



# Regular Council Meeting Agenda

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

---

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

[Join the meeting via Zoom](#)

Topic: City of Hilshire Village Regular Council Meeting

Time: Apr 20, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94062190951?pwd=L3R1aDVSN1IPZ1BmTDFaVW1RY1ppQT09>

Meeting ID: 940 6219 0951

Passcode: 852586

One tap mobile

+1 346 248 7799 US (Houston)

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

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

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

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

## 1. **CALL TO ORDER**

- 1.A. Invocation (Council Member Carey)
- 1.B. Pledge of Allegiance
- 1.C. Roll Call

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

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

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

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

## 3. **REPORTS TO COUNCIL**

- 3.A.** Police Report  
Incident Report March  
Up to date Incident Report for April

- 3.B.** Building Official's Report

- 3.C.** Engineer's Report (Engineer Him)  
1257 Archley Drive  
1306 Bridle Spur Lane  
1317 Bridle Spur Lane  
1331 Friarcreek Lane  
1301 Glourie Drive  
1330 Glourie Drive (Lot 3)  
1334 Glourie Drive (Lot 2)  
24 Hickory Shadows Drive  
5 Pine Creek Lane  
1027 Ridgeley Drive  
7902 North Villa Court  
Verizon Small Cell Nodes & MCI metro Conduit Plans and Permits  
TCEQ MS4 Permit and Annual Report Update  
State Energy Conservation Office (SECO) Preliminary Energy Assessment Program  
Lift Station Generator

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

- 4.A.** Discussion and possible approval of the City of Hilshire Village Resolution # 2021-213 approving an amendment to the Village Fire Department Construction Budget
- 4.B.** Discussion of Wirt Road and the possibility of a sidewalk

4.C. Discussion of updating the City of Hilshire Village lighting through out the Village

**5. CLOSED EXECUTIVE SESSION**

**6. DISCUSSION AND POSSIBLE ACTION**

**7. REPORTS TO COUNCIL**

7.A. Fire Commissioner's Report (Commissioner Byrne)

7.B. Mayor Herron's Report

7.C. City Administrator's Report:  
Complaint & Issues Report  
Consent Agenda  
Preliminary discussion on FYE 2022 Budget

**8. CONSENT AGENDA**

8.A. Disbursements

8.B. Minutes from the Regular Council Meeting March 16, 2021

8.C. General Fund and Utility Fund Check Registers for March 2021

8.D. 2nd Quarter Investment Report

**9. ADDITIONAL COUNCIL COMMENTS**

**10. FUTURE AGENDA TOPICS**

**11. ANNOUNCEMENTS**

**12. ADJOURNMENT**

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

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

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

**I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible April 16, 2021 at 3:00 p.m.**

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

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

03\01\2021  
thru 03\31\2021  
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	5
23	AMBULANCE CALL	4
135	BUSINESS CHECK	46
60	FIRE CALL	1
70	INFORMATION	4
71	INVESTIGATION	2
81	OPEN DOOR	1
86	PUBLIC RELATIONS	51
95	SMOKE IN AREA	1
96	SOLICITOR	3
99	STALLED VEHICLE	1
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	2
11	TRAFFIC STOP	20
111	VEHICLE BLOCKING ROADWAY	1
112	VEHICLE CHECK	2
117	WELFARE CONCERN	1
	<b>Total</b>	<b>146</b>

**March 2021**  
**MONTHLY BUILDING REPORT SUMMARY**

**Plan Review:** Two (2): 1334 Glourie Drive (Lot 2) – New SFR Construction  
 8006 Anadell Street – Swimming Pool

**Permits:** Fourteen (14):

Demolition:	
Remodel / Add-On:	
New Construction:	
Accessory Building:	
Electrical:	1
HVAC:	
Plumbing:	4
Fire Sprinklers:	
30-Day Dumpster:	1

Sign:	
Roof:	1
Fence:	1
Tree Removal:	3
Irrigation:	1
Drainage:	
Swimming Pool:	
Swimming Pool Demo:	
Other: Storage Container	2

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

**Red Tag Stop Work Orders Issued:** None

**Building Finals / Certificates of Occupancy:**

- Conditional Certificate of Occupancy: 7902 N Villa Court  
 1220 Archley Drive

**Change of Occupancy Use:** None

**Extended Permit Request:** None

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

<b>Date</b>	<b>Permit Number</b>	<b>Address</b>	<b>Issued To</b>	<b>Amount Received</b>	<b>Description / Scope</b>	<b>No of insp</b>
Tue 3/2/21	HV-21-011P	1111 Glourie Dr	Piazza Signature Poolscales	\$ 180.00	Gas lines for fire pits - swimming pool remodel	1
Tue 3/2/21	HV-21-012P	1106 Guinea Dr	JF Plumbing	Waived	Water Re-Pipe	1
Tue 3/2/21	HV-21-013PX	1035 Wirt Rd	Discount Plumbing PERMIT CANCELLED	Waived	Water Re-Pipe	1
Tue 3/2/21	HV-21-014B	Lot 2 Glourie Drive - 1334 Glourie	StudioMet	\$ 4,138.29	Building Plan Review	0
Tue 3/2/21	HV-21-014D	Lot 2 Glourie Drive - 1334 Glourie	StudioMet	\$ 1,500.00	Drainage Plan Review	0
Tue 3/9/21	HV-21-013P2	1035 Wirt Rd	Houston Quality Plumbing	Waived	Water Re-Pipe	1
Wed 3/10/21	HV-21-015SP	8006 Anadell	Quest Pools	\$ 350.00	Swimming Pool and Drainage Plan Review	0
Fri 3/12/21	HV-21-016ACC	8373 Westview	Radco Renovation & Development	\$ 25.00	Portable Storage Container	1
Fri 3/12/21	HV-21-016T	8373 Westview	Radco Renovation & Development	\$ 25.00	Tree Removal	0
Mon 3/22/21	HV-21-016E	8373 Westview	Southern Electrical Solutions	\$ 330.00	Electrical Permit for Remodel	3
Thu 3/18/21	HV-18-096FS	7902 N Villa Ct	Aspire Fine Homes	\$ 175.00	New fence - west side	1
Tue 3/23/21	HV-21-018D	1203 Wirt Rd	Cotton Commercial USA	\$ 25.00	30-Day Dumpster	1
Tue 3/23/21	HV-21-018ACC	1203 Wirt Rd	Cotton Commercial USA	\$ 25.00	Portable Storage Container	1
Tue 3/23/21	HV-21-019T	1125 Ridgeley Dr	Flores Tree Service	\$ -	Dead Tree Removal	0
Fri 3/26/21	HV-21-020R	1318 Ridgeley Dr	Stracoa LLC	\$ 245.00	Roof Replacement	1
Fri 3/26/21	HV-19-068I	7915 S Villa Cir	Greengos Irrigation	\$ 240.00	Irrigation System	2
Mon 3/29/21	HV-21-021T	1307 Friarcreek Ln	APM Multi Services	\$ 25.00	Tree Removal	0
Mon 3/29/21	HV-19-080GP	1220 Archley	ER Ideal Plumbing	\$ 180.00	Generator Plumbing	1

