



Regular Council Meeting Agenda

Tuesday, March 19, 2024 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

The City Council of the City of Hilshire Village, Texas will meet on Tuesday, March 19, 2024, at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055.

Individuals may personally engage with the City Council during the meeting at City Hall or through written communication. Please ensure your comments are submitted in advance to Cassie.Stephens@HilshireVillageTexas.com.

Participants attending the meeting via videoconference will not have audio or video functionalities enabled.

View Zoom Meeting

<https://us06web.zoom.us/j/88139745838?pwd=BscZ2beg0h5UtTHQwjIRKPKmG79B36.1>

Meeting ID: 881 3974 5838

Passcode: 0123

One tap mobile

346-248-7799, 881 3974 5838#, *0123# US (Houston)

1. **CALL TO ORDER**

1.A. Invocation (Mayor Buesinger)

1.B. Pledge of Allegiance

1.C. Roll Call

2. **CITIZEN'S COMMENTS**

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

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

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

3. REPORTS TO COUNCIL

- 3.A.** Police Report
- 3.B.** Building Official Report
- 3.C.** City Engineer Report
Ditch Regrading and Drainage Easement Improvements
Hilshire Green Paving, Drainage & Utility Improvements
Pine Chase Grove Water Meter Area
Street Pavement Point Repairs
Wirt Road Safety Project/Interlocal Agreements
- 3.D.** Fire Commissioner Report (Mayor Buesinger)
- 3.E.** Mayor Buesinger Report
- 3.F.** City Secretary Report: (City Secretary Stephens)
- 3.G.** City Treasurer Report (City Secretary Stephens)

4. CONSENT AGENDA

- 4.A.** Approve Disbursements
- 4.B.** Approve Minutes from the Regular Council Meeting February 20, 2024
- 4.C.** Approve Check Registers February 2024
- 4.D.** Approve Proclamation recognizing the Spring Event to be held on April 21, 2024 on Pine Chase Grove

5. DISCUSSION AND POSSIBLE ACTION

- 5.A.** Discussion and possible approval of a consultant to perform the Lead Service Line Inventory Survey (LSLI).
- 5.B.** Discussion and possible approval of a Contractor to perform the asphalt point repair areas located on Pine Creek Lane, Bromley Road, and the intersection of Burkhart Road and Guinea Drive.
- 5.C.** Discussion and possible action to approve the replacement of the eight-inch backflow preventer at the Hickory Shadows Interconnect with a not-to-exceed cost of \$10,292.50.
- 5.D.** Discuss and possibly approve City of Hilshire Village Ordinance # 838-2024 cancelling the General Election May 4, 2024
- 5.E.** Discussion and possible action regarding improvements to street lighting.

5.F. Discussion and possible action regarding authorizing text-based communication with citizens, encompassing associated costs.

6. CLOSED EXECUTIVE SESSION

6.A. The City Council retains the authority to convene a closed executive session at any point during this meeting to deliberate on matters permitted by Texas Government Code, Sections 551.071 (Legal Consultation), Sections 551.074 (Personnel Affairs), and Sections (Security Devices or Security Audits).

7. DISCUSSION

8. ADDITIONAL COUNCIL COMMENTS

9. FUTURE AGENDA TOPICS

April - Presentation of FY 2022-2023 Audit
Tree Removal Ordinance Language

10. ANNOUNCEMENTS

11. ADJOURNMENT

NOTES:

*Agenda items may be considered in any order.

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

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

I, Cassie Stephens, certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible on February 16, 2024, at 3:00 p.m.

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

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

02\01\2024
 thru 02\29\2024
 Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	4
23	AMBULANCE CALL	1
24	ANIMAL CALL	3
135	BUSINESS CHECK	816
54	DECEASED PERSON	1
60	FIRE CALL	1
68	HOUSE CHECK	57
70	INFORMATION	3
71	INVESTIGATION	2
81	OPEN DOOR	4
86	PUBLIC RELATIONS	21
97	SPECIAL ASSIGNMENT	2
103	SUSPICIOUS ACTIVITY	3
104	SUSPICIOUS PERSON	5
11	TRAFFIC STOP	18
111	VEHICLE BLOCKING ROADWAY	1
163	VIOLATION OF CITY ORDINANCE	1
	Total	943

