSOCIATED WITH THE CONSIDERATION AND ADOPTION OF THE CITY'S 2023 TAX RATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

Whereas, the Mayor has filed a proposed 2024 municipal budget for the City; and

Whereas, the Mayor's proposed 2024 municipal budget contains a proposed tax rate to support the proposed budget; and

Whereas, Section 26.17 of the Tax Code makes reference to "the tax rate proposed by the governing body;" and

Whereas, the City Council is of the opinion that the proposed tax rate contained in the Mayor's proposed municipal budget is the appropriate tax rate to be considered for adoption at a public hearing to be held for that purpose, pursuant to Section 26.05 of the Tax Code; and

Whereas, the Texas Tax Code requires that the City Council designate an employee or official to perform certain functions in connection with the tax rate adoption process; now, therefore,

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

Section 1. The City Council adopts the proposed tax rate of \$0.560432 as contained in the Mayor's proposed 2024 municipal budget, as the proposed tax rate to be considered for adoption at a public hearing to be held for that purpose, pursuant to Section 26.05 of the Tax Code.

Section 2. The City Secretary is designated as the officer or employee of the City who will make the calculations required by Section 26.04 of the Tax Code, and will provide information to other governmental entities regarding the adoption of the City's 2023 tax rate.

Section 3. The City Secretary is directed to provide the required notices, and publish the required information, concerning the City's proposed 2023 tax rate, including the time and date for a public hearing on the proposed 2023 tax rate.

PASSED, APPROVED, AND RESOLVED this 15<sup>th</sup> day of August, 2023.

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Robert F. Buesinger, Mayor

Attest:

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Cassie Stephens, City Secretary



# Regular Council Meeting Minutes

Tuesday, July 18, 2023 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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## **1. CALL TO ORDER**

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

1.A. Mayor Pro Tem Carey gave the **invocation**.

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

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

**ABSENT**

Council Member Justin Crawford

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

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

**Matt Woodruff, Archley Drive**, presented to the council a comparison of the Hilshire Village Temporary Sales Ordinance with similar ordinances from other Memorial Villages specifically in reference to estate sales. Mr. Woodruff said that the Hilshire Village ordinance does not specifically address estate sales, but would like for the council to consider allowing residents to conduct these types of temporary sales for the benefit of citizens.

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

3.A. **Police Report**: Captain Lane said there were 731 total calls for service, 628 business checks, 46 public relations, and 20 traffic stops which resulted in 31 violations. Captain Lane said that there were several instances where multiple citations were issued.

Council member Cooper inquired if there had been an increase in call volume or reporting violators about speeding. Captain Lane said he was not made aware of an increase in calls, but SVPD has been sending officers to the entry and exits of the city during high-traffic times.

- 3.B. **Building Official Report:** City Secretary Stephens said construction continues to move along, there have been a few remodel and renovation projects which will last the summer.

She stated that construction revenue exceeds the budgeted estimate so that is good news for the fund balance.

- 3.C. **Engineer's Report:** Engineer Vasquez said that he is waiting for the surveyor to schedule the **Pine Chase Grove Water Vault Area** for erosion and drainage assessment.

Engineer Him stated that he is prepared to discuss the **Hilshire Green Paving Drainage and Utility Improvements** after the discussion on debt financing later in the agenda.

Engineer Him said that the approved amendments to the interlocal agreement for the **Wirt Road Safety Project** were signed and sent back to the City of Houston. He stated that he is coordinating on a virtual meeting with Jose Laguna and the Houston multi-modal group, and hopes to have that scheduled by next week. Engineer Him said that in this meeting he will propose a change in the design to remove the crosswalk ramps leading across Wirt Road for safety reasons. He stated that when a previous request was made by Hilshire Village to the City of Houston for a traffic light on Wirt Road it was denied due to safety reasons. He believes they will agree to eliminate that part of the design, keeping only the ramps that lead to the west side sidewalk.

The council discussed the lifespan of the executed Harris County Interlocal Agreement to ensure that the funds are allocated before the expiration.