## INSPECTION LOG - March 2021

LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
21-032	14 Hilshire Grove	HV-20-101SR	Electrical Final - Solar Roof	Pass	3/3/2021	BBG
21-033	1330 Glourie Dr	HV-20-059B	Framing Reinspection	Fail	3/3/2021	BBG
21-034	1330 Glourie Dr	HV-20-059B	Brick Tie	Pass	3/3/2021	BBG
21-035	8 Hilshire Grove	HV-20-088M	Final HVAC Inspection - Remodel	Pass	3/5/2021	BBG
21-036	8 Hilshire Grove	HV-20-088E	Final Electrical Inspection - Remodel	Pass	3/5/2021	BBG
21-037	8 Hilshire Grove	HV-20-088P	Final Plumbing Inspection - Remodel	Pass	3/5/2021	BBG
21-038	1106 Guinea Drive	HV-21-012P	Plumbing Re-Pipe Final	Pass	3/5/2021	BBG
21-039	1330 Glourie Dr	HV-20-059P	Gas Test	Pass	3/5/2021	BBG
21-040	1330 Glourie Dr	HV-20-059FS	Fire Sprinkler Cover & Hydro	Fail	3/4/2021	Rusty Kattner
21-041	1330 Glourie Dr	HV-20-059FS	Fire Sprinkler Cover & Hydro	Pass	3/5/2021	Rusty Kattner
21-042	1330 Glourie Dr	HV-20-059B	Framing Reinspection	Fail	3/26/2021	BBG
21-043	1220 Archley	HV-19-080B	Flatwork Pre-Pour	Fail	3/12/2021	BBG
21-044	1330 Glourie Dr	HV-20-059P	Sewer	Pass	3/12/2021	BBG
21-045	1220 Archley	HV-20-007SP	Pool decking	Pass	3/16/2021	BBG
21-046	1330 Glourie Dr	HV-20-059C	Culvert	Under Review	3/16/2021	Javier
21-047	1035 Wirt	HV-21-013P2	Plumbing Re-Pipe Final & Water Heater	Pass	3/17/2021	BBG
21-048	7902 N Villa Ct	HV-20-034B	Tree Final	Pass	3/24/2021	Cary Moran
21-049	1220 Archley	HV-19-080M	HVAC Final	Fail	3/19/2021	BBG
21-050	1220 Archley	HV-19-080E	Electrical	Fail	3/19/2021	BBG
21-051	1220 Archley	HV-19-080P	Plumbing Final	Pass	3/19/2021	BBG
21-052	1220 Archley	HV-19-080B	Building Final	Contractor Cancelled	3/19/2021	N/A
21-053	1220 Archley	HV-19-080B	Flatwork Approaches	Fail	3/19/2021	BBG
21-054	7902 N Villa Ct	HV-18-096B	Building Final - Occupancy	Pass	3/19/2021	BBG
21-055	7902 N Villa Ct	HV-18-096F	Fence Final	Pass	3/19/2021	BBG
21-056	1111 Glourie Dr	HV-21-011P	Gas Test	Pass	3/19/2021	BBG
21-057	8373 Westview Dr	HV-21-016E	T-Pole	Pass	3/23/2021	BBG
21-058	1220 Archley Dr	HV-19-080M	Mechanical Reinspection	Pass	3/23/2021	BBG
21-059	1220 Archley Dr	HV-19-080B	Driveway Approach	Pass	3/23/2021	BBG
21-060	1220 Archley	HV-19-080E	Electrical Final	Fail	3/24/2021	BBG
21-061	1330 Glourie Dr	HV-20-059B	Driveway Pre-pour	Pass	3/25/2021	BBG
21-062	1220 Archley Dr	HV-19-080B	Building Final	Pass	3/29/2021	BBG
21-063	1220 Archley Dr	HV-19-080E	Electrical Final	Pass	3/26/2021	BBG
21-064	1220 Archley	HV-19-080FS	Fire Sprinkler Final	Pass	3/29/2021	Rusty Kattner
21-065	1220 Archley	HV-19-080GP	Cover for Generator Gas Line	Fail	3/31/2021	BBG

Job Site Maintenance Hilshire Village March 2021

3/5/2021

Remodel - Kitchen	1023 Ridgeley Dr	No violations observed
Accessory Bldg Remodel	1111 Guinea Dr	No violations noted work looks to still be in progress
new home	1210 Ridgley	No further work has been started
New Construction	1220 Archley Dr	Silt fencing needs to be repaired on right front of lot; left warning.
No construction yet, watch grass length	1226 Glourie Dr	Vinyl has completely fallen off the gate part of the fence. pile of debris has not been moved. gate was found unlocked; attempted to lock but it is broken, closed up as well as possible
No construction yet, watch grass length	1306 Glourie Dr	No violations noted
New Home	1330 Glourie Dr	No violations noted
New Construction	7906 N Villa	No violations noted

3/12/2021

Remodel - Kitchen	1023 Ridgeley Dr	No violations observed
Accessory Bldg Remodel	1111 Guinea Dr	No violations noted work looks to still be in progress
new home	1210 Ridgley	No further work has been started
New Construction	1220 Archley Dr	Silt fencing still needs to be repaired on right front of lot. Driveway form is being set
No construction yet, watch grass length	1226 Glourie Dr	No changes
No construction yet, watch grass length	1306 Glourie Dr	No violations noted
New Home	1330 Glourie Dr	No violations noted
New Construction	7906 N Villa	No violations noted

3/20/2021

Remodel - Kitchen	1023 Ridgeley Dr	No violations observed
Accessory Bldg Remodel	1111 Guinea Dr	No violations noted work looks to still be in progress
new home	1210 Ridgley	No further work has been started
New Construction	1220 Archley Dr	Driveway has been poured
No construction yet, watch grass length	1226 Glourie Dr	No changes
No construction yet, watch grass length	1306 Glourie Dr	No violations noted
New Home	1330 Glourie Dr	No violations noted
New Construction	7906 N Villa	No violations noted

3/28/2021

Remodel - Kitchen	1023 Ridgeley Dr	No violations observed
Accessory Bldg Remodel	1111 Guinea Dr	No violations noted work looks to still be in progress
new home	1210 Ridgley	No further work has been started
New Construction	1220 Archley Dr	Home is complete
No construction yet, watch grass length	1226 Glourie Dr	No changes
No construction yet, watch grass length	1306 Glourie Dr	No violations noted
New Home	1330 Glourie Dr	No violations noted
New Construction	7906 N Villa	No violations noted



April 16, 2021

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

Re: Engineer's Report for April 20, 2021 Council Meeting  
HDR Job No. 10281855

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from March 13, 2021 to April 16, 2021.

1. On-Going Services (10281855):

a. 8006 Anadell Street –

- On April 13, 2021, HDR reviewed and returned to the City the Pool Drainage Plan Resubmittal for 8006 Anadell Street. The drainage plan resubmittal was approved with exceptions noted.

b. 1306 Bridle Spur Lane –

- On April 6, 2021, HDR coordinated with the City and Ms. Myriam Martinez (Contractor) regarding the as-built survey corrections (i.e. location of trees on north end of property and update driveway culvert flowline elevations) for 1306 Bridle Spur Lane.

c. 1317 Bridle Spur Lane –

- On March 16, 2021, HDR coordinated with the City and Mr. Jeffrey Klam (Property Owner) on the 1315 and 1317 Bridle Spur Lane residents acknowledgement letter (to maintain drainage flow patterns across 1315 Bridle Spur Lane) for the proposed patio improvements (i.e. wood decking replacement, flagstone relocation, crushed granite installation and artificial turf installation) at 1317 Bridle Spur Lane.

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

d. 1302 & 1303 Friarcreek Lane –

- On March 22, 2021, Mr. Mark Woodmansee (1302 Friarcreek Lane) contacted the City regarding the erosion control improvements being performed at 1303 Friarcreek Lane. Mr. Woodmansee is also experiencing erosion issues on his property (i.e. backyard and ravine area) and was inquiring on the procedure he would need to follow to permit erosion control improvements at this property.
- On March 29, 2021, HDR contacted Mr. Woodmansee to discuss his erosion concerns and schedule a site visit to his property. Mr. Woodmansee was not able to meet in the field but provided access to HDR to assess the site conditions at his property. HDR also informed Mr. Woodmansee that there are currently no erosion control improvements taken place at 1303 Friarcreek Lane (Mr. Jorge Lefebvre). It is the City and HDR understanding that Mr. Lefebvre has secured the services of an engineer to design the proposed erosion control improvements at his property and that he is waiting on soil tests to complete these plans. Mr. Lefebvre will be submitting plans to the City and Harris County Flood Control District's (HCFCD) for review and approval.
- On March 30, 2021, HDR performed a site visit at 1302 Friarcreek Lane to assess the current site conditions and confirmed the need for HCFCD jurisdictional review of any potential erosion control improvements.
- On April 7, 2021, HDR e-mailed Mr. Woodmansee electronic copies of plats, pictures taken during the March 30, 2021 site visit, as well as the procedure he will need to follow in order to permit any potential erosion control improvements in his property, including permitting requirements through HCFCD and the City of Hilshire Village.
- HDR advised Mr. Woodmansee to contact HCFCD to determine and confirm the feasibility of his proposed improvements. Contact information for HCFCD was also provided.
- On March 30, 2021, Mr. Hal Green (1249 Archley Drive) also contacted the City to inquire about the excavator and work being done on the property directly across the ravine and behind his property (i.e. Mr. Jorge Lefebvre's 1303 Friarcreek Lane). Mr. Green is also experiencing erosion issues in his property and wanted to know what they were doing on Friarcreek Lane.
- As previously noted, there should not be any construction activities taking place at 1303 Friarcreek Lane at this time since no plan reviews and permits have been issued for erosion control improvements by either the City or HCFCD.

