



Regular Council Meeting Agenda

Tuesday, May 17, 2022 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

Notice is hereby given of a Regular Council Meeting of the City of Hilshire Village, Texas Council to be held on Tuesday, May 17, 2022 at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055

The meeting will be in person and social distancing is requested. Face Mask are recommended.

Any person may participate and address the City Council at the meeting or public hearing by Zoom, telephone, personal appearance at City Hall, or by writing.

Join Zoom Meeting

<https://us06web.zoom.us/j/89656756166?pwd=TGdVcUt5NUgweGJLaHJoVCtQMUIaZz09>

Meeting ID: 896 5675 6166

Passcode: 228870

One tap mobile

+13462487799,,89656756166#,,,,*228870# US (Houston)

Dial by your location

+1 346 248 7799 US (Houston)

Meeting ID: 896 5675 6166

Passcode: 228870

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

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

IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO susan.blevins@hilshirevillagetexas.com.

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

Reception to thank Mayor Herron and Council Member Byrne for their services and to Welcome the new Mayor Robert (Bob) Buesinger and the new Council Member Justin Crawford - Acutal meeting should start at 6:45 PM

1. CALL TO ORDER

1.A. Invocation given by Council Member Schwarz

1.B. Pledge of Allegiance

1.C. Roll Call

2. DISCUSSION AND POSSIBLE ACTION

2.A. Approve Minutes from the Regular Council Meeting of April 19, 2022

2.B. Discussion and Possiible Approval of Ordinance Number 821-2022 of the City of Hilshire Village, Texas canvassing the returns and declaring the results of the General Election held on May 7, 2022 for the purpose of electing one (1) Mayor and two (2) Council Members for a full term of two (2) years

2.C. Administer Oaths of Office for one (1) Mayor and two (2) Council Members

2.D. New Council takes their position on the dais

2.E. Recognition of service to Mayor Russell Herron and Council Member Robert Byrne

2.F. Recognition of service to Election Judge, John Cooper, and all the Election Workers

3. CITIZEN'S COMMENTS

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

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

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

4. REPORTS TO COUNCIL

- 4.A. Police Report:
Location of Flock Cameras
- 4.B. Building Official Report
- 4.C. Fire Commissioner's Report (Commissioner Byrne)
- 4.D. Engineer Report:
8006 Anadell Street
2 Pine Creek Lane
1210 Ridgeley Drive
7915 S. Villa Circle
Bromley Street Repair/Pine Chase Drive Yard Inlet Replacement
Street Sign Replacement
Wirt Road Safety Project/City of Houston Interlocal Agreement

5. DISCUSSION AND POSSIBLE ACTION

- 5.A. Discussion and Possible Authorization for the Mayor to enter into a contract with BBG Consulting, Inc. for Plan Review, Inspections, Building Official and Code Enforcement Service.
- 5.B. Discussion and Possible Authorization for the Engineering work and permitting fees for the sidewalk along the west side of Wirt Road from Westview to Hickory Shadows Park for a not to exceed amount of \$91,014
- 5.C. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-232 approving the Village Fire Department's 2021 Intra-Budgetary Transfers to balance the deficit of \$120,822 and to approve the 2021 Audit
- 5.D. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-233 approving a Budget Amendment of \$515,846 for the Village Fire Department's 2022 Budget
- 5.E. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-231 approving the Proposed 2023 Village Fire Department Budget in the amount of \$8,689,847.78 with Hilshire Village's 2023 Annual Assessment being \$260,695.42
- 5.F. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-229 appointing Mayor Pro Tem to be Paul Maddock
- 5.G. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-228 appointing Bank Signatories to be the Mayor, Mayor Pro Tem Maddock and Council Member Gordy
- 5.H. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-230 changing the Signatories on the Accounts at TexPool and to authorize the City Administrator to open an account for the General Fund
- 5.I. Discussion and Possible Authorization for the Mayor to enter into contracts for the improvements to the City Hall Building for paint and carpet not to exceed \$25,000,

contracts for upgrades to lighting, filing systems, computer relocates, etc. not to exceed \$20,000 and contracts for exterior building repairs not to exceed \$10,000 per the City's approved budget

- [5.J.](#) Discussion and Possible Approval of the Renewal of the Business Operation Certificate for 8373 Westview

6. **REPORTS TO COUNCIL**

- 6.A. Mayor Buesinger's Report

- [6.B.](#) City Treasurer's Report (City Administrator Blevins)

- [6.C.](#) City Administrator's Report: (City Administrator Blevins)
 - Complaint Log
 - Consent Agenda
 - Discuss landscaping of Verizon Boxes
 - Discuss Ordinance 811-2021 Fee Schedule (billing charges from Inframark)
 - HCAD Certified Estimates
 - HVCEFFC
 - Board Of Adjustment Hearing

7. **CONSENT AGENDA**

- 7.A. Approve Disbursements

- [7.B.](#) Approve Check Registers for April 2022

- [7.C.](#) Approving the Proclamation for Police Week

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

- 8.A. Deliberate the appointment, employment, duties, pay and benefits of public employees

9. **DISCUSSION AND POSSIBLE ACTION**

- 9.A. Discussion and Possible Approval of a change in the City's medical benefits for Employees

- 9.B. Discussion and Possible Approval of an offer for employment for a City Clerk/Permit Clerk

10. **ADDITIONAL COUNCIL COMMENTS:**

- Council Member Gordy - Residents for Responders

11. FUTURE AGENDA TOPICS:

Lighting
Structures in front of the front building line

12. ANNOUNCEMENTS

13. ADJOURNMENT

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

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

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

I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible May 13, 2022 at 3:00 p.m.

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



Regular Council Meeting Minutes

Tuesday, April 19, 2022 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

This meeting was held in person at City Hall with remote attendees present.

1. CALL TO ORDER

Mayor Pro Tem Maddock called to order the Regular Council Meeting at 6:30 PM.

- 1.A. Invocation was given by Council Member Carey
- 1.B. Pledge of Allegiance
- 1.C. PRESENT
 - Mayor Russell Herron*
 - Council Member Mike Gordy
 - Council Member Robert Byrne
 - Council Member Andy Carey
 - Mayor Pro Tem Paul Maddock
 - Council Member David Schwarz

Also Present: Administrator Blevins, Assistant City Secretary Stephens, City Attorney Bounds, Spring Valley Police Interim Chief Schulze, Spring Valley Police Captain Lane, City Engineer Him*, City Engineer Vasquez*, and Mayor Elect Buesinger*

**Present and visible remotely*

2. CITIZEN'S COMMENTS

Bill Bristow, 1233 Pine Chase Drive, said that he has been a resident of Hilshire Village for 48 years. He said that he feels that the current Council does not enforce the ordinances and also stated that there has been poor citizen attendance at City Council Meetings. Mr. Bristow said that he is in favor of Spring Valley annexing the City of Hilshire Village for these reasons.

3. REPORTS TO COUNCIL

- 3.A. **Police Report:** Interim Chief Schulze said that there was a meeting at the City of Spring Valley regarding the changes in leadership due to Chief Evans's departure. He stated that he is the acting Police Chief for the time being and does not anticipate changes to the services provided to the City of Hilshire Village under his watch. Captain Lane said that he is looking forward to the agency operating under Chief Schulze.

Mayor Pro Tem Maddock said that they have not seen as many patrolling officers in the Hilshire Oaks Court cul-de-sac lately. Captain Lane said that he will make sure that they enter the street when on patrols.

Captain Lane said that in the month of March there were 492 calls, of which 343 were business checks, 91 public relations and 20 traffic stops. He stated that the evidence indicates that if a vehicle is broken into it was more than likely left unlocked. He said the detectives continue to work with outside agencies to solve the various thefts.

Council Member Gordy asked about the impact of the newly installed decorative street lights in Spring Valley. Captain Lane stated that light helps to deter criminals.

Council Member Carey asked if the number of calls for service have increased or stayed the same. Captain Lane said over the last couple of years there has been a big increase in crime in the area. He said the detectives share information and crime statistics for the surrounding areas and watch trends to adjust patrol techniques. Council Member Byrne said that there is a lot of crime around the City, but asked how the crime in Hilshire Village has been trending. Interim Chief Schulze said that criminal activity within the city limits has not inflated like in City of Houston.

- 3.B. **Building Official's Report:** City Administrator Blevins said that there were nine (9) permits issued in the month of March. She stated that there were two (2) building final inspections; 1334 Glourie Drive, 7906 N Villa Court. Administrator Blevins said that there was a red tag issued to 2 Pine Creek Lane and 3 Pine Creek Lane for continuing to work on an Erosion Control Project without a permit.
- 3.C. **Engineer's Report:** Engineer Vasquez said that progress has been made on the **Bromley Street Repair and Pine Chase Drive Yard Inlet Replacement**. He said the street signs should be installed this week at the Pine Chase intersection as well as no parking signs along the south curve of Ridgeley Drive.

Administrator Blevins said that conversation has been initiated with the City of Houston for the installation of fencing around the perimeter of the water assets at **Pine Chase Grove cul-de-sac**.

Council Member Carey asked for verification that the City of Houston initially agreed to participate in the mobility improvements, being the traffic signal and left-turn lanes, of the **Wirt Road Safety Project**. Engineer Him said that he attended a meeting in March to discuss the interlocal agreement with City of Houston, and was expecting more participation but at this point that percentage has not been established. Engineer Him stated that previously the City of Houston was prepared to commit approximately \$90,000 for this project, which would only cover the engineering for the sidewalk. He said Harris County has agreed to perform the construction as their contribution.

Mayor Herron said that he combined the Wirt Road projects to create the Wirt Road Safety Project. He said the City of Houston has not shown interest, and suggested that the mobility improvements be dropped and to focus on the sidewalk.

Council Member Carey volunteered to contact Harris County Commissioner Ramsey to update their office on the status of the project, as the initial conversation was had almost a year ago.

Mayor Herron asked if an interlocal agreement with City of Houston is needed since Harris County will cover the construction cost and execution. Engineer Him said that the sidewalk will be in the City of Houston right-of-way so a permit will be needed, but an interlocal agreement is only necessary if the City of Houston participates in the funding of the project.

4. DISCUSSION AND POSSIBLE ACTION

4.A. **Discussion and Possible authorization of the sale by special warranty deed of a portion of Hilshire Villa Drive to David Schwab, the adjacent property owner of Lot 7, South Villa Circle**

Motion made by Council Member Byrne, Seconded by Council Member Schwarz.

Engineer Him said that he and the building official have reviewed Lot 7 in the Hilshire Villas Subdivision which has a side property line adjacent to a local street. He stated that Mr. Schwab is requesting that the garage be permitted to be built at the ten (10) foot building setback instead of the current required 15-foot setback, and that five (5) feet of the street right-of-way would be purchased by Mr. Schwab. Engineer Him said that he is recommending that the city sell five (5) feet of the street end to Mr. Schwab. Attorney Bounds stated that the City can retain an easement for the street and utilities under a special warranty deed.

Council Member Byrne asked what other implications this might cause. He said that the current road design allows emergency vehicles to navigate the neighborhood and if a vehicle is parked in the driveway, it might impede their ability. Council Member Byrne said that cars are currently parking in the stub dead end in front of 7902 N Villa Ct. Mr. Schwab said that he spoke with the Village Fire Department who at the time of plat approved the street design.

Mr. Schwab said that the fire hydrants are in locations where parking in the dead ends will not affect that. He said due to inflation he wants to build a bigger house and needs this extra space to do so.

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

Voting Nay: Council Member Byrne

The motion carried 4-1.

5. REPORTS TO COUNCIL

5.A. **Fire Commissioner's Report:** Fire Commissioner Byrne said that year-to-date there have been 7 fire and 16 EMS calls to Hilshire Village. He added that Hilshire Village's percentage of calls thus far is 2.6%, staying within the 3% of the budget the City is responsible for. Commissioner Byrne said additional full-time staff is

needed for the second ambulance to be available twenty-four hours a day. He said the Fire Chief should be at next month's meeting to discuss next year's budget. He also stated that the City is next in the rotation of chairing the Fire Commission, so he has been attending other city council meetings in preparation.

Commissioner Byrne stated that Bunker Hill is officially back in the Interlocal Agreement.

Commissioner Byrne said that staff is settled into the Fire Station and the contract should be complete by the end of May.

Council Member Gordy asked if any other cities followed in supplying extra funds to the department. Commissioner Byrne said that he has not heard of another participating city doing so.

- 5.B. **Mayor Herron's Report:** Mayor Herron said that this is his last meeting as Mayor of Hilshire Village. He stated that the Wirt Road Sidewalk Project and city-wide lighting are projects that are still incomplete.

5.C. **City Administrator's Report:**

Administrator Blevins said that she would appreciate feedback from the Council on the survey she prepared for the citizens regarding street lighting and the Wirt Road sidewalk project. Council Member Gordy said that there is a safety baseline that requires sufficient lighting in the City and does not feel that citizens should be asked if they want additional lighting but instead which type of lights should be installed.

Council Member Carey suggested that the first question on the survey be amended to ask citizens if they support eliminating dark spots by upgrading existing lighting and additional cobra style lights.

Council Member Byrne said there is a need for additional lighting. He said that the cobra lights are working but need to be replaced with LED. He also stated that the gaps are easy to see on the map.

Council Member Gordy said the Wirt Road Sidewalk should not be sent out as a survey because of the money and time that has already been invested. He said that this is another baseline safety issue. Council Member Gordy said that the citizens should be notified of the intentions for the sidewalk to make them aware.

- 5.D. **City Treasurer's Report:** Administrator Blevins said the City received a notice from the City of Houston for an additional increase in water rates and for the first time in several years, sewer will also be increasing.

Administrator Blevins said that there is an error in the fiscal year's remaining expenses on the report provided to Council. She also said that the CDARS account overview should reflect a 0.07% return instead of 1%.

6. CONSENT AGENDA

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

Administrator Blevins said that Consent Agenda item 6.E. as presented should be removed and amended to authorize Council Member Gordy to select a company and plan for the monitoring and maintenance of the generator at City Hall.

- 6.A. Approve Disbursements
- 6.B. Approve Minutes from the Regular Council Meeting of March 15, 2022
- 6.C. Approve Check Registers for March 2022
- 6.D. Approve 2nd Quarter Investment Report
- 6.E. Authorize Mayor to sign a new agreement with Power Now LLC for remote monitoring and Maintenance of Generator for \$850.00 to include monitor install, one year of maintenance and 24/7 monitoring
- 6.F. Approve a Proclamation recognizing the End of the Year Event on May 22, 2022 on Pine Chase Grove

Council Member Schwarz amended the motion to allow for an amendment to Item 6.E. to authorize Council Member Gordy to select a monitoring plan for the generator, Seconded by Council Member Gordy.

Voting Yea on the Amended Motion: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

The motion carried 5-0.

7. ADDITIONAL COUNCIL COMMENTS

8. FUTURE AGENDA TOPICS

9. ANNOUNCEMENTS

- 9.A. 911 Resolution

10. CLOSED EXECUTIVE SESSION: The Council convened into Executive Session as authorized by Texas Government Code, Section 551.071 and 551.074 at **7:51 PM.**

- 10.A. Deliberate the appointment, employment and duties of a public employee
- 10.B. Consult with attorney regarding contemplated litigation

The Council reconvened the Regular Council Meeting at **8:50 PM.**

11. DISCUSSION AND POSSIBLE ACTION

- 11.A. Discussion and Possible Approval of actions related to Agenda Item Number 10

No action was taken from the Executive Session

12. ADJOURNMENT Motion made by Council Member Schwarz, Seconded by Council Member Carey.

Voting Yea: Council Member Gordy, Council Member Byrne, Mayor Pro Tem Maddock, Council Member Schwarz

The motion carried 5-0.

The meeting was adjourned at **8:54 P.M.**

Paul Maddock, Mayor Pro Tem

ATTEST:

Susan Blevins, City Secretary



OFFICIAL RETURNS

**CITY OF HILSHIRE VILLAGE, TEXAS
GENERAL ELECTION**

MAY 7, 2022

TOTAL NUMBER OF VOTERS: 167

<i>Position</i>	<i>Candidate</i>	<i>Early Voting Votes</i>	<i>Election Day Votes</i>	<i>TOTAL VOTES</i>
<i>Mayor</i>	Robert Buesinger	107	34	141
<i>Council Member Position One</i>	Mike Gordy	109	34	143
<i>Council Member Position Two</i>	<i>Robert Byrne</i>	46	19	65
<i>Council Member Position Two</i>	Justin Crawford	75	24	99

**THIS OFFICIAL TABULATION WAS PREPARED AT 8301 WESTVIEW, HOUSTON,
TEXAS ON THE 17TH DAY OF MAY, 2022.**

Susan Blevins
City Secretary
City of Hilshire Village

ORDINANCE NO. 821-2022

**AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE,
TEXAS CANVASSING THE RETURNS AND DECLARING THE
RESULTS OF THE GENERAL ELECTION HELD ON MAY 7,
2022, FOR THE PURPOSE OF ELECTING ONE (1) MAYOR AND
TWO (2) COUNCIL MEMBERS FOR A FULL TERM OF TWO (2)
YEARS**

* * * * *

WHEREAS, a general was held in the City of Hilshire Village, Texas on May 7, 2022, for the purpose of electing One (1) Mayor and two (2) Council Members for a full term of two (2) years; and

WHEREAS, the election was duly and legally held in conformity with the election laws of the State of Texas, and the results of the election have been verified and returned by the proper judges and clerks; and

WHEREAS, a total of **167** voters cast their vote in the election; now, therefore,

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

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

Section 2. The official canvass of the returns of the general election held on May 4, 2022, reflects that the following named persons received the number of votes set opposite their names in the respective positions to be filled:

POSITION	CANDIDATE	NUMBER OF VOTES
Mayor	Robert Buesinger	141
Council Member Position 1	Mike Gordy	143
Council Member Position 2	Robert Byrne Justin Crawford	65 99

Section 3. The official canvass of the returns of the General Election held on May 7, 2022, reflects that the following three (3) persons with the highest vote count for each position were duly elected to the City Council:

POSITION	CANDIDATE	NUMBER OF VOTES
MAYOR	ROBERT BUESINGER	141
COUNCIL MEMBER POSITION ONE	MIKE GORDY	143
COUNCIL MEMBER POSITION TWO	JUSTIN CRAWFORD	99

PASSED, APPROVED, AND ADOPTED THIS 17TH DAY OF MAY, 2022.

Robert Buesinger, Mayor

ATTEST:

Susan Blevins, City Secretary



**STATEMENT OF ELECTED (APPOINTED)
OFFICER**

I, ROBERT BUESINGER do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure any appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Mayor

EXECUTION

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Affiant's Signature 5-17-22
Date

City of Hilshire Village, Texas

=====

SWORN TO AND SUBSCRIBED BEFORE ME by affiant on this 17th day of May 2022.

Signature of Person Authorized to Administer Affidavits

Susan Blevins

City Secretary and Notary Public

IN THE NAME AND BY THE AUTHORITY OF
CITY OF HILSHIRE VILLAGE
OATH OF OFFICE

I, ROBERT BUESINGER, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of

*******MAYOR*******

of the City of Hilshire Village, State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Affiant – ROBERT BUESINGER

SWORN TO AND SUBSCRIBED BEFORE ME BY AFFIANT ON THIS
17TH DAY OF MAY, 2022.

**Signature of Person
Administering Oath**

SUSAN BLEVINS, CITY SECRETARY
Printed or typed Name & Title



**STATEMENT OF ELECTED (APPOINTED)
OFFICER**

I, MIKE GORDY do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure any appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: City Council Member Position 1

EXECUTION

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Affiant's Signature 5-17-22
Date

City of Hilshire Village, Texas

=====

SWORN TO AND SUBSCRIBED BEFORE ME by affiant on this 17th day of May 2022.

