



Regular Council Meeting Agenda

Tuesday, December 19, 2023 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

The City Council of Hilshire Village, Texas will meet on Tuesday, December 19, 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. Kindly submit your comments in advance of the meeting to Cassie.Stephens@HilshireVillageTexas.com.

Join Zoom Meeting

<https://us06web.zoom.us/j/88139745838?pwd=BscZ2beg0h5UtTHQwjlRKPKmG79B36.1>

Meeting ID: 881 3974 5838

Passcode: 0123

One tap mobile: +1(346) 248-7799, 881 3974 5838#, *0123# (Houston)

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

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 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 before the beginning of the meeting.

3. REPORTS TO COUNCIL

3.A. Police Report

3.B. Building Official Report
Record Digitization Project Status

3.C. Engineer Report
On-Going Plan Reviews
Hilshire Green Paving, Drainage & Utility Improvements
Pine Chase Grove Water Meter area
Wirt Road Safety Project/Interlocal Agreements

3.D. Fire Commissioner's Report (Mayor Buesinger)

3.E. Mayor Buesinger's Report

3.F. City Secretary's Report: (City Secretary Stephens)
Complaint Log
2024 City Holiday Calendar
Consent Agenda

3.G. City Treasurer's Report (City Secretary Stephens)
Annual Comprehensive Audit scheduled to begin January 22, 2024

4. CONSENT AGENDA

4.A. Approve Disbursements

4.B. Approve Minutes from the Regular Council Meeting November 21, 2023

4.C. Approve Check Registers

5. DISCUSSION AND POSSIBLE ACTION

5.A. Discussion and possible approval of City of Hilshire Village Ordinance #2023-834 providing for the holding of a General Election on May 4, 2024

5.B. Discussion and possible action to approve the replacement of the emergency backup generator at City Hall with a not-to-exceed cost of \$9,396.00

5.C. Discussion and possible action to approve the addition of Payee Match Protection on all bank accounts with check writing ability for a fee of \$0.06 per check.

6. DISCUSSION

6.A. Review and discussion of potential improvements along the Pine Chase Grove water meter area.

6.B. Discussion regarding City Hall security during normal operating hours.

6.C. Discussion regarding the results of the LED Street Light Upgrade.

6.D. Discuss and provide direction to City Staff for the drafting of an amendment to City of Hilshire Village Ordinance 778 "On-Street Parking" for a No Parking Zone on the south side of Ridgeley Drive.

7. ADDITIONAL COUNCIL COMMENTS

8. FUTURE AGENDA TOPICS

Lead and Copper Service Line Survey - HDR Engineering

9. ANNOUNCEMENTS

10. ADJOURNMENT

NOTES:

*Agenda items may be considered in any order.

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

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

I, Cassie Stephens, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible on December 19, 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. Please contact the City Hall at 713-973-1779 or FAX at 713-973-7793 for further information.

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

11\01\2023
thru 11\30\2023
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	5
24	ANIMAL CALL	3
135	BUSINESS CHECK	774
68	HOUSE CHECK	39
70	INFORMATION	7
71	INVESTIGATION	1
81	OPEN DOOR	2
162	PARKING VIOLATION	2
86	PUBLIC RELATIONS	31
96	SOLICITOR	2
103	SUSPICIOUS ACTIVITY	3
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	5
11	TRAFFIC STOP	15
111	VEHICLE BLOCKING ROADWAY	1
112	VEHICLE CHECK	1
117	WELFARE CONCERN	1
	Total	893

Status	Address	Construction Type
Active	1126 Guinea Drive	New Construction
Active	8005 Anadell	New Construction
Active	1226 Glourie Dr	New Construction
Active	1319 Pine Chase	Remodel
Active	1236 Archley	New Construction
Active	14 Pine Creek	Swimming Pool
Active	1210 Ridgeley Dr	New Construction
Active	1311 Friarcreek Ln	New Construction
Active	1315 Friarcreek	New Construction
Active	1306 Glourie Dr	New Construction
Active	8002 Burkhart	New Construction
Active	7 Pine Creek	Remodel
Active	1242 Ridgeley	Remodel & Drainage
Active	1218 Ridgeley	Swimming Pool
Active	1126 Guinea Drive	Swimming Pool
Active	1131 Wirt	Swimming Pool
Active	1242 Ridgeley	Swimming Pool
Active	1118 Guinea	New Construction
Anticipated	1222 Glourie	New Construction
Anticipated	1214 Ridgeley	New Construction
Pending Permit	1118 Glourie	Remodel
Permit Pending	1117 Guinea	New Construction
Permit Pending	1210 Hilshire Villas	New Construction
Permit Pending	1201 Archley	New Construction
Permit Pending	1241 Ridgeley	Swimming Pool
Permit Pending	1201 Archley	Swimming Pool

Plan Review Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
1	11/2/2023	HV-22-091FS	8005 Anadell	Oasis Fire Protection	\$ 320.00	Fire Sprinkler - NSFR
2	11/27/2023	HV-23-064SP	14 Pine Creek Ln	Premier Pools & Spas	\$ 280.00	Swimming Pool -Electrical
3	11/27/2023	HV-23-064SPD	14 Pine Creek Ln	Premier Pools & Spas	\$ 460.00	Swimming Pool- Drainage
4	11/13/2023	HV-23-072H	7 Pine Creek Lane	Controlled Air	\$ 330.00	HVAC-Remodel
6	11/29/2023	HV-23-080DEMO	1236 Archley	Cherry Homes	\$ 330.00	Demolition
	11/7/2023	HV-23-082SP	1201 Archley	Big Diamond Pools	\$ 140.00	Plan Review-Swimming Pool
7	11/2/2023	HV-23-082UD	1201 Archley	HRQ Plumbing	\$ 175.00	Plumbing- Sewer Disconnect
8	11/2/2023	HV-23-086F	7901 Westview	Holy Cross Church	\$ 175.00	Fence
9	11/30/2023	HV-23-087P	2 Pine Creek	Joia Plumbing	\$ 180.00	Plumbing -Gas Line for Existing SP
10	11/20/2023	HV-23-087R	1321 Wirt Rd	Nothin To It But To Do	\$ 240.00	Roof
11	11/29/2023	HV-23-088GE	8010 Bromley	Gentex	\$ 330.00	Generator -Electrical
12	11/30/2023	HV-23-089F	2 Pine Creek	Texas Fence Co	\$ 175.00	Fence
13	11/3/2023	HV-23-092AT	1 Pine Creek	Nicholas Yu	\$ 320.00	Artificial Turf
14	11/9/2023	HV-23-093P	1122 Ridgeley	Halo Plumbing	\$ 180.00	Plumbing -Sewer Line Repair

Permits	
Demolition	1
Drainage	2
Fire Sprinkler	1
Fence	2
Genrator	1
HVAC	1
Plumbing	3
Swimming Pool	1
Roof	1
Turf	1
Total	14