- The City had previously contacted Mr. Lefebvre back in March 23, 2021, and he noted that only temporary pipes have been installed to divert stormwater runoff over the ravine's top of bank and minimize erosion issues around the pool area. Per HDR's recommendation, on March 30, 2021, the City requested BBG (City's Building Official) to perform a site visit to investigate for any illegal (non-permitted) construction activities, and to place the swimming pool out of service if the stability or structural integrity of the pool is compromised due to erosion issues and safety concerns.

e. 1331 Friarcreek Lane –

- On April 14, 2021, HDR reviewed and returned to the City the Patio Improvements As-Built Drainage Plan Resubmittal for 1331 Friarcreek Lane. The as-built resubmittal was approved with exceptions noted.

f. 1131 Glourie Drive –

- On March 17, 2021, HDR reviewed and returned to the City the proposed Porch Enclosure Plans for 1131 Glourie Drive. After reviewing the plans, HDR determined that drainage plans and drainage permit will not be required for this work since it will not be impacting the drainage in the area. However, it was noted that the proposed downspouts shall not be connected to any underground drainage that may exist on the lot.

g. 1326 Glourie Drive (Lot 4) –

- On April 13, 2021, HDR reviewed and returned to the City and Mr. M. F. Qaddumi (Engineer of Record – Interfield Group) the Drainage Plan Resubmittal for 1326 Glourie Drive (Lot 4). The drainage plan resubmittal requires minor corrections (i.e. signed and sealed topographic survey, proper delineation of front building line, driveway culvert elevation verification, etc.), therefore, it must be revised and resubmitted.

h. 1330 Glourie Drive (Lot 3) –

- On April 12, 2021, T Construction (Contractor) completed the re-boring of the sanitary sewer service line for 1330 Glourie Drive. The Contractor provided stub-outs for service line connections to 1330 and 1326 Glourie Drive.

i. 1334 Glourie Drive (Lot 2) –

- On April 13, 2021, HDR reviewed and returned to the City the Drainage Plan Resubmittal for 1334 Glourie Drive (Lot 2). The drainage plan resubmittal was approved with exceptions noted.

- j. 7902 North Villa Court –
  - On March 23, 2021, HDR received the as-built survey for 7902 North Villa Court. HDR is currently coordinating with the Contractor for additional information required to complete the as-built drainage plan review (i.e. Engineer of Record certification letter, etc.).
  
- k. 7915 South Villa Court –
  - On April 16, 2021, HDR reviewed and returned to the City the As-Built Drainage Plan Resubmittal for 7915 South Villa Court. The drainage plan resubmittal was approved with exceptions noted.
  
- l. Verizon Small Cell Nodes & MCImetro Conduit Plans and Permits –
  - On March 19, 2021, HDR reviewed the plans resubmittal for the proposed conduits to be installed by MCImetro on the south end of Ridgley Drive and associated with the Verizon Small Cell Nodes. The plans were revised to address previous City/HDR comments, including update of backgrounds with the City’s water and wastewater infrastructure.
  
  - Conduits are also being installed along Wirt Road (City of Houston right-of-way) between Ridgeley Drive and Hickory Shadows Drive, however, the City of Hilshire Village is only providing permit approval for the conduits along Ridgeley Drive. Contractor must secure approval from the City of Houston for the conduits along Wirt Road.
  
  - Permitting for the MCImetro Conduit Plans along the north end of Ridgeley Drive, Bromley Road and east end of Archley Drive South is still pending resubmittal and subsequent review and approval by the City.
  
- m. TCEQ MS4 Permit and Annual Report Update –
  - As previously reported, although the City of Hilshire Village’s MS4 Permit Application submitted in 2019 has not been officially approved by the Texas Commission on Environmental Quality (TCEQ) to date, the City must continue to prepare the Annual Reports.
  
  - HDR coordinated with the City on information needed to complete the Year 2 (2021) Annual Report, as well as final review and approval of the report by the City. The City’s Year 2 (2021) Annual Report was mailed/submitted to TCEQ on March 31, 2021.

n. SECO Preliminary Energy Assessment Program –

- As previously reported, on March 4, 2021, the City received an e-mail from Mr. Jacob Hodges (TEESI Engineering) on behalf of the State Energy Conservation Office (SECO) regarding the Local Government Energy Program. TEESI Engineering is under contract with the Texas SECO to provide free engineering technical assistance to cities as part of the SECO Preliminary Energy Assessment Program to evaluate and identify energy saving opportunities.
- The City has reached out to SECO/TEESI Engineering to schedule the free energy assessment work. As requested by the City, HDR will assist the City and TEESI Engineering during the energy assessment.

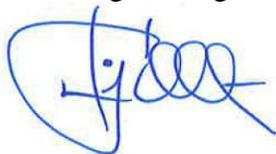
o. Lift Station Generator –

- As previously reported, HDR has performed a cursory load analysis and preliminary sizing of a Generac Industrial Natural Gas Generator (25kW – Model QTO25A). This model with a level 1 acoustic enclosure has an overall dimension of 77-inches (L) x 34-inches (W) x 46-inches (H) and should fit within the lift station site.
- HDR is currently coordinating with Generator Supercenter (Generac Vendor/Representative) to request generator sizing verification, as well as quote to furnish and install a Generac Industrial Natural Gas Generator at the lift station site.

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

Sincerely,

HDR Engineering, Inc.



Efrain A. Him, P.E.  
Project Manager

cc: Files (10281855)

**RESOLUTION NO. 2021-213**

WHEREAS, the Villages of 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 an amendment to the Village Fire Department’s 2021 Village Fire Department Construction Budget in the amount of \$200,00.00. This would increase the budget to \$5,900,311.50. This amendment would not create any additional assessments to the cities. The monies will be funded by other sources; 2020 audit surplus, EMS revenue, and/or 2021 money allocated to the capital replacement fund; 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 amendment to the 2021 Village Fire Department Construction Budget to be increased to \$5,900,311.50 with no additional assessments to the cities; and

PASSED AND APPROVED by the City Council of the City of Hilshire Village this 20th of April, 2021.

\_\_\_\_\_  
Russell Herron, Mayor

ATTEST:

\_\_\_\_\_  
Susan Blevins, City Secretary



# 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

*The Honorable Brian T. Muecke*

Mayor, City of Hedwig Village

*The Honorable Russell Herron*

Mayor, City of Hilshire Village

*The Honorable Jim Pappas*

Mayor, City of Hunters Creek Village

*The Honorable Mark Kobelan*

Mayor, City of Piney Point Village

*The Honorable Marcus Vajdos*

Mayor, City of Spring Valley Village

April 9, 2021

Re: Facility Renovations

Dear Mayors:

As you know, the Village Fire Commission has awarded the construction contract for renovation of the fire station and solidified the other cost elements involved in the renovation.

During a special board meeting April 8, 2021, the Village Fire Department Board of Commissioners voted unanimously for the Fire Commission to request the cities to allow them to spend an additional \$200,000 over the current construction budget of \$5,700,311.50, increasing the budget to \$5,900,311.50, with the proviso that money will not create any additional assessments to the cities. The monies will be funded by other sources: 2020 audit surplus, EMS revenue, and/or the 2021 money allocated to the capital replacement fund.

In order to confirm this, we ask that you put on your City's agenda and approve amending the 2021 construction budget from \$5,700,311.50 to \$5,900,311.50 with the proviso that it will not increase the Cities' assessment but will be funded by other potential sources.