Signature of Person Authorized to Administer Affidavits

Susan Blevins

City Secretary and Notary Public

IN THE NAME AND BY THE AUTHORITY OF
CITY OF HILSHIRE VILLAGE
OATH OF OFFICE

I, MIKE GORDY, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of

*****CITY COUNCIL MEMBER POSITION ONE*****

of the City of Hilshire Village, State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Affiant – MIKE GORDY

**SWORN TO AND SUBSCRIBED BEFORE ME BY AFFIANT ON THIS
17TH DAY OF MAY, 2022.**

Signature of Person
Administering Oath

ROBERT BUESINGER, MAYOR
Printed or typed Name & Title



**STATEMENT OF ELECTED (APPOINTED)
OFFICER**

I, JUSTIN CRAWFORD do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure any appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: City Council Member Position 2

EXECUTION

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Affiant's Signature 5-17-22
Date

City of Hilshire Village, Texas

=====

SWORN TO AND SUBSCRIBED BEFORE ME by affiant on this 17th day of May 2022.

Signature of Person Authorized to Administer Affidavits

Susan Blevins

City Secretary and Notary Public

IN THE NAME AND BY THE AUTHORITY OF

CITY OF HILSHIRE VILLAGE

OATH OF OFFICE

I, JUSTIN CRAWFORD, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of

*****CITY COUNCIL MEMBER POSITION TWO*****

of the City of Hilshire Village, State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Affiant – JUSTIN CRAWFORD

SWORN TO AND SUBSCRIBED BEFORE ME BY AFFIANT ON THIS
17TH DAY OF MAY, 2022.

Signature of Person
Administering Oath

ROBERT BUESINGER, MAYOR
Printed or typed Name & Title



**A PROCLAMATION OF
THE CITY OF HILSHIRE VILLAGE, TEXAS
RECOGNIZING MAYOR RUSSELL HERRON**

* * * * *

***WHEREAS**, the City of Hilshire Village wishes to express our appreciation to Mayor Russell Herron and honor him for his dedicated service to the residents of this Village; and,*

***WHEREAS**, Russell Herron began serving the community as a Council Member on May 9, 2015; and*

***WHEREAS**, Russell Herron further developed his public leadership by serving as Mayor for six years thereafter, and*

***WHEREAS**, Russell Herron also collaborated with the Zoning Committee for eight years, and*

***WHEREAS**, Russell Herron passionately worked to maintain the beauty and atmosphere of the Village with citizen safety as a top priority, and*

***WHEREAS**, Russell Herron diligently worked to maintain and upgrade the infrastructure of the Village, and*

***WHEREAS**, Russell Herron continually acted to improve the City's financial state, and*

***WHEREAS**, for services given to this City, Mayor Russell Herron is deserving of our unending gratitude and sincere appreciation, and we wish him much happiness in the future.*

***NOW THEREFORE**, be it proclaimed by the Mayor of Hilshire Village, Texas, that the City does hereby recognize and commend Mayor Russell Herron for his service to the City of Hilshire Village.*

Robert Buesinger, Mayor
May 17, 2022

Attest:

Susan Blevins, City Secretary



**A PROCLAMATION OF
THE CITY OF HILSHIRE VILLAGE, TEXAS
RECOGNIZING COUNCIL MEMBER ROBERT BYRNE**

* * * * *

***WHEREAS**, the City of Hilshire Village recognizes and appreciates the service and time that Robert Byrne has devoted to the citizens, and community as a whole; and*

***WHEREAS**, Robert Byrne dutifully served the City as a Council Member for a total of five years; and*

***WHEREAS**, Robert Byrne served the City as a valued Member of the Zoning Committee for a total of seven years; and*

***WHEREAS**, Robert Byrne was passionate about the safety and wellbeing of the residents. His long-term goals were to keep the City's urban characteristics while improving the City's infrastructure; and*

***WHEREAS**, Robert Byrne continues to serve the City as a Fire Commissioner; and*

***WHEREAS**, for services given to this City, Council Member Robert Byrne is deserving of our unending gratitude.*

***NOW THEREFORE**, be it proclaimed by the Mayor of Hilshire Village, Texas, that the City does hereby recognize and commend Council Member Robert Byrne for his service to the City of Hilshire Village.*

Robert Buesinger, Mayor
May 17, 2022

Attest:

Susan Blevins, City Secretary

ELECTION WORKERS

John Cooper **Election Judge**

Ron Presswood

Glennie Scott Allen

Kathleen Stafford

Judy Shields

Jan Fitts

Bill Swann

Diane Rager

Maureen Patridge

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

04\01\2022
thru 04\30\2022
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
6	ACCIDENT	1
22	ALARM	7
23	AMBULANCE CALL	2
24	ANIMAL CALL	2
135	BUSINESS CHECK	216
38	DAMAGE TO CITY PROPERTY	1
68	HOUSE CHECK	4
70	INFORMATION	12
71	INVESTIGATION	3
76	LOUD NOISE	2
81	OPEN DOOR	2
83	POWER OUTAGE	2
86	PUBLIC RELATIONS	104
99	STALLED VEHICLE	1
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	3
105	SUSPICIOUS VEHICLE	3
11	TRAFFIC STOP	7
111	VEHICLE BLOCKING ROADWAY	1
117	WELFARE CONCERN	1
	Total	375

BUILDING REPORT SUMMARY

for the month of

April 2022

Plan Review: None

Permits:

Parking Pad	1
Plumbing	1
Roof	1
Drainage/Culvert	1
Tree Removal	4
Fence	2
Electrical	1

Total: 11

Change of Occupancy Use:

- None

Extended Permit Request:

- None

Inspections:

Pass	30
Fail	5
Consult	1
Cancelled	1

Total: 37

Red Tag / Stop Work Orders Issued:

- 14 Pine Creek Lane – Job Site Maintenance

Building Finals / Certificates of Occupancy:

- None

Plan Review and Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
1	Mon 4/4/22	HV-22-037V	1220 Archley Dr	Schwarz (Owner)	\$ 240.00	Parking Pad
2	Thu 4/7/22	HV-22-111P	8001 Bromley	Fonseca Plumbing	\$ 530.00	Plumbing - New Construction
3	Thu 4/7/22	HV-22-038R	8002 BROMLEY	Craddock Roofing	\$ 240.00	Roof
4	Mon 4/11/22	HV-21-111C	8001 Bromley Rd	Norvell Enterprise	\$ 205.00	Culverts - New SFR
5	Thu 4/7/22	HV-22-039T	12 Pine Creek Ln	McHugh Homes	\$ 25.00	Tree Removal - New Construction
6	Tue 4/19/22	HV-22-040T	1225 Pine Chase Dr	On Point Tree Service	\$ -	Tree Removal - Dead
7	Thu 4/21/22	HV-22-041T	8202 Burkhart	Saldana Tree Service	\$ 25.00	Tree Removal - Hazard
8	Fri 4/29/22	HV-22-042F	1315 Pine Chase Dr	MD Fence Co	\$ 175.00	Fence - Replacement
9	Wed 4/27/22	HV-22-018E	12 Pine Creek Ln	House of Power Electric	\$ 405.00	Electrical - New Construction
10	Thu 4/28/22	HV-22-044T	1232 Ridgeley Dr	Gerry's Tree Service	\$ -	Tree Removal - Dead
11	Fri 4/29/22	HV-22-045F	1319 & 1323 Pine Chase Grove	MD Fence Co	\$ 175.00	Fence - Replacement

Inspection Log

Log #	Address	Permit #	Request Type	Pass or Fail	Date	Inspector
1	22-109 8001 Bromley Rd	HV-21-111B	Piers	Pass Pending Engineer's Letter	4/1/22	BBG
2	22-113 1123 Guinea Dr	HV-21-061M	HVAC Rough-In	Pass	4/1/22	BBG
3	22-114 14 Pine Creek Ln	HV-21-078M	HVAC Cover	Fail - no access	4/1/22	BBG
4	22-115 14 Pine Creek Ln	HV-21-078M	HVAC Cover Reinspection	Pass	4/4/22	BBG
5	22-116 14 Pine Creek Ln	HV-21-078B	Framing	Pass	4/4/22	BBG
6	22-117 1123 Guinea Dr	HV-21-061B	Framing	Pass	4/13/22	BBG
7	22-118 1339 Friarcreek Ln	HV-22-003GE	Generator Electrical Final	Pass	4/6/22	BBG
8	22-119 1339 Friarcreek Ln	HV-22-003GP	Generator Gas Final	Pass	4/6/22	BBG
9	22-120 8001 Bromley Rd	HV-21-111P	ground and sewer	Pass	4/8/22	BBG
10	22-121 1302 Friarcreek Ln	HV-22-010GE	generator final	Pass	4/8/22	BBG
11	22-122 8111 Bromley	HV-21-062GE	generator final	Pass	4/8/22	BBG
12	22-123 10 Hickory Shadows Dr	HV-21-063GE	generator final	Pass	4/8/22	BBG
13	22-124 12 Pine Creek Lane	HV-22-039T	Tree Protection - Pre-Construction	Consult Only	4/11/22	Cary Moran
14	22-125 1123 Guinea	HV-21-061FS	Fire Sprinkler	Fail	4/7/22	Rusty Kattner
15	22-126 1324 Pine Chase Drive	HV-22-001M	HVAC Final Reinspection	Pass	4/7/22	BBG
16	22-127 1123 Guinea Dr	HV-21-061FS	Fire Sprinkler	Pass	4/13/22	Rusty Kattner
17	22-128 7907 Hilshire Green	HV-21-045E	Electrical TCI	Pass	4/18/22	BBG

Inspection Log

Log #	Address	Permit #	Request Type	Pass or Fail	Date	Inspector	
18	22-129	1326 Glourie Dr	HV-20-099B	Lath	Pass	4/19/22	BBG
19	22-130	8373 Westview	See HV-	Sprinkler Underground Plan Review	Pass	4/13/22	Rusty Kattner
20	22-131	14 Pine Creek In	HV-21-078B	Jobsite Maintenance Red Tag	Red Tag Issued	4/18/22	BBG
21	22-132	8001 Bromley Rd	HV-21-111B	Foundation Pre-Pour	Pass	4/21/22	BBG
22	22-133	8002 Bromley Rd	HV-22-038R	Roof Final	Pass	4/21/22	BBG
23	22-134	12 Pine Creek Ln	HV-22-018B	Pre-Construction - Building Official	Fail	4/21/22	BBG
24	22-135	12 Pine Creek Ln	HV-22-018B	Pre-Construction - Engineer	Fail	4/22/22	Efrain Him
25	22-136	1315 Pine Chase Dr	HV-22-016SP	Grotto Final	Pass	4/26/22	BBG
26	22-137	1203 2/3 Archley Drive	HV-21-ROW-001E-Archley	Electrical underground	Pass	4/22/22	BBG
27	22-138	1203 2/3 Archley Drive	HV-21-ROW-001E-Archley	Electrical Final	Pass	4/22/22	BBG
28	22-139	1203 2/3 Archley Drive	HV-21-ROW-001E-Archley	Electrical Reconnect	Pass	4/22/22	BBG
29	22-140	1307 2/3 Ridgeley Drive	HV-21-ROW-001E-Ridgeley	Electrical underground	Pass	4/22/22	BBG
30	22-141	1307 2/3 Ridgeley Drive	HV-21-ROW-001E-Ridgeley	Electrical Final	Pass	4/22/22	BBG
31	22-142	1307 2/3 Ridgeley Drive	HV-21-ROW-001E-Ridgeley	Electrical Reconnect	Pass	4/22/22	BBG
32	22-143	1031 2/3 Ridgeley Drive	HV-21-ROW-001E-Ridgeley2	Electrical underground	Pass	4/22/22	BBG
33	22-144	1031 2/3 Ridgeley Drive	HV-21-ROW-001E-Ridgeley2	Electrical Final	Pass	4/22/22	BBG
34	22-145	1031 2/3 Ridgeley Drive	HV-21-ROW-001E-Ridgeley2	Electrical Reconnect	Pass	4/22/22	BBG

Inspection Log

	Log #	Address	Permit #	Request Type	Pass or Fail	Date	Inspector
35	22-146	1131 Glourie Dr	HV-21-028P	Gas Test	Pass	4/27/22	BBG
36	22-147	1131 Glourie Dr	HV-21-028P	Plumbing Final	Cancelled	N/A	N/A
37	22-148	7915 S Villa Circle	HV-21-080SPD	Drainage Cover	Pass with comments	4/29/22	Javier Vasquez

A	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15															
		Total Number of Incidents 2022			Life Threatening (LT) EMS Incidents					Life Threatening (LT) Fire Incidents						
		Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2022 Calls are:		Fire Alarms	% of Fire Calls
Bunker Hill Village	57	38	95	16	3:12	100%	5:48	100%	8	5:11	100%	60%	40%	25	44%	
Hedwig Village	64	80	144	45	2:56	100%	2:59	100%	9	3:10	100%	44%	56%	31	48%	
Hilshire Village	9	17	26	10	3:28	100%	5:08	100%	1	0:00		35%	65%	4	0%	
Hunters Creek Village	76	48	124	23	3:59	100%	5:39	100%	8	3:23	100%	61%	39%	31	41%	
Piney Point Village	59	32	91	18	3:55	100%	4:58	100%	4	3:19	100%	65%	35%	33	56%	
Spring Valley Village	70	72	142	33	2:55	100%	4:30	100%	13	4:31	100%	49%	51%	12	17%	
Houston	26	0	26													
Totals	361	287	648	145	3:24	100%	4:50	100%	43	3:25	100%	56%	44%	136	34%	

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Village Fire Department 2022 Strategic Plan Performance 1st Qtr Report

2022 OPERATING BUDGET:	Standards/Base	Jan	Feb	Mar	Qtr Total
Percentage if spending 100% budget		8.3%	8.3%	8.3%	25.0%
Actual Percentage Budget Spent	100.0%	8.3%	8.3%	8.6%	25.2%
Department Budget	\$7,273,447.00	\$602,101.34	\$606,172.46	\$626,883.40	1,835,157.20
Personnel Expenses Total	\$6,217,421.00	\$543,373.06	\$522,513.22	\$529,051.20	1,594,937.48
Percentage Personnel Budget Spent		8.74%	8.40%	8.51%	25.65%
Overtime	\$110,000.00	53,382.41	\$29,761.10	20,601.58	103,745.09
Percentage Overtime Budget Spent		48.53%	27.06%	18.73%	94.31%
Capital Expenditures	\$230,400.00	\$3,685.05	\$3,019.96	3,776.46	10,481.47
Percentage Capital Budget Spent		1.60%	1.31%	1.64%	4.55%
Operational Expenditures	\$825,626.00	\$55,043.23	\$80,639.28	94,055.74	229,738.25
Percentage Operational Budget Spent		6.7%	9.8%	11.39%	27.83%
EMERGENCY OPERATIONS: By month					
Average Dispatch Time, high priority calls	60 Seconds	0:51	0:40	0:42	0:44
Average Turnout Times, high priority calls	60 seconds	0:59	0:49	0:55	0:54
Average Total Response high priority EMS	6:30	4:47	4:40	4:51	4:46
Average Total Response high priority fires	6:50	3:25	4:47	3:14	3:48
# Incidents		181	150	167	498
# Responses		334	262	319	915
VFD Patients		74	80	69	223
VFD Patients Transported		53	54	45	152
% of Calls, second Rescue Amb. Needed	LessThan 20%				
EMS REVENUE:					
EMS Revenue Fund Balance		11,693.14	49,362.14	67,769.08	67,769.08
Revenue Collected, Avg Per Patient		258.17	617.67	506.00	459.26
Amount Billed		118,326.42	110,510.48	131,749.68	\$360,586.58
Total Revenue Received		13,683.00	33,354.40	22,769.85	\$69,807.25
FIRE MARSHAL:					
# of General Plans Reviewed		4	4	2	10
# of Sprinkler Systems Reviewed		16	15	14	45
# Fires investigated		0	1	0	1
# INSPECTIONS YTD		59	76	56	171
Fire Prevention Permits		5	3	7	15
Residential Sprinklers to date		2186	2195	2200	2200
# OF COMMUNITY Ed Events		6	3	11	20
% of Homes with Sprinkler Systems	6708	32.59%	32.72%	32.80%	32.80%



May 13, 2022

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

Re: Engineer's Report for May 17, 2022 Council Meeting
HDR Job No. 10281855

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from April 15, 2022 to May 13, 2022.

1. On-Going Services (10336207):

a. 2 Pine Creek Lane –

- On May 11, 2022, the City, the Building Official, and HDR met onsite with the Contractor, Mr. Jay Knoth (Advanced Curb Appeal Landscape Design, LLC), regarding the landscape/erosion control improvements at 2 Pine Creek Lane. After review of the project area, the work completed to date does not appear to have impacted the floodplain; however, the Contractor shall still submit engineering plans in accordance to the City requirements for review and approval by the City and Harris County Flood Control District.

b. 8006 Anadell Street –

- On May 2, 2022, HDR received an As Built Pool Drainage Plan for 8006 Anadell Street. The as built drainage plan is currently being reviewed for comments.

c. 1210 Ridgeley Drive –

- On May 2, 2022, HDR received a Drainage Plan for 1210 Ridgeley Drive. The drainage plan is currently being reviewed for comments.

d. 7915 S. Villa Circle –

- On April 29, 2022, HDR performed a cover inspection for the Pool Drainage Plan Amendment for 7915 S. Villa Circle. The cover inspection passed with exceptions noted.

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. Bromley Street Paving Point Repair/Pine Chase Grove Yard Inlet Repair –
 - HDR has coordinated with the Contractor on the small paving point repair on Bromley Street (adjacent to 8116 Bromley St.) and the yard inlet replacement adjacent to the driveway of 1327 Pine Chase Grove. The Contractor has completed all associated work with paving point repair and yard inlet replacement.

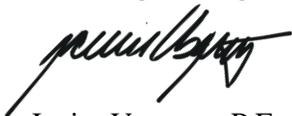
- f. Street Sign Replacement –
 - HDR has coordinated with the Contractor regarding the street sign installations at the following locations: Pine Chase Drive/Pine Chase Grove intersection; N. Villa Court/S. Villa Circle intersection, along Ridgeley Drive between Mallie Court and Guinea Drive. The signs and poles have been installed and a project walkthrough will take place next week to review the completed work.

- g. Wirt Road Safety Project/City of Houston Interlocal Agreement –
 - HDR is awaiting confirmation from the City of Houston (COH) on the possibility of cost sharing the engineering design services associated with the Sidewalk Improvements instead of the initially discussed Mobility Improvements (i.e. left turn holding lane expansions/additions, and new traffic signal). If COH is able to cost share the engineering design services, the drafted Interlocal Agreement (ILA) will be revised to reflect this change accordingly, otherwise, no ILA will be required.
 - HDR has prepared and submitted an Engineering Services Proposal for the Wirt Road Safety Project, for the City’s review and approval during the May 17, 2022 Regular Council Meeting.

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

Sincerely,

HDR Engineering, Inc.



Javier Vasquez, P.E., CFM
Civil Engineer

cc: Files (10336207)

AGREEMENT FOR PROFESSIONAL SERVICES

STATE OF TEXAS

HARRIS COUNTY

THIS AGREEMENT, entered into and executed by and between the **City of Hilshire Village**, a body corporate and politic under the laws of the State of Texas, hereinafter called “**City**”, and

TX BBG Consulting, Inc..

Kevin Taylor, President
201 Westheimer Rd Unit G
Houston, TX 77006
P: 972-746-6671
ktaylor@BBGcode.com
Hereinafter called “**Consultant**”.