Inspection Log

Log #	Address	Permit #	Inspection Type	Result	Date	Inspector
23-345	1306 Glourie Dr	HV-23-007B	Frame	PASS	11/6/23	BBG
23-346	7 Hilshire Oaks	HV-23-047	Plumbing top-out & shower pan	PASS	11/6/23	BBG
23-350	8802 Burkhart	HV-23-029B	Windstrap	CANCELLED	11/10/23	BBG
23-351	1319 Pine Chase Drive	HV-23-031B	Nail Pattern	PASS	11/14/23	BBG
23-352	7 Hilshire Oaks	HV-23-047E	Electrical Rough In	PASS	11/14/23	BBG
23-353	8002 Burkhart	HV-23-029B	Frame	PASS	11/16/23	BBG
23-354	1122 Ridgeley	HV-23-093P	plumbing final	PASS	11/16/23	BBG
23-355	1 Pine Creek Ln	HV-23-092AT	artificial turf final	PASS	11/16/23	BBG
23-356	7901 Westview Dr	HV-23-086F	Fence final	PASS	11/17/23	BBG
23-357	1306 Glourie Dr	HV-23-007B	Brick Tie	PASS	11/17/23	BBG
23-358	7 Pine Creek	HV-23-072E	Electrical Cover	PASS	11/17/23	BBG
23-359	1226 Glourie	HV-23-043B	Nail Pattern	PASS	11/20/23	BBG
23-360	8002 Burkhart	HV-23-029B	Nail Pattern	PASS	11/28/23	BBG
23-361	1126 Guinea	HV-22-094SP	Pool Layout	PASS	11/29/23	BBG
23-362	12 Pine Creek	HV-22-01SB	Tree Final	PASS	11/29/23	Cary Moran
23-363	1315 Friarcreek Ln	HV-22-071E	Electrical Cover	PASS	11/29/23	BBG
23-364	1315 Friarcreek Ln	HV-22-071E	Electrical Cover	PASS	11/29/23	BBG
23-365	1236 Archley	HV-23-080B	Perimeter Fencing	PASS	11/29/23	BBG
23-366	8005 Anadell	HV-22-091B	Frame	PASS	11/29/23	BBG
23-367	14 Pine Creek In	HV-23-064SP	Pool Layout	PASS	11/29/23	BBG

Inspection Log

Inspections	
Cancelled	1
Failed	0
Pass	19
Total	20



December 15, 2023

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

Re: Engineer's Report for December 19, 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 November 17, 2023 to December 15, 2023.

1. On-Going Services (10361759):

a. 1201 Archley Drive –

- On December 8, 2023, HDR received a Pool Drainage Plan Resubmittal for 1201 Archley Drive. The drainage plan is currently being reviewed for comments.

b. 1236 Archley Drive –

- On December 8, 2023, HDR provided a pre-demolition inspection for 1236 Archley Drive. The inspection passed with exceptions noted.

c. 1118 Guinea Drive –

- On December 6, 2023, HDR received a Drainage Plan submittal for 1118 Guinea Drive. The drainage plan is currently being reviewed for comments.

d. 1126 Guinea Drive –

- On December 6, 2023, HDR received an As Built Drainage Plan Resubmittal for 1126 Guinea Drive. The drainage plan is currently being reviewed for 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. 1214 Ridgeley Drive –

- On December 1, 2023, HDR met onsite at 1214 Ridgeley Drive with a prospective buyer of the property and Cassie Stephens (City Secretary) for a consultation meeting to review potential options of developing an area of the lot containing an existing drainage feature connected to a finger of ravine that begins along the fronting portion of 1214 Ridgeley Drive and runs south through the 1210 Ridgeley Drive property. It is noted that the engineer for 1210 Ridgeley Drive previously addressed City Council in the July 2022 Regular Meeting to request that they could incorporate an earthen cut/fill on the property to provide mitigation as part of the drainage plan prepared for the Owner of 1210 Ridgeley Drive. The request was approved at the Council Meeting pending requirements be met as noted in the drainage plan review.
- The prospective buyer was advised that the existing feature could be modified to allow for additional footprint of the main structure; however, mitigation of the drainage within the affected area would need to be provided.
- The prospective buyer will be consulting with his engineer to determine options to present as mitigation should the area in question be elected to be redeveloped.

f. 1241 Ridgeley Drive –

- On December 12, 2023, HDR reviewed and returned comments for the Drainage Plan Resubmittal for 1241 Ridgeley Drive. The drainage plan shall be revised and resubmitted to address all comments.
- On December 15, 2023, HDR reviewed and returned comments for the Parking Pad Plan for 1241 Ridgeley Drive. The parking pad plan shall be revised and resubmitted to address all comments.
- It is noted that in the November 2023 Engineer's Report, this address was reported as 1241 Archley Drive. The address shown is now corrected to 1241 Ridgeley Drive

g. 1310 Ridgeley Drive –

- On September 13, 2023, HDR received the remaining information for the As Built Erosion Control Plan submittal for 1310 Ridgeley Drive. The plan submittal is currently being reviewed for comments and as built inspection pending.

h. 1131 Wirt Road –

- On November 27, 2023, HDR received a Pool Drainage Plan Resubmittal for 1201 Archley Drive. The drainage plan is currently being reviewed for comments and awaiting additional information from the Contractor.
- On December 8, 2023, HDR provided a Pool As-Built Inspection for 1131 Wirt Road. The inspection results are currently being coordinated with the Contractor.

i. Hilshire Green Paving, Drainage & Utility Improvements –

- Survey and Geotechnical work have been scheduled to commence after the Thanksgiving Holiday. Once the survey and geotechnical information is received, HDR will process the data, prepare backgrounds and begin redline design of proposed improvements.
- In the meantime, HDR has been working on general drawing sheets and standard details, as well as, the technical specifications.

j. Pine Chase Grove Water Meters –

- The existing conditions of the water meter area along the Pine Chase Grove cul-de-sac were reviewed for potential improvements. The potential improvements have been identified and will be presented to City Council for discussion purposes.

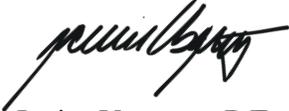
k. Wirt Road Safety Project/ Interlocal Agreements –

- Mr. Embry Woods (City of Houston Transportation and Drainage Operations – COH TDO) transmitted an electronic copy of the fully executed Interlocal Agreement (ILA) between Hilshire Village and the COH on October 26, 2023.
- Now that the HV-COH ILA has been executed by the City, HDR has requested Mr. Woods to help expedite the review of the preliminary sidewalk plans submitted by HDR on July 27, 2023 to the City, as well as, the recommended action(s) regarding the School of the Woods right-of-way issue with Mr. Jose Laguna (COH TDO) and the City's Real Estate Group.
- On October 26, 2023, HDR coordinated with Ms. Tina Liu (HC Precinct 3) and City Staff to provide an update status on the Wirt Road Safety Project.