- a. 2020 audit surplus
- b. EMS revenue to the end of 2021
- c. 2021 Capital Replacement allocation

Respectfully,

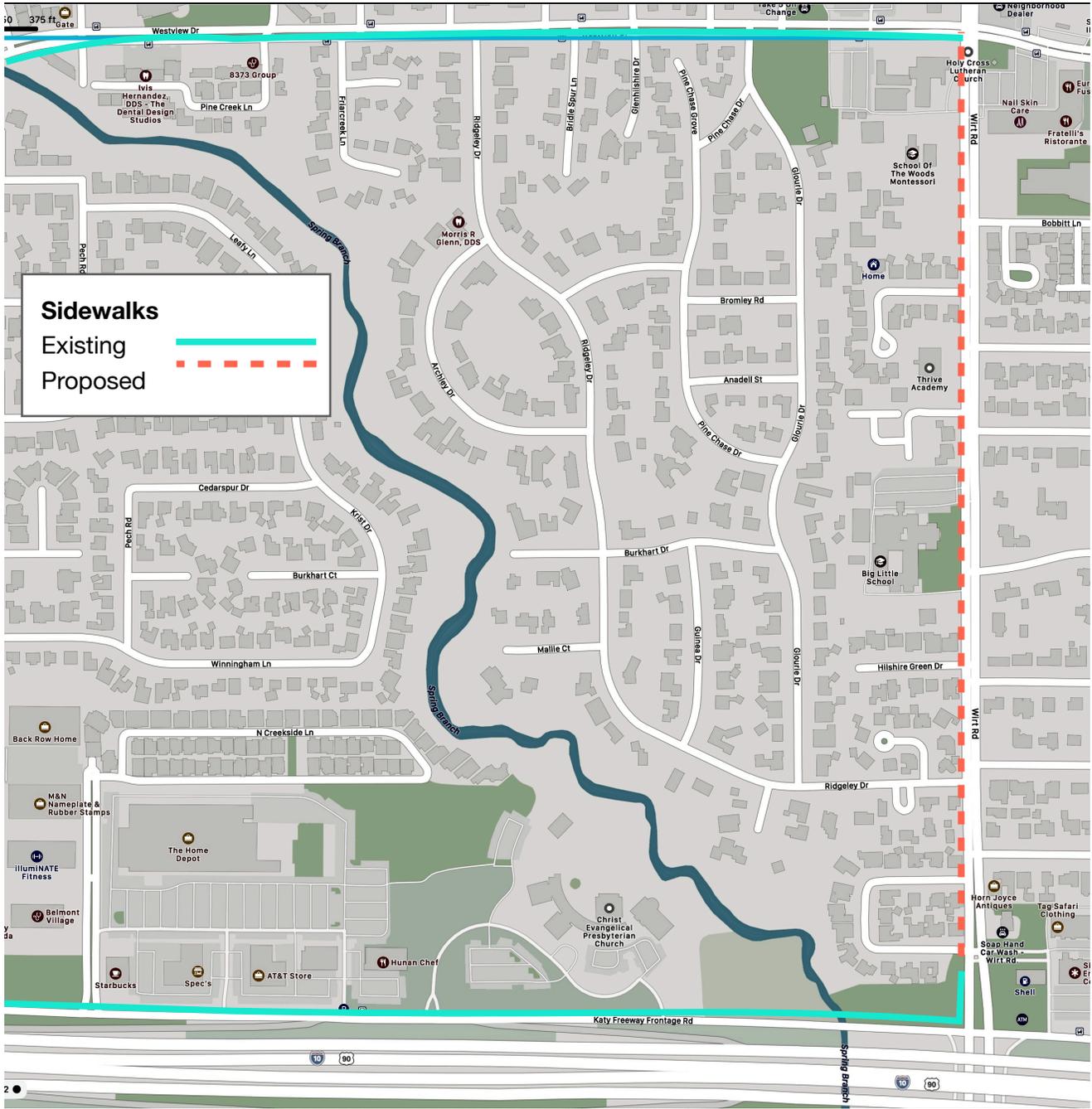
Allen Carpenter, Chairman

**From:** Andy Carey <andy.carey@hilshirevillagetexas.com>  
**Sent:** Wednesday, April 7, 2021 8:13 PM  
**To:** sidewalks@houstontx.gov <sidewalks@houstontx.gov>  
**Cc:** Susan Blevins <susan.blevins@hilshirevillagetexas.com>  
**Subject:** Wirt Road West Side Sidewalk (Westview S. to I-10)

To whom it may concern, please find the attached Sidewalk Program Applications.  
Interested in reviewing options to add sidewalks to the west side of Wirt Road south of Westview in two separate stretches as illustrated in the 3<sup>rd</sup> attachment.  
If you could please review and provide feedback at your earliest convenience it would be appreciated.  
Kind regards,

Andy Carey  
Council Member  
City of Hilshire Village  
8301 Westview, Houston, Texas 77055  
(713) 885-8272  
[andy.carey@hilshirevillagetexas.com](mailto:andy.carey@hilshirevillagetexas.com)

Overview map of Hilshire Village showing possible sidewalk from Westview to I-10 along the west side of Wirt Road.





Recent sidewalk proposal from  
Hilshire Green to the Park









Houston Public Works **Sidewalk Program** constructs new sidewalks and ramps along streets leading to schools, major thoroughfares and improves accessibility for people with disabilities\*.

\* The Pedestrian Accessibility Review Program is managed through the Mayor's Office of People with Disabilities, to apply visit: [www.houstontx.gov/disabilities/sidewalksafety.html](http://www.houstontx.gov/disabilities/sidewalksafety.html)

**TYPE OF REQUEST**

- School Sidewalk
- Major Thoroughfare Sidewalk

**ELIGIBILITY**

- Must be a new sidewalk construction
- Must have acceptable existing right-of-way with no ditches, slopes, large tree roots, fences, walls or obstructions
- Meets all guidelines of City of Houston [Code of Ordinances Article III, Sections 40-83 & 84](#)

**School Sidewalk**

- Students currently use the street to walk to school
- Located within four blocks of a school
- Does not include sidewalks around the perimeter of the school

**Major Thoroughfare Sidewalk**

- Located along a major thoroughfare with no sidewalks
- Is not located in an area with proposed future reconstruction within the next 5 years by the City, METRO, County or State

**CHECKLIST**

- Meets all eligibility requirements
- Submit the completed application to:
  - mail:** Houston Public Works Sidewalks Program, PO Box 1562, Houston, TX 77251
  - email:** [sidewalks@houstontx.gov](mailto:sidewalks@houstontx.gov)
- Wait 6-8 weeks for approval letter



**APPLICANT INFORMATION**

Name of Applicant: ANDY CAREY

Address: 8301 WESTVIEW DRIVE

City: HOUSTON State: TX. Zip 77055

Phone: 713-865-8272

Email: ANDY.CAREY@HILSHIREVILLAGE.TEXAS.COM

**SIDEWALK INFORMATION**

Proposed Location (Street Name): WINT ROAD (WEST SIDE)

From (Street Name): WESTVIEW (N)

To (Street Name): HILSHIRE GROVE (S)

School Name (if applicable) \_\_\_\_\_

**HOUSTON PUBLIC WORKS USE ONLY**

Date Received: \_\_\_\_\_ Date of Initial Evaluation: \_\_\_\_\_

Council District: \_\_\_\_\_ Key Map Page: \_\_\_\_\_

Total Feet: \_\_\_\_\_ Eligible: Yes / No

Program: School Sidewalk / Major Thoroughfare

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Houston Public Works **Sidewalk Program** constructs new sidewalks and ramps along streets leading to schools, major thoroughfares and improves accessibility for people with disabilities\*.