WHEREAS, the **City** desires to contract with the **Consultant** for professional Inspection and services as discussed below;

WHEREAS, the **Consultant** represents that it is fully capable of making and qualified to provide assistance to the **City** and the **Consultant** desires to perform the same;

NOW, THEREFORE, the **City** and the **Consultant**, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follow:

SECTION I SCOPE OF AGREEMENT

The **Consultant** agrees to perform certain inspection services as defined in “Exhibit A” attached hereto and made a part hereof, hereinafter sometimes called “Scope of Work”, and for having rendered such services, the **City** agrees to pay the **Consultant** compensation as stated in the sections to follow. “Exhibit “B” describing pricing is also included and sets forth the specific fees applicable to the scope of work.

SECTION II CHARACTER AND EXTENT OF SERVICES

The **Consultant** shall render all the professional services as defined in “Exhibit A” attached hereto.

The **City** shall be under no obligation to pay for services rendered without prior authorization. The **City** shall be the absolute and unqualified owner of all studies, exhibits, maps, reports, analyses, determinations and recommendations prepared or acquired pursuant to this Agreement with the same force and effect as if the **City** had prepared or acquired the same.

SECTION III TIME FOR PERFORMANCE

The time for performance is the period beginning on or before **May 17, 2022** through **September 30, 2023** and may be extended by mutual consent of both parties. Upon written request of the **Consultant**, the **City** may grant time extensions to the extent of any delays caused by the **City** or other agencies with which the work must be coordinated and over which the **Consultant** has no control.

This Agreement is terminable at will by the **City** providing a forty-five (45) day written notice to **Consultant** or by **Consultant** providing the **City** ninety (90) day written notice. **Consultant** will be due the portion of the fees earned up to the time of termination.

SECTION IV COMPLIANCE AND STANDARDS

Consultant agrees to perform the work hereunder in accordance with generally accepted standards applicable thereto and shall use that degree of care and skill commensurate with the management consulting profession to comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the work to be performed hereunder and **Consultant’s** performance. **Consultant** agrees that the **City** shall have the right to use all exhibits, maps, reports, analyses and other documents prepared or compiled by **Consultant** pursuant to this Agreement, and **Consultant** shall and does hereby agree to indemnify and hold harmless the **City**, its officers, agents, and employees from any and all damages, loss or liability of any kind, whatsoever, by reason of death or injury to property or third persons caused by the negligent act or omission of **Consultant**, its officers, agents, employees, invitees or other persons for whom it is legally liable, with regard to the performance of this Contract.

SECTION V THE CONSULTANT’S COMPENSATION

For, and in consideration of, the services rendered by the **Consultant** pursuant to this Agreement, the **City** shall pay to the **Consultant** the amount detailed in "Exhibit B"; said amount being hereinafter called the “total basic fee”. Compensation shall be only for services rendered as requested by the **City** in official communication from the **City**.

**SECTION VI
TIME OF PAYMENT**

Payment by the **City** to the **Consultant** shall be made as follows:

Within 30 days of the end of each calendar month during the performance of the individual assignments, **Consultant** shall submit to the **City**, an invoice in a form acceptable to the **City**. This invoice shall set forth the charges for the services provided which were completed during such billing period, and the compensation which is due for same. The invoice must contain the street address, description of services, and date performed. The **City** shall review the same and approve it with such modifications, as it may deem appropriate. The **City** shall pay each invoice as approved within thirty (30) days after receipt of a true and correct invoice by the **Consultant** to the **City**. The approval or payment of any such invoice shall not be considered to be evidence of performance by the **Consultant** to the point indicated by such invoice or of the receipt of or acceptance by the **City** of the work covered by such invoice.

**SECTION VII
ADDRESS AND NOTICES AND COMMUNICATIONS**

The parties contemplate that they will engage in informal communications with respect to the subject matter of this Agreement. However, any formal notices or other communications (“Notice”) required to be given by one party to the other by this Agreement shall be given in writing addressed to the party to be notified at the address set forth below for such party. This shall be done either (i) by delivering the same in person, (ii) by depositing the same in the United States Mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, (iii) by depositing the same with Federal Express or another nationally recognized courier service guaranteed “next day delivery,” addressed to the party to be notified, or (iv) by sending the same by facsimile with confirming copy sent by mail, (v) by email, with receipt, from the Building Official, or her/his designee. Notice deposited in the United States mail in the manner hereinabove described shall be deemed effective from and after the date of such deposit. Notice given in any other manner shall be effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties, until changed by providing written notice in accordance hereunder, shall be as follows:

All notices and communications under this Agreement shall be mailed to the **Consultant** at the following address:

TX BBG Consulting, Inc..
ATTN: Kevin Taylor
201 Westheimer Rd Unit G
Houston, TX 77006
ktaylor@BBGcode.com

**SECTION VIII
SUCCESSORS AND ASSIGNS**

The **City** and the **Consultant** bind themselves and their successors, executors, administrators, and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Neither the **City** nor the **Consultant** shall assign, sublet or transfer its or his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto.

**SECTION IX
MEDIA**

Contact with the news media shall be the sole responsibility of the **City**. **Consultant** shall under no circumstances release any material or information developed in the performance of its services hereunder without the express written permission of the **City**.

**SECTION X
MODIFICATIONS**

This instrument, including Exhibits A and B, contains the entire Agreement between the parties relating to the rights herein granted and the obligation herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent modification in writing signed by both parties hereto.

**SECTION XI
AUTHORITY OF CITY
ADMINISTRATOR**

All work to be performed by the **Consultant** hereunder shall be performed to the satisfaction of the City Administrator of the **City of Hilshire Village**. The City Administrator(or designated authority) shall decide any and all questions, which may arise as to the quality, or acceptability of the work performed by the **Consultant** and the decisions of the City Administrator in such cases shall be final and binding on both parties. However, nothing contained herein shall be construed to authorize the City Administrator to alter, vary or amend this Agreement.

**SECTION XII
MISCELLANEOUS**

1. No Waiver. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of any provision of this Agreement.
2. Compliance. The parties enter into this Agreement with the intent of conducting their relationship in full compliance with the applicable state, local, and federal laws. Any complaint from either the **City** or general public concerning an inspection completed by **Consultant** shall be responded to within one business day by the **Consultant**.
3. Governing Law. This Agreement shall be interpreted, construed, and governed according to the laws of the State of Texas.
4. Headings. Paragraph headings contained in this Agreement are for convenience only and should in no manner be construed as part of this Agreement.
5. Legal Construction. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been included in the Agreement.
6. Prior Agreements Superseded. This Agreement constitutes the sole agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting that subject matter.
7. Attorney Fees and Costs. The prevailing party in any dispute or legal proceedings enforcing this Agreement shall be entitled to recover its attorney's fees, witness fees, litigation expenses and costs, as same are reasonable and necessary, to be paid by the non-prevailing party.
8. Venue. All amounts due under this Agreement, including, but not limited to, payments under this Agreement or damages for breach of this Agreement, shall be paid and due in Harris County, Texas, which is the county in which the principal administrative office of **City** is located. It is specifically agreed among the parties to this Agreement, that this Agreement is fully performable in Harris County, Texas.
9. Insurance. Consultant agrees to name the **City of Hilshire Village** and its interests as a certificate holder on consultant's insurance policy per attached document.
10. No Joint Venture/Independent Contract: The parties agree that this agreement is not intended to create nor does create a joint venture between the parties and consultant at all times is retained as an independent contractor and not an employee of the **City**.

11. Anti-Boycott Verification. As required by Chapter 2270, Texas Government Code, the **Consultant** hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

12. Iran, Sudan and Foreign Terrorist Organizations. Pursuant to Chapter 2252, Texas Government Code, the **Consultant** represents and certifies that, at the time of execution of this Agreement neither the **Consultant**, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

This document and included instrument is the entire contract and recites the full consideration between the parties, there being no other written or parole agreement.

IN WITNESS WHEREOF, said **City of Hilshire Village** has lawfully caused these presents to be executed by the City Administrator of said **City**, and the corporate seal of said Municipality to be hereunto affixed and this instrument to be attested by the City Secretary; and the said **Consultant**, acting by its thereunto duly authorized representative, does now sign, execute and deliver this instrument.

DONE at City of Hilshire Village, Texas on the __day of _____, 2022.

By: _____
City Administrator

Date

ATTEST:

By: . City Secretary

Date

CONSULTANT



President, TX BBG Consulting, Inc.

Date

Exhibit “A”

A. Scope of Services

Inspection and plan review of commercial and residential construction to verify compliance with the **City of Hilshire Village** locally adopted codes and amendments and the: 2018 versions of the International Residential Code, International Building Code, International Mechanical Code, International Plumbing Code, International Fuel Gas Code, 2018 International Energy Conservation Code and the 2017 Edition of the National Electrical Code (or later versions as adopted by the **City of Hilshire Village**), as published by the National Fire Protection Association.

B. Consultant’s Responsibilities

1. Inspectors performing under this Agreement will hold a “Combination Inspector” certification from the International Code Council.
2. **Consultant** will be available to the **City** to answer questions from contractors and homeowners.
3. **Consultant** Will provide other services as necessary or requested by the **City** relating to code enforcement, zoning, public works or facilities maintenance.
4. Inspections and Plan Review telephoned or transmitted to **Consultant** from **City** before 8:00 am will be performed the same business day; excluding holidays of New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the Friday immediately following Thanksgiving Day, Christmas Eve and Christmas Day, as well as any holiday the city observes; in which case the inspection will be performed the next business day after the holiday.
5. **TX BBG** inspectors have the same jurisdiction and responsibilities, regarding a development project assigned to the **Consultant**, as an inspector employed by the City.
6. All inspectors performing under this Agreement will hold certifications as required by state law.

C. Inspections and Plan Review

The **City** shall provide **Consultant** with a list of Inspections and Plan Review required to be completed. **Consultant’s** designated inspector shall make a diligent effort to complete every inspection assigned to him/her each day.

Re-Inspections and Plan Review – The procedures for requesting and performing them will be the same as regular Inspections and Plan Review.

Any complaint from either the **City** or general public concerning an inspection completed by **Consultant** shall be responded to within one business day by the **Consultant**.

D. Building Code Interpretation

The **City** from time to time may request building code interpretation or explanation from the **Consultant** based on their expertise in this field. The final interpretive authority rests with the **City**.

Fee Details

Building Official Services:

Subscription Plan Rates

- A. Plan Review and Inspections.** TX BBG will provide all residential, sign plat or any other permit requiring a plan review with the exclusion of Commercial construction projects valued over \$1,000,000.00 which will be billed for the fee as detailed below. TX BBG will perform all commercial construction inspections.
- B. Building Official Services.** TX BBG will provide a staff member as requested by the City said staff member will perform work as requested by the City Administrator, the City Council, the Mayor or their designee. TX BBG will make available dedicated staff on call anytime for assistance with facilities maintenance, code enforcement, a Building Official and a City Planner. TX BBG will also attend City Council meetings as necessary.

Table 1. Annual fee for services

Annual Rate of \$33,000.00 (\$2,750.00/month)	
Service	Totals
Inspection	All commercial
Plan review ¹	All excluding commercial construction valued over 1 million.
In Office	As requested by the City
On call	Anytime as needed by the City

Table 2. Plan review services

<u>Plan review</u>	
Permit type	Fee ¹
Commercial \$1,000,000.00 and more	25% permit fee ^{2,3}

Service Details

- A. Inspections.** Inspections shall be performed within 24hrs of notification by The City. All reasonable effort shall be made by TX BBG to perform inspections when, at the request of The City, there is a need for immediate or same-day services. Such inspections shall be performed at no additional cost to The City. TX BBG will provide next day inspection services for all inspection request received before 6 pm. TX BBG will provide inspection services for all projects on a stop basis (multiple inspections performed at one stop).

Reduced Cost



Better Service

B. **Plan Review.** Plans shall be picked up by TX BBG within 48 hours from the time of notification from The City, TX BBG shall return the plans to The City with typed comments within seven business from the original date of notification.

C. **Jobsite Maintenance.** TX BBG will perform weekly jobsite maintenance inspections and issue notices to contractors for cleanliness, tree protection, SWPPP and sanitation requirements as detailed in the City of Hilshire Village Code of ordinances. Notices will be posted by TX BBG on site for the contractors and pictures and detailed comments will be sent to the Building Official.

Unit Rate Fees

A. **Inspections.** Inspections shall be performed within 24hrs of notification by The City. All reasonable effort shall be made by TX BBG to perform inspections when, at the request of The City, there is a need for immediate or same-day services. Such inspections shall be performed at no additional cost to The City. TX BBG will provide next day inspection services for all inspection request received before 6 pm.

Inspection Services	
Residential Inspections	\$45.00
Commercial Inspections	\$45.00

B. **Plan Review.** Plans shall be picked up by TX BBG within 48 hours from the time of notification from The City, TX BBG shall return the plans to The City with typed comments within seven business from the original date of notification.

Plan Review Services	
Construction value below \$50,000.00	Minimum \$75.00 or 40% of the plan review fee
Construction value between \$50,000.01 and 100,000.00	Minimum \$260.00 or 35% of the permit fee
Construction value between \$100,000.01 and 500,000.00	Minimum \$360.00 or 27% of the permit fee
Construction value greater than \$500,000.01	Minimum \$1034.00 or 25% of the permit fee

C. **Jobsite Maintenance and Misc. Services.** TX BBG will perform weekly jobsite maintenance inspections and issue notices to contractors for cleanliness, tree protection, SWPPP and sanitation requirements as detailed in the City of Hilshire Village Code of ordinances. Notices will be posted by BBG on site for the contractors and pictures and detailed comments will be sent to the Building Official. TX BBG will provide misc. services on an as needed basis for Code Enforcement, Zoning and ordinance review, project management or other services as requested for the fee as detailed below

Reduced Cost



Better Service

BBG CONSULTING, INC.

Additional Scope: Hourly Rates	
Building Official	\$95.00
Principal Planner	\$95.00
Senior Engineer	\$150.00

Sincerely,

Kevin Taylor CBO, MCP
 President
 TX BBG Consulting, Inc.
 ktaylor@bbgcode.com
 972-746-6671

Consistent Quality

Reduced Cost



Better Service

BBG CONSULTING, INC.



May 13, 2022

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

Re: Proposal for Engineering Services for Wirt Road Safety Project

Dear Mayor and City Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this proposal for Professional Engineering Services for the above referenced project. The proposal is based on our understanding of the project as discussed in our previous meetings and conversations. For your convenience this proposal consists of General Overview, Scope of Services, Fee Schedule, and Terms and Conditions.

GENERAL OVERVIEW

Wirt Road was originally a gravel access road to some small farms along Spring Branch Creek in the 1940's. In the 1950's residential development along what is now Old Katy Road turned into a two (2) lane asphalt track leading to thinly populated residential neighborhoods. This quiet situation existed through the 60's and 70's. In the 1980's the bridge over Buffalo Bayou opened access from the Southwest Freeway to the Katy Freeway and Wirt Road was widened into a four (4) lane boulevard.

Today, it is a major north/south artery in the Houston traffic pattern and carries a traffic load far in excess of its planned capacity in 1984. The Wirt Road Safety Project seeks to improve the safety of pedestrians by completing the sidewalk along the west side of Wirt Road between Westview Drive and the Harris County Park at the northwest corner of the intersection of I-10 and Wirt Road.

The City has reached out to Harris County Precinct 3 to request assistance on this Project. As a result of these initial meetings, Harris County Precinct 3 has committed to fund and oversee the construction of the proposed sidewalk improvements if the City of Hilshire Village designs these improvements and obtain approvals and permits from the City of Houston (COH) accordingly, since Wirt Road is within COH right-of-way. The City is coordinating and requesting an Interlocal Agreement (ILA) from HC Precinct 3 to formalize this commitment.

Likewise, the City has also reached out to the COH to request assistance on this Project. Initial discussions revolved around funding participation for additional Mobility Improvements such as left turn holding lane expansions/additions and a new traffic signal to improve the safety of pedestrians and motorists along Wirt Road. However, the City has decided not to pursue the Mobility Improvements at this time. Instead, the City is requesting the COH to cost share the engineering design services associated with the proposed sidewalk improvements. If the COH agrees to cost share the engineering design services, an ILA with the COH will be required.

The Preliminary Opinion of Probable Construction Cost (OPCC) is \$383,840 (See Exhibit A).

hdrinc.com 4828 Loop Central Drive, Suite 800, Houston, TX 77081-2220
T (713) 622-9264 F (713) 622-9265
Texas Registered Engineering Firm F-754

SCOPE OF SERVICES

I. DESIGN PHASE SERVICES

A. Basic Services

- Attend two (2) Public Hearing/Workshop Meetings with City Council and residents to address project progress and obtain feedback from City and residents, as necessary.
- Obtain utility information/record drawings on City of Houston (COH) stormwater, water and sanitary sewer lines within project area.
- Coordinate with private utility entities (i.e. gas, electric, cable, telephone, etc.), incorporate appropriate comments from pertinent entities into the final documents, and secure signatures.
- Perform field reconnaissance of the project area to obtain information on existing features, general deterioration and condition, and other information that could impact construction of proposed sidewalks and wheelchair ramps.
- Prepare Plan & Profile Drawings for the proposed sidewalk and wheelchair ramp improvements, including necessary driveway and culvert adjustments. Proposed 5-ft wide sidewalk and wheelchair improvements will be designed in accordance with the COH Infrastructure Design Manual, and Texas Accessibility Standards (TAS)/Americans with Disabilities Act (ADA).
- Prepare construction drawings and specifications for the project based on planned sidewalk and wheelchair ramp improvements.
- Prepare an Opinion of Probable Construction Cost (OPCC) for the project.
- Complete design services within four (4) months of the City's authorization to proceed with these engineering services.
- Furnish two (2) sets of 70% Submittal documents (Plans and Specifications) to the City.
- Furnish two (2) sets of Bid/Construction documents to the City.

B. Special/Additional Services

1. Topographical Survey

- Perform topographical survey services of the project areas to produce background information for design effort.

2. Geotechnical Investigation

- No geotechnical investigation services are anticipated for the Wirt Road Safety Project proposed sidewalk improvements.

3. Tree Protection Plan

- Obtain urban forestry consulting services to evaluate the impact of proposed improvements to existing trees and landscape within the project area and develop a tree protection/preservation plan that will minimize impact to existing trees and landscape within the project area.

4. Traffic Control Plan

- Preparation of traffic control plans and specifications, including construction sequence, and traffic control plan phases required for the construction of the project.

5. Storm Water Pollution Prevention Plan

- Preparation of storm water pollution prevention plans and specifications for the project, in accordance with the Texas Pollutant Discharge Elimination System (TPDES) requirements.

6. COH Permitting

- Coordination and submittal of Permit Plans for COH review, approval and permitting. Budget includes estimated fees for COH review and permitting.

7. TDLR TAS/ADA Permitting

- Coordination and submittal of Permit Plans for Texas Department of Licensing and Regulation (TDLR) review, approval and permitting. Budget includes estimated fees for TDLR review, permitting and inspections.

8. Miscellaneous Expenses

- Reproduction for review sets, submittals to Hilshire Village and private utility companies.
- Travel (mileage) and Courier/delivery services cost.