SPRING VALLEY VILLAGE POLICE DEPARTMENT

**MONTHLY NEWSLETTER:
MARCH 2024**

**1025 CAMPBELL ROAD
HOUSTON, TX 77055
PHONE: 713-465-8323**



**COMMUNITY MATTERS.
WE ARE A TEAM.**

INTRODUCTION

Hilshire Village Residents,

Here are some tips for our residents when calling 911. If you are calling from a landline phone your call is automatically routed to Spring Valley Village Police Dept. If you are calling from a cell phone, however, it may be routed to Houston Police Dept. based on the nearest cell tower. If this happens, simply ask to be transferred to Spring Valley Village Police Dept. Additionally, we suggest you save our non-emergency number (713-465-8323) as a contact in your phone to ensure you can always reach us.

***Sincerely,
Chief M. Schulze***



1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL: DISPATCH@SPRINGVALLEYTX.COM

MARCH 2024

DATE	DAY	SPECIAL DAYS FOR THIS MONTH
03-10-2024	SUNDAY	DAYLIGHT SAVINGS TIME BEGINS
03-11-2024	MONDAY	SBISD SPRING BREAK BEGINS
03-15-2024	FRIDAY	SBISD SPRING BREAK ENDS
03-17-2024	SUNDAY	ST. PATRICK'S DAY
03-19-2024	TUESDAY	FIRST DAY OF SPRING
03-31-2024	SUNDAY	EASTER



**COMMUNITY MATTERS.
WE ARE A TEAM.**



Public Service Announcement From Our Dispatchers:

Help 9-1-1 Help You

- Every second counts in an emergency. Don't hesitate to contact 9-1-1 first during an emergency for police, fire, or medical assistance.
- Get to a safe location before calling. If you are calling to report a fire, exit the burning building before calling.
- Stay calm and answer all questions about your emergency.
- State what help you need: police, fire, or EMS/medical.
- State your address, describe your location as completely as possible using cross streets or landmarks.
- Stay on the line — do not hang up until the operator says it's OK.



**COMMUNITY MATTERS.
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SPRING VALLEY POLICE DEPARTMENT

HILSHIRE VILLAGE

CALLS BY TYPE: 02-01-2024 THRU 02-29-2024

TYPE	DESCRIPTION	#OF
22	ALARM	4
23	AMBULANCE CALL	1
24	ANIMAL CALL	3
135	BUSINESS CHECK	816
54	DECEASED PERSON	1
60	FIRE CALL	1
68	HOUSE CHECK	57
70	INFORMATION	3
71	INVESTIGATION	2
81	OPEN DOOR	4
86	PUBLIC RELATIONS	21
97	SPECIAL ASSIGNMENT	2
103	SUSPICIOUS ACTIVITY	3
104	SUSPICIOUS PERSON	5
11	TRAFFIC STOP	18
111	VEHICLE BLOCKING ROADWAY	1
163	VIOLATION OF CITY ORDINANCE	1
	TOTAL	943



**COMMUNITY MATTERS.
WE ARE A TEAM.**

1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL:
DISPATCH@SPRINGVALLEYTX.COM

SCAM ALERT

Watch out! Scammers target everyone.



Recognize scammers. They may:

- **PRETEND** to be from an agency or organization you know.
- Say there's a **PROBLEM** or promise a prize.
- **PRESSURE** you to act immediately.
- Tell you to **PAY** in a specific way.



Do not give scammers money or personal information – Ignore them!

How to avoid a scam:

- **Remain calm.** Talk to someone you trust.
- **Hang up or ignore** the message. **DO NOT** click on links or attachments.
- **Protect your money.** Criminals will insist that you pay in a hard-to-trace manner, such as with a gift card, prepaid debit card, cryptocurrency, wire transfer, money transfer, or by mailing cash.
- **Protect your personal information.** Be skeptical of a contact you didn't initiate.
- **Spread the word.** Share your knowledge of Social Security-related scams. Post on social media using the hashtag #SlamtheScam to share your experience and warn others. Visit ssa.gov/soam for more information. Please also share with your friends and family.