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)



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

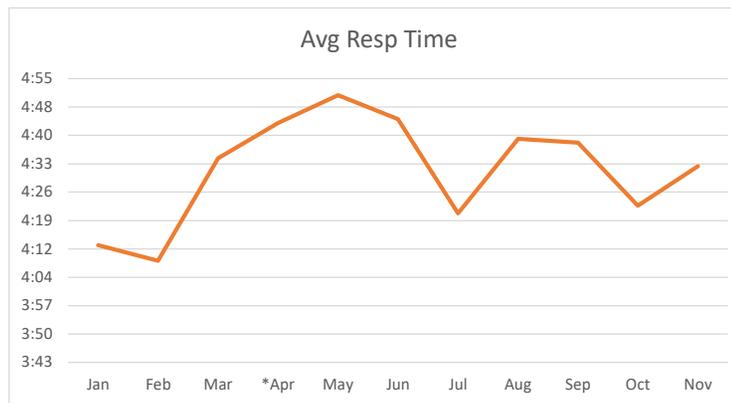
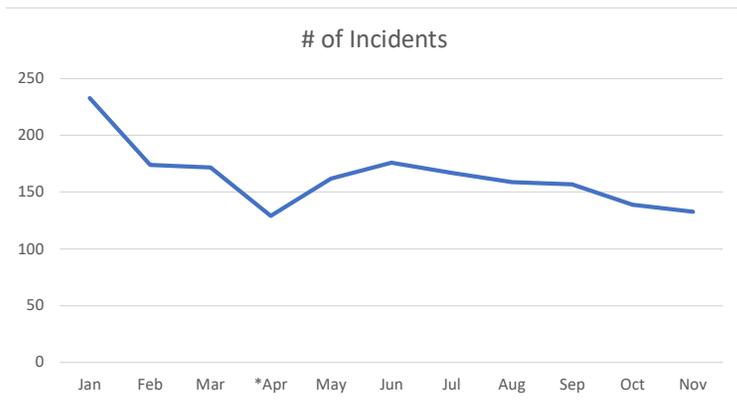
November 2023 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total YTD
TOTAL	233	174	172	174	210	218	221	210	223	194	190	2219
Adominal Pain	2	0	3	1	0	1	1	1	2	2	4	17
Allergic Reaction	1	0	1	1	1	2	1	4	2	1	0	14
Animal Bite	1	0	1	0	0	0	0	0	0	0	0	2
Apartment Fire	2	0	1	0	0	1	0	0	0	0	0	4
Assault	0	0	0	0	1	1	0	1	0	2	0	5
Automatic Aid	2	0	1	1	1	0	1	0	1	2	1	10
Automatic Aid- Apartment Fire	15	9	7	8	9	1	6	5	13	8	4	85
Automatic Aid- Building Fire	4	3	2	4	4	0	2	2	5	2	1	29
Automatic Aid- Elevator Rescue	1	0	2	1	1	1	2	5	1	2	0	16
Automatic Aid- Entrapment MVC	0	2	2	1	0	0	0	0	2	1	0	8
Automatic Aid- Gas Leak	3	7	4	4	3	1	1	5	0	1	0	29
Automatic Aid- High Rise Fire	3	1	0	0	1	0	1	0	1	1	1	9
Automatic Aid- House Fire	6	3	2	1	0	0	0	0	0	0	0	12
Back Pain	0	1	2	0	0	0	2	0	1	0	1	7
Business Fire	0	1	0	1	0	0	0	0	2	1	0	5
Carbon Monoxide Detector No Symptoms	2	3	5	1	1	5	2	8	4	1	6	38
Cardiac/Respiratory Arrest	1	1	2	0	1	0	0	1	0	1	1	8
Check a Noxious Odor	1	0	2	0	0	0	0	1	0	0	1	5
Check for Fire	0	1	1	0	0	0	0	0	1	1	1	5
Check for the Smell of Natural Gas	10	1	0	6	0	2	0	3	1	3	4	30
Check for the Smell of Smoke	2	1	1	2	0	0	0	0	0	6	0	12
Chest Pain	8	13	2	2	4	3	6	5	5	4	5	57
Child Locked in a Vehicle Engine and AC running	0	1	1	0	0	0	0	0	0	0	0	2
Child Locked in a Vehicle Engine and AC not running	0	0	0	0	1	0	0	1	0	0	0	2
Choking	0	0	0	0	0	0	3	0	0	1	2	6
Diabetic Emergency	0	0	0	1	2	1	2	2	1	1	1	11
Difficulty Breathing	12	2	8	5	3	11	6	11	9	5	5	77
Drowning	0	0	0	0	0	0	1	0	1	0	0	2
Electrical Fire	1	0	0	0	1	0	1	0	0	1	0	4
Elevator Rescue	3	0	1	1	1	1	0	0	1	0	0	8
Fall Victim	8	6	13	7	14	14	12	8	9	14	5	110
Fire Alarm Business	4	7	1	5	4	5	7	9	6	7	6	61
Fire Alarm Church or School	5	2	4	4	8	15	1	3	8	7	5	62
Fire Alarm Residence	46	17	19	36	38	50	46	28	34	18	34	366
Gas Leak	2	4	3	1	1	3	0	1	2	2	3	22
Grass Fire	0	0	0	0	1	2	1	0	2	0	0	6
HAZMAT Emergency	0	0	0	0	0	0	0	1	0	0	1	2
Headache - Stroke symptoms not present	0	0	2	0	0	0	0	0	0	0	0	2
Heart Problems	5	4	5	5	10	6	8	8	7	2	8	68

Month	# of Incidents	Avg Resp Time
Jan	233	4:13
Feb	174	4:09
Mar	172	4:35
*Apr	129	4:44
May	162	4:51
Jun	176	4:45
Jul	167	4:21
Aug	159	4:40
Sep	157	4:39
Oct	139	4:23
Nov	133	4:33

* Note: Excludes cancelled calls beginning in April.

Heat/Cold Exposure	0	0	0	0	0	2	0	1	2	0	0	5
Hemorrhage/Laceration	4	1	2	2	1	2	4	2	0	2	2	22
House Fire	2	1	1	1	1	2	3	2	0	1	2	16
Industrial Accident	0	0	0	0	0	0	0	0	0	1	0	1
Injured Party	2	2	2	1	4	3	2	6	2	1	1	26
Medical Alarm	3	3	1	7	8	4	5	9	7	4	1	52
Motor Vehicle Collision	17	21	13	19	27	19	21	20	24	30	19	230
Motor Vehicle Collision with Entrapment	0	1	2	0	0	0	3	1	1	1	1	10
Object Down in Roadway	0	0	1	2	5	5	1	1	2	4	2	23
Oven/Appliance Fire	0	0	0	0	0	0	0	0	1	0	0	1
Overdose/Poisoning	1	3	2	2	1	3	4	2	1	1	2	22
Possible D.O.S.	1	2	1	2	1	1	0	0	0	1	2	11
Powerlines Down Arcing/Burning	2	0	0	4	3	8	2	5	4	1	2	31
Pregnancy/ Childbirth	1	0	0	2	0	0	0	0	0	0	0	3
Psychiatric Emergency	3	4	5	1	1	1	4	2	1	2	2	26
Seizures	4	6	4	3	2	2	3	3	2	3	3	35
Service Call Non-emergency	12	16	12	3	3	1	14	10	16	12	20	119
Shooting/Stabbing	0	0	0	0	2	0	0	0	0	0	0	2
Sick Call	12	14	14	8	19	18	20	18	17	11	13	164
Smoke in Business	0	0	0	0	1	0	0	0	0	0	0	1
Stroke	1	2	1	1	3	5	4	3	3	4	1	28
Transformer Fire	1	0	2	3	1	1	1	1	1	0	1	12
Trash Fire	1	0	1	0	0	0	0	1	0	0	0	3
Traumatic Injury	0	0	2	1	0	1	1	0	0	1	1	7
Unconscious Party/Syncope	8	6	3	9	14	9	13	7	12	12	11	104
Unknown Medical Emergency	6	2	4	1	2	5	2	1	2	5	2	32
Vehicle Fire	2	0	1	3	0	0	1	2	4	0	2	15