II. BIDDING PHASE SERVICES (NOT APPLICABLE)

A. Basic Services

1. Bidding Services:

- Harris County Precinct 3 will be funding the construction and assigning one of their On-Call Contractors to perform this Project, therefore, no Bidding Services will be provided by HDR under this project

III. LIMITED CONSTRUCTION PHASE SERVICES

A. Basic Services

1. Construction Administration:

- Harris County Precinct 3 will oversee construction of the project; therefore, Limited Construction Phase Services will be provided by HDR under this project.
- Attend a pre-construction conference for the project.
- Attend monthly construction progress meetings.
- Act as the City's Project Representative during the construction phase.
- Address questions and provide clarifications regarding plans, design details and related items during construction.
- Review and respond accordingly to all submittals as required by the contract specifications.
- Prepare change orders necessitated by field conditions.
- Review the contractor's pay estimates, evaluate the completed work based on HC Precinct 3 Inspector reports, and make payment recommendations to the City.
- Visit the site at intervals appropriate to the various stages of construction to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the Contract Documents. Full-time site representation is not included as part of the Construction Administration tasks.
- Monitor Contractor in maintaining a set of as-built drawings.
- HDR will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). HDR's effort will be directed toward providing a greater degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but HDR will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits and on the basis of on-site observations HDR shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.
- Conduct substantial completion and final inspections of the Project, prepare punch list(s), and make a recommendation for Final Payment and closeout of the Project.

B. Special/Additional Services

1. Construction Observation Services (NOT APPLICABLE):

- Harris County Precinct 3 will oversee construction of the Project; therefore, no Construction Observation Services will be provided by HDR under this project.

2. Record Drawing Services

- After construction is completed, HDR will prepare the record drawings for the project based on as-built information furnished by Contractor.

3. Miscellaneous Expenses

- Reproduction cost (i.e. pay estimates, meeting notes, submittals, etc.)
- Travel (mileage) and Courier/delivery services cost.

FEE SCHEDULE

The Basic Services Fee for the above-described scope of services are proposed to be on a lump sum basis, calculated on the basis of level of effort (LOE) estimates to complete each of the tasks required to fulfill the design and limited construction phase services of this project (refer to Exhibit B – Level of Effort for Wirt Road Safety Project).

The fee schedule is separated into: Design, Bidding, and Construction Phases, as outlined below:

Basic Services:

a) Design Phase Services – Lump Sum Level of Effort (See Exhibit B)	=	\$26,247
b) Bidding Phase Services – Lump Sum (NOT APPLICABLE) Level of Effort (See Exhibit B)	=	\$0
c) Limited Construction Administration – Lump Sum Level of Effort (See Exhibit B)	=	<u>\$6,130</u>
Total – Basic Services	=	\$32,377

Design & Bidding Phase Additional Services:

a) Topographical Survey – Subcontract Cost (See Exhibit B) - \$27,350 + 10%	=	\$30,085
b) Geotechnical Investigation – (NOT APPLICABLE) Subcontract Cost (See Exhibit B) - \$0 + 10%	=	\$0

c) Tree Protection Plan – Subcontract Cost (See Exhibit B) - \$7,220 + 10%	=	\$10,692
d) Traffic Control Plan – Lump Sum Level of Effort (See Exhibit B)	=	\$4,102
e) Storm Water Pollution Prevention Plan – Lump Sum Level of Effort (See Exhibit B)	=	\$2,736
f) *COH Permitting – Hourly Level of Effort (See Exhibit B)	=	\$5,346
g) *TDLR TAS/ADA – Hourly Level of Effort (See Exhibit B)	=	\$3,346
h) *Miscellaneous Expenses (Reproduction, Travel & Courier Services) – Subcontractor Cost (See Exhibit B) – Cost plus 10%	=	<u>\$1,000</u>
Total – Design & Bidding Additional Services	=	\$57,306

Limited Construction Phase Additional Services:

a) *Construction Observation – (NOT APPLICABLE) Hourly (Based on average 40 hours/week)(See Exhibit B)	=	\$0
b) Record Drawings – Lump Sum Level of Effort (See Exhibit B)	=	\$831
c) * Miscellaneous Expenses (Reproduction, Travel & Courier Services) – Subcontractor Cost (See Exhibit B) – Cost plus 10%	=	\$500
Total – Limited Construction Additional Services	=	\$1,331

Grand Total = **\$91,014**

* At this time the magnitude of these tasks are not known. Therefore budgetary amounts are provided. These figures may increase or decrease depending upon actual work required. If an increase becomes necessary it can be accomplished by utilizing available funds from other line items that have under run, or by contract amendment.

The anticipated construction duration required for the project is estimated to be 120 calendar days. Reimbursable items will be:

- Vehicle Expenses (Mileage at the prevailing Federal rate)
- Reproduction (Documents pertaining to the project, special requests by the client, miscellaneous photocopies not pertaining to normal duties and responsibilities)

TERMS AND CONDITIONS

This project will be performed as a Project Engineering Design Service under the current on-going engineering services contract with the City of Hilshire Village, and its terms and conditions will apply.

Invoices will be submitted on a monthly basis, reflecting charges to date on the basis specified in this proposal. Lump sum project tasks will be billed as a percentage of completion, based on the estimated progress of the work to date. Outstanding invoices will accrue interest charges at the current maximum allowable rate after 30 days.

For all services billed on an hourly basis, the fee includes hourly costs for all personnel based on actual raw labor rates times a multiplier of 2.99 for all employees. Hourly rates are subject to revision on an annual basis due to raises and personnel changes, however, the multiplier will not change without authorization from the City.

Overtime for hourly employees will be charged at 1.5 times the normal rate. Overtime is defined as time over 40 hours within a one-week period (Sunday to Saturday).

Subconsultant and subcontractor costs will be billed at the subcontract invoice cost plus 10%. Reimbursable expenses will be charged at cost plus 10%.

Mileage will be charged at the prevailing Federal rate.

HDR Engineering, Inc. appreciates the opportunity to submit this proposal and we look forward to working with the City of Hilshire Village on this very important project.

Sincerely,

HDR Engineering, Inc.



David C. Weston
Area Manager

cc: Files (10336207)

Attachments:

1. Exhibit A – Preliminary Opinion of Probable Construction Cost (OPCC)
2. Exhibit B – Level of Effort (LOE) for Wirt Road Safety Project
3. Landtech Survey Proposal dated December 26, 2021
4. C.N. Koehl Urban Forestry Proposal dated December 20, 2021

<p>Accepted by City of Hilshire Village this _____ day of _____, 2022</p> <p>By _____</p> <p style="text-align: center;">Name and Title</p>
--

WIRT ROAD SAFETY PROJECT
CITY OF HILSHIRE VILLAGE

EXHIBIT A

PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST (OPCC)

Item	Item Description	Unit	Quantity	Unit Price	Cost
Sidewalk Items:					
1	Traffic Control, complete in place, the sum of:	LS	1	\$18,000.00	\$18,000.00
2	SWPPP Plan, complete in place, the sum of:	LS	1	\$8,000.00	\$8,000.00
3	5-ft wide, 4" thick, reinforced concrete sidewalk, complete in place, the sum of:	SF	15,750	\$10.00	\$157,500.00
4	Remove and replace 6" concrete driveway	S.Y	500	\$130.00	\$65,000.00
5	Curb ramp with detectable warning pavers, in conformance with ADA requirements, complete in place, the sum of:	EA	13	\$2,500.00	\$32,500.00
6	12" wide solid Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	260	\$10.00	\$2,600.00
7	Remove, store, and reset existing traffic sign, complete in place, the sum of:	EA.	15	\$500.00	\$7,500.00
8	Remove, salvage, and reinstall post mailbox, complete in place, the sum of:	EA.	2	\$600.00	\$1,200.00
9	18-inch RCP culvert, complete in place, the sum of:	LF	24	\$90.00	\$2,160.00
10	Adjust existing valve box, meter box, or cleanout to be flush with top of proposed pavement or finished grade, complete in place, the sum of:	E.A.	5	\$350.00	\$1,750.00
11	Adjust existing manhole/inlet to be flush with top of proposed pavement or finished grade, complete in place, the sum of:	E.A.	1	\$750.00	\$750.00
Base Bid Items Total:					\$296,960.00
Supplemental Items:					
12	Cement Stabilized Sand, complete in place, the sum of:	CY	40	\$45.00	\$1,800.00
13	Bank Sand, complete in place, the sum of:	CY	40	\$20.00	\$800.00
Supplemental Items Total:					\$2,600.00
Tree Protection Items:					
14	Remove tree 3"-11.99", complete in place, the sum of:	EA.	4	\$500.00	\$2,000.00
15	Remove tree 12"-23.99", complete in place, the sum of:	EA.	4	\$1,000.00	\$4,000.00
16	Plant 2" tree with 15 gallon container, complete in place, the sum of:	EA.	4	\$500.00	\$2,000.00
17	Plant 4" tree with 65 gallon container, complete in place, the sum of:	EA.	4	\$1,200.00	\$4,800.00
18	Clearance prune, complete in place, the sum of:	EA.	20	\$100.00	\$2,000.00
19	Tree protection fence, complete in place, the sum of:	L.F.	250	\$10.00	\$2,500.00
20	Root pruning trench, complete in place, the sum of:	L.F.	200	\$10.00	\$2,000.00
21	Remove existing flower bed/garden bed, complete in place, the sum of:	EA.	2	\$500.00	\$1,000.00
Tree Protection Items Total:					\$20,300.00
Sidewalk Items Total:					\$296,960.00
Supplemental Items Total:					\$2,600.00
Tree Protection Items Total:					\$20,300.00
Total Construction Cost:					\$319,860.00
Contingency (20%):					\$63,972.00
OPINION OF PROBABLE CONSTRUCTION COST:					\$383,840.00

**CITY OF HILSHIRE VILLAGE
EXHIBIT B - LEVEL OF EFFORT (LOE) FOR WIRT ROAD SAFETY PROJECT**

Item	Description / Task	Basic Services (HDR) - Estimated Manhours									Subtotal (hrs)	Subtotal (cost \$)	Additional Services - HDR	Basic Services - Subconsultants (cost+10%)	Additional Services - Subconsultants (cost+10%)	Other Costs/Allowances	Total Fee
		Principal (hrs)	Sr. Project Manager (hrs)	Project Manager (hrs)	Project Engineer (hrs)	Sr. Designer (hrs)	CAD Operator (hrs)	Clerical (hrs)	Constr. Manager (hrs)	Constr. Inspector (hrs)							
	Raw Salary	\$120	\$90	\$65	\$45	\$58	\$47	\$30	\$58	\$38							
	Raw Salary Multiplier	2.99	2.99	2.99	2.99	2.99	2.99	2.99	3.05	3.05							
I	Phase II - Final Design :																
A	Project Management and Document Submission																
	1. Data Collection		1.0		2.0						3.0	\$538					\$538
	2. Geotechnical Investigation										0.0			\$0			\$0
	3. Site / Coordination / Workshop Meetings		2.0		2.0						4.0	\$807					\$807
	4. Progress Submittals QA/QC (70% & 100%/Mylars)	2.0	2.0						2.0		6.0	\$1,610					\$1,610
	5. Specifications, Preparation & Review		1.0		2.0			4.0			7.0	\$897					\$897
	6. Construction Cost Estimate, Preparation & Review		1.0		2.0			1.0			4.0	\$628					\$628
	7. Interagency Coordination & Private Utility Signatures		1.0		4.0			1.0			6.0	\$897					\$897
	8. COH Permitting		1.0		8.0						9.0		\$1,346			\$4,000	\$5,346
	9. TDLR TAS/ADA Permitting		1.0		8.0						9.0		\$1,346			\$2,000	\$3,346
	10. Misc. Expenses (Reproduction, Travel & Courier Services)										0.0		\$0			\$1,000	\$1,000
	Subtotal Project Management & Document Submission	2.0	10.0	0.0	28.0	0.0	0.0	6.0	2.0	0.0	48.0	\$5,377	\$2,691	\$0	\$0	\$7,000	\$15,068
B	Drawings																
	G-1 Cover Sheet			1.0	1.0		4.0				6.0	\$891					\$891
	G-2 General Notes / Legend & Abbreviations			1.0	1.0		4.0				6.0	\$891					\$891
	G-3 Overall Layout Plan (1"=60' / Double Bank)		1.0	1.0	1.0		4.0				7.0	\$1,160					\$1,160
	S-1 Survey & Survey Controls										0.0			\$30,085			\$30,085
	PP-1 Plan & Profile 1"=20' H / 1"=2' V (Wirt 1)		1.0	1.0	4.0	1.0	6.0				13.0	\$2,018					\$2,018
	PP-2 Plan & Profile 1"=20' H / 1"=2' V (Wirt 2)		1.0	1.0	4.0	1.0	6.0				13.0	\$2,018					\$2,018
	PP-3 Plan & Profile 1"=20' H / 1"=2' V (Wirt 3)		1.0	1.0	4.0	1.0	6.0				13.0	\$2,018					\$2,018
	PP-4 Plan & Profile 1"=20' H / 1"=2' V (Wirt 4)		1.0	1.0	4.0	1.0	6.0				13.0	\$2,018					\$2,018
	PP-5 Plan & Profile 1"=20' H / 1"=2' V (Wirt 5)		1.0	1.0	4.0	1.0	6.0				13.0	\$2,018					\$2,018
	PP-6 Plan & Profile 1"=20' H / 1"=2' V (Wirt 6)		1.0	1.0	4.0	1.0	6.0				13.0	\$2,018					\$2,018
	PP-7 Plan & Profile 1"=20' H / 1"=2' V (Wirt 7)		1.0	1.0	4.0	1.0	6.0				13.0	\$2,018					\$2,018
	PP-8 Plan & Profile 1"=20' H / 1"=2' V (Wirt 8)		1.0	1.0	4.0	1.0	6.0				13.0	\$2,018					\$2,018
	SWP-1 SWPPP (1"=60' / Double Bank)		1.0	1.0	4.0		6.0				12.0		\$1,845				\$1,845
	SWP-2 SWPPP Details 1 (NTS)			1.0	1.0		4.0				6.0	\$891					\$891
	TCP-1 Construction Sequence Plan			1.0	2.0		4.0				7.0		\$1,026				\$1,026
	TCP-2 Traffic Control Plans			1.0	2.0		4.0				7.0		\$1,026				\$1,026
	TCP-3 Typical Traffic Control Intersection Details			1.0	2.0		4.0				7.0		\$1,026				\$1,026
	TCP-4 Typical Traffic Control Details			1.0	2.0		4.0				7.0		\$1,026				\$1,026
	D-1 Paving Details			1.0	1.0		4.0				6.0	\$891					\$891
	D-2 Storm Sewer Details			1.0	1.0		4.0				6.0	\$891					\$891
	TP-1 thru TP-3 Tree Protection Plans & Details										0.0			\$10,692			\$10,692
	Subtotal Drawings	0.0	10.0	19.0	50.0	8.0	94.0	0.0	0.0	0.0	181.0	\$20,870	\$6,838	\$0	\$40,777	\$0	\$68,485
C	Bidding Phase (Not Applicable)																
	1. Attend Pre-Bid Meeting										0.0	\$0					\$0
	2. Prepare & Issue Addenda										0.0	\$0					\$0
	3. Respond to Bidder Questions										0.0	\$0					\$0
	4. Bid Evaluation / Bid Tabulation										0.0	\$0					\$0
	5. Recommendation of Award										0.0	\$0					\$0
	6. Construction Contract Preparation										0.0	\$0					\$0
	Subtotal Bidding Phase	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$0	\$0	\$0	\$0	\$0	\$0

Item	Description / Task	Basic Services (HDR) - Estimated Manhours									Subtotal (hrs)	Subtotal (cost \$)	Additional Services - HDR	Basic Services - Subconsultants (cost+10%)	Additional Services - Subconsultants (cost+10%)	Other Costs/Allowances	Total Fee
		Principal (hrs)	Sr. Project Manager (hrs)	Project Manager (hrs)	Project Engineer (hrs)	Sr. Designer (hrs)	CAD Operator (hrs)	Clerical (hrs)	Constr. Manager (hrs)	Constr. Inspector (hrs)							
	Raw Salary	\$120	\$90	\$65	\$45	\$58	\$47	\$30	\$58	\$38							
	Raw Salary Multiplier	2.99	2.99	2.99	2.99	2.99	2.99	2.99	3.05	3.05							
II	Phase III - Limited Construction Phase Services:																
	1. Attend Pre-Construction Meeting		1.0								1.0	\$269					\$269
	2. Attend Scheduled Construction Progress Meetings		4.0								4.0	\$1,076					\$1,076
	3. Submittals			2.0	4.0						6.0	\$927					\$927
	4. RFI's/Change Orders		1.0		2.0						3.0	\$538					\$538
	5. Review Contractor Monthly Pay Estimates		2.0		4.0						6.0	\$1,076					\$1,076
	6. Substantial/Final Completion Walk-Thru/Punch Lists		2.0		4.0						6.0	\$1,076					\$1,076
	7. As-Built Drawings		1.0				4.0				5.0	\$831					\$831
	8. Project Closeout		1.0		4.0			4.0			9.0	\$1,166					\$1,166
	9. Construction Observation (Not Applicable)										0.0	\$0					\$0
	10. Misc. Expenses (Reproduction, Travel & Courier Services)										0.0	\$0				\$500	\$500
	Subtotal Phase III - Construction Phase Services	0.0	12.0	2.0	18.0	0.0	4.0	4.0	0.0	0.0	40.0	\$6,130	\$831	\$0	\$0	\$500	\$7,461
SUBTOTAL PHASE II - BASIC SERVICES HOURS		2.0	17.0	13.0	49.0	8.0	68.0	6.0	2.0	0.0	165.0						
SUBTOTAL PHASE II - BASIC SERVICES COST		\$718	\$4,575	\$2,527	\$6,593	\$1,387	\$9,556	\$538	\$354	\$0		\$26,247					\$26,247
SUBTOTAL PHASE II - ADDITIONAL SERVICES HOURS (HDR)		0.0	3.0	6.0	29.0	0.0	26.0	0.0	0.0	0.0	64.0						
SUBTOTAL PHASE II - ADDITIONAL SERVICES COST (HDR)		\$0	\$807	\$1,166	\$3,902	\$0	\$3,654	\$0	\$0	\$0			\$9,529			\$7,000	\$16,529
SUBTOTAL PHASE II - ADDITIONAL SERVICES COST (SUBS)																\$40,777	\$40,777
TOTAL PHASE II - BASIC & ADDITIONAL SERVICES												\$26,247	\$9,529	\$0	\$40,777	\$7,000	\$83,553
SUBTOTAL PHASE III - BASIC SERVICES HOURS		0.0	11.0	2.0	18.0	0.0	0.0	4.0	0.0	0.0	35.0						
SUBTOTAL PHASE III - BASIC SERVICES COST		\$0	\$2,960	\$389	\$2,422	\$0	\$0	\$359	\$0	\$0		\$6,130					\$6,130
SUBTOTAL PHASE III - ADDITIONAL SERVICES HOURS (HDR)		0.0	1.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	5.0						
SUBTOTAL PHASE III - ADDITIONAL SERVICES COST (HDR)		\$0	\$269	\$0	\$0	\$0	\$562	\$0	\$0	\$0			\$831			\$500	\$1,331
SUBTOTAL PHASE III - ADDITIONAL SERVICES COST (SUBS)																\$0	\$0
TOTAL PHASE III - BASIC & ADDITIONAL SERVICES		\$0	\$2,960	\$389	\$2,422	\$0	\$0	\$359	\$0	\$0		\$6,130	\$831	\$0	\$0	\$500	\$7,461
TOTAL PHASES II & III - BASIC AND ADD. SERVICES HOURS		2.0	32.0	21.0	96.0	8.0	98.0	10.0	2.0	0.0	269.0						
TOTAL PHASES II & III - BASIC SERVICES																	\$32,377
TOTAL PHASES II & III - ADDITIONAL SERVICES																	\$58,637
TOTAL PHASES II & III - BASIC AND ADDITIONAL SERVICES																	\$91,014

December 26, 2021

Mr. Efrain A. Him P.E.
Senior Project Manager
HDR
4828 Loop Central Drive, Suite 800
Houston, Texas 77081

RE: Hillshire Village Wirt Road Safety Project

Dear Mr. Him:

It is my pleasure to submit the following proposal for providing professional surveying service for the above referenced project. The scope of work will be as follows:

Topographic survey per City of Houston requirement of Wirt Road from Westview to Hickory Shadows (major thoroughfare, 3,450 feet). Extend side street 100 feet each way at intersection. Provide survey control map.