\* The Pedestrian Accessibility Review Program is managed through the Mayor's Office of People with Disabilities, to apply visit: [www.houstontx.gov/disabilities/sidewalksafety.html](http://www.houstontx.gov/disabilities/sidewalksafety.html)

**TYPE OF REQUEST**

- School Sidewalk
- Major Thoroughfare Sidewalk

**ELIGIBILITY**

- Must be a new sidewalk construction
- Must have acceptable existing right-of-way with no ditches, slopes, large tree roots, fences, walls or obstructions
- Meets all guidelines of City of Houston [Code of Ordinances Article III, Sections 40-83 & 84](#)

**School Sidewalk**

- Students currently use the street to walk to school
- Located within four blocks of a school
- Does not include sidewalks around the perimeter of the school

**Major Thoroughfare Sidewalk**

- Located along a major thoroughfare with no sidewalks
- Is not located in an area with proposed future reconstruction within the next 5 years by the City, METRO, County or State

**CHECKLIST**

- Meets all eligibility requirements
- Submit the completed application to:
  - mail:** Houston Public Works Sidewalks Program, PO Box 1562, Houston, TX 77251
  - email:** [sidewalks@houstontx.gov](mailto:sidewalks@houstontx.gov)
- Wait 6-8 weeks for approval letter



**APPLICANT INFORMATION**

Name of Applicant: ANDY CAREY

Address: 8301 WESTVIEW DRIVE

City: HOUSTON State: TX Zip 77055

Phone: 713-885-8272

Email: ANDY.CAREY@HILSHIREVILLAGE.TEXAS.COM

**SIDEWALK INFORMATION**

Proposed Location (Street Name): WIRT ROAD (WEST SIDE)

From (Street Name): HILSHIRE GREEN (N)

To (Street Name): HICKORY SHADOWS PARK (S)

School Name (if applicable) \_\_\_\_\_

HOUSTON PUBLIC WORKS USE ONLY			
Date Received: _____	Date of Initial Evaluation: _____		
Council District: _____	Key Map Page: _____		
Total Feet: _____	Eligible:	Yes	/ No
Program: School Sidewalk / Major Thoroughfare			
Comments: _____			
_____			
_____			
_____			
_____			

From: sidewalks@houstontx.gov <sidewalks@houstontx.gov>  
Sent: Monday, April 12, 2021 10:46 AM  
To: Andy Carey <andy.carey@hilshirevillagetexas.com>  
Subject: Request for Sidewalk

Dear Sir/Madam,

Your request has been successfully entered.

The tracking number assigned to your request is 102696 .

Please keep a record of this tracking number, as you will need this if you wish to check up on the status of your request.

Details:

-----

Date: 04-12-2021  
Proposed Location (Street Name): Wirt Road  
From (Street Name): Hilshire Green Drive  
To (Street Name): Hickory Shadows Park  
Type of request: Major Thoroughfare Sidewalk  
School:  
First Name: Andy  
Last Name: Carey  
Address: 8301 Westview Drive  
City: Houston  
Zip Code: 77055  
Contact Phone Number: 7138858272  
Alternate Phone Number: 0  
Signature: Andy Carey  
Email Address: andy.carey@hilshirevillagetexas.com  
Requestor's Comments

Regards,

City of Houston  
Houston Public Works  
Safe Sidewalk Program

# Black Cobra Poles





# **Lighting Design Services**

## **Standard Decorative Lighting**

### **Pole and Luminaire Combinations**

# Luminaire Choices

**Granville  
w/ Cage**



**Granville**



**Granville  
Lunar Optics**



**Arlington**



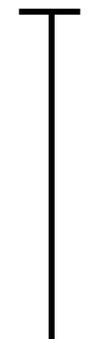
**Postop**



**Traditionaire**



**Midtown**



15'6"  
or  
20'

Black  
Only



Auto Point

Item 4.C.

**Traditionaire Pole**

# Luminaire Choices

**Granville with Cage**



**Granville**



**Granville  
Lunar Optics**



**Arlington**



**Postop**



**Midtown**



11'  
Black  
Only

**CenterPoint**

Item 4.C.

**Katy Post Pole**

# Luminaire Choices

**Granville  
with Cage**

**Granville**

**Granville  
Lunar Optics**

**Arlington**

**Postop**

**Midtown**



*12' Mounting Height Option is available only with green pole and green Granville luminaires with or without decorative cage*

*14'6" Mounting Height Option is available in all black combinations and green combinations only with Granville luminaires with or without decorative cage.*

12'  
&  
14'6"  
Black  
and  
Green  
(per  
adjacent  
notes)

**CenterPoint**

Item 4.C.

## River Oaks Pole

**Double Luminaire Arm Choices  
(not available for Katy Post pole)**



**Metro Arm**



**Traditionaire Arm**

A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total Number of YTD Incidents 2021							Life Threatening (LT) Fire Incidents						
		Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2021 Calls are:		Fire Alarms
Bunker Hill Village	93	30	123	16	4:21	100%	7:07	100%	1	3:25	100%	76%	24%	44	47%
Hedwig Village	52	48	100	29	3:13	100%	3:13	100%	8	3:56	100%	52%	48%	13	25%
Hilshire Village	14	11	25	6	3:32	100%	3:56	100%	1	3:19	100%	56%	44%	4	0%
Hunters Creek Village	108	52	160	25	3:46	100%	5:38	100%	9	4:18	100%	68%	33%	62	57%
Piney Point Village	89	43	132	18	4:15	100%	5:00	100%	9	5:28	100%	67%	33%	37	42%
Spring Valley Village	80	33	113	19	2:25	100%	4:04	100%	8	2:51	100%	71%	29%	22	28%
Houston	31	0	31												
<b>Totals</b>	<b>467</b>	<b>217</b>	<b>684</b>	<b>113</b>	<b>3:35</b>	<b>100%</b>	<b>4:49</b>	<b>100%</b>	<b>36</b>	<b>3:53</b>	<b>100%</b>	<b>68%</b>	<b>32%</b>	<b>182</b>	<b>33%</b>

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

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

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
2/2/21	Cassie Stephens	Deborah Luik	Rear neighbors were having a party in the backyard with loud music and yelling profanities. She measured the volume level through an app on her phone but found no ordinance for Hilshire Village defining what level was acceptable. She is suggesting that a basic ordinance be adopted before it becomes a problem.	1 Pine Creek Ln	Cassie said she would research the two ordinances that the homeowner had found, City of Houston and recently City of Bunker Hill and present to Council.	Cassie will present findings to the Council.	4/15/2021
3/9/21	Susan Blevins	Inframark	Fire hydrant at 1257 Archley was leaking	1257 Archley Dr.	Inframark decommissioned fire hydrant Susan called Fire Department	Inframark supervisor is checking the fire hydrant since this is the second time leaks have been reported	
3/10/21	Cassie Stephens	Cheryl Wolfe	Construction site has standing water in the temporary ditch and the connection to the fire hydrant is leaking.	1330 Glourie	Cassie asked Mickayla with Inframark to investigate.	Mickayla found a small leak either underground or at a valve. In order to repair she would have to shut the hydrant off but that would terminate service to the construction site. Cassie advised that the permanent meter should be installed next week and we will have the repairs made.	
3/15/21	Susan Blevins	HV Residents	Received 2 thank you calls for WCA service, callers said the truck team is going over and above.	Hilshire Village	No action taken		3/15/2021
3/17/21	Cassie Stephens	Yaas Mohsenin	She heard a bang likely a transformer blew, no electricity	13 Pine Creek	Cassie reported the outage to CenterPoint.	Mrs. Mohsenin called back: CenterPoint workers were at the pole at the end of Pine Creek, the power came on for a moment then went back off again. The workers left but power is still out. Cassie checked the outage tracker, found service request had been escalated. Service was restored.	3/17/2021
3/17/21	Cassie Stephens	Phyllis Ogden	Their power is out	14 Pine Creek	Informed a service ticket is already open and includes at least 9 homes without power on Pine Creek Lane.	CenterPoint updated the outage to include at least 30 addresses. Service was restored.	3/17/2021
3/19/21	Cassie Stephens	Lisa Ferchau	(after hours voicemail) Lawn bags were not picked up.	14 Hickory Shadows	Cassie sent Luis with WCA an email asking him to retrieve the bags.	Received out of office reply from Luis, Cassie forwarded the message to another department.	3/22/2021
3/19/21	Cassie Stephens	Cassie Stephens	Lawn bag on wrong street front for collection.	1326 Ridgeley	Homeowners informed that it is not their bag but they moved it to the Ridgeley side anyway.	Bag was collected.	3/22/2021
3/22/21	Cassie Stephens	David Labbe	He has been trying to get Inframark to change the mailing address but has not been able to, asked for assistance also with adding his wife to the account.	1311 Pine Chase	Cassie sent an email to Inframark requesting the changes.	Received response that the mailing address was updated.	3/22/2021
3/23/21	Susan Blevins	Mark Woodmansee	Saw ravine work being done and asked for assistant with his own erosion.	Friarcreek	Cassie contacted the property owner who appears to be doing erosion work.	Pipes are temporary for the pool, they are working on plans to submit to the city.	3/23/2021