1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL: DISPATCH@SPRINGVALLEYTX.COM

IMPORTANT NUMBERS

EMERGENCY

911 - FOR ALL EMERGENCY	713-465-8323
988 – NATIONAL SUICIDE & MENTAL HEALTH	

NON - EMERGENCY

SPRING VALLEY VILLAGE

SPRING VALLEY - CITY HALL	713-465-8308	VILLAGE FIRE DEPARTMENT	713-465-2323
SPRING VALLEY - PD	713-465-8323	VFD - NON-EMERGENCY	713-468-7941
SPRING VALLEY - PD FAX	713-465-3135		
SPRING VALLEY - COURT	713-465-0333		

VILLAGE FIRE DEPARTMENT

HILSHIRE VILLAGE

HILSHIRE VILLAGE – CITY HALL	713-973-1779		
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**COMMUNITY MATTERS.
WE ARE A TEAM.**

Status		Address	Construction Type
Active	8373	Westview	Interior Remodel
Active	1236	Archley	New Construction
Active	8005	Anadell	New Construction
Active	1222	Glourie Dr	New Construction
Active	1226	Glourie Dr	New Construction
Active	1319	Pine Chase	Remodel
Active	14	Pine Creek	Swimming Pool
Active	1241	Ridgeley Dr	Covered Patio Addition
Active	1118	Glourie Dr	Interior Remodel
Active	8002	Burkhart	New Construction
Active	1315	Friarcreek Ln	New Construction
Active	1311	Friarcreek Ln	New Construction
Active	1118	Guinea Drive	New Construction
Active	1201	Archley	New Construction
Active	1311	Friarcreek Ln	New Construction
Active	1306	Glourie Dr	New Construction
Active	1210	Ridgeley Dr	New Construction
Active	7	Pine Creek	Remodel
Active	1011	Ridgeley	Remodel
Active	1242	Ridgeley Dr	Remodel & Drainage
Active	1126	Guinea Drive	Swimming Pool
Active	1201	Archley	Swimming Pool
Active	1218	Ridgeley Dr	Swimming Pool
Active	1242	Ridgeley Dr	Swimming Pool
Active	1131	Wirt	Swimming Pool
Pending Submittal	1117	Guinea Drive	New Construction
Pending Submittal	1214	Ridgeley	New Construction
Permit Pending	1210	Hilshire Villas	New Construction

Plan Review Permit Log

Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
2/1/24	HV-23-094B	1118 Guinea	Enterprise Builders	\$ 5,150.92	Plan Review - NSFR
2/5/24	HV-23-080E	1236 Archley	IES Residential	\$ 455.00	Electrical - NSFR
2/6/2024	HV-23-097T	1127 Glourie	Fflores Tree Service	\$ 50.00	Tree Removal
2/6/2024	HV-23-098D	1127 Glourie	Fflores Tree Service	\$ 80.00	Driveway Repair
2/7/24	HV-22-078F	1311 Friarcreek Ln	RobRyan	\$ 175.00	Fence -NSFR
2/9/24	HV-23-082D	1201 Archley	Shorter Investment Group	\$ 460.00	Drainage-NSFR
2/9/24	HV-23-082D	1201 Archley	Shorter Investment Group	\$ 8,520.34	Building-NSFR
2/9/24	HV-24-012F	1110 Guinea	Manfred Sternberg	\$ 175.00	Fence
2/9/24	HV-24-013R	1335 Friarcreek	Susan McDuffie	\$ 240.00	Roof
2/12/24	HV-22-093F	1126 Guinea	Enterprise Builders	\$ 175.00	Fence - NSFR
2/13/24	HV-22-078I	1311 Friarcreek Ln	Classic Cuts Landscaping	\$ 240.00	Irrigation-NSFR
2/13/24	HV-22-094F	1126 Guinea Drive	Enterprise Builders	\$ 175.00	Fence - NSFR
2/13/24	HV-23-082SP	1201 Archley	Big Diamond Pools	\$ 280.00	Swimming Pool
2/13/24	HV-24-020B	1222 Glourie	Aspire Fine Homes	\$ 4,389.16	Plan Review - NSFR
2/13/24	HV-24-020B	1222 Glourie	Aspire Fine Homes	\$ 1,800.00	Plan Review - Drainage
2/13/24	HV-24-014T	1319 Glenhilshire Drive	Julio Joya Tree Service	\$ -	Tree Removal - Dead
2/15/24	HV-23-094UD	1118 Guinea	M Hernandez	\$ 180.00	Plumbing -Sewer Disconnect
2/16/24	HV-24-015R	1215 Wirt	Manchac Roofing	\$ 240.00	Roof
2/19/24	HV-23-071P	1241 Ridgeley	Dash Plumb	\$ 380.00	Plumbing - Remodel
2/20/24	HV-24-016P	1221 Pine Chase	ARS	\$ 180.00	Plumbing -Water-Heater Replacement
2/21/24	HV-24-017D	1314 BridleSpur	Mo Parvin	\$ 25.00	Dumpster
2/21/24	HV-24-017F	1314 BridleSpur	Magic Construction	\$ 175.00	Fence
2/22/24	HV-24-018PP	8206 Burkhart	Byron's Landscaping	\$ 240.00	Parking Pad
2/22/24	HV-24-019P	1314 Ridgeley	Abacus Plumbing	\$ 180.00	Plumbing Sewer Repair
2/23/24	HV-23-094DEMo	1118 Guinea	JTB	\$ 330.00	Demolition - NSFR
2/28/24	HV-23-082P	1201 Archely	HRQ Plumbing	\$ 530.00	Plumbing - NSFR