Writ Road from Westview to Hickory Shadows

3,450 feet x \$5.00/feet= \$17,250.00

Westview –	200 feet
Bobbitt Lane –	100 feet
Hilshire Grove Lane –	100 feet
Brykerwoods –	100 feet
Wedgewood –	100 feet
Hillshire Villa Drive –	100 feet
Bellewood –	100 feet
Edgeway –	100 feet
Bryonwood Drive –	100 feet
Betty Jane Lane –	100 feet
Hilshire Green Drive –	100 feet
Ridgeley –	100 feet
Hickory Shadows –	<u>200 feet</u>

Total 1,500 feet

1,500 feet x \$5.00/feet= \$7,500.00

Site Control Monument

1 x \$2,600.00= \$2,600.00

Total Fee is \$27,350.00

Thank you for the opportunity to submit this proposal.

Sincerely,



Paul Kwan, RPLS.

President

S:\Users\Receptonist\1 Hillsbore Village Wirt Road Safety Project 12/23/2021

December 20, 2021

Mr. Efrain A. Him, P.E.
 Senior Project Manager
 HDF
 4828 Loop Central Drive, Suite 800
 Houston, Texas 77081

Re: Proposal for Urban Forestry Consulting Services on the City of Hilshire Village Wirt Road Safety Project, Westview Drive to Hickory Shadows Drive.

Dear Mr. Him,

As per your request, C.N. Koehl Urban Forestry, Inc. proposes to provide Urban Forestry Consulting services for design phase of the Hilshire Village Wirt Road Safety Project. Approximately 3,496 linear feet of project right of way will be evaluated for proposed left turn holding lane expansion, sidewalk/bike lane, and utility construction. Based on your request for proposal, and our most recent experience on past projects working with consulting civil engineers and the City of Houston’s Street Tree Ordinance and Urban Forestry department, we propose to provide the following Urban Forestry services:

Phase II – Services for Final Design
Field Evaluation/Site Visit

We will walk each side of the street and median where construction is proposed and evaluate the species, size, condition, and preservation feasibility of each tree. We will confirm the surveyed location of each tree and approximately locate any trees that may be impacted that were not picked up by surveyor. Proposed construction activity adjacent to each tree will be evaluated to determine impacts on long-term tree survival and compliance with City of Houston Street Tree Ordinance. The field evaluation will be scheduled in conjunction with the 60% submittal Tree Protection Plan development. The data collected will be used in development of the 60%, 90%, and final Tree Protection Plans.

Fee for Field Evaluation/Site Visit
 9.0 hours @ \$125.00/hour.....\$1,125.00

Tree Protection Plan for 60% Submittal

The plan and profile drawings, provided by the engineer, will be reviewed between the 30 and 60 percent submittals, to determine treatment for each tree. Each tree will be numbered on the drawings. A tree treatment schedule will list each tree by number, species, diameter, condition, anticipated treatment, and mitigation required by ordinance for trees to be removed. Each tree (public and private) adjacent to construction activity will be evaluated to ensure that construction activity will not destroy too much of the structural root system. Destroying too much of the structural root system leaves the tree unstable, which could create liabilities. Should we find any conflicts with proposed construction or any liability issues we will make recommendations for minor design changes or for removal of the tree. Recommendations for minor design changes, such as shifting bends, a ts&v, vertical offset, or a fire hydrant, will be

redlined on plan and profile drawings copied to our Tree Submittal Form with a brief description of recommended changes and emailed to your office. Design change recommendations can then be reviewed by engineer and client to determine feasibility.

Minor design changes may reduce the number of trees needing to be removed and reduce the cost of replacement plantings required by ordinance. The design review and comment process is typically the most value-added aspect of our services, because the changes will preserve trees rather than requiring removal and replacement to comply with Street Tree Ordinance. If our recommendations preserve one 24" diameter ordinance tree the cost savings to the project, in removal and replacement costs, is approximately \$13,000.00.

After we receive your comments on our design change recommendations we will develop an AutoCAD drawn tree protection plan which will identify the mitigative and protective treatments needed to ensure long term tree survival and compliance with the City of Houston's Street Tree Ordinance. Plan and profile drawings, provided by the engineer, will be used to indicate each tree by number, and exact location of preservation treatments (protection fencing, root pruning trench, zero curb cutback, water line augers, etc.). The plan will also include the location, species, and size of replacement tree plantings required to comply with the Street Tree Ordinance. Details for tree treatments will be included in the tree protection plan. Quantity totals and cost estimates for each tree treatment will be provided. The tree protection plan and quantity totals and cost estimates will be emailed to you so that your staff may use the quantity estimates as needed and plot the tree protection plan as it is needed. The tree protection plan will include our logo with a signature line, which we sign at the mylar stage. The tree protection plan and quantity/cost estimate can be included in your 60% submittal so that the City's Urban Forestry staff can review our plan and provide comments prior to the final submittal. We will need 12-15 business days to schedule and complete the field evaluation and preliminary tree protection plan.

Fee for 60% Tree Protection Plan
22.0 hours @ \$125.00/hour \$2,750.00

Arboriculturally Significant Trees

Per City of Houston Urban Forestry requirement, Arboriculturally Significant Trees will be identified in the Tree Protection Plan. A separate table will be included on Tree Protection Plan Detail sheet that list each Arboriculturally Significant Tree by Tree Number, Location, and Tree Description.

Fee for Arboriculturally Significant Tree List
4.0 hours @ \$125.00/hour..... \$500.00

Construction Feasibility/Site Meeting

We will attend site meeting or Zoom meeting with City of Houston Public Works, EOR, and Urban Forestry to review tree protection plan and tree removal/mitigation requirements. We will prepare tree removal summary list and areas of design and tree preservation conflicts to review in the meeting.

Fee for Construction Feasibility/Site Meeting
6.0 hours @ \$125.00/hour..... \$750.00

Tree Protection Plan for 90% submittal

We will review the construction design between the 60% and 90% submittal, following comments from the City on recommendations made in the 60% submittal, to ensure that any design changes that may have been made are incorporated into the tree protection plan. Changes necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for submittal. Quantity/Cost estimates will be updated and forwarded to engineer. We will need 7-10 business days to schedule and complete the 90% Tree Protection Plan.

Fee for 90% Tree Protection Plan

7.0 hours @ \$125.00/hour.....\$875.00

Tree Protection Plan for Final submittal

We will review the construction design between the 90% and final submittal, following comments from the City on recommendations made in the 90% submittal, to ensure that any design changes that may have been made are incorporated into the tree protection plan. Changes necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for submittal. Quantity/Cost estimates will be updated and forwarded to engineer. We will provide a signed PDF set of the Tree Protection Plans prior to final submittal. We will need 7-10 business days to schedule and complete the 90% Tree Protection Plan.

Fee for Final Tree Protection Plan

4.0 hours @ \$125.00/hour.....\$500.00

Drafting AutoCAD (DWG) files of Tree Preservation Plan

We do have AutoCAD capabilities and will provide a CAD drawn document. We will need the electronic files of proposed construction in DWG format. We will use the project title block and insert plan drawings at a 1:40 scale, double banked on each sheet, similar to most traffic control plans. Tree treatment schedule will be included on each sheet which will call out treatments for each specific tree. This format typically allows us to fit approximately 1,200-1,500 l.f. per plan sheet, which would give us 3-4 sheets on this project. Two sheets with project details will also be included, which would give us a total of 5 to 6 sheets. The drawings will be emailed or uploaded to your cloud, so that you may plot the files as you need them. CAD drafting will be completed in conjunction with the Preliminary and Final Plans. No additional time required.

Drafting Services Fee for DWG files of the Tree Preservation Plan

12.0 hours @ \$60.00/hour.....\$720.00

Total Final Design Services Fees

Urban Forestry Services for development of Tree Protection Plan.....\$6,500.00

Drafting Services Fee for DWG files.....\$720.00

Total Fee for CAD drawn Tree Protection Plan.....\$7,220.00

PHASE III – CONSTRUCTION PHASE SERVICES

We can be available on an as needed basis to respond to RFIs or any tree related issues that may arise during the construction process. We propose providing this service on an hourly basis at our hourly rate of \$125.00/hour.

Proposed Not To Exceed Limit.....**\$2,500.00**

TOTAL FEES INCLUDED IN THIS PROPOSAL

Phase 2 \$7,220.00
Phase 3 \$2,500.00

We have utilized the services contained in this proposal on similar projects for The City of West University Place Infrastructure Replacement Program, City of Houston Neighborhood Street Reconstruction Program, City of Houston Surface Water Transmission Program, Houston Storm Water Management Program, City of Missouri City Street Reconstruction, City of Friendswood Street Reconstruction, City of Piney Point Street Reconstruction, City of Sugarland Street Reconstruction, City of Texas City Street Reconstruction, and numerous City of Houston waterline and sewer projects in the past. It is our goal to provide you the most effective, efficient, and value added services we can provide. We are willing to provide services in whatever capacity you deem appropriate.

If this proposal meets with your approval and you would like to retain our services, please forward your standard agreement or a notice to proceed, and we will schedule the work as soon as we receive the plan and profile sheets. We greatly appreciate the opportunity to present this proposal and look forward to working with you on this project. If you have any questions or would like to make any changes, please do not hesitate to call me at 281-391-0022.

Respectfully submitted,



Craig Koehl
Urban Forestry Consultant

Village Fire Department



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:

BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

To: Ms. Susan Blevins, City of Hilshire Village
Ms. Wendy Bambridge, City of Hedwig Village
Mr. Bobby Pennington, City of Piney Point Village
Ms. Julie Robinson, City of Spring Valley
Ms. Karen Glynn, City of Bunker Hill Village
Mr. Tom Fullen, City of Hunters Creek Village

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria

Date: May 12, 2022

Re: 2021 deficit, 2022 budget amendment, and 2023 Budget

Consider the following items to be placed on your agenda. Copies for your VFD Commissioner/Alternate, Mayor, and City Council members are enclosed. If you have any questions or need anything else, please let me know.

During a special called meeting, May 11, 2022, the fire commission approved the following items. Please place the following items on your agenda for consideration and advise us on your council's action in writing.

- Intra-budgetary transfers and 2021 deficit of \$120,822
- 2022 budget amendment of \$515,846
- 2023 budget in the amount of \$8,689,847.78 funded by annual assessments.

Thank you,

Marlo Longoria
Village Fire Department, Administrator
Enclosures

Village Fire Department



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:

BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

May 12, 2022

The Honorable Mayor of
City of Hilshire Village

The Honorable Tom Jinks
Mayor, City of Hedwig Village

The Honorable Marcus Vajdos
Mayor, City of Spring Valley Village

The Honorable Robert P. Lord
Mayor, City of Bunker Hill Village

The Honorable Mark Kobelan
Mayor, City of Piney Point Village

The Honorable Jimmy Pappas
Mayor, City of Hunters Creek Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2021 Deficit, 2022 Budget Amendment, and 2023 Budget are hereby submitted for consideration and approval by the Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place the items on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

During a special called meeting, on May 11, 2022, by unanimous vote, the fire commission approved the following items: amend the 2021 budget deficit of \$120,822 due to the staffing of the second ambulance because of increased call volume and long hospital wait times.

The 2022 budget amendment of \$515,846.00 includes paying overtime to staff the second ambulance through June 2022. It also consists of a 5% mid-year cost of living increase (2.5 % annualized), hiring 3 full-time employees, and overtime as necessary to staff the second ambulance.

Village Fire Department



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:

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HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

The 2023 budget of \$8,689,847.78 consists of a 7% cost of living increase and \$200,000 placed into the Capital Replacement Fund. There will be no contribution to the Facility Fund.

Among other information, this year's budget package includes:

- Approved 2021 deficit and intra-budgetary transfers
- 2022 budget amendment summary
- 2023 budget and assessments per city
- General Fund Detail
- Comparison Charts
- Capital replacement fund detail for projected capital outlays
- VFD organizational structure
- VFD commissioners and alternates 2023/2024

Your Commissioners and VFD personnel are prepared to answer your questions regarding the items listed above.

Respectfully submitted,

Robert Byrne
Commission Chair
Village Fire Department Board of Commissioners

Attachment

cc: Village Fire Department Commissioners and Alternates
City Administrators/Secretaries

2021 Intra Budgetary Transfers A

	B	C	D	E
Village Fire Department	Actual 2021 Expenditures	Approved 2021	Intra-Budgetary Transfers-2021 Plus/(Minus)	Adjusted 2021 Budget
CAPITAL EXPENDITURES				
Contingency-Physical Plant	0.00	10,000.00	0.00	10,000.00
Misc Tools & Equip./Hose	26,382.81	36,000.00	0.00	36,000.00
Protective Gear	73,981.31	26,000.00	(28,364.12)	54,364.12
Radio Purchase	0.00	0.00	0.00	0.00
	100,364.12	72,000.00	(28,364.12)	100,364.12
PERSONNEL EXPENDITURES				
Salaries	4,116,473.89	4,181,596.00	0.00	4,181,596.00
Salaries-O/T	247,431.17	110,000.00	(70,287.81)	180,287.81
457 Plan		82,632.00		
Prof Certification	54,083.37	46,000.00	(7,298.90)	53,298.90
FICA Tax	336,153.75	338,175.00	0.00	338,175.00
Disability Insurance	24,715.53	25,500.00	0.00	25,500.00
Employee Retirement	412,051.16	284,221.00	(97,830.16)	382,051.16
Hospitalization Ins.	861,536.47	723,000.00	(18,536.47)	741,536.47
Meal Allowances	35,025.60	35,000.00	(25.60)	35,025.60
Workers Compensation	39,660.21	35,000.00	(3,610.06)	38,610.06
Rewards	0.00	150,000.00	0.00	
CPR Training Fees & Expenses	(1,050.15)	0.00	0.00	
	6,126,081.00	6,011,124.00	(197,589.00)	5,976,081.00
OPERATIONAL EXPENDITURES				
Ambulance Med. Sup.	66,023.68	62,000.00	4,023.68	57,976.32
Bldg. Supplies/Maint.	38,380.49	45,000.00	0.00	45,000.00
Chemicals	0.00	2,000.00	0.00	2,000.00
Emergency Contingency	6,025.12	20,000.00	0.00	20,000.00
Dues/Subscrip/Manuals	1,479.91	6,500.00	0.00	6,500.00
Fuel Software expense	0.00	0.00	0.00	0.00
Fire Prevent/Relations	7,134.72	15,000.00	0.00	15,000.00
Gas & Oil	37,806.67	45,000.00	0.00	45,000.00
Insurance-Casualty	53,782.75	42,000.00	11,782.75	30,217.25

Maint of Equipment	191,995.74	145,000.00	46,995.74	98,004.26
Miscellaneous Exp.	4,631.46	7,200.00	0.00	7,200.00
Office Expenses	82,635.70	37,000.00	12,703.20	24,296.80
Prof. Services	127,494.59	125,480.00	(2,014.59)	127,494.59
Public Utilities	44,582.23	65,000.00	0.00	65,000.00
Rent	10.00	10.00	0.00	10.00
State Cert. Fees	5,057.36	6,000.00	0.00	6,000.00
Training Programs	20,867.37	33,000.00	0.00	33,000.00
Uniforms	12,748.07	25,000.00	451.27	24,548.73
EMS Training	0.00	17,000.00	0.00	
	700,655.86	698,190.00	73,942.05	607,247.95
	6,927,100.98	6,781,314.00	(152,011.07)	6,683,693.07
City Fuel Payment		0.00		
Other		23,891.00		
Ambulance Contribution for 2019 Deficit		0.00		
interest 2020		1,074.00		
Beginning Fund Balance 2020	70,187.00			
	6,927,100.98	6,806,279.00	(120,821.98)	(191,009)
Transfers from GF to FF per commission approval - 2020 surplus			70,187.00	70,187.00
			(191,008.98)	0.00
Page 19	2020 Excess of Revenues - Page 19			(120,822)

**Village Fire Department
2022 Budget Budget Summary Amendment-**

2022 Budget Amendment

CAPITAL EXPENDITURES:

CONTINGENCY - FACILITY	40,000	
MISC. TOOLS & EQUIP./HOSE:	75,000	DEFIB. (2)
PROTECTIVE GEAR	26,000	
COMPUTER/RADIO EQUIPMENT	89,400	
	\$230,400.00	

PERSONNEL EXPENDITURES:

Salaries	4,261,343		\$ 4,445,838.75	
457 Plan Contribution	84,227	\$4,345,570	\$ 87,916.78	\$ 4,533,755.53
Salaries - Overtime	110,000		\$ 353,000.00	
Professional Certification	50,000		\$ 50,000.00	
FICA	344,676		\$ 377,661.80	
Life/Disability Insurance	26,000		\$ 26,216.00	
Retirement	324,599		\$ 303,761.60	
Hospitalization	941,760		\$ 957,960.00	
Meal Allowance	35,000		\$ 35,000.00	
Workers Compensation	40,084		\$ 55,865.00	
Total Rewards Adjustment	0			
		\$6,217,689	\$ 6,693,219.93	\$ 475,530.88

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000			
Building Supplies & Maintenance	45,000			
Chemicals	0			
Emergency Contingency	20,000			
Dues/Subscriptions	8,000			
Fire Prevention/Public Relations	15,000			
GAS & OIL	45,000			
INSURANCE - CASUALTY	49,066			
Miscellaneous	7,200			
Office Expenses/Postage/Printing/Stationary	128,200	EQUIPMENT MAINT. CONTRACTS		
Professional Services	126,150			
Public Utilities	65,000			
Rent	10			
State Certification Fees	6,000			
Training Programs	33,000			
EMS Training	17,000			
Uniforms	20,000			
Maintenance of Equipment	179,000			
		\$825,626		
OPERATING BUDGET		\$7,273,715	\$ 865,941.12	\$7,789,561.05

CAPITAL REPLACEMENT FUND 2

Escrow	180,000	
		\$180,000

FACILITY FUND 4

Escrow	0	
		\$0
		\$180,000

TOTAL BUDGET

	\$7,453,715		\$7,969,561.05	\$515,846.00
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	2022- Budget		2023 w/ 7%CPI	2022 Adj. for amendments	2021 Budget overage	2021 overage 2022-amendments
Bunker Hill Village	1,416,205.86	19.00%	1,651,071.08	98,010.74	22,956.18	120,966.92
Hedwig Village	1,378,937.28	18.50%	1,607,621.84	95,431.51	22,352.07	117,783.58
Hilshire Village	223,611.45	3.00%	260,695.43	15,475.38	3,624.66	19,100.04
Hunters Creek Village	1,658,451.60	22.25%	1,933,491.13	114,775.74	26,882.90	141,658.63
Piney Point Village	1,565,280.16	21.00%	1,824,868.03	108,327.66	25,372.62	133,700.28
Spring Valley Village	1,211,228.70	16.25%	1,412,100.26	83,824.98	19,633.58	103,458.55
<u>Total Budget</u>	7,453,715.05	100.00%	8,689,847.78	515,846.02	120,822.00	636,668.02