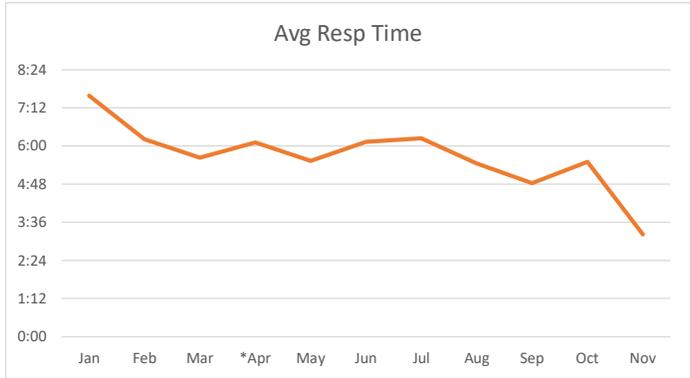
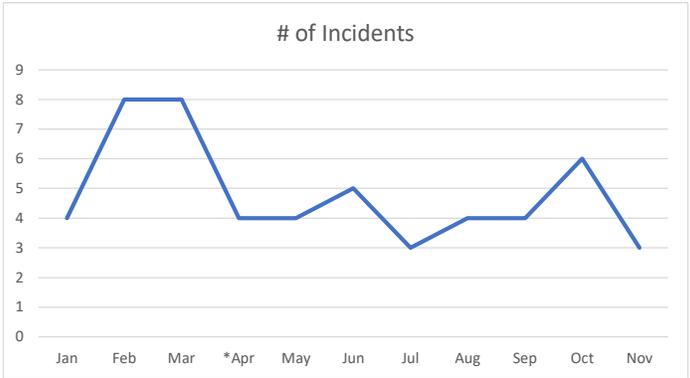
Village Fire Department
 901 Corbindale Rd
 Houston, TX, 77024
 Phone# (713) 468-7941 Fax# (713) 468-5039

November 2023 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total YTD
TOTAL	4	8	8	5	4	5	4	7	5	6	3	59
Back Pain	0	0	0	0	0	0	1	0	0	0	0	1
Carbon Monoxide Detector No Symptoms	1	0	0	0	0	0	0	0	0	0	0	1
Check a Noxious Odor	0	0	0	0	0	0	0	0	0	0	1	1
Check for the Smell of Natural Gas	1	0	0	0	0	0	0	1	0	0	0	2
Chest Pain	1	1	0	0	1	0	0	0	0	1	0	4
Fall Victim	0	1	2	0	0	0	0	0	0	2	0	5
Fire Alarm Business	0	0	0	0	0	0	0	1	0	0	0	1
Fire Alarm Church or School	0	0	0	1	0	0	0	0	0	0	0	1
Fire Alarm Residence	0	0	0	0	2	1	0	1	0	0	0	4
Gas Leak	0	0	0	0	0	0	0	0	0	1	0	1
Heart Problems	0	0	1	0	0	1	0	0	0	0	0	2
Hemorrhage/Laceration	0	1	0	1	0	0	0	0	0	0	0	2
Medical Alarm	0	0	0	0	1	0	0	1	0	0	0	2
Motor Vehicle Collision	0	1	0	1	0	3	0	0	1	2	2	10
Motor Vehicle Collision with Entrapment	0	0	2	0	0	0	0	0	0	0	0	2
Object Down in Roadway	0	0	0	1	0	0	0	0	0	0	0	1
Overdose/Poisoning	0	0	0	0	0	0	1	0	0	0	0	1
Possible D.O.S.	0	1	0	0	0	0	0	0	0	0	0	1
Powerlines Down Arcing/Burning	0	0	0	0	0	0	1	1	0	0	0	2
Psychiatric Emergency	1	0	0	0	0	0	0	0	0	0	0	1
Service Call Non-emergency	0	2	1	0	0	0	0	0	1	0	0	4
Sick Call	0	1	2	1	0	0	1	1	2	0	0	8
Unconscious Party/Syncope	0	0	0	0	0	0	0	1	0	0	0	1
Unknown Medical Emergency	0	0	0	0	0	0	0	0	1	0	0	1

Month	# of Incidents	Avg Resp Time
Jan	4	7:35
Feb	8	6:13
Mar	8	5:38
*Apr	4	6:07
May	4	5:32
Jun	5	6:08
Jul	3	6:15
Aug	4	5:27
Sep	4	4:50
Oct	6	5:30
Nov	3	3:13

* Note: Excludes cancelled calls beginning in April.



City of Hilshire Village
Complaint Log

Person Taking Call	Date Notified	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
Lisa	8/4/23	Archley/Ridgeley CenterPoint patch not fixed	Archley/Ridgeley Intersection	Contact Javier Vasquez to follow-up with CenterPoint Rep.		
Cassie	9/7/23	His truck was stolen from his driveway. Although his doorbell camera caught some footage, the license plate of the accompanying vehicle was not able to be seen. Requesting a Flock LPR on Hilshire Green.	7906 Hilshire Green	Talking with council about additional cameras.		
Lisa	9/26/23	Electricity outage	1249 Archley Dr	Contacted CenterPoint to conduct a street assessment	Waiting on updates from CenterPoint reliability group. The contact is out of office until 10/18	
Lisa	9/26/23	Electricity outage	1221 Archley Dr	Contacted CenterPoint to conduct a street assessment	Waiting on updates from CenterPoint reliability group. The contact is out of office until 10/18	
Lisa	11/27/23	Missed trash	1335 Friarcreek	Email GFL	No further action required	11/27/2023
Lisa	11/28/23	Water vault has bad smell and is leaking	1209 1/2 Pine Chase	Inframark technician going out to assess the situation	Issue was addressed	11/28/2023
Cassie	12/14/23	GFL truck had a hydraulic line break and spewed oil on the road and nearby vegetation.	Burkhart cul-de-sac	GFL contracted a hazmat company who removed contaminated soil and cleaned the street with power hoses. Caller said there was still some oil on the street.	Lisa drove by the area and did not find significant remnants of oil. Cassie sent a notice to the government contract supervisor at GFL to make a note that if the vegetation dies they should replace it.	12/15/2023

HILSHIRE VILLAGE CITY HALL HOLIDAY SCHEDULE 2024

New Year's Day	Mon 1/1	Thanksgiving (Fourth Thursday in November)	Thu 11/28
Good Friday (Friday Before Easter)	Fri 3/29	Black Friday (Fourth Friday in November)	Fri 11/29
Memorial Day (Last Monday in May)	Mon 5/27	Christmas Eve	Tue 12/24
Independence Day	Thu 7/4	Christmas Day	Wed 12/25
Labor Day (First Monday in September)	Mon 9/2	New Year's Eve	Tue 12/31

Council Meeting on third Tuesday of each month

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



Regular Council Meeting Minutes

Tuesday, November 21, 2023 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

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

1.A. Invocation was given by Council Member Carey.

1.B. Pledge of Allegiance

1.C. **PRESENT**

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

Council Member Mark Huber arrived a few minutes late.