Permits	
Demolition	1
Drainage	1
Driveway	1
Dumpster	1
Electrical	1
Fence	5
HVAC	0
Irrigation	1
NSFR	1
Parking Pad	1
Plumbing	5
Roof	2
Swimming Pool	1
Tree Removal	2
Total	23

Inspection Log

Log #	Address	Permit #	Inspection Type	Result	Date	Inspector
24-045	1126 Guinea Dr	HV-22-094SP	Underground/bond	PASS	2/1/24	BBG
24-046	1306 Glourie Dr	HV-23-007B	Driveway/Entry Walk	PASS	2/5/24	BBG
24-047	8393 Westview	HV-24-010H	HVAC Final	FAIL	2/5/24	BBG
24-048	1319 Pine Chase Drive	HV-23-031E	Electrical Rough In Reinspection	PASS	2/6/24	BBG
24-049	17 Hickory Shadows	HV-24-009R	Roof Final	PASS	2/6/24	BBG
24-050	1236 Archley	HV-23-080E	T-Pole	PASS	2/6/24	BBG
24-052	1201 Archley Dr	HV-23-082DME0	Demo Final	FAIL	2/7/24	BBG
24-051	1226 Glourie	HV-23-043B	Frame	PASS	2/7/24	BBG
24-053	8005 Anadell St	HV-22-091H	Vent Hood	PASS	2/7/24	BBG
24-054	1319 Pine Chase	HV-23-031P	Top Out Plumbing	PASS	2/8/24	BBG
24-055	1210 Ridgeley Dr	HV-22-048I	Cover	PASS	2/8/24	BBG
24-056	1210 Ridgeley Dr	HV-22-048I	Final	PASS	2/8/24	BBG
24-058	1241 Ridgeley Drive	HV-23-071AB	Piers	FAIL	2/9/24	BBG
24-059	8005 Anadell St	HV-22-091B	Vent Hood -Electrical	PASS	2/9/24	BBG
24-060	1201 Archley Dr	HV-23-082DEMO	Demo Final	PASS	2/9/24	BBG
24-061	1126 Guinea Dr	HV-22-094TURF	Turf Base	PASS	2/13/24	BBG
24-062	1210 Ridgeley Dr	HV-22-048B	Tree Final	PASS	2/12/24	Cary Moran
24-063	1210 Ridgeley Dr	HV-22-048B	Building Final	PASS	2/13/24	BBG
24-064	14 Pine Creek Ln	HV-23-064SPD	Drainage	CANCELLED	2/14/24	
24-065	14 Pine Creek Ln	HV-23-064E	meter loop	PASS	2/15/24	BBG
24-066	14 Pine Creek Ln	HV-23-064E	underground	PASS	2/15/24	BBG
24-067	1311 Friarcreek Ln	HV-23-080B	Drainage West	FAIL	2/15/24	HDR
24-068	1126 Guinea	HV-22-094SP	Gas Test	PASS	2/15/24	BBG
24-071	1118 Guinea Dr	HV-23-094B	Silt Fencing	PASS	2/15/24	HDR
24-069	1126 Guinea	HV-22-094F	Fence Final	PASS	2/16/24	BBG
24-070	1118 Guinea Dr	HV-23-094B	Perimter Fencing	PASS	2/16/24	BBG
24-072	1118 Guinea Dr	HV-23-094B	Tree Protection	PASS	2/16/24	Cary Moran
24-073	1118 Guinea Dr	HV-23-094UD	Sewer Disconnect	PASS	2/20/24	BBG
24-074	1210 Ridgeley Dr	HV-22-048SPE	Electrical Final-Swimming Pool	PASS	2/21/24	BBG