**VILLAGE FIRE DEPARTMENT BUDGET
2023 Budget Worksheet Draft 4.3**

Line Item	Fund 1	2021 Budget	2021 Audited but not approved	2022 Budget	2022 (with 5% mid) Admendment**	2023 Draft w/ 7% CPI
1	<u>CAPITAL EXPENDITURES:</u>					
2	CONTINGENCY - FACILITY	10,000.00		40,000.00		10,000.00
3	MISC. TOOLS & EQUIP./HOSE	36,000.00		75,000.00		50,000.00
4	PROTECTIVE GEAR (Expiring gear)	26,000.00		26,000.00		55,000.00
5	SCBA					7,000.00
6	Computer/ Radios Equipment *Radio(system cost)			89,400.00		29,000.00
7	CAPITAL EXPENDITURES TOTAL	72,000.00	100,364.12	230,400.00	230,400.00	151,000.00
8	<u>PERSONNEL EXPENDITURES:</u>					
9	SALARIES:					
10	Base Salary	4,181,596.00	4,116,473.89	4,211,342.88	4,395,838.75	4,786,388.47
11	2% 457 Deferred Compensation			84,226.86	87,916.78	95,727.77
12	Longevity			22,000.00	22,000.00	22,000.00
13	Higher Class			28,000.00	28,000.00	28,000.00
14	TOTALS			4,345,569.74	4,533,755.53	4,932,116.24
15	SALARIES - OVERTIME	110,000.00	247,431.17	110,000.00	353,000.00	418,098.00
16	Professional Certification	46,000.00	54,083.37	50,000.00	50,000.00	46,000.00
17	FICA TAX - 7.65%	338,175.00	336,153.75	344,676.08	377,661.80	412,810.39
18	LIFE/LTD INSURANCE	25,500.00	24,715.53	26,000.00	26,216.00	26,432.00
19	*RETIREMENT: 6.7% 2022					
	Contribution - 7.21%, 2021-6.43 and 2020 6.43	366,853.00	412,051.16	324,599.23	303,761.62	361,546.35
20	*HOSPITALIZATION INSURANCE (15% Estimate) (Final % TBD in October)	723,000.00	861,536.47	941,760.00	957,960.00	1,120,284.00
21	MEAL ALLOWANCE	35,000.00	35,025.60	35,000.00	35,000.00	40,000.00
22	WORKMEN'S COMP. INSURANCE	35,000.00	39,660.21	40,084.00	55,865.00	59,775.55
23	*Total Rewards Adjustment (2021)	150,000.00	0.00			
24	PERSONNEL EXPENDITURES TOTAL	6,011,124.00	6,127,131.15	6,217,689.05	6,693,219.94	7,417,062.53

Line Item	Fund 1	2021 Budget	2021 Audited but not approved	2022 Budget	2022 (with 5% mid) Admendment**	2023 Draft w/ 7% CPI
25	<u>OPERATIONAL EXPENDITURES:</u>					
26	AMBULANCE MEDICAL SUPPLIES	62,000.00	66,023.68	62,000.00	62,000.00	62,000.00
27	BUILDING SUPPLIES & MAINTENANCE	45,000.00	38,380.49	45,000.00	45,000.00	45,000.00
28	*FUEL SUPPLIES AND MAINTENANCE					
29	CHEMICALS	2,000.00	0.00	0.00		
30	EMERGENCY CONTINGENCY	20,000.00	6,025.12	20,000.00	20,000.00	10,000.00
31	DUES/SUBSCRIPTIONS/RADIOS/MANUALS	6,500.00	1,479.91	8,000.00	2,500.00	6,500.00
32	FIRE PREVENTION/ Public Relations	15,000.00	7,134.72	15,000.00	10,000.00	10,000.00
33	GAS & OIL	45,000.00	37,806.67	45,000.00	98,932.28	55,000.00
34	INSURANCE - CASUALTY	42,000.00	53,782.75	49,066.00	49,765.00	52,253.25
35	TOTAL	237,500.00	210,633.34	244,066.00	288,197.28	240,753.25
36	<u>MISCELLANEOUS:</u>					
37	Legal Notices/Advertising			1,000.00		1,000.00
38	License/Permits			6,000.00		5,000.00
39	Other Expenses			200.00		200.00
40	MISCELLANEOUS TOTAL	7,200.00	4,631.46	7,200.00	5,000.00	6,200.00
41	<u>OFFICE EXPENSES:</u>					
42	Office Supplies, Paper, Staples, Toner, Ink			7,000.00		7,000.00
43	PASS-omit move to cities through fuel			5,300.00		0.00
44	Shipping			1,200.00		1,200.00
45	Printing (letterhead, envelope, forms)			200.00		200.00
46	* Office/PC Equipment Maintenance Contracts			98,000.00		98,500.00
47	* Motorola 47				42,967.00	
	ProPhoenix				22,050.00	
	US Designs				7,543.86	
	Lifepak- (4)				25,920.00	
48	Hospitality Supplies			6,000.00		6,000.00
49	Postage Meter Rental			1,500.00		1,500.00
50	Chairs, Tables, Printers			4,000.00		1,000.00
51	Bank Services Charges			1,000.00		1,000.00
52	Misc. Office Expenses			4,000.00		4,000.00
53	OFFICE EXPENSES TOTAL	37,000.00	82,635.70	128,200.00	110,000.00	120,400.00

54	PROFESSIONAL SERVICES:					
55	CPA			21,000.00		21,000.00
56	Legal			32,000.00		32,000.00
57	IT Services			26,400.00		26,400.00
58	Health Insurance Consultation			8,750.00		8,750.00
59	Medical			7,000.00		7,000.00
60	Medical Director - Dr. Osborn			15,000.00		15,000.00
61	Salary/Benefit Survey			0.00		0.00
62	Professional Services Other			16,000.00		16,000.00
63	PROFESSIONAL SERVICES TOTAL	125,480.00	127,494.59	126,150.00	131,444.12	126,150.00
64	PUBLIC UTILITIES	65,000.00	44,582.23	65,000.00	60,643.00	75,000.00
65	RENT	10.00	10.00	10.00	10.00	10.00
66	STATE CERTIFICATION FEES	6,000.00	5,057.36	6,000.00	6,000.00	6,000.00
67	TRAINING	33,000.00	20,867.37	33,000.00	30,000.00	30,000.00
68	EMS Training	17,000.00		17,000.00	17,000.00	17,000.00
69	UNIFORMS	25,000.00	12,748.07	20,000.00	20,000.00	15,000.00
70	MAINTENANCE EXPENDITURES:					
71	MAINTENANCE OF VEHICLES		0.00	120,000.00		200,000.00
72	MAINTENANCE OF SCBA (BATTERIES,					5,300.00
73	MAINTENANCE OF EQUIP. & SUPPLIES		0.00	35,000.00		35,000.00
74	MAINTENANCE OF BUNKER GEAR AND EQUIP.					20,972.00
75	*MAINTENANCE OF R1-STRETCHER - (PL system)					0.00
76	MAINTENANCE CONTRACTS		0.00	24,000.00		24,000.00
77	MAINTENANCE EXPENDITURES TOTAL	145,000.00	191,995.74	179,000.00	197,646.72	285,272.00
78	OPERATIONAL EXPENDITURE TOTAL	698,190.00	700,655.86	825,626.00	865,941.12	921,785.25
79	Total Operating Budget	6,781,314.00	6,928,151.13	7,273,715.05	7,789,561.06	8,489,847.78
85	CAPITAL REPLACEMENT FUND (Fund 2)	180,000.00	180,000.00	180,000.00		200,000.00
86	FACILITY FUND (Fund 4)	0.00	3,786,515.04	0.00		0.00
87	TOTAL BUDGET (assessed to Cities)	6,961,314.00	7,108,151.13	7,453,715.05	7,969,561.06	8,689,847.78

Fund 2 (Capital Replacement)		2021 BUDGET	2022 Budget	2023 Budget
88	VEHICLE REPLACEMENT	180,000.00	180,000.00	200,000.00
89	MAJOR EQUIPMENT	0.00	0.00	0.00
90	Fund 2 BUDGET TOTAL	180,000.00	180,000.00	200,000.00
91	FUND 2 ACCOUNT DETAIL			
92	Beginning Fund Balance	8,476.19	190,940.19	162,940.19
93	Vehicle Expenditures	0.00	(220,000.00)	(220,000.00)
94	Major Equipment Expenditures	0.00	0.00	0.00
95	Sold Vehicles/Other Items	2,300.00	12,000.00	0.00
96	Interest Income	164.00	0.00	0.00
97	Additional Unbudgeted Contributions/Deposits	0.00	0.00	0.00
98	BUDGETED CONTRIBUTIONS/DEPOSITS	180,000.00	180,000.00	200,000.00
99	END OF YEAR FUND BALANCE	190,940.19	162,940.19	142,940.19

*** Note**

- Line 2 -Decrease from 40k to 10k due to decrease risk of major expense
- Line 3- Decrease from 75k to 50k Stretcher power load system
- Line 4- Increase from 26k to 55k for expiring gear (this item will be a continue until all expiring gear is replaced) 10 year life span
- Line 5- Added line item SCBA equipment 7k and moved Maintenance. to line item 72
- Line 6- Decreased the computer/radio equipment from 89,400 to 29k Purchase computer & servers for ProPhoenix 13k and station server 8k and 8k
- Lines 8 through 24- adjust with 5% mid-year 2022 increase & 7% 2023 increase
 - Line 16- Decrease from 50k to 46k due to rolling a certification into job requirement which moves the difference into the salary category
 - Line 19- The contribution rate 6.27% is accounting to the current year and TMRS. The calc. for 2022 was based on 2021 7.21% contribution rate and 2021 6.43% was based on 2020 contribution rate
 - Line 20- Assumed 15% cost increase from 2022 to 2023
 - Line 21- Increased from 35k to 40k due to the CPI increase
 - Line 22- Increased from 2022 budgeted 40,084 to 55,865 2022 actual cost for 2022, increased to 59,775.55 for 2023 assuming 7% increase
- Line 30- Decrease from 20k to 10k due to decrease risk of emergency expense
- Line 31- Decrease from 8k to 6.5k due to actual amount spent in 2021
- Line 32- Decrease from 15k to 10k due to actuals for 2021
- Line 33- Increase from 45k to 55k due to continual rise in fuel cost
- Line 34- Increased from 2022 budgeted 49,066 to 49,765 for actual 2022 cost, increased to 52,253.25 for estimated 5% increase for 2023
- Line 43- PASS - omit move to cities through fuel
- Line 47- * 98,500 itemized list for Maintenance. Contract for each contracted item. ProPhoenix has a 5% annual increase
- Line 64- Increase Public Utilities from 65k to 75k for added utility cost - we are exploring other vendors for utilities
- Line 69- Decrease from 20k to 15k mirror cost of 2021
- Line 71- Increase from 120k to 200k to match average spending during 1st quarter of the current year and added cost of main cost of vehicles.
- Line 72- Added to SCBA maintenance. Line item 5,300 purchase new bottles in capital items

Line 74- Added line item breakdown maintenance, increase due to cost of gear inspection/cleaning (required by TCFP twice annually, 1 of the 2 cleaning/inspections must be done by a certified vendor, other can be done in house)

*Line 75- Added line item for powerload equipment for the new 2022 ambulance (Maintenance. cost will occur after 2024)

Line 88- Increased vehicle replacement fund from 180,000 to 200,000

Line 139- Adjusted CRF- to match audited numbers

Updated 5/10/2022

**VILLAGE FIRE DEPARTMENT
2023 BUDGET ASSESSMENTS
PER CITY**

<u>CITY</u>	<u>%</u>	<u>JANUARY 1-1/2 MONTHS</u>	<u>MONTHLY, FEBRUARY THROUGH JULY</u>	<u>DECEMBER</u>	<u>ANNUAL ASSESSMENT</u>	
BUNKER HILL VILLAGE	19.00%	206,383.87	137,589.25	68,794.62	1,651,070.97	8,689,847.23
HEDWIG VILLAGE	18.50%	200,952.72	133,968.48	66,984.24	1,607,621.74	
HILSHIRE VILLAGE	3.00%	32,586.93	21,724.62	10,862.31	260,695.42	
HUNTERS CREEK VILLAGE	22.25%	241,686.38	161,124.25	80,562.13	1,933,491.01	
PINEY POINT VILLAGE	21.00%	228,108.49	152,072.33	76,036.16	1,824,867.92	
SPRING VALLEY VILLAGE	16.25%	176,512.52	117,675.01	58,837.51	1,412,100.17	
		-				
			\$ 724,153.94			
	100%	\$ 1,086,230.90	\$ 4,344,923.62	\$ 362,076.97	<u>\$ 8,689,847.23</u>	

\$ 8,689,847.23

**Village Fire Department
2023 Budget Summary**

CAPITAL EXPENDITURES:

CONTINGENCY - FACILITY	10,000	
MISC. TOOLS & EQUIP./HOSE:	50,000	
PROTECTIVE GEAR	55,000	
SCBA	7,000	
COMPUTER/RADIO EQUIPMENT	29,000	
		\$151,000.00

PERSONNEL EXPENDITURES:

Salaries	4,836,388	
457 Plan Contribution	95,728	\$4,932,116
Salaries - Overtime	418,098	
Professional Certification	46,000	
FICA	412,810	
Life/Disability Insurance	26,432	
Retirement	361,546	
Hospitalization	1,120,284	
Meal Allowance	40,000	
Workers Compensation	59,776	
Total Rewards Adjustment	0	
		\$7,417,063

OPERATIONAL EXPENDITURES

Ambulance Medical Supplies	62,000	
Building Supplies & Maintenance	45,000	
Chemicals	0	
Emergency Contingency	10,000	
Dues/Subscriptions	6,500	
Fire Prevention/Public Relations	10,000	
GAS & OIL	55,000	
INSURANCE - CASUALTY	52,253	
Miscellaneous	6,200	
Office Expenses/Postage/Printing/Stationary	120,400	EQUIPMENT MAINT CONTRACTS
Professional Services	126,150	
Public Utilities	75,000	
Rent	10	
State Certification Fees	6,000	
Training Programs	30,000	
EMS Training	17,000	
Uniforms	15,000	
Maintenance of Equipment	285,272	
		\$921,785

OPERATING BUDGET **\$8,489,848**

CAPITAL REPLACEMENT FUND 2

Escrow	200,000	
		\$200,000

FACILITY FUND 4

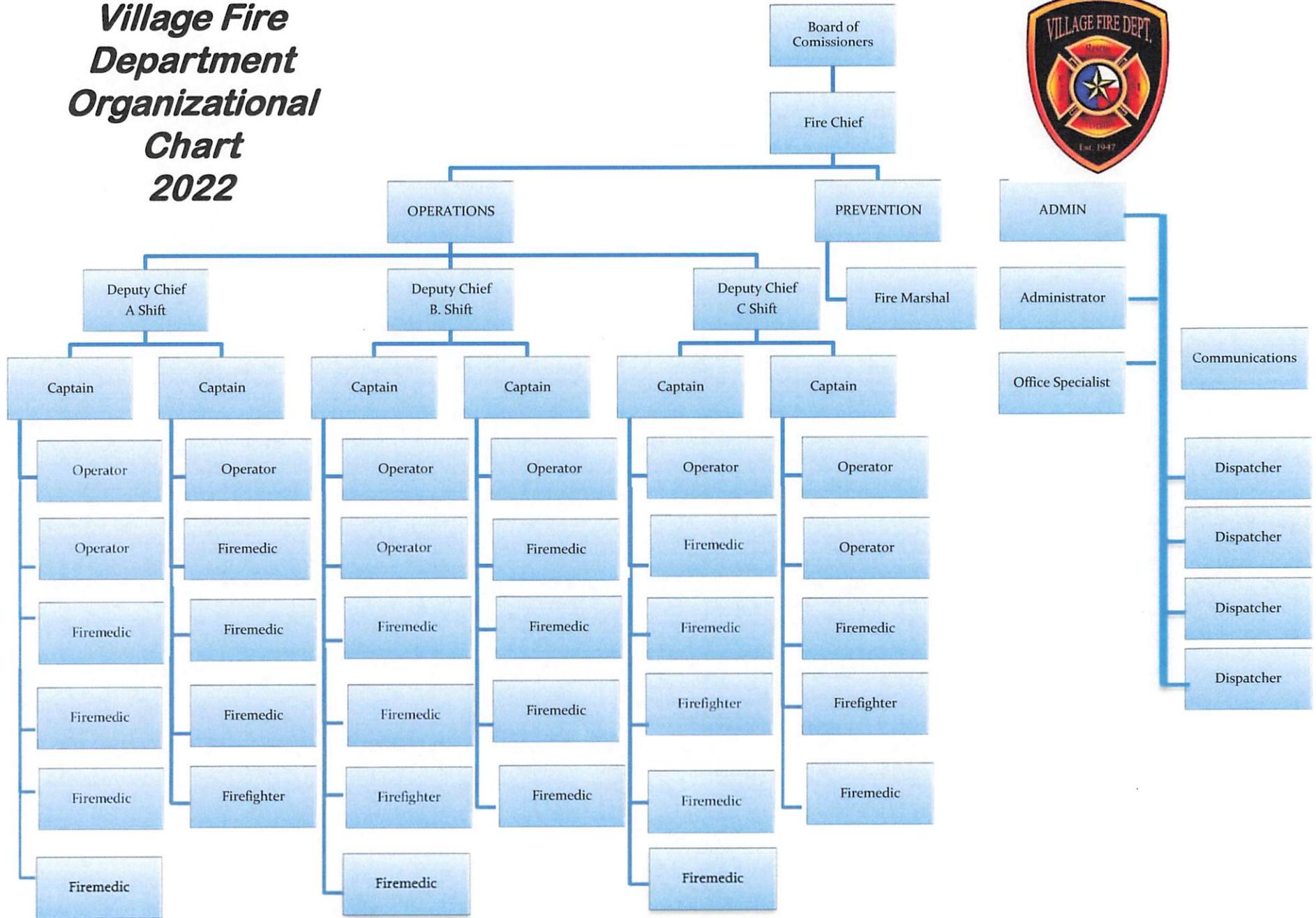
Escrow	0	
		\$0

TOTAL BUDGET **\$8,689,848**

Capital Replacement Fund For
 Projected Capital Projects
 Updated 5/12/2022

Equipment	Life	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Ladder	15	1,011,956.74															\$1,500,000.00
Pumper	20											800,000.00					
Reserve Pumper	20				658,346.00												
Battalion Chief's Vehicle	9								53,000.00								
Fire Chief's Vehicle	10			42,239.00												55,000.00	
Utility Vehicle	10		31,787.00										40,000.00				
Medic 1	9							220,000.00									
Medic 2	9						220,000.00										250,000.00
Inspector's Vehicle	8	34,552.00										53,000.00					
Medic 3	9																
Major Equipment			20,000														
Total Cash Outlay		1,046,508.74	44,665.40	42,239.00	649,997.00	0.00	220,000.00	220,000.00	53,000.00	0.00	0.00	853,000.00	40,000.00	0.00	0.00	55,000.00	1,750,000.00
Beginning Cash		979,528.07	102,850.00	345,976.00	470,428.19	40,263.19	220,263.19	192,263.19	184,263.19	335,263.19	585,263.19	835,263.19	266,263.19	570,263.19	870,263.19	1,180,263.19	1,451,263.19
Planned Budgeted Yearly Contrib.		160,000.00	130,000.00	160,000.00	160,000.00	180,000.00	180,000.00	200,000.00	200,000.00	250,000.00	250,000.00	280,000.00	280,000.00	300,000.00	310,000.00	320,000.00	320,000.00
Funds From Sale of Vehicles		3,185.00	125,000.00	5,545.00	67,395.00	0.00	12,000.00	12,000.00	4,000.00	0.00	0.00	4,000.00	64,000.00	0.00	0.00	6,000.00	12,000.00
Disbursements		999,334.28	12,157.00	42,239.00	658,346.00	0.00	220,000.00	220,000.00	53,000.00	0.00	0.00	853,000.00	40,000.00	0.00	0.00	55,000.00	1,750,000.00
Adft. Unbudgeted Contributions																	
Interest on CD's (see note 1)		\$351.20	\$283.00	\$1,146.19	786.00												
Ending Cash		\$102,850.00	\$345,976.00	\$470,428.19	\$40,263.19	\$220,263.19	\$192,263.19	\$184,263.19	\$335,263.19	\$585,263.19	\$835,263.19	\$266,263.19	\$570,263.19	\$870,263.19	\$1,180,263.19	\$1,451,263.19	\$33,263.19