Also present: Attorney Scott Bounds*, Olson & Olson, Engineer Efrain Him, HDR Engineering, Police Chief Schulze and Lieutenant Menchaca, Spring Valley Village, Secretary Stephens, and Clerk Ray.

*Present remotely

2. **CITIZEN'S COMMENTS** None

3. **REPORTS TO COUNCIL**

3.A. **Police Report:** Lieutenant Menchaca said that during the month of October, a total of 925 service calls were recorded, encompassing 772 business checks, 38 public relations activities, and the issuance of 26 traffic citations.

Lieutenant Menchaca addressed the Council regarding safeguarding against opportunistic thieves who tend to be more active during this time. He advised locking vehicles and garage doors and removing packages from plain sight.

Lieutenant Menchaca studied the south **curve of Ridgeley Drive**, emphasizing street parking, previous traffic violations, and overall safety for drivers and pedestrians. The primary recommendation is to establish a No Parking Zone on the outside curve, mirroring the existing one on the inside. The rationale behind this recommendation is to permanently improve visibility, reduce potential obstructions, and enhance overall safety for road users. Lieutenant Menchaca said that a

temporary speed radar was posted at the curve for driver awareness.

Chief Schulze acknowledged the department's dedication to meeting the rigorous criteria set forth by the Texas Police Chiefs Association Best Practices Program. This achievement reflects the department's commitment to professionalism, adherence to best practices, and continuous improvement in service delivery. Pins were distributed to commemorate this significant accomplishment. The City Council commended the individuals within the department who have contributed to the successful accreditation process.

Chief Schulze presented an article that listed the Memorial Villages as one of the safest places to retire. This article reflects the strength of our community bonds, our commitment to fostering a secure living environment, and the effectiveness of crime prevention initiatives in place.

- 3.B. **Building Official Report:** Clerk Ray said that in November 16 permits were issued, 38 inspections were conducted, and 3 inspections failed. She said there are currently 15 active permits, 8 new construction, 3 remodel/additions, and 2 swimming pool permits. Also, 14 Pine Creek and 1236 Archley plans were approved today.
- 3.C. **Engineer Report:** Engineer Him stated that **water pressure** testing has been normalized, with satisfactory residuals. Although daily testing has been discontinued, assessments are still conducted on a weekly basis according to the regular schedule.

The water meter survey for **Pine Chase Grove** has been completed. We are currently developing improvement recommendations, including bumpers, paint, and the installation of a deflector for the backflow preventer to mitigate erosion.

The **Wirt Road Safety Project** Interlocal Agreement (ILA) has been finalized, and our focus has shifted to the dedication of the School of the Woods easement. This process will involve coordination with the Real Estate Department before it proceeds to the Legal Team at the City of Houston. Engineer Him has provided an update on the project's progress to Harris County.

In response to Council Member Gordy's inquiry, a timeline for the City of Houston plan review is being sought and Engineer Him is actively coordinating with Patrick Nguyen to facilitate this aspect of the project.

The surveyor for the **Hilshire Green Capital Improvement Project** encountered challenges with the boring equipment and assured completion after the holiday.

- 3.D. **Fire Commissioner's Report:** Interim Fire Chief Miller said that there are still two injuries causing fire medics to be on light duty and assist with dispatch. He said in the month of October there were three (3) fire calls and three (3) EMS calls in the City with an average response time of 5 minutes and 30 seconds. Three (3) new hires are set to start work in January. Maintenance is underway for Ladder 1, addressing mechanical issues.

The Fire Department was called in response to an overcrowded SBISD meeting,

leading to its cancellation. The meeting will be rescheduled at a larger venue to accommodate the attendance.

The committee tasked with selecting a replacement for the Fire Chief held its first meeting.

- 3.E. **Mayor Buesinger's Report:** Mayor Buesinger stated that the LED street light conversion was complete and asked the Council to identify dark areas in need of additional lighting fixtures.
- 3.F. **City Secretary's Report:** Secretary Stephens said that the number of entries in the complaint log has decreased due to the improvement in water conditions. There were no outstanding items to discuss regarding the Consent Agenda.
- 3.G. **City Treasurer's Report:** Secretary Stephens stated that over the upcoming 90 days, the staff will initiate collaboration with auditors for the fiscal year 2022-2023 review.

4. **CONSENT AGENDA** Motion made by Council Member Huber, Seconded by Mayor Pro Tem Carey.

- 4.A. Approve Disbursements
- 4.B. Approve Check Registers and Financials through October 2023
- 4.C. Approve Minutes from the Regular Council Meeting September 19, 2023
- 4.D. Approve Minutes from the Regular Council Meeting October 17, 2023

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

The motion carried 5-0.

5. **DISCUSSION AND POSSIBLE ACTION**

- 5.A. **Discussion and possible action to approve the Village Mutual Insurance Cooperative Board's recommendations to provide Medical, Dental, Vision, Life, AD&D, Long Term Disability, and Supplemental Life for City employees for the 2024 Budget year.**

Motion made by Council Member Huber, Seconded by Council Member Cooper.

Secretary Stephens stated that the rates are lower than last year and comfortably within the budget limits.

The Council asked Secretary Stephens to provide comparative data on the insurance rates and actual expenditures for the past three years.

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

The motion carried 5-0.

5.B. Discussion and possible action to approve the Village Fire Department Budget Amendment 2023-05 to reallocate \$146,651 between budget categories at no additional cost to the City.

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

Mayor Buesinger stated that the excess was determined through the category breakdown, including \$16,777.66 for capital expenditure, \$73,646.64 for personnel expenditure, \$35,365.74 for operational expenditure, and an anticipated additional income of \$12,176.35 from projected year-end interest. The surplus in these specific categories alleviates the \$146,651 deficit present in other budgetary areas.

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

The motion carried 5-0.

5.C. Discussion and possible approval for Lead and Copper Rule Revised Service Line Inventory with a not-to-exceed cost of \$40,300.

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

Engineer Him said that the city has consistently met TCEQ testing standards for three consecutive years and has been allowed to revert to tri-annual testing.

The testing process includes physically visiting the meters to assess the materials used in the connections on both sides. In cases where a meter box has shifted or the lines are not visible, additional excavation may be required. We have comprehensive data on city installations and have been diligently collecting TCEQ forms post-construction for reference. The report is due by October 2024, and the anticipated timeframe for the task is a few weeks. It's worth noting that issues on the private side of the meter may be eligible for grant assistance.

Engineer Him suggested postponing the decision until more quotes can be obtained. Initially, he assumed that Inframark would handle the work internally. However, the provided quote indicates that an external company, with subcontractor markup, is involved. Engineer Him has sought another quote expecting it to be more competitive.

The motion was amended to table discussion and possible approval until additional information and comparison quotes can be provided.

Voting Yea to table the motion: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0, the item was tabled.

5.D. Discussion and possible action to opt out of a proposed settlement with 3M Company and Dow Chemical to provide money to water utilities to test for and

treat PFAS in public water systems due to the potential hazards associated with PFAS.

Motion made by Council Member Crawford, Seconded by Council Member Cooper.