24-075	1311 Friarcreek Ln	HV-22-078I	Cover-irrigation	PASS	2/21/24	BBG
24-076	1241 Ridgeley Drive	HV-23-071P	Ground & Sewer	FAIL	2/21/24	BBG
24-077	1335 Friarcreek	HV-24-013R	Roof Final	PASS	2/22/24	BBG
24-078	1241 Ridgeley Drive	HV-23-071P	Ground & Sewer	PASS	2/22/24	BBG
24-079	8002 Burkhart	HV-23-029E	Electrical Meter Release	PASS	2/22/24	BBG
24-080	1201 Archley Dr	HV-23-082SP	Pool Layout	PASS	2/23/24	BBG
24-081	1221 Pine Chase	HV-24-016P	HVAC Final	CANCELLED	2/23/24	
24-088	8206 Burkhart	HV-24-018PP	Base Inspection	PASS	2/23/24	HDR
24-082	1319 Pine Chase	HV-23-031E	Electrical -TCI/Underground	PASS	2/23/24	BBG
24-083	8201 Burkhart	Site Consult	Site Consultation	PASS	2/26/24	BBG
24-084	1319 Pine Chase	HV-23-031B	Frame	FAIL	2/26/24	BBG
24-085	1311 Friarcreek Ln	HV-22-078E	Electrical Final	PASS	2/26/24	BBG
24-086	1311 Friarcreek Ln	HV-22-078M	Mechanical Final	FAIL	2/26/24	BBG
24-087	1311 Friarcreek Ln	HV-22-078M	Vent Hood	PASS	2/26/24	BBG
24-089	1311 Friarcreek Ln	HV-22-078P	Plumbing Final	FAIL	2/26/24	BBG
24-092	8206 Burkhart	HV-24-018PP	Parking Pad Final	PASS	2/26/24	PASS
24-090	1221Pine Chase	HV-24-016P	HVAC Final	CANCELLED	2/27/24	
24-091	8373 Westview Dr	HV-24-007	Partial framing - bathroom	PASS	2/27/24	BBG
24-093	1201 Archley Dr	HV-23-082B	Piers	PASS	2/27/24	BBG
24-095	1311 Friarcreek Ln	HV-22-078	Plumbing Final	PASS	2/27/24	BBG
24-096	1241 Ridgeley Drive	HV-23-071B	Foundation	PASS	2/28/24	BBG
24-097	1311 Friarcreek Ln	HV-22-078M	Mechanical Final	PASS	2/28/24	BBG
24-098	8373 Westview Dr	HV-24-007	Front Door Frame	PASS	2/28/24	BBG
24-099	1210 Ridgeley Dr	HV-22-048SPP	Swimming Pool-Plumbing Final	PASS	2/28/24	BBG
24-100	1201 Archley Dr	HV-23-08SP	Pool Steel Inspection	CANCELLED	2/28/24	BBG
24-101	8002 Burkhart	HV-23-029P	Shower Pan	PASS	2/28/24	BBG
24-102	1215 Wirt	HV-24-015	Roof Final	PASS	2/28/24	BBG
24-103	1201 Archley Dr	HV-23-082P	Plumbing Ground	FAIL	2/29/24	BBG

Inspections	
Cancelled	2
Failed	9
Pass	46
Total	57



March 15, 2024

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

Re: Engineer's Report for March 19, 2024 Council Meeting
HDR Job No. 10361759

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from February 16, 2024 to March 15, 2024.