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/21/21	Cassie Stephens	Sandra Parker	Neighbors have lawn maintenance contractor doing work on Sundays.	8013 Bromley	Cassie emailed the owner on file informing of the rules for third party lawn maintenance contractors.	Cassie asked Mrs. Parker to notify us if the problem persists.	3/23/2021
3/24/21	Cassie Stephens	Annalie Grubbs	Contractor vehicles are blocking the road	1330 Glourie	Cassie called the supervisor and left a message asking that they move vehicles blocking access to the street.	Cassie drove by about an hour later and saw that vehicles were parked in the church parking lot and Glourie appeared clear.	3/24/2021
4/1/21	Cassie Stephens	Lisa Ferchau	Noticed gas smell while walking.	Between 1003 & 1007 Ridgeley	Cassie asked Inframark technician Mickayla to drive by to see if she smelled anything. She said it was more noticeable at 1007 Ridgeley but it could be either.	Cassie called the owners of 1003 Ridgeley who said they recently had CenterPoint do a test but nothing was found. They said repairs are being made next door. Contacted the owner of 1007 Ridgeley who said there was no leak in the house but he did notice a smell when parking on the street and will contact CenterPoint.	4/1/2021
4/1/21	Cassie Stephens	Cynthia Essmyer	Asked if the rug she put out today will be collected, it is 8X12.	1122 Glourie Drive	Cassie advised that they require rugs and carpets to be cut into 4 foot strips so they don't clog the machine.	She said if they don't take it today then she will figure out how to get someone to help her cut it.	4/1/2021
4/1/21	Cassie Stephens	Michael Mochon	Trash was not taken, he put it out at 6:30 am.	8310 Creekstone	Cassie emailed Luis with WCA to see if we could get a truck over.	Luis reponded that he would send a truck back.	4/1/2021
4/1/21	Cassie Stephens	Ann Baumgartner	Utility contractor parked a vehicle on the median.	Ridgeley cul-de-sac	Cassie called SVPD asking for an officer to respond to the area.	Contractor moved vehicle.	4/1/2021
4/5/21	Susan Blevins	Jack Meller	His lawn contractor did not dispose of the dead palm fronds after removing them from the yard, he is working on getting them bundled for collection and wanted to let us know.	6 Pine Creek Ln	No action taken		4/5/2021
4/6/21	Cassie Stephens	Anne Gray	Her irrigation system is not working correctly, wanted to know if the City is experiencing lower than normal pressure.	1327 Friarcreek Ln	Cassie advised that the best pressure we get is between 35-40 psi.	She said she has never had issues like this before with the irrigation and is aware of the generally low pressure. She will continue troubleshooting with her irrigation contractor.	4/6/2021
4/6/21	Cassie Stephens	Nathan Sims	Someone appeared to be soliciting, said they were with asset management for the county.	1314 Friarcreek Ln.	Cassie called SVPD asking for an officer to respond to the area and keep an eye out for a grey Nissan sedan in the city.		4/6/2021
4/8/21	Susan Blevins	Susan Blevins	Address marker missing or is not clearly visible.	1306 Bridle Spur	Susan contacted the homeowners to install address or make more visible.		
4/9/21	Cassie Stephens	Leslie Appling	Bench was not collected by trash team yesterday.	8209 Mallie	Cassie emailed Luis with WCA asking for an explanation. Also asked him to make sure that they are leaving notes if they cannot collect items at the curb.	Items were collected.	4/12/2021



## Regular Council Meeting Minutes

Tuesday, March 16, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

---

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

1. **CALL TO ORDER:** Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:33 P.M.
  - 1.A. **Invocation** was given by Council Member Gordy.
  - 1.B. **Pledge of Allegiance**
  - 1.C. **Present were** Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, City Administrator Blevins and Assistant City Secretary Stephens. Also present were Spring Valley Police Captain Lane, City Engineer Him, City Attorney Bounds and Robert Belt with Belt, Harris & Pechacek. Council Member Schwarz was absent.
2. **CITIZEN'S COMMENTS:** None
3. **REPORTS TO COUNCIL**
  - 3.A. **Police Report:** Captain Lane stated that in the month of February there were no significant events. He said in the month of March there was a wheel and tire theft and the department is investigating alongside multiple other agencies. Captain Lane said in the month of February there were 156 calls for service including one traffic violation. He also said there were no parking tickets issued in February.

Mayor Pro Tem Maddock asked about an incident on Ridgeley where three (3) police cars responded to an address. Captain Lane said he was not aware of that situation.

Mayor Herron asked if there had been any calls regarding overnight parking violators. He said there are a few places in the City where cars are regularly parked on the street. Captain Lane said there have been no reports of illegal overnight parking but officers are watching for parking violations.
  - 3.B. **Building Official's Report:** Mayor Herron said the building official had no outstanding items to report and therefore was not in attendance.

**Bill Bristow, 1233 Pine Chase Drive,** said he recently had permitted work done at his house and when the building inspector arrived, they didn't provide identification. He also said the inspector used a City of Spring Valley document for the inspection result. Administrator Blevins said she would check on what supplies they are using and make sure they have business cards on hand. Council Member Byrne said that BBG Consulting should have appropriate credentials for the safety of residents.
  - 3.C. **City Auditor's Report:** Robert Belt, Belt Harris Pechacek, presented the Fiscal Year 2020 Audit. He stated that in the Independent Auditor's Report the City received an "unmodified opinion" which is the highest level of assurance that can be

provided. It means the Financial Statements are correct and in accordance with accounting principles as generally accepted in the United States of America. Mr. Belt said the City had an end of year fund balance net increase of \$102,000. He said the City is in good shape as it has well over a year's worth of fund balance. Mr. Belt said the Debt Balance and Metro Balance were also in good shape. He reported the Utility Fund had a negative change in the net position but that was primarily because of depreciation which is a non-cash item.

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

##### **4.A. OUT OF ORDER City of Hilshire Village's Fiscal Year Ending 2020 Audit:**

Mayor Pro Tem Maddock made a motion to approve of the City of Hilshire Village Fiscal Year Ending Audit, seconded by Council Member Byrne.

**A vote was taken to approve the motion approving the City of Hilshire Village Fiscal Year Ending 2020 Audit.**

**The motion passed unanimously.**

##### **4.B. OUT OF ORDER Belt Harris Pechacek three-year agreement for annual audit:**

Council Member Gordy made a motion to approve the Mayor to enter into a three (3) year agreement with Belt, Harris, Pechacek for Fiscal Years 2021, 2022 and 2023 for the City's annual audit, seconded by Council Member Carey. City Administrator Blevins recommended that Council sign the agreement because it would save the City money in the long run.

**A vote was taken to approve the Mayor to enter into a three (3) year agreement with Belt, Harris, Pechacek for Fiscal Years 2021, 2022 and 2023 for the City's annual audit.**

**The motion passed unanimously.**

#### **3. REPORTS TO COUNCIL (CONTINUED)**

**3.D. Engineer's Report:** Engineer Him said there is a fire hydrant out of order at the corner of the north intersection of Archley Drive and Ridgeley Drive which was installed as part of the Ridgeley project several years ago. He said Inframark is determining the source of the leak. Administrator Blevins said a supervisor was going to investigate and report back before making repairs.

Engineer Him said there was a water line leak at 1027 Ridgeley Drive that Inframark responded to. He stated that some restoration is still needed.

**1330 Glourie Drive (Lot 3):** Engineer Him said that the City authorized the extension of water and sanitary sewer services to the four (4) re-platted lots on Glourie Drive. He said, before that work took place, the plumbing for the house under construction at 1330 Glourie Drive was installed at a steeper slope than normal and now is too deep to connect to the new sewer stack. Engineer Him said a quote to rebore and add to the sewer stack will be requested from T Construction, the same contractor that installed the service initially. Council Member Gordy asked who is going to pay for this additional work and why the coordination issue happened. Engineer Him said they were not anticipating the sewer line for the house to be that deep. He said it runs from the back of the property and has a steeper slope therefore ends at the right-of-way lower than anticipated. Engineer

Him said the builder will be assessed for the additional charges but the amount is still to be determined.

**Verizon Small Cell Nodes & MCImetro Conduit Plans and Permits:** Engineer Him said that he had a field meeting with Verizon to discuss the location of the new pole for the small cell node. He said they were able to identify space near 1201 Archley in the right-of-way. Verizon consulted CenterPoint for permission to install the pole in that location and was given permission as long as it is in the right-of-way. Engineer Him said out of the four (4) locations this is the only one that requires a new pole. He said they will use the existing pole at 1205 Archley Drive as a co-location.