Village Fire Department Organizational Chart 2022



**VILLAGE FIRE DEPARTMENT
2023/2024 BOARD OF COMMISSIONERS
REVISED 5/11/2022**

COMMISSIONERS

Hilshire	Council Member, Robert Byrne-Chair 1305 Bridle Spur Lane Houston, Texas 77055	Cell: (713) 632-4790 Robert.byrne@hilshirevillagetexas.com
Hedwig	Council Member, Harry Folloder-Vice Chair 914 Magdalene Drive Hedwig Village, Texas 77024	Cell: (713) 703-6680 Home: (713) 426-2979 hfollowder@hedwigtx.gov
Piney Point	Member, Zebulun Nash-Secretary 11200 Wilding Lane Piney Point, Texas 77024-5308	Cell: (281) 312-9910 Home:(713) 984-2692 zebnash@sbcglobal.net
Bunker Hill	Council Member, Keith Brown-Member 12006 Winwood Lane Bunker Hill Village, Texas 77024	Cell: 713-304-0547 kbrown@bunkerhilltx.gov
Spring Valley	Council Member, Allen Carpenter-Treasurer 8611 Merlin Drive Houston, Texas 77055	Office:(713) 214-1196 Cell:(713) 461-4897 acarpenter@springvalleytx.com
Hunters Creek	Member, Rob Adams-Member	Cell: Home: rob@adams789.com

ALTERNATES

Hilshire	Member, Ron Presswood 8202 Burkhart Road Houston, Texas 77055	Cell: (281) 831-2692 ron@presswood-eng.com
Hedwig	Member, Doug Bergen 11410 Holidan Way Hedwig Village, Texas 77024	Cell: (713) 542-7548 bergendoug@hotmail.com
Piney Point	Council Member, Henry Kollenberg 21 South Cheska Houston, Texas 77024	Home: (713) 975-1247 Cell: Office: (713) 752-8672 henry@ppvccouncil.org
Bunker Hill	Member-Clara Towsley 226 Plantation Bunker Hill, Texas 77024	Cell: (713) 898-2908 catowsley@usa.net
Spring Valley	Council Member, Bo Bothe	bbothe@springvalleytx.com
Hunters Creek	Pat McClellan 2 Cape Cod Ln. Hunters Creek Village, Texas 77024	Cell: (713) 628-0846 pjmcclellandds@hotmail.com
Attorney	J. Grady Randle 820 Gessner, Suite 1570 Houston, Texas 77024	Office: (281) 657-2000 grady@jgradyrandlepc.com

RESOLUTION NO. 2022-232

WHEREAS, the Villages of Bunker Hill Village, Hedwig Village, Hilshire Village, Hunter’s Creek Village, Piney Point Village and Spring Valley (“Cities”) entered into an interlocal agreement on December 20, 1978 to establish a common municipal fire department to provide fire prevention, protection, suppression, investigation and emergency ambulance service for the property and inhabitants of each city; and,

WHEREAS, it was and is the desire of the contracting Cities that such common municipal fire department shall be jointly owned and operated by such contracting Cities; and

WHEREAS, the Fire Commission desires to ask each contracting City to approve the Village Fire Department’s 2021 Intra-Budgetary Transfers and to balance the deficit of \$120,822, and

NOW, THEREFORE, we, one of the undersigned contracting Cities, do hereby give our approval and consent, as evidenced by this Resolution, to the Fire Commission to approve the Village Fire Department’s 2021 Intra-Budgetary Transfers and to balance the deficit of \$120,822.

PASSED AND APPROVED by the City Council of the City of Hilshire Village this 17th of May, 2022.

Robert Buesinger, Mayor

ATTEST:

Susan Blevins, City Secretary



RESOLUTION NO. 2022-233

WHEREAS, the Villages of Bunker Hill Village, Hedwig Village, Hilshire Village, Hunter’s Creek Village, Piney Point Village and Spring Valley (“Cities”) entered into an interlocal agreement on December 20, 1978 to establish a common municipal fire department to provide fire prevention, protection, suppression, investigation and emergency ambulance service for the property and inhabitants of each city; and,

WHEREAS, it was and is the desire of the contracting Cities that such common municipal fire department shall be jointly owned and operated by such contracting Cities; and

WHEREAS, the Fire Commission desires to ask each contracting City to approve the Village Fire Department’s Proposed 2022 Village Fire Department Budget Amendment in the amount of \$515,846 and;

NOW, THEREFORE, we, one of the undersigned contracting Cities, do hereby give our approval and consent, as evidenced by this Resolution, to the Fire Commission to approve the Village Fire Department’s Proposed 2022 Budget Amendment in the amount of \$515,846; and

PASSED AND APPROVED by the City Council of the City of Hilshire Village this 17th of May, 2022.

Robert Buesinger, Mayor

ATTEST:

Susan Blevins, City Secretary



RESOLUTION NO. 2022-231

WHEREAS, the Villages of Bunker Hill Village, Hedwig Village, Hilshire Village, Hunter’s Creek Village, Piney Point Village and Spring Valley (“Cities”) entered into an interlocal agreement on December 20, 1978 to establish a common municipal fire department to provide fire prevention, protection, suppression, investigation and emergency ambulance service for the property and inhabitants of each city; and,

WHEREAS, it was and is the desire of the contracting Cities that such common municipal fire department shall be jointly owned and operated by such contracting Cities; and

WHEREAS, the Fire Commission desires to ask each contracting City to approve the Village Fire Department’s Proposed 2023 Village Fire Department Budget in the amount of \$8,689,847.78 with Hilshire Village's 2023 Annual Assessment being \$260,695.42 (3%); and

NOW, THEREFORE, we, one of the undersigned contracting Cities, do hereby give our approval and consent, as evidenced by this Resolution, to the Fire Commission to approve the Village Fire Department’s Proposed 2023 Village Fire Department Budget in the amount of \$8,689,847.23 with Hilshire Village's 2023 Annual Assessment being \$260,695.42 (3%); and

PASSED AND APPROVED by the City Council of the City of Hilshire Village this 17th of May, 2022.

Robert Buesinger, Mayor

ATTEST:

Susan Blevins, City Secretary



RESOLUTION # 2022-229

A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE, TEXAS
DESIGNATING THE CITY OF HILSHIRE VILLAGE'S
MAYOR PRO TEM

BE IT RESOLVED, by the Mayor and City Council of the City of Hilshire Village, Texas, that Council Member _____ is hereby designated as the City's Mayor Pro Tem.

PASSED AND ADOPTED by the City Council of the City of Hilshire Village, the 17th of May, 2022.

Robert Buesinger, Mayor

ATTEST:

Susan Blevins, City Secretary



RESOLUTION # 2022-228

A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE,
TEXAS DESIGNATING THE CITY OF HILSHIRE
VILLAGE'S SIGNATORIES FOR THE FINANCIAL
INSTITUTIONS TO BE THE MAYOR, MAYOR PRO-TEM
AND ONE (1) COUNCIL MEMBER

BE IT RESOLVED, by the Mayor and City Council of the City of Hilshire Village, Texas, that the Bank Signatories would be Mayor Robert Buesinger, Mayor Pro Tem Paul Maddock and Council Member Mike Gordy.

PASSED AND ADOPTED by the City Council of the City of Hilshire Village, the 17th of May, 2022.

Robert Buesinger, Mayor

ATTEST:

Susan Blevins, City Secretary



RESOLUTION # 2022-228

A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE,
TEXAS DESIGNATING THE CITY OF HILSHIRE
VILLAGE'S SIGNATORIES FOR THE FINANCIAL
INSTITUTIONS TO BE THE MAYOR, MAYOR PRO-TEM
AND ONE (1) COUNCIL MEMBER

BE IT RESOLVED, by the Mayor and City Council of the City of Hilshire Village, Texas, that the Bank Signatories would be Mayor Robert Buesinger, Mayor Pro Tem Paul Maddock and Council Member Mike Gordy.

PASSED AND ADOPTED by the City Council of the City of Hilshire Village, the 17th of May, 2022.

Robert Buesinger, Mayor

ATTEST:

Susan Blevins, City Secretary



CITY HALL IMPROVEMENTS APPROVED IN FYE 2022 BUDGET

City Hall Paint - Interior	\$	10,000	\$	10,000
City Hall Flooring	\$	15,000	\$	15,000
City Hall Upgrades	\$	-	\$	20,000
Exterior Building (new doors, gutters, stain)	\$	-	\$	10,000

CITY OF HILSHIRE VILLAGE
APPLICATION FOR BUSINESS OPERATION CERTIFICATE RENEWAL

1. DATE OF APPLICATION 4/14/2022		2. APPLICANT'S NAME 8373 GROUP INC	
3. ADDRESS/LOCATION OF BUILDING		4. TYPE OF BUSINESS CONDUCTED (MARK ALL THAT APPLY)	
Address 8373 Westview Dr, Houston, TX 77055	Subdivision	Zone C-1	<input checked="" type="checkbox"/> Professional Office or Studio <input type="checkbox"/> Retail Sales <input type="checkbox"/> Food and Beverage Service <input type="checkbox"/> Other:
Lot	Block	Lot Size	
5. IS BUSINESS USE LISTED AS ALLOWED USE IN DISTRICT C-1? If no, explain: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
6. PROPERTY OWNER INFORMATION		7. DBA OR LEASEE INFORMATION	
Name 8373 GROUP INC		Name	
Address 8373 Westview Dr		Address	
City, State, Zip Houston, TX 77055		City, State, Zip	
Email		Email	
Business Phone # TBD		Business Phone #	
Cell Phone # 832-622-5023 (Temp)		Cell Phone #	
8. EXPLAIN IN DETAIL THE TYPE OF BUSINESS ACTIVITIES THAT WILL BE CARRIED OUT AT THIS LOCATION Office for appointments and meetings.			
9. EXISTING SIGNS <input type="checkbox"/> Tenant Name Sign <input type="checkbox"/> Business Information Sign <i>(Permits are required to install new signs)</i> <input type="checkbox"/> Monument Sign: Individual / Combined <input type="checkbox"/> Window Sign			
10. HOURS OF OPERATION		11. HAVE THERE BEEN ANY CHANGES IN THE AMOUNT OF TRAFFIC OR PARKING PLAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	Open	Closed	
Monday	8 am	10 pm	
Tuesday	8 am	10 pm	
Wednesday	8 am	10 pm	
Thursday	8 am	10 pm	
Friday	8 am	10 pm	
Saturday	8 am	10 pm	
Sunday	8 am	10 pm	
13. APPLICANT'S SIGNATURE [Signature]		12. HAVE ANY CHANGES BEEN MADE TO THE LANDSCAPING? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Removed small goldfish pond in alley. (Cement pond replaced with granite)	
		14. DATE: 4/14/22	
Thank you. City staff will complete the following section.			
CITY ADMINISTRATOR <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		BUSINESS OPERATION CERTIFICATE	
Signature	Date	Issued	Expires

CDARS DETAIL ACCOUNT OVERVIEW

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1025553698	1/6/2022	4 WEEK	2/2/2022	\$1,000,606.29	0.01%	
	1/31/2022					7.12
	2/3/2022					0.57
						\$1,000,613.98
			MATURED AND DEPOSITED INTO SAVINGS			<u>\$ (1,000,613.98)</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1025628922	2/3/2022	4 WEEK	3/3/2022	\$1,000,613.98	0.01%	
	2/28/2022					7.12
	3/3/2022					0.57
						\$1,000,621.67
			MATURED AND DEPOSITED INTO SAVINGS			<u>- \$1,000,621.67</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1025701182	3/3/2022	4 WEEK	3/31/2022	\$1,700,621.67	0.01%	
			note* added 700,000 from gen fund taxes			13.07
						\$1,700,634.74
			MATURED AND DEPOSITED INTO SAVINGS			<u>- \$1,700,634.74</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1025781666	3/31/2022	4 WEEK	4/28/2022	\$1,700,634.74	0.07%	
						91.36
						\$1,700,726.10
			MATURED AND DEPOSITED INTO SAVINGS			<u>- \$1,700,726.10</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1025853934	4/28/2022	4 WEEK	5/26/2022	\$1,700,726.10	0.18%	
						<u>\$1,700,726.10</u>

GENERAL FUND CDARS-CD ACCOUNT

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

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

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1024451077	12/10/2020	52 WEEK	12/9/2021	\$1,000,000.00	0.06%	
	12/31/2020					\$36.14
	1/29/2021					\$50.96
	2/28/2021					\$46.04
	3/31/2021					\$50.96
	4/30/2021					\$49.36
	5/30/2021					\$50.97
	6/30/2021					\$49.33
	7/31/2021					\$51.00
	8/31/2021					\$50.97
	9/30/2021					\$49.32
	10/31/2021					\$51.01
	11/30/2021					\$62.54
						<u>\$1,000,598.60</u>
			MATURED AND DEPOSITED INTO SAVINGS			<u>\$ (1,000,598.60)</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1025470156	12/9/2021	4 WEEK	1/6/2022	\$1,000,598.60	0.01%	
	12/31/2021					6.28
	1/6/2022					1.41
						<u>\$1,000,606.29</u>
			MATURED AND DEPOSITED INTO SAVINGS			<u>\$ (1,000,606.29)</u>

CITY OF HILSHIRE VILLAGE
BUDGET FYE 2022 FUNDS
 (Source: bank statement 04-30-22)

30-Apr-22

30-Apr-22	General Fund
General Fund	
Amegy Checking	\$ 44,226
Amegy Savings	\$ 319,475
General Fund Immediately Available	\$ 363,701
CDARS Matures 5/26/22	\$ 1,700,726
Expenses for rest of the year	\$ (500,000)
General Fund Projected Balance @9-30-21 (without out any extra revenue)	\$ 1,564,427

30-Apr-22	Utility Fund
Utility Fund	
Amegy Bank Checking	\$ 427,260
Utility Fund Available	\$ -
Amegy Checking - American Rescue Plan Funds	\$ 100,106
	\$ 527,366

30-Apr-22	Metro #1
Metro #1	
Amegy Savings	\$ 363,353
Tex Pool	\$ 57,111
Metro #1 Fund	\$ 420,465
Metro #1 Fund Availabe	\$ 420,465

30-Apr-22	Tax Note
Anticipation Note	
Anticipation Note	\$ 17,932
Anticipation Note Balance	\$ 17,932

30-Apr-22	Child Safety
Child Safety	
Child Safety	\$ 7,778
Child Safety Fund	\$ 7,778

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/2/22	Susan Blevins	Brock Griffiths	Drainage issues in the right-of-way caused by hydrant flushing.	1324 Pine Chase Grove	Area was reported on 11/13/19 and addressed by DonMar Grading on 10/20/20.	Susan, Javier and Council Member Byrne met at the site. Inframark has changed their mode of flushing using a fire hydrant hose going out to street. City of Houston has been contacted and the City is awaiting a meeting to discuss the area. The homeowners do not want the area fenced.	
3/4/22	Susan Blevins	John Roche	A tree in the drainage area next to his house has erosion at the roots and has become a hazard.	1305 Ridgeley Dr	Susan contacted CenterPoint to see if they can remove the tree. CenterPoint arborist will do a jobsite visit.	4/7 CenterPoint responded that they will not cut it down. The area is small partial piece of property that appears to have been conveyed to Harris County Flood Control. Engineer Vasquez sent photos of the tree to HCFC, service request number SR#85985	
3/17/22	Cassie Stephens	Susan Blevins	Sign	1231 Wirt	Cassie reached out to the church officials, asked them to remove the temporary sign.	The sign was removed.	5/6/2022
3/29/22	Susan Blevins	Vimal Patel	Tree next door is dying, hazard	1200 Pine Chase	Unable to locate the tree in question by driving by. Will need more direction from the neighbor.	Susan located the tree. The new property owner has been notified and sent a list of recent companies who have obtained a permit in Hilshire.	
4/13/22	Susan Blevins	Robert Byrne	Political sign in the ROW	1220 Archley Drive	Cassie drove by and verified. Sent email to the owners to relocate the signs.	Signs were moved.	4/15/2022
4/11/22	Susan Blevins	Bill Bristow	The material installed around the pole in yard to collect cresote needs to be changed out	1233 Pine Chase Dr	Susan notified CenterPoint	There is a new collar around the pole.	5/13/2022
4/16/22	Susan Blevins	Connie Castro	Did not get garbage collected on Thursday	1229 Archley	Susan notified GFL	Garbage was collected.	4/17/2022
4/18/22	Cassie Stephens	Osentowski	Construction project across the street is playing loud music.	8001 Bromley Rd	Cassie called the supervisor, he is on the way to the house and will address the noise.	The music was turned off.	4/18/2022
4/18/22	Susan Blevins	Robert Byrne	Roof work without a permit.	1003 Ridgeley Dr	Cassie contacted the property owner to obtain a permit.	The contractor applied for and was granted a permit.	4/25/2022
4/18/22	Susan Blevins	Robert Byrne	Mud and sand on the street from a contractor, leads to street inlet.	2 & 3 Pine Creek Ln	Susan and Cassie observed the residue and determined it to be from the unpermitted erosion control project. Several neighbors spoke with us about the contractors coming in and working on Saturdays.	Mess was partially cleaned, Susan met with the contractor, the property owner's attorney and the city engineer.	
4/22/22	Cassie Stephens	Yvonne Andrews	Asked about the digging near the lift station.	Ridgeley Lift Station	Cassie informed that it is the gas line installation for the new generator.	Cassie also advised the resident that the installation will impact the plants she installed and told her she could remove them before work starts.	4/22/2022
4/22/22	Cassie Stephens	Allan Torregossa	Street light #297583 is blocked by tree limbs.	Hickory Shadows	Susan has this area on the list for trimming.	The tree limbs were cleared by the city contractor, he also was to remove trees that were intertwined.	4/28/2022
4/25/22	Cassie Stephens	Ravi Meka	Has noticed that the mosquitos have been really bad lately, wanted to see when the city-wide mosquito starts.	8010 Anadell St	Cassie informed that the company has started working and will send them an email to make sure they go down Anadell Street.	No further action taken.	4/25/2022
4/25/22	Cassie Stephens	Susan Blevins	Grass needs to be cut	1326 Ridgeley Drive	Cassie sent an email to the owner.	The owner had the lawn mowed over the weekend.	5/2/2022
4/27/22	Susan Blevins	Spring Valley PD	Speed limit sign was knocked over by a delivery vehicle.	Ridgeley	Susan attempted to locate the delivery vehicle by calling local businesses who might have had a delivery that day.	Susan worked with Batterson to erect the sign in conjunction with other street sign locations.	4/28/2022
4/27/22	Cassie Stephens	Keith Young	Water spraying from the hose bib and possibly the backflow preventer. No technicians on site.	Pine Chase Grove	Susan went to the area to confirm it was water being intentionally released and not a break. She made contact with Inframark technician at City Hall to instruct proper procedure.	The technician said that he has never been given equipment to attach to the water assets in order to direct the water. Susan spoke with supervisor Carl who thought the equipment was on the technician's trucks, he said he will get them what they need. The technician now has the proper hose.	5/3/2022
4/28/22	Cassie Stephens	Patty Keys	Asked about the utility digging in front yards.	Hickory Shadows	Susan advised that CenterPoint is repairing a gas leak.	No further action needed.	4/28/2022
4/28/22	Susan Blevins		Trash was not collected	1210 Glourie Dr	Susan sent a message notifying GFL customer service.	Received response that they would rectify the issue.	4/28/2022