PFAS (per- and polyfluoroalkyl substances) chemicals are present in water sources, with one cause being runoff from firefighting foam. Notably, these chemicals are persistent, often referred to as "forever chemicals," and the Texas Commission on Environmental Quality (TCEQ) currently lacks established standards for their testing or treatment.

Secretary Stephens conveyed that she spoke with Attorney Bounds, who informed her that Inframark initiated testing for PFAS chemicals in our water in February and found no significant levels. She outlined three options for the city: Firstly, the city could remain in the lawsuit, filing claims for minimal reimbursement given the absence of excessive chemical levels. Secondly, the city could take no action, defaulting to stay in the suit but forfeiting the ability to file a claim or receive compensation. Lastly, the city could choose to opt out of the lawsuit, retaining the right to sue in the future if needed.

It was noted that the City of Houston and the Gulf Coast Water Authority are likely to opt out, and Attorney Bounds suggested that the city could join their claims in the future. Considering the City's inability to treat its own water, the decision would align with Houston's stance, given the impact on our water treatment.

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

The motion carried 5-0.

5.E. Discussion and possible approval of City of Hilshire Village Resolution # 2023-253 authorizing joining a coalition of cities in the Texas, Gulf Coast, South Texas, and Beaumont/East Texas divisions served by CenterPoint Gas and suspending the effective date of the rate change.

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

Secretary Stephens stated that this resolution postpones a rate increase from CenterPoint for 90 days.

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

The motion carried 5-0.

5.F. Discussion and possible approval of City of Hilshire Village Resolution # 2023-254 to become a participating member of the Harris-Galveston Area Council, and payment of annual dues.

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

Engineer Him stated that this group plays a beneficial role by coordinating financial grants and advocating for the region. Secretary Stephens added that the annual dues for membership in this group amount to \$200.

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

The motion carried 5-0.

5.G. **Discussion and possible action to appoint or reappoint a director to the Subsidence District Board for a two-year term.**

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

The Council, unfamiliar with the candidate, requested a biography of Kyle Sears for consideration regarding his reappointment to the position.

The motion was amended to table the item until further information about Kyle Sears and his position can be provided.

Voting Yea on the amended motion: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0, the item was tabled.

6. **DISCUSSION** None

7. **ADDITIONAL COUNCIL COMMENTS** The Council discussed the landscaping issues at the Verizon Cell Node locations and asked if CenterPoint would replace the vegetation. Secretary Stephens is tasked with reviewing the contract agreement and establishing contact with the CenterPoint representative.

8. **FUTURE AGENDA TOPICS** The Council requested a report on solutions for the Ridgeley Drive south curve. Secretary Stephens was asked to present the replacement costs for the city hall generator and confirm the manufacturer's warranty period.

9. **ANNOUNCEMENTS** None

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

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

The motion carried 5-0.

The meeting was adjourned at 7:45 P.M.

ATTEST:

Robert F. Buesinger, Mayor

Cassie Stephens, City Secretary

ORDINANCE NO. 834-2024

AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION ON SATURDAY, MAY 4, 2024, FOR THE PURPOSE OF ELECTING ONE MAYOR AND TWO (2) COUNCILMEMBERS, PLACE ONE AND TWO, FOR A FULL TERM OF TWO (2) YEARS, AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION.

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

Section 1. ELECTION PURPOSE Pursuant to the general laws and Constitution of the State of Texas, a general municipal election is hereby called for the first Saturday in May of 2024, specifically on the 4th day of said month. During this general election, all eligible City voters have the opportunity to cast their votes to elect one Mayor and two (2) Council Members for positions one and two, each serving a full term of two (2) years.

Notice of election shall be given in accordance with the provisions of the Texas Election Code (the "Code") and returns of such notice shall be made as provided for in the Code. The Mayor shall issue all necessary orders and writs for such elections, and returns of such elections shall be made to the City Secretary immediately after the closing of the polls. The election shall be held in accordance with the Code and the Federal Voting Rights Act of 1965, as amended.

Section 2. CANDIDATE FILING PERIOD The City Secretary is directed to post and maintain a notice on the City bulletin board by December 18, 2023, detailing the filing dates for the forthcoming general election. Additionally, the election date, venue, and the criteria along with the deadline for filing candidacy for each City elected office shall be posted on the City's website.

For inclusion on the official ballot election for the specified positions, no individual's name shall be accepted unless they submit a sworn application specifying the office sought, as outlined in Section 141.031 of the Code, to the City Secretary at the City Office located at 8301 Westview, Houston, Texas 77055. The first day to file for a place on the general election ballot is Wednesday, January 17, 2024. The application must be submitted no later than five

o'clock (5:00) p.m. on Friday, February 16, 2024. The City Secretary is required to record the date and time of filing on each application.

Section 3. BALLOT ORDER The sequence in which candidates' names will appear on the ballot will be determined through a drawing conducted by the City Secretary, in accordance with Section 52.094 of the Code. The City Secretary is obligated to display a notice in their office, specifying the date, hour, and location of the drawing. This notice must remain posted continuously for seventy-two (72) hours leading up to the scheduled drawing. Additionally, personal notice shall be given to any candidate who formally requests such notification and provides the City Secretary with a self-addressed, stamped envelope. Every candidate involved in the drawing, or a representative chosen by them, retains the right to be present and observe the drawing process.

Section 4. EARLY VOTING CLERK, CITY SECRETARY The City Secretary is officially appointed as the clerk for early voting, and the appointment of a deputy clerk or clerks for early voting by the City Secretary will strictly adhere to the regulations stipulated in Section 83.031 et seq. of the Code. The City Secretary is granted the authority and directed to supply all essential election materials needed for the proper conduct of such elections.

The City Secretary is duly authorized and directed to furnish a copy of this Ordinance along with other requisite written information, as mandated by Section 32.009 of the Code, to each Election Judge in accordance with the stipulations of that Section.

CITY SECRETARY CONTACT INFORMATION:

Cassie Stephens

Office: 713-973-1779 Fax: 713-973-7793

Cassie.Stephens@HilshireVillageTexas.com

Section 5. ELECTION JUDGE, ALTERNATE JUDGE The presiding Judge shall have the authority to appoint one (1) Alternate Presiding Judge and the necessary clerks to assist in the holding of said elections, but in no event, shall the Presiding Judge appoint less than two (2) clerks. Unless otherwise required to act in the capacity of Presiding Judge, the Alternate Presiding Judge shall also serve as clerk of the election.

The Presiding Judge and the Alternate Presiding Judge will additionally function as the early voting ballot board for the election. The Presiding Judge of the election precinct will also assume the role of the presiding officer for this board.

Section 6. EARLY VOTING, BALLOTS BY MAIL During the period of early voting by personal appearance, early voting clerks are required to keep their office accessible during the regular business hours of the City Secretary's main office, specifically from nine o'clock (9:00) a.m. to five o'clock (5:00) p.m. on each day from Monday, April 22, 2024, through Tuesday, April 30, 2024, excluding Saturdays, Sundays, and official state or federal holidays.

EARLY VOTING POLLING PLACE

City of Hilshire Village City Hall
8301 Westview
Houston, Texas 77055

Early voting clerks are expressly forbidden from allowing personal appearance voting on days not designated as regular working days for the clerk's office. Additionally, they are strictly prohibited from permitting early voting by personal appearance at any time when the office is not open to the public.