**TCEQ MS4 Permit and Annual Report Update:** Engineer Him said the requested information for year one (2020) has been submitted. He stated that even though TCEQ has not yet approved the MS4 permit, compliance work for updating year two (2021) will be submitted by the end of this month.

**State Energy Conservation Office (SECO) Preliminary Energy Assessment Program:** Engineer Him said that the SECO office has contracted with TEESI Engineering to provide free engineering technical assistance to municipalities as part of their Preliminary Energy Assessment Program to identify energy saving opportunities. He stated that participation in this program could lead to savings opportunities in the future, including possible grants.

**Lift Station Generator:** Engineer Him said on March 8<sup>th</sup> 2021 Council Member Gordy, Administrator Blevins and himself visited the lift station site to evaluate available space for a natural gas generator. He stated that there appears to be enough room for a generator with an automatic transfer switch. Engineer Him said he asked an electrical engineer colleague to conduct preliminary sizing tests for an industrial generator in case of full load requirements. He said the generator at City Hall is a residential generator which does the job, but an electrical engineer would not sign off on it for commercial use. He said the generator suggested based on the load testing is quite large and would fit in the lift station area, but he will explore other options for a residential generator. Engineer Him said Generac vendors are saturated with new orders from the recent storm. He said he recommends an industrial generator but the option of a residential generator is available at the Council's discretion. Council Member Gordy said the 22KW model is the biggest air-cooled generator that Generac makes for residential purposes. He said those are not as good as industrial models which are water-cooled. Council Member Gordy said if the generator needs to run for an extended period of time, he wasn't sure that a residential model would last. He stated that the 25KW model is bigger because it needs more accessibility for service and air flow. Engineer Him said he is waiting to hear back from Generator Supercenter to present additional information to the Council.

Council Member Byrne said there is still water in and around the culvert at **1306 Bridle Spur Lane**. Engineer Him said they are sending corrective comments on that project, that the sod in the ditch needs to be level and the bottom needs fill. Engineer Him said Javier Vasquez, HDR Engineering, reported that he did not see any water standing in the culvert during the most recent inspection but the item is under review.

#### **4. DISCUSSION AND POSSIBLE ACTION (CONTINUED)**

##### **4.D. OUT OF ORDER Energy Management Program through the State Energy Conservation Office (SECO):**

Council Member Byrne made a motion to approve the City of Hilshire Village to participate in a free engineering technical assistance program for developing an Energy Management Program through the State Energy Conservation Office (SECO), seconded by Council Member Carey.

Administrator Blevins said this came as a result of the mandatory SECO survey. She said it is a 5-year program that helps the City reduce its energy footprint. Administrator Blevins said the air conditioning unit at City Hall was replaced and changes to the street lighting has been discussed before. She stated that this program may offer a way to pay for more efficient lighting. Administrator Blevins said an engineering analysis is conducted as part of the agreement then a presentation is made to the Council.

Council Member Byrne said the request form provided in the Council packet indicates that there should be a designated contact person representing the City to coordinate with SECO and its designated contractor. He suggested HDR Engineering work with them for infrastructure collaboration.

**A vote was taken to approve the motion approving the City of Hilshire Village to participate in a free engineering technical assistance program for developing an Energy Management Program through the State Energy Conservation Office (SECO).**

**The motion passed unanimously.**

##### **4.C. Wirt Road and the possibility of a sidewalk:** Mayor Herron displayed and summarized notes from previous discussions and actions regarding Wirt Road including speed limit trials and the addition of turning lanes. He also displayed and reviewed images from Google Earth including the utility poles and other obstacles along the roadway.

Council Member Byrne asked where the City of Houston right-of-way was. Mayor Herron said it extends to the brick walls of the outer subdivisions. Council Member Byrne said the sidewalk could be as wide as possible between the utility poles and the subdivision boundaries. Mayor Herron said there would need to be a consensus from the surrounding areas and the work needs to be done in conjunction with the City of Houston who owns the rights to the area.

Mayor Pro Tem Maddock said he has walked along that area with his dog and has sent pictures to Administrator Blevins of utility poles which were struck by vehicles. He said he no longer walks that area because of the dangerous traffic. Council Member Gordy said people still walk in the grass to get to the park, evident by the footpaths in the grass. **Bill Bristow, 1233 Pine Chase Drive**, said he thinks it is too dangerous to have a sidewalk along Wirt Road.

Council Member Carey said there is a bike lane on the east side of the road creating more of a buffer between traffic and the sidewalk. Council Member Gordy said they re-stripped the lanes in order to accommodate the bike lane on the east side. Council Member Carey stated that the bike lane is used frequently even by joggers.

Council Member Carey asked if there are special considerations for the residences and churches that face Wirt Road. Mayor Herron said there would likely be differing opinions on the matter. He said the residential property owners may not be in favor but the churches and school could be supportive.

Council Member Gordy said any time a commercial property is developed and a City of Houston permit is required, such as a driveway, they will probably be required to install a sidewalk. He said the sidewalk will need to be built around the existing poles and guide wires.

Mayor Herron said Council Member Carey located a website to request sidewalks but it appears to be focused toward requests from individual citizens.

Engineer Him stated that the City of Houston has a program for citizens in accordance with the Americans with Disabilities Act to request sidewalks leading to specific types of businesses. He said they review applications on an address basis, therefore councilmembers submitting individual requests would likely not work. Engineer Him stated that commercial facilities are required to comply with current standards when developing. He said the City of Houston's current minimum width for a sidewalk is five feet. Engineer Him suggested utilizing political avenues instead, especially if the City of Houston can be offered a cost share opportunity. Engineer Him also said the row of power poles along Wirt Road may not have enough space for a five-foot wide sidewalk. He said the City would have to curve the concrete around the pole or ask CenterPoint to relocate the pole which is difficult.

Attorney Bounds said the Metro Interlocal Agreement would allow the City to use Metro funds for the sidewalk project.

- 4.E. Lighting throughout the Village:** Mayor Herron said the energy audit may help with installing additional lighting. He said the Council should expect varying citizen opinions on the matter.

Administrator Blevins said she has scheduled a meeting with CenterPoint and Council Member Schwarz to discuss decorative poles and the installation of additional lighting on existing poles.

Council Member Carey said Spring Valley has a combination of decorative poles and traditional. He said the age of the lighting infrastructure may indicate that it all needs replacing or updating. Mayor Herron said the utility provider installed the existing equipment and that it is maintained by them. Administrator Blevins said in order to run electrical lines underground there would need to be a clear path without tree roots or barriers from the service pole to the decorative pole.

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

- 6. DISCUSSION AND POSSIBLE ACTION:**

- 6.A. Zoning Ordinance: Habitability Ordinance Changes:** Council Member Byrne asked Attorney Bounds to elaborate on review comments he made regarding immediate family members and how they would be classified in this habitability ordinance. Attorney Bounds said the Supreme Court has had a difficult time defining "family" but in the latest court battle to qualify what constitutes a single housekeeping unit they developed the language provided. Attorney Bounds said

there were no suggested changes to the content, only updating definitions based on the results of a recent court case related to the subject.

## 7. REPORTS TO COUNCIL:

- 7.A. Fire Commissioner's Report:** Commissioner Byrne said in the month of February there were zero fire calls and five EMS calls. The response time was well within the national minimum standards.

Commissioner Byrne stated that he anticipated presenting a candidate for the **Alternate Fire Commissioner** position but the recent freeze caused the person in mind a lot of work and they have not been able to focus on the open position opportunity.

Commissioner Byrne said more of the **Fire Station Renovation** contingency funds will be used to work on issues that came up after the job was bid. He stated that more masonry veneer will be removed because of old and damaged sheathing issues. He said new windows were cut in which also had damaged sheathing but installing new materials will bring the building to a better standard for waterproofing. Commissioner Byrne said the design team initially decided to leave a supporting column that is now causing parking problems for the ambulances. He said there has been progress at the front of the building. The driveway was removed to make way for the extension of the apparatus bay. Commissioner Byrne said there is money available in other areas and he hopes to not have to come back to the Council for additional funds but he will keep Council advised.

- 7.B. Mayor Herron's Report:** Mayor Herron stated that he encourages everyone to continue to be vigilant with their precautions for the COVID-19 pandemic.