- 3.D. **Fire Commissioner's Report:** Mayor Buesinger said that it has been a fairly quiet summer at the fire department. He stated that there was an issue with the main station generator, but it has since been repaired. Mayor Buesinger said that the department participated in the Villages Independence Day Parade.

Mayor Buesinger stated that there was a call for a drug overdose and the individual received initial treatment by Memorial Villages Police, who arrived first on-site. He said that the Village Fire medics arrived and continued care, and the individual survived.

Mayor Buesinger said that the department's third ambulance was put in the shop for repairs when the two new ones arrived, and it has since been returned to the station. He said that the oldest vehicle will be sold.

Hydrant testing is continuing in the Villages, the fire department is currently working in Hedwig Village and Piney Point. The commission received a quote from Motorola to potentially use the Memorial Police Department dispatch for VFD dispatch. Last week they conducted a pull test on the roof, which passed, so they will continue with the roof overlay. The annex building paperwork with the new contractor has been

signed. VFD held an emergency management meeting with the Village officials and is collecting information and working on procedures in the event of an emergency. The commission met with AT&T, and not only is the plan cheaper, but in emergencies when cell towers are jammed, a feature called FirstNet gives priority to first responders.

Council Member Cooper asked if any headway has been made on the special audit for VFD. Mayor said the audit is still being reviewed.

Council member Gordy asked if the VFD consultant would be involved in the inspection process of both roof installations, Mayor Buesinger said yes.

Mayor Buesinger said that the fire commission does not conduct a July meeting, but they will have a regularly scheduled meeting in August.

- 3.E. **Mayor Buesinger's Report:** Mayor Buesinger said that he met with Secretary Stephens and citizen Bill Bristow regarding Mr. Bristow's concerns about the drainage in the Pine Chase area, specifically at 1209 Pine Chase Drive. He said that there was a valuable discussion regarding the maintenance of ditches and culverts and would like to discuss costs for a city-wide culvert inspection in the next budget year.

Council Member Gordy asked Engineer Him if he had any contacts for a grading company. Engineer Him said he had some contacts and would send them to Council for review.

- 3.F. **City Secretary's Report:** Secretary Stephens said that it has been a quiet month as far as citizen calls. She said that there was a concern from a Pine Creek Lane citizen regarding an odd taste in the water. Secretary Stephens will be working with Engineer Vasquez and possibly BBG to use interns or lower-level inspectors to inspect the culverts. Secretary Stephens and Clerk Ray are working with Inframark technicians and City Engineer Vasquez to locate potential problems in the supply to the Pine Creek Water Vault.

- 3.G. **City Treasurer's Report:** Secretary Stephens said that Clerk Ray researched the American Rescue Plan Act fund claw back that was mentioned at the previous council meeting. She said that it does not appear that the City is at risk of having funds retrieved, and asked the council to forward any information they find that states otherwise.

Secretary Stephens introduced the City's financial advisor Joe Morrow with Hilltop Securities to discuss estimated debt planning schedules. Mr. Morrow presented two versions of the debt series based on payments similar to what the City is currently making. He reviewed the total amounts that can be borrowed over a five (5) and ten (10) year span respectively. The council requested that a (7) year plan also be created as well as an analysis of what a tax rate increase would do for the schedule. Mr. Morrow explained that the City can sell new debt after the final payment is made on the 2014 tax note in March of 2024. He stated that there are specific tax laws on when payments need to be made so the City needs to be



careful not to issue too soon. Mr. Morrow said that he will send the Bond Buyer Index to Secretary Stephens for the council's reference. Council further discussed other debt and tax rates scenarios with Mr. Morrow and requested a seven-year option.

#### **4. CONSENT AGENDA**

##### **Motion made by Council Member Huber, Seconded by Mayor Pro Tem Carey**

- 4.A. Disbursements
- 4.B. Minutes from the Regular Council Meeting
- 4.C. Check Registers June 2023
- 4.D. Approve June 2023 Financial Report

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

**The motion carried 4-0.**

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

- 5.A. **Discussion and Possible Authorization for Engineering Services for the Hilshire Green Paving, Drainage & Utility Improvements Project**

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

Engineer Him said that the City received American Rescue Plan Act (ARPA) funds which can be applied to the engineering design cost of the Hilshire Green infrastructure project. He said the estimate for the design phase basic services is \$113,693.00

The motion was amended to approve with a cost not to exceed \$114,000.