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
4/28/22	Susan Blevins	Several Residents	Garbage lids have been left open and rain accumulates in the bin making it hard to maneuver and empty.	Hilshire Village	Susan notified the GFL customer service team.	They responded that they would correct the issue.	4/28/2022
5/2/22	Susan Blevins	Nancy Friedman-Taub	Political signs in Houston right-of-way	Wirt & Westview	Cassie removed the signs within Hilshire Village that were in violation of the ordinance.	Signs were removed after the election.	5/9/2022
5/2/22	Susan Blevins	Robert Byrne	Roof permit needed	Wirt	The owner contacted his contractor.	The contractor came to City Hall and received a permit, the final inspection passed and the permit is now closed.	5/6/2022
5/2/22	Susan Blevins	Mike Gordy	People are walking with their dogs unleashed.	Hilshire Village	Susan asked SVPD to stop and remind people of the leash law.	SVPD is aware	5/2/2022
5/2/22	Cassie Stephens	Magda Ramirez	Street light out near her driveway on Bromley.	1303 Pine Chase Dr	Cassie located pole #297578 and reported it to CenterPoint. Tracking number 1405614359	5/4/22 Received confirmation that the repair was made.	5/4/2022
	Cassie Stephens		Driveway curb was broken during a car accident years ago.	1035 Wirt	Cassie reported the issue to Houston 311 via the portal and an email.	Susan received a call from Houston technician attempting to locate the area. 5/4/22 Received electronic confirmation that the ticket was closed, "Rebar debris has been removed from the location". Cassie drove by and saw no changes. The owner will likely need to make their own repairs.	5/4/2022
5/5/22	Cassie Stephens	Rupinder Singh	Grass at the vacant lot next door is tall again.	1306 Glourie Dr	Cassie contacted the new owners.	Received a call back from a contractor asking what the issues are at the site. Informed him grass needs to be maintained. He said he would handle it. Grass has been cut.	5/13/2022
5/6/22	Cassie Stephens	Susan Blevins	Builder sign in the ROW	8001 Bromley	Cassie emailed the contractor.	Contractor relocated the sign to the inside of the ditch.	5/6/2022
5/6/22	Cassie Stephens	Nancy Polis	Water bill shows as unpaid for the second month even though she submits it to City Hall on time.	1210 Glourie Dr	Cassie explained that we are aware of the issues with billing and are adjusting our procedures to make sure the communication on received payments makes it to the right people at Inframark.	Received payments will be noted directly into the customer's account in Inframark's billing system by HV staff. An email will also be sent notifying our billing representative and general Houston Billing department of the receipt of payment. The check will then be forwarded to the designated PO Box.	5/9/2022
5/6/22	Susan Blevins	Mike Gordy	CenterPoint tree trimmers dropped big limbs in his flower beds and landscaping ruining plants.	1241 Archley Dr	Davey Tree has been contacted by the owner		
5/6/22	Cassie Stephens	Ron Presswood	Tree limbs trimmed by CenterPoint were left in his yard. He contacted them but they haven't picked them up yet.	8202 Burkhart	Davey Tree has been contacted by the owner		
5/7/22	Cassie Stephens	Hal Green	CenterPoint contractor Davey Tree knocked on his door at 8:20 waking him up. He said they should comply with the city's contractor hours.	1249 Archley Dr	Davey Tree was emailed the construction working hours as a reminder.		5/13/2022
5/7/22	Cassie Stephens	Glennie Scott-Allen	Her mailbox was knocked over by a delivery truck to the construction site at 7907 Hilshire Green.	7923 Hilshire Green	Cassie reached out to the general contractor of the new construction project.	He said that he would reset the mailbox and asked if the property owner knew which truck knocked it over. She didn't, but he will repair anyway.	5/9/2022
5/7/22	Susan Blevins	Harold Kuehler	HLP POLE 49 light out	I-10 & Hickory Shadows	Homeowner was told TxDOT in charge of pole	Cassie reported a complaint to TxDOT, reference case number 279035. 5/12 Received email from TxDOT asking to confirm the light location. Cassie responded with maps and Google images. 5/13/22 Repairs are being made.	5/13/2022
5/9/22	Susan Blevins	Ghosh	Lawn debris bag was not taken with garbage.	7922 Hilshire Green	Cassie sent an email to the GFL customer service team.	GFL confirmed that they would send a truck back.	5/9/2022
5/9/22	Cassie Stephens	Mohsenin	Contractor vehicle is blocking her driveway.	13 Pine Creek	Cassie contacted the supervisor.	Supervisor responded that he will get the vehicle removed and remind everyone about the parking requirements.	5/9/2022

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
5/7/22	Cassie Stephens	David Randall	Large tree limb fell in the mailbox area of the cul-de-sac. He removed it from the road and put it in his backyard. He asked if the city had a contractor that picked up tree debris.	14 Hilshire Grove	Cassie informed that we do not have a standard contract.	The homeowner said he could cut and bundle it and would put it out at the curb.	5/7/2022
5/13/22	Susan Blevins	Mike Woodruff	Recycling can was not emptied.	1206 Archley Dr	Susan notified GFL customer service.		
5/13/22	Cassie Stephens	Cassie Stephens	Political signs in the right-of-way.	1323 Ridgeley	Cassie sent an email to the property owners to move the signs out of the right-of-way, being 20 feet back from the pavement edge for Ridgeley Drive.		
5/13/22	Cassie Stephens	Cassie Stephens	For sale sign is being erected and is too big.	1306 Glourie Dr	Cassie pulled over and spoke with the workers, showed them the ordinance and was able to get an email for the supervisor to send the section regarding for sale signs.	They broke down the sign immediately and will return with the proper size.	5/13/2022

ORDINANCE NO. 811-2021

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

* * * * *

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

Section 1. The Code of Ordinances of the City of Hilshire Village, Texas (the “Code”), is hereby amended by deleting Section 7.200 of Appendix A, and substituting therefore a new Section 7.200 of Appendix A to provide as follows with an effective date for all invoices rendered after date of Ordinance.

“Sec. 7.200 Water Rates Established

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

- (1) The charge for water is \$7.00/1000 gallons – no minimum
- (2) The flat rate bi-monthly sewer charge is \$74.00 and the maintenance charge is \$20.00.

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

- (1) The charge for water is \$7.00/1000 gallons – no minimum
- (2) The flat rate bi-monthly sewer charge is \$74.00 and the maintenance charge of \$20.00.

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

- (1) The charge for water is \$7.00/1000 gallons – no minimum.
- (2) The flat rate bi-monthly sewer charge is \$525.94 and the maintenance charge is \$20.00.

Meter Deposit

- (1) A deposit for water meter hookup for any new residential, non-residential or commercial customer shall be required in the amount of \$500.00 per meter. The refund will be returned on the last water bill after a call for disconnection.
- (2) If in the event an existing resident's water is turned off due to nonpayment, a deposit will be required, in an amount necessary to cause a total deposit balance of \$500.00, prior to a reconnection of water service. Such deposit shall be mandatory if there is no deposit, or there is a deposit in an amount less than \$500.00 remaining on the account.

Billing Charges Established for Residential, Non-Residential and Commercial

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

- (1) Returned Check Fee is \$25.00
- (2) Meter Verification/Re-Read will be no charge if meter was read incorrectly, 1 free re-read a year and \$20.00 thereafter if the meter was read correctly by Inframark Water & Infrastructure Services.
- (3) A Service Account Transfer fee of \$15.00 will be charged for new accounts or when a resident moves from one address to another within the city, so that the records follow the resident.

- (4) Delinquent letter charge is \$10.00: The resident shall have five (5) business days (excluding holidays), from the date that such delinquent letter is issued, to pay all delinquent bills before a red tag is issued.
- (5) Red tag fee is \$20.00. Once a red tag is issued, the resident shall have five (5) business days (excluding holidays), from the date that such red tag is issued, to pay all delinquent bills before the water is turned off.
- (6) Turn off fee is \$50.00.
- (7) Reconnect fee is \$50.00.
- (8) Removal of Meter due to unauthorized usage after turn off is \$100.00.
- (9) Insufficient Funds Fee is \$25.00.

Solid waste collection charges:

Per residential unit, school, church, public building or similar use is \$46.76 bi-monthly, excluding sales tax. Additionally, a fuel surcharge and disposal environmental fee will be charged by the City if and when the Vendor's bill includes these fees.

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

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

PASSED, APPROVED, AND ADOPTED this 21st day of September, 2021.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary



Harris County Appraisal District

13013 Northwest Freeway
Houston TX 77040
Telephone: (713) 812-5800

P.O. Box 920975
Houston TX 77292-0975
Information Center: (713) 957-7800



Office of Chief Appraiser

Honorable Russell Herron
Mayor
City of Hilshire Village
8301 Westview Drive
Houston, TX 77055-

April 28, 2022

Board of Directors

Mike Sullivan, Chairman
Martina Lemond Dixon, Secretary
Al Odom, Assistant Secretary
Ann Harris Bennett, Director
Tax Assessor-Collector, Ex-Officio Director
Jim Robinson, Director
Jonathan Cowen, Director
Kathy Blueford-Daniels, Director

Chief Appraiser

Roland Altinger
Deputy Chief Appraiser
Jason Cunningham
Taxpayer Liaison Officer
Teresa S. Terry

Re: 2022 Certified Estimates

Dear Mayor Herron:

As required by Texas Tax Code Sec. 26.01(e), we have prepared an estimate of taxable value for the above taxing jurisdiction for 2022. While this estimate is based on information currently available to us, some of the data needed for accuracy is not yet available. For example, in the area of business and industrial personal property, the extended date for property owners to file their annual renditions is May 16, and some will delay their filing until the good cause deadline of June 1. If Texas voters approve the proposed constitutional amendment to increase the general residence homestead exemption for school taxes from \$25,000 to \$40,000, an updated estimate will be provided for the affected school districts.

While we have taken our best estimate of potential hearing loss into account, protests for 2022 are in the process of being received and reductions made in the ARB protest hearing process during the next several months could cause a further reduction in value. Also, if fewer protests are filed, your value could possibly be higher.

Your final taxable value will also be impacted by late-filed exemption applications, late applications for productivity valuation, correction motions under Tax Code Sec. 25.25, and possible post-ARB appeals through binding arbitration, appeals to district court, or appeals to the State Office of Administrative Hearings.

Given these limitations, the estimated 2022 taxable value for the taxing unit identified above is:

\$285,696,090

The enclosed summary report gives a breakdown of this estimate by property category.

Please do not hesitate to contact your HCAD jurisdiction coordinator or my office if you have questions regarding this estimate or other matters affecting appraisal district operations.

Sincerely,

Roland Altinger
Chief Appraiser

Hilshire Village
2022 Certified Estimate of Taxable Value



Major Property Category	2021 Taxable Value	Percent Change	Projected 2022 Taxable Value
Residential & Rural Improved	253,890,180	8.32%	275,006,226
Apartments	0	0.00%	0
Commercial	2,800,494	12.43%	3,148,461
Vacant Land	6,822,147	-17.23%	5,646,862
Industrial	0	0.00%	0
Utility	804,270	4.41%	839,734
Commercial Personal	1,039,480	0.00%	1,039,480
Industrial Personal	15,327	0.00%	15,327
All Other Property	0	0.00%	0

Projected 2022 Taxable Value	265,371,898	7.66%	285,696,090
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Projected 2022 Taxable Value Range

Accuracy +/- 5%	271,411,285	To	299,980,894
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Harris County Appraisal District

13013 Northwest Freeway
Houston TX 77040
Telephone: (713) 812-5800

P.O. Box 920975
Houston TX 77292-0975
Information Center: (713) 957-7800



Office of Chief Appraiser

April 30, 2021

Honorable Russell Herron
Mayor
City of Hilshire Village
8301 Westview Drive
Houston, TX 77055-

Re: 2021 Certified Estimates

Board of Directors

Mike Sullivan, Chairman
Glenn E. Peters, Secretary
Martina Lemond Dixon, Assistant Secretary
Ann Harris Bennett, Director
Tax Assessor-Collector, Ex-Officio Director
Glenn E. Peters, Assistant Secretary
Al Odom, Director
Jim Robinson, Director
Elizabeth Santos, Director

Chief Appraiser

Roland Altinger
Deputy Chief Appraiser
Jason Cunningham
Taxpayer Liaison Officer
Teresa S. Terry

Dear Mayor Herron:

As required by Texas Tax Code Sec. 26.01(e), we have prepared an estimate of taxable value for the above taxing jurisdiction for 2021. While this estimate is based on information currently available to us, some of the data needed for accuracy is not yet available. For example, in the area of business and industrial personal property, the extended date for property owners to file their annual renditions is May 17, and some will delay their filing until the good cause deadline of June 1. Due to COVID-19, there may be additional factors that influence values after the estimates have been established.

While we have taken our best estimate of potential hearing loss into account, protests for 2021 are in the process of being received and reductions made in the ARB protest hearing process during the next several months could cause a further reduction in value. Also, if fewer protests are filed, your value could possibly be higher.

Your final taxable value will also be impacted by late-filed exemption applications, late applications for productivity valuation, correction motions under Tax Code Sec. 25.25, and possible post-ARB appeals through binding arbitration, appeals to district court, or appeals to the State Office of Administrative Hearings.

Given these limitations, the estimated 2021 taxable value for the taxing unit identified above is:

\$264,998,842

The enclosed summary report gives a breakdown of this estimate by property category.

Please do not hesitate to contact your HCAD jurisdiction coordinator or my office if you have questions regarding this estimate or other matters affecting appraisal district operations.

Sincerely,

Roland Altinger
Chief Appraiser

**Hilshire Village
2021 Certified Estimate of Taxable Value**



Major Property Category	2020 Taxable Value	Percent Change	Projected 2021 Taxable Value
Residential & Rural Improved	244,963,105	3.64%	253,870,576
Apartments	0	0.00%	0
Commercial	2,973,638	0.90%	3,000,356
Vacant Land	6,284,853	-7.50%	5,813,741
Industrial	0	0.00%	0
Utility	814,230	7.32%	873,864
Commercial Personal	1,425,319	1.05%	1,440,305
Industrial Personal	0	0.00%	0
All Other Property	0	0.00%	0

Projected 2021 Taxable Value	256,461,145	3.33%	264,998,842
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Projected 2021 Taxable Value Range

Accuracy +/- 5%	251,748,900	To	278,248,784
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Billing information

Subject: City Ordinance regulating fees for utility billing may need updating

The City has received a lot of complaints lately. Even from Council Members. I am trying to understand so I can figure out if we need to change our ordinance. Please explain to me the time line.

Invoice goes out on bill mail between the 5th and 8th of the month

Due date last day of the month unless a weekend or holiday

How many days later does the delinquent letter go out one week after due date

Then the resident only has five days to get the payment in the hands of Inframark (which includes mailing time which takes more than 5 days now days) or they are red tagged.

Then they have just five days before the water is shut off.

Suggestion

Invoice goes out on bill mail between the 5th and 8th of the month

Due date thirty days after the mail date unless weekend or holiday

How many days later does the delinquent letter go out ten business days after due date

Red tag is hung ten days later

Then they have just five business days before the water is shut off

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

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8688	4/1/22	Villages Mutual Insurance	11114	1,759.86
8689	4/1/22	GFL Environmental	11114	6,799.59
8690	4/4/22	Sanchez Landscaping	11114	400.00
8691	4/13/22	Centerpoint-Energy	11114	35.15
8692	4/18/22	A T & T	11114	116.82
8693	4/18/22	Hudson Energy Services L	11114	559.73
8694	4/19/22	Justin Lane	11114	200.00
8695	4/20/22	Cassie Stephens	11114	33.93
8696	4/20/22	Susan Blevins	11114	69.86
8697	4/20/22	Amegy Bank	11114	695.12
8698	4/20/22	Election Systems & Softw	11114	2,541.16
8699	4/20/22	TML Intergovernmental R	11114	24.50
8700	4/20/22	HDR	11114	7,257.43
8701	4/20/22	HDR	11114	6,710.76
8702	4/20/22	Northwest Pest Patrol	11114	254.40
8703	4/20/22	BBG Consulting	11114	2,750.00
8704	4/20/22	Olson & Olson, Attys at L	11114	1,897.00
8705	4/20/22	Petty Cash	11114	46.61
8705V	4/20/22	Petty Cash	11114	-46.61
8706	4/20/22	Susan Blevins	11114	600.00
8707	4/20/22	Hilshire Village Utility	11114	500.00
8708	4/29/22	Petty Cash	11114	46.61
ACH 04-01-22 2	4/1/22	A T & T	11114	372.01
ACH 04-04-22	4/1/22	Sprg. Valley GenFund- Pol	11114	46,511.84
ACH 04-04-22 1	4/1/22	Village Fire Department	11114	18,633.62
ACH 04-29-22	4/29/22	Susan N. Blevins	11114	3,161.02
ACH1 04-29-22	4/29/22	Cassandra L. Stephens	11114	1,618.88
ELECTRONIC 04-	4/11/22	Cashier, Tx Workforce Co	11114	18.00
ELECTRONIC 04-	4/15/22	Susan N. Blevins	11114	3,161.02
ELECTRONIC 04-	4/14/22	Internal Revenue Service	11114	1,923.24
ELECTRONIC 04-	4/28/22	Internal Revenue Service	11114	1,865.75
ELECTRONIC 04-	4/11/22	Internal Revenue Service	11114	1,997.17
ELECTRONIC1 04	4/15/22	Cassandra L. Stephens	11114	1,771.05
Total				<u>114,285.52</u>

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

For the Period From Apr 1, 2022 to Apr 30, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4142	4/1/22	Inframark, LLC	11012	2,000.00
4143	4/1/22	Inframark, LLC	11012	1,829.13
4144	4/4/22	A T & T	11012	350.94
4145	4/4/22	Cityof Houston#7099-300	11012	41,032.40
4146	4/13/22	Hudson Energy Services L	11012	18.22
4147	4/13/22	City of Houston, Public W	11012	542.45
4148	4/20/22	Inframark, LLC	11012	5,261.83
4149	4/20/22	HDR	11012	992.92
4150	4/20/22	HDR	11012	1,721.72
4151	4/20/22	USIC Locating Services	11012	883.19
4152	4/20/22	Texas Excavation Safety S	11012	21.85
4153	4/21/22	Certification Plus	11012	1,475.00
4154	4/28/22	City of Hilshire Village	11012	<u>15,069.00</u>
Total				<u><u>71,198.65</u></u>

**A PROCLAMATION OF
THE CITY OF HILSHIRE VILLAGE, TEXAS
IN RECOGNITION OF NATIONAL PEACE OFFICERS MEMORIAL
DAY AND POLICE WEEK**

* * * * *

WHEREAS, Police Officers of the Spring Valley Village Police Department watch over our citizens with courage, dedication, and strength, selflessly risking their lives to protect individuals, families, neighborhoods and property against crime: and

WHEREAS, it is important that all citizens recognize the duties, responsibilities, hazards, and sacrifices of local law enforcement agencies; and

WHEREAS, Sunday, May 15, 2022 is observed Nationally as Peace Officers Memorial Day in honor of those law enforcement officers who through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and

WHEREAS, the Spring Valley Village Police Department, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to our community and in doing so have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

NOW, THEREFORE, be it proclaimed by the Mayor, City Council and the Citizens of Hilshire Village, Texas that the City does hereby declare May 11-17, 2022 as:

POLICE WEEK

And hereby publicly salute the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I have hereunto set my signature and the seal of the City of Hilshire Village, this 17th day of May, 2022.

Robert Buesinger, Mayor

Attest:

Susan Blevins, City Secretary