- 7.C. City Administrator's Report:** Administrator Blevins stated that the City office still requires masks to be worn inside the building.

Administrator Blevins said she sent Mr. Stearns, 1201 Archley Drive, an email regarding the Verizon pole that will be in his yard but has not heard back yet.

Administrator Blevins stated that Mr. Riley, who is in the audience, had a complaint about generator noise and wants something done in the residential area. Council Member Byrne said there are masonry products that can be installed around the generator at the Lift Station on Ridgeley to reduce the noise level. **Dwight Riley, 1118 Glourie Drive**, said the generator next to his house was natural gas and the issue was that the noise continued all night long. He said that the city of Miami in Florida has a rule that generators must be turned off at night. He said his bedroom was near his neighbor's generator and the wooden fence did nothing to absorb the sound. Mayor Pro Tem Maddock said he knows of someone personally who just moved to Florida and he will ask them how their ordinance is written. Mr. Riley said there is no Noise Ordinance in the City. Mayor Herron said there is a Nuisance Ordinance. Council Member Gordy said the air-cooled generators are louder than water-cooled generators. He said if the City enforces a generator noise ordinance, we will basically be outlawing generator use at night. Administrator Blevins said people with young children will not want to turn the generator off at night for health and safety reasons.

Administrator Blevins said the Office 365 account has been rectified for the **Council laptops** and she is working on multi-factor authentication, syncing Microsoft active directory and changing the DNS. Council Member Gordy asked if the City has the councilmember's emails backed up. Administrator Blevins said yes, but if they want access to those on the computer then they will have to be loaded in. Council Member Gordy said he was only asking for required retention and record keeping purposes.

Administrator Blevins said it is time for Council Cybersecurity Training and she will be sending out that information soon.

**7.D. Treasurer's Report:** Administrator Blevins provided the report and there were no questions or comments from the Council.

## **8. CONSENT AGENDA**

### **8.A. Disbursements**

### **8.B. Minutes from the Regular Council Meeting February 25, 2021**

### **8.C. Check Registers for February 2021**

Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented to the Council, seconded by Council Member Carey.

**A vote was taken to approve the motion to approve the Consent Agenda as presented to the Council.**

**The motion passed unanimously.**

**9. ADDITIONAL COUNCIL COMMENTS:** Council Member Carey asked if there is a plan to return to conducting meetings at City Hall. Mayor Herron said the state was overly aggressive about reopening and what has been suggested is not very wise in his opinion. He said during his second vaccination the nurse warned him that he is still not fully protected and needs to continue taking precautions. Mayor Herron said the Council needs to be vaccinated first and teleconferencing still might be an option for audience members. Attorney Bounds said the governor's office said they will be extending the open meetings allowances for a while.

**10. FUTURE AGENDA TOPICS:** There were no additional items.

**11. ANNOUNCEMENTS:** There were no announcements.

## **12. ADJOURNMENT:**

Mayor Pro Tem Maddock made a motion to adjourn the meeting, seconded by Council Member Byrne.

**A vote was taken to approve the motion to adjourn the meeting.**

**The motion passed unanimously.**

**The meeting was adjourned at 8:37 P.M.**

---

Russell Herron, Mayor

ATTEST:

---

Susan Blevins, City Secretary

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

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8437	3/1/21	Village Fire Department	11114	17,403.29
8438	3/1/21	Villages Mutual Insurance	11114	1,676.99
8439	3/1/21	Waste Corporation of Tex	11114	6,799.59
8440	3/1/21	Petty Cash	11114	67.00
8441	3/1/21	Cary M. Moran	11114	160.00
8442	3/16/21	Protection One	11114	299.99
8442V	3/16/21	Protection One	11114	-299.99
8443	3/16/21	Protection One	11114	299.99
8444	3/16/21	Protection One	11114	280.79
8445	3/16/21	A T & T	11114	87.96
8446	3/16/21	Centerpoint-Energy	11114	94.21
8447	3/16/21	Hudson Energy Services L	11114	476.37
8448	3/17/21	Amegy Bank	11114	877.01
8449	3/17/21	Olson & Olson, Attys at L	11114	2,252.00
8450	3/17/21	BBG Consulting	11114	2,750.00
8451	3/17/21	Spring Branch ISD	11114	1,200.00
8452	3/17/21	Belt Harris Pechacek, LLL	11114	17,850.00
8453	3/17/21	HDR	11114	7,368.29
8454	3/17/21	HDR	11114	6,308.87
8455	3/31/21	Sanchez Landscaping	11114	430.00
ACH 03-01-21	3/1/21	Sprg.Valley GenFund- Pol	11114	43,502.50
ACH 03-04-21	3/4/21	A T & T	11114	378.59
ACH 03-15-21	3/15/21	Susan N. Blevins	11114	3,013.07
ACH1 03-15-21	3/15/21	Cassandra L. Stephens	11114	1,476.42
ACH1-03-21-21	3/31/21	Cassandra L. Stephens	11114	1,750.96
ACH12-31-21	3/31/21	Susan N. Blevins	11114	3,013.07
ELECTRONIC 03-	3/15/21	Internal Revenue Service	11114	1,749.86
ELECTRONIC 03-	3/31/21	Internal Revenue Service	11114	1,856.68
Total				<u>123,123.51</u>

## CITY OF HILSHIRE VILLAGE - UTILITY FUND

## Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
3977	3/1/21	Cityof Houston#7099-300	11012	12,905.55
3978	3/4/21	Inframark, LLC	11012	2,000.00
3979	3/9/21	DSHS Central Lab MC20	11012	8.74
3980	3/9/21	A T & T	11012	283.79
3981	3/9/21	Hudson Energy Services L	11012	18.28
3982	3/17/21	HDR	11012	1,878.07
3983	3/17/21	Texas Excavation Safety S	11012	8.55
3984	3/17/21	Inframark, LLC	11012	4,589.06
3985	3/17/21	HDR	11012	3,943.84
3986	3/17/21	City of Hilshire Village	11012	14,803.26
3987	3/30/21	City of Hilshire Village	11012	500.00
Total				<u>40,939.14</u>

Reporting Period 2nd Quarter FYE 2021 (using actual bank statements)

Values as of 31-Mar-21

<u>Investments</u>			<u>Market Value as of 9/30/20</u>	<u>Market Value as of 12/31/20</u>	<u>Market Value as of 03/31/21</u>	<u>% Int</u>	<u>Maturity</u>	<u>Account Name</u>
Petty Cash				\$250.00	\$250.00			Operating
Checking Account	2500702761	Amegy Bank	\$101,148.64	\$128,163.55	\$87,994.11	0.01%		General Operating Fund
Checking Account	3692515	Amegy Bank	\$664.92	\$122,866.59	\$11,172.31	0.01%		Debt Service Account
Checking Account	2500702795	Amegy Bank	\$384,842.82	\$390,596.07	\$389,303.19	0.01%		Utility Fund
<b>Total Checking Accounts</b>			<b>\$486,656.38</b>	<b>\$641,876.21</b>	<b>\$488,719.61</b>			
Savings Account	2500702803	Amegy Bank	\$204,026.14	\$280,479.33	\$260,482.65	0.01%		Savings Metro 1
Savings Account	2500702787	Amegy Bank	\$212,841.81	\$321,241.59	\$832,200.07	0.01%		General Fund
Savings Account	53740293	Amegy Bank	\$6,003.59	\$6,003.67	\$6,849.70	0.01%		Child Safety
<b>Total Savings Account</b>			<b>\$422,871.54</b>	<b>\$607,724.59</b>	<b>\$1,099,532.42</b>			
CDARS		Amegy Bank	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	0.06%	12/9/2021	General Fund
Interest Accrued				\$36.14	\$184.10			
<b>Total CD's</b>			<b>\$1,000,000.00</b>	<b>\$1,000,036.14</b>	<b>\$1,000,184.10</b>			
Tex Pool		Tex Pool	\$57,050.88	\$57,067.50	\$57,074.12	0.01%		Metro # 1
<b>Total Tex Pool</b>			<b>\$57,050.88</b>	<b>\$57,067.50</b>	<b>\$57,074.12</b>			
<b>Total Investments</b>			<b>\$1,966,578.80</b>	<b>\$2,306,704.44</b>	<b>\$2,645,510.25</b>			

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

Susan Blevins  
 Susan Blevins 4/15/2021