**Voting Yea on the amended motion to Authorize for Engineering Services for the Hilshire Green Paving, Drainage & Utility Improvements Project with a not to exceed cost of \$114,000: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper**

**The motion carried 4-0.**

- 5.B. **Discussion and possible action to approve the Village Fire Department 2022 Audit**

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

Council Member Huber said that in the included Management Letter there is a statement indicating that the auditor identified deficiencies in internal control which were to be discussed in a later part of the letter. He said that there is no other

mention of the deficiencies and asked if the language was included by mistake or if there are findings not presented. Mayor Buesinger said that he will contact Robert Belt with Belt Harris Pechacek to get clarification on the statement.

Attorney Bounds said that the City is not required to approve the audit, but can acknowledge it's receipt. The council agreed to acknowledge the receipt of the Village Fire Department Annual Financial Audit Report, and to request clarification on the statement in the management letter.

**Voting Yea on the amended motion to Acknowledge Receipt of the Village Fire Department 2022 Audit: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper**

**The motion carried 4-0.**

**5.C. Discussion and Possible Action to select a re-payment plan for overpaid sales and use tax in the amount of \$5,202.72**

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

Secretary Stephens said that this has happened before, the City received money in sales tax that was actually due to another municipality. She said that she submitted an open records request to the comptroller for businesses paying sales tax to the City, but has not received a response.

Council Member Huber asked if the City is receiving any sales tax money considering the existing repayment plan.

Secretary Stephens said that the council approved the previous repayment plan because there were no fees or extra costs to spread it out. The council discussed proceeding in the same manner for this amount and selecting option three (3) which was for a monthly repayment.

**Voting Yea to select monthly repayments: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper**

**The motion carried 4-0.**

**6. DISCUSSION**

**7. ADDITIONAL COUNCIL COMMENTS**

Council Member Cooper said that she is concerned about the City's preparedness ahead of hurricane season. Secretary Stephens said that the City is a participant in the Harris County Multi-Hazard Mitigation Plan. The council discussed sending an email to citizens advising to have trees pruned and removed if they are dead.

**8. FUTURE AGENDA TOPICS**

**9. ANNOUNCEMENTS**

**10. ADJOURNMENT**

**Motion made by Council Member Huber, Seconded by Council Member Gordy**

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

**The motion carried 4-0.**

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

ATTEST:

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Robert F. Buesinger, Mayor

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Cassie Stephens, City Secretary

CITY OF HILSHIRE VILLAGE  
**Check Register**  
 For the Period From Jul 1, 2023 to Jul 31, 2023

Filter Criteria includes: Report order is by Date.

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
ACH 07-05-23	7/5/23	Texas Municipal Retirement S	11114	1,099.86
Electronic 7-5-23	7/5/23	GFL Environmental	11114	7,004.27
9001	7/5/23	Cassie Stephens	11114	300.00
9002	7/5/23	Susan Blevins	11114	630.00
9003	7/5/23	Robert Blevins	11114	360.00
ACH 07-14-23	7/14/23	Stephens, Cassandra L.	11114	1,989.70
ACH 07-14-23 2	7/14/23	Ray, Lisa	11114	1,257.75
Electronic 7-14-23	7/14/23	Internal Revenue Service	11114	846.89
9004	7/15/23	Centerpoint-Energy	11114	33.31
9005	7/15/23	Cary M. Moran	11114	160.00
9006	7/15/23	Harris County Mayors & Cour	11114	1,000.00
9007	7/15/23	Sanchez Landscaping	11114	320.00
9008	7/17/23	Hudson Energy Services LLC	11114	651.39
9009	7/17/23	Secretary of State of Texas	11114	2.00
9010	7/18/23	Susan Blevins	11114	330.00
Metro 1 2117	7/18/23	Flores Tree Service	11120	3,240.00
9011	7/18/23	Amegy Bank	11114	806.86
9012	7/18/23	HDR	11114	4,454.92
9013	7/18/23	Justin Lane	11114	200.00
9014	7/18/23	Northwest Pest Patrol	11114	254.40
9015	7/18/23	Olson & Olson, Attys at Law	11114	1,250.00
9016	7/18/23	USIC	11114	1,509.29
Electronic 07-25-23	7/25/23	State Comptroller	11114	1,315.07
9017	7/27/23	Cary M. Moran	11114	80.00
ACH 07-31-23	7/31/23	Stephens, Cassandra L.	11114	1,989.70
ACH 07-31-23 1	7/31/23	Ray, Lisa	11114	1,438.10
<b>Total</b>				<b>32,523.51</b>