The specified location for early voting also functions as the mailing address for the clerk, serving as the designated destination for ballot applications and voted mail-in ballots. In strict adherence to the Code, the early voting clerk bears the responsibility of maintaining a roster that meticulously records individuals participating in early voting by personal appearance and those to whom mail-in ballots are dispatched. The roster must conform to a format pre-approved by the Secretary of State. The last day to receive a ballot by mail is Saturday, May 4, 2024, at 7:00 p.m, if the carrier envelope is not postmarked, or Monday, May 6, 2024 if the carrier envelope is postmarked by 7:00 p.m, central standard time (unless overseas or military voter deadlines apply).

APPLICATIONS FOR BALLOT BY MAIL SHALL BE MAILED TO:

Cassie Stephens, City Secretary
8301 Westview
Houston, Texas 77055

Section 7. ELECTION DAY Election Day voting will take place at the City of Hilshire Village City Hall, 8301 Westview, Houston, Texas 77055, in the City of Hilshire Village, Texas, on Saturday, May 4, 2024 from 7:00 a.m. to 7:00 p.m.

Section 8. VOTING METHODS Paper ballots and the “Express Vote BMD Terminal” voting system shall be used for early voting by personal appearance and for voting on Election Day. Early voting by a method other than by personal appearance shall be by paper ballot. All expenditures necessary for the conduct of the elections and the purchase of materials, therefore, are hereby authorized. Compensation for all election officials is hereby established at no more than the maximum amounts permitted under Section 32.091 *et seq.* of the Code.

Section 9. COUNTING METHODS The ballots shall be counted by one or more teams of election officers assigned by the presiding Judge. Each team must consist of two or more election officers. The candidate receiving the highest number of votes shall be declared elected to such office or position.

PASSED, APPROVED, AND ADOPTED this 19th day of December 2023.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary



PROPOSAL – 38718338

DATE: October 29, 2023
CUSTOMER NAME: City of Hillshire Village/ Cassie Stephens
CUSTOMER PHONE: 713-973-1779
CUSTOMER EMAIL: cassie.stephens@hillshirevillagetexas.com
BILLING ADDRESS: City Hall 8301 Westview Houston Tx, 77055
JOB ADDRESS: City Hall 8301 Westview Houston Tx, 77055

SCOPE OF WORK

“TURN-KEY INSTALLATION OF AN OPTIONAL STANDBY GENERATOR AND TRANSFER SWITCH TO REPLACE THE EXISTING OBSOLETE GENERATOR AND TRANSFER SWITCH”

EQUIPMENT:

- (1) Generac 7291 Air Cooled 26/22kw Natural Gas 240/120V 1Ø Generator pre-packaged with (1) RXSC200A3 Non-Service Rated Transfer Switch
- (1) Battery
- Surge Protector at transfer switch
- Load Shedding as needed

ORGANIZATION:

- Obtain all necessary permits and approvals for installation of the equipment
- Schedule, coordinate & manage work
- Provide necessary specified materials, equipment & labor
- Remove all construction debris and leave site in a “broom clean” state

TURNKEY INSTALLATION OF THE EQUIPMENT:

INCLUDING

- Required materials
- Labor
- Remove the existing generator and dispose of it or return to the City at the direction of the City
- Factory start up with warranty registration
- Generator is to be located on the same pad as the existing generator
- Gas installation is being reused. A new flex line will be installed.
- Electrical installation will reuse the conduit and wire and extend as needed for the new ATS and generator.



EXCLUSIONS:

- Survey or site plan.
- Removal, repair, relocation or replacement of any existing utility, underground line, irrigation, drainage, cable, internet, telecommunication or security systems.
- Removal, repair, relocation or replacement of any guttering, fencing, sheetrock or landscaping required for installation of this project.
- Approval, alteration or waiver for deed, noise or other restrictions.
- Powering electric furnaces with air-cooled generator.

NOTES:

- Changes to original "Scope of Work" may increase construction time & cost.
- If concealed, unforeseen or changed conditions are discovered once work has commenced that were not visible at the time proposal was estimated, Customer will be liable for additional costs.
- Requested alterations or changes to the "Scope of Work" require a signed and executed "Work Change Order" prior to any modifications.
- This "Proposal" is valid for 30 days from date of submission.
- For any Proposal with Good Leap financing, you may cancel this transaction without any penalty within Three Business days of the signed contract unless products are being installed on this date. The Customer waives their right to cancel for installations performed before day three from the signature of the contract.

CONTRACT PRICE IS DISCOUNTED FOR PAYMENT WITH CHECK ONLY

Total Contract Price \$9,396.00

Equipment is in stock and the current lead time for installation is 3 – 4 weeks

- The "Proposal" prices and conditions are satisfactory and are hereby accepted.
- Generators of Houston is authorized to begin work.
- Payment will be made as outlined above.
- Customer has read and agrees to "Terms and Conditions" attached to this "Proposal".

PAYMENT TERMS/SCHEDULE:

- 50% due upon signing
- 50% balance due upon installation

- Payments not received by the due date will be subject to late fees up to 3% of the outstanding balance.
- Price is discounted to payment with cash or check only.
- Any payment with credit card will be charged a 3% processing fee in addition to the total price.

Dan Tragni

GENRG Power Solutions, LLC dba Generators of Houston

X – Customer's Signature

TERMS AND CONDITIONS

CUSTOMER RESPONSIBILITIES AND CLARIFICATIONS:

- Any deed restrictions or noise restrictions are the responsibility of the Customer to inform Generators of Houston of prior to submission of permits or installation.
- A Flood Certificate or Elevation Survey for equipment located in a flood zone if required by the AHJ is the responsibility of the Customer.
- A stamped survey of the property if required by the AHJ is the responsibility of the customer.
- The proposal is subject to acceptance of the Proposal Scope by the Jurisdictional Authority.
- Any use for a life safety generator
- It is possible that the new generator will require a gas meter upgrade to 2 psi. This is a \$350 cost to CNP would be paid by the customer and a regulator installed at the generator that would cost and additional \$350.00

WORK HOURS:

- This Proposal provides for work to be performed during "normal" business hours defined as Monday thru Friday from 8am to 5pm and excluding Federal holidays.
- Any required work performed outside of "normal" business hours will be an additional charge and is excluded from this Proposal.

ALTERATIONS:

- No alterations or changes in "Scope of Work" or equipment specifications may be made without written consent by Customer and Generators of Houston through a properly executed "Work Change Order".

CANCELLATION/TERMINATION:

- Contract may be terminated by Customer only upon payment of cancellation charges which include but not limited to: cost for any materials or equipment purchased or ordered, costs to bid the project, mobilization and demobilization costs, anticipated profit on the project, costs for work performed but not paid, overhead costs and winding-down costs.
- Any allegations or claims by Customer must be made in writing and Generators of Houston requires up to 60 days from date received to address any valid issue.

SHIPPING DATES:

- Any shipment date given is approximate. Generators of Houston will not be liable for any loss or damage for delays or non-delivery due to acts of civil or military action, acts of the Customer, for reasons of force majeure, inability to secure materials or equipment. Any delay resulting from such causes shall extent the delivery and installation date accordingly.