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

For the Period From Jul 1, 2023 to Jul 31, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4336	7/18/23	Certification Plus	11012	125.00
4337	7/18/23	Hudson Energy Services LLC	11012	27.63
4338	7/18/23	City of Houston, Public Wks	11012	9,789.27
4339	7/18/23	Cityof Houston#7099-3004-0C	11012	23,734.41
4340	7/18/23	DSHS Central Lab MC2004	11012	106.96
4341	7/18/23	Elena & Arturo Lopez	11012	225.59
4342	7/18/23	Allan Boss	11012	218.33
4343	7/18/23	Jackson Naponic	11012	382.24
4344	7/18/23	Richard Price Custom Homes	11012	400.67
4345	7/18/23	Harry Gill	11012	143.14
4346	7/18/23	Inframark, LLC	11012	5,447.73
4347	7/18/23	Inframark, LLC	11012	12,789.04
4348	7/18/23	Inframark, LLC	11012	2,000.00
4349	7/18/23	Inframark, LLC	11012	7,504.70
4350	7/18/23	Texas Excavation Safety Syste	11012	19.00
4340V	7/18/23	DSHS Central Lab MC2004	11012	-106.96
Total				<u>62,806.75</u>

Reporting Period: 3rd Quarter FYE 2023 (using actual bank statements)

Values as of 30-Jun-23

<u>Investments</u>			Market Value as of 12/31/22	Market Value as of 03/31/23	Market Value as of 06/31/23	Average % Int	Maturity	Account Name
Petty Cash						0.00%		Operating
Checking Account	2500702761	Amegy Bank	\$217,497.93	\$53,436.48	\$50,699.28	0.00%		General Operating Fund includes \$100,303.36 belongs to Utility for grant payment Debt Service Account (Owe General Fund \$100,000.00)
Checking Account	3692515	Amegy Bank	\$71,979.50	\$99,169.90	\$109,682.77	0.00%		Utility Fund* *Includes \$166,899 grant funds
Checking Account	2500702795	Amegy Bank	\$482,260.47	\$623,345.92	\$595,864.31	0.00%		Metro 1
Checking Account	2500702803	Amegy Bank	\$156,828.46	\$153,295.46	\$153,295.46	0.00%		General Fund (owed \$100,000 from Anticipation Account)
Checking Account	53740293	Amegy Bank	\$8,695.84	\$8,695.84	\$8,695.84	0.00%		Child Safety
<b>Total Checking Account</b>			<b>\$1,212,673.31</b>	<b>\$1,800,773.43</b>	<b>\$1,542,229.37</b>			
Tex Pool		Tex Pool	\$1,310,494.07	\$1,324,925.48	\$1,341,352.65	4.30%		General Fund
Tex Pool		Tex Pool	\$360,768.14	\$364,740.96	\$369,263.16	4.30%		Metro # 1
<b>Total Tex Pool</b>			<b>\$1,671,262.21</b>	<b>\$1,689,666.44</b>	<b>\$1,710,615.81</b>			Total Tex Pool
<b>Total Investments</b>			<b>\$2,883,935.52</b>	<b>\$3,490,439.87</b>	<b>\$3,252,845.18</b>			

These investments are in compliance with the investment policy of the City of Hilshire Village  
And with the relevant provisions of Chapter 2256 of the Texas Government Code.

Cassie Stephens/sb

8/11/2023