- Generators of Houston shall not be liable for special, direct, indirect or consequential damages that may or may not arise from delays, irrespective of the reason.
- Receipt of the equipment by Customer shall constitute acceptance of delivery and waiver of any claims due to delays.

WARRANTY:

- Installed equipment comes with the Manufacturer's standard 5-year warranty.
- All other warranties, expressed or implied, including the warranty of merchantability and fitness for a particular purpose are hereby excluded.
- Generators of Houston's warranty for workmanship and materials is for the 12-month period after installation.

MAINTENANCE:

- Any existing Generators of Houston Maintenance Agreement balance will be credited to the new installation.

Sincerely,

Dan Tragni

GENRG Power Solutions, LLC dba Generators of Houston

Physical Address:

[10727 Tower Oaks Blvd, Houston, TX 77070](#)

Mailing Address is:

P. O. Box 690469 Houston, TX 77269

713-812-7285 (office)

713-485-8916 (direct line)

*T.E.C.L. 32828 Regulated by Texas Department of Licensing and Regulation,
P. O. Box 12157, Austin, TX 78711, 1-800-803-9202, 512-463-6599;
www.license.state.tx.us/complaints*

*MPL 36475 regulated by the Texas State Board of Plumbing Examiners 929 E 41st St, Austin,
TX 78751 (512) 936-5200 www.tsbpe.texas.gov*

Example Landscape



Remove exist. 10" tree

Prop. landscaping (see example)

Approx. 100 CY - Mulch along backflow preventer area

Verify and abandon switch box

Provide enclosure for exist. water valve/hose bib

Option 1 - Install retaining wall and drain inlet for backflow water discharge

Option 2 - Install fabricated dissipator plate and conc. flume for backflow water discharge

Verify relocation of electrical meter boxes to back wall (COH)***

***If electrical meters cannot be relocated, skirting and screening of the meters is recommended

Prop. security lock on exist. vault hatch cover

Remove exist. concrete bench

PINE CHASE GROVE
FILM CODE 365077 H.C.M.R.

HILSHIRE MANORS
VOLUME 40 PAGE 10
H.C.M.R.

Approx. 80 CY - Mulch along meter vault area

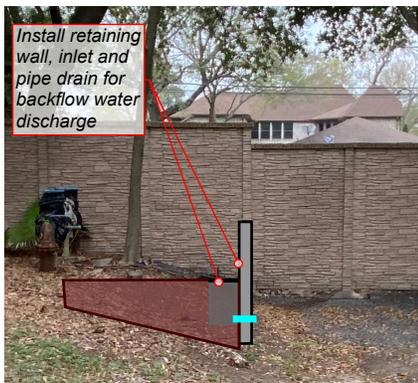
Disturbed areas to be re-sodded

Approx. 225 sf - Repaint meter covers

Prop. landscaping (see example)

FND. 1/2" IR W/ CAP

Example Landscape



Install retaining wall, inlet and pipe drain for backflow water discharge

Example Option 1



Install fabricated dissipator plate and conc. flume for backflow water discharge

Example Option 2

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

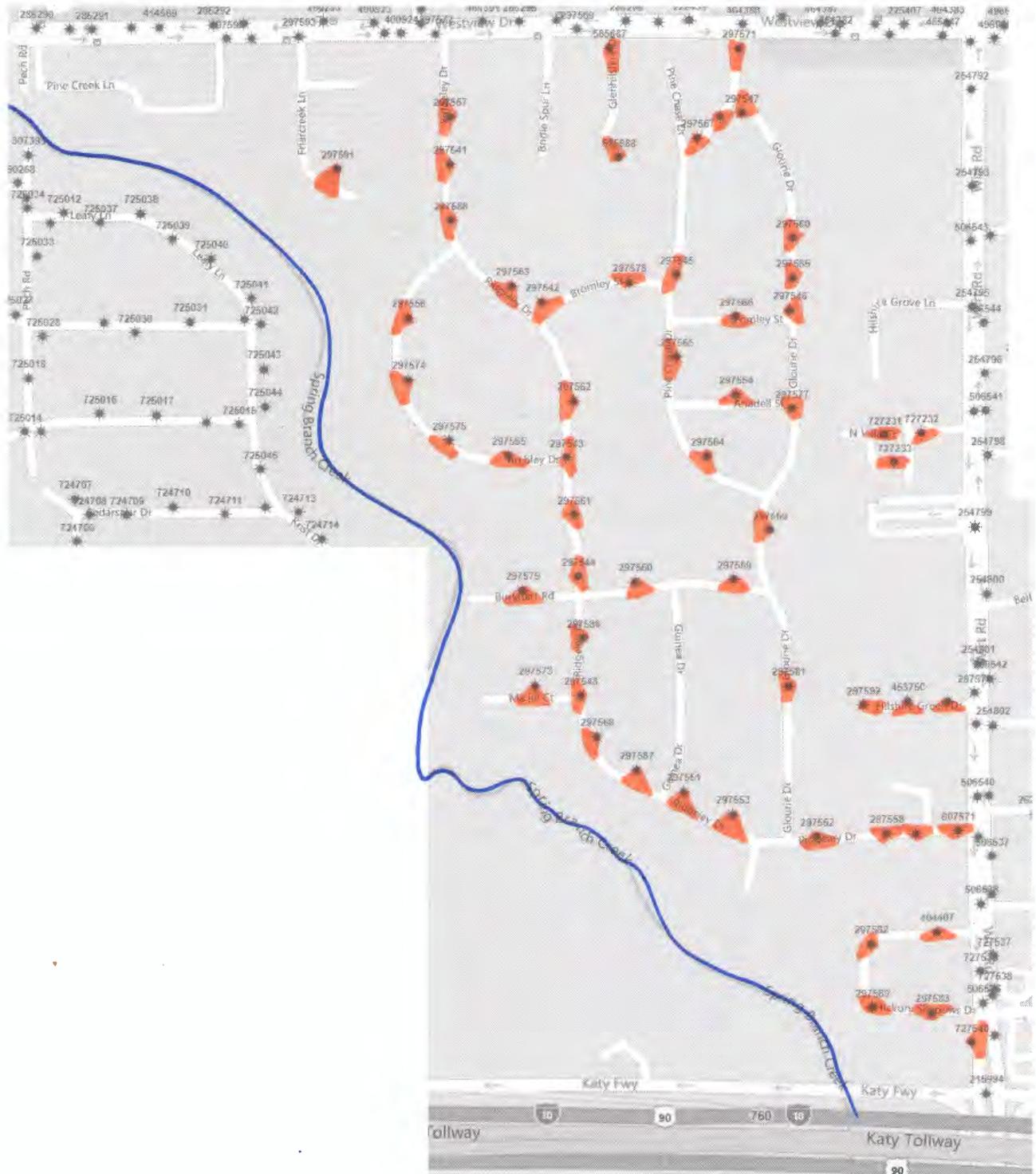
HDR Engineering, Inc.
4828 Loop Central Drive, Suite 800
Houston, Texas 77081
P 713.822.9284 F 713.822.9285
www.hdrinc.com

City of Hilshire Village, Texas

Pine Chase Grove Project

DATE
Dec. 2023

NAME
Exhibit 1







Parking Pad @ 8201 Mallie
was installed 2/28/2022

Stop Sign on Mallie Ct