1. On-Going Services (10361759):

a. 1201 Archley Drive –

- On March 7, 2024, HDR provided a consultation meeting for 1201 Archley Drive. The Contractor was made aware of the requirements for submitting information for permitting of a potential erosion control and leveling project for the property.

b. 8002 Burkhart Road –

- On March 13, 2024, HDR provided a cover inspection for 8002 Burkhart Road. The initial inspection failed and is currently being coordinated for re-inspection and approval.

c. 8201 Burkhart Road –

- On February 22, 2024, HDR provided a consultation meeting for 8201 Burkhart Road. The Contractor and Resident was made aware of the requirements for submitting information and permitting of a potential erosion control and deck replacement project for the property.

d. 8206 Burkhart Road –

- On February 20 and February 26, 2024, HDR provided a parking pad inspection for 8206 Burkhart Road. The inspections passed with exceptions noted.

e. 1311 Friarcreek Lane –

- On March 7, 2024, HDR received an As Built Drainage Plan submittal for 1311 Friarcreek Lane. The as built drainage plan is currently being reviewed for comments.

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

- On March 7 and March 13, 2024, HDR provided an as built inspection for 1311 Friarcreek Lane. The inspections passed with exceptions noted.
- f. 1222 Glourie Drive –
 - On March 11, 2024, HDR reviewed and returned comments for the Drainage Plan submittal for 1222 Glourie Drive. The drainage plan was returned and to be revised and resubmitted to address all comments.
- g. 1226 Glourie Drive –
 - On February 26, 2024, HDR reviewed and returned comments for the right of way permit for 1226 Glourie Drive. The right of way permit was approved with exceptions noted.
- h. 1118 Guinea Drive –
 - On March 6, 2024, HDR received a Drainage Plan Resubmittal for 1118 Guinea Drive. The drainage plan is currently being reviewed for comments.
- i. 14 Pine Creek Lane –
 - On January 30, 2024, HDR provided a cover inspection for 14 Pine Creek Lane. Information requested regarding the revised layout was provided on March 4, 2023. The inspection passed with exceptions noted.
- j. 1210 Ridgeley Drive –
 - On March 13, 2024, HDR received an As Built Drainage Plan submittal for 1210 Ridgeley Drive. The as built drainage plan is currently being reviewed for comments.
 - On March 13, 2024, HDR provided an as built drainage inspection for 1210 Ridgeley Drive. The inspection is currently being coordinated for approval.
- k. 1310 Ridgeley Drive –
 - On September 13, 2023, HDR received the remaining information for the As Built Erosion Control Plan submittal for 1310 Ridgeley Drive. The plan submittal is currently being coordinated for review completion.
- l. 1131 Wirt Road –
 - On February 20, 2024, HDR received a complete As Built Pool Drainage Plan Resubmittal for 1131 Wirt Road. The as built pool drainage plan is currently being reviewed for comments.

m. Ditch Regrading and Drainage Easement Improvements

- HDR is currently coordinating with potential Contractors and Erosion Control Contractor to review and price the work associated with ditch regrading and improvements to the drainage easements located in Friarcreek Lane and Pine Chase Drive.

n. Hilshire Green Paving, Drainage & Utility Improvements –

- Project survey for the area is in progress. The Surveyor has scheduled work to obtain additional information for the project area. The Geotechnical report and findings are expected to be received the week of March 17th.

o. Pine Chase Grove Water Meters –

- HDR is currently in the process of completing design information and opinion of probable construction cost for the project improvements presented in the January 2024 Council Meeting.

p. Street Pavement Point Repairs

- HDR provided coordination with three (3) general contractors to review three areas in the City that require pavement point repair improvements and to provide quotation of the construction cost associated with each of the repairs. The Contractors provided quotes for point repairs to the areas identified on Pine Creek, Bromley Road, and Burkhart Road/Guinea Drive. The final quotes and recommendation are being provided for consideration and approval in this month's regular City Council Meeting for consideration and approval.

q. Wirt Road Safety Project/ Interlocal Agreements –

- HDR has corresponded with Mr. Jose Laguna (COH Interagency Coordinator) to administer a meeting regarding the review of preliminary sidewalk plans and traffic impact studies previously submitted by HDR with the various City of Houston Departments that have comments. A meeting date is being coordinated.

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
City Engineer for City of Hilshire Village

cc: Files (10361759)



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

February 2024 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Total YTD
TOTAL	250	181	431
Abdominal Pain	0	1	1
Allergic Reaction	2	1	3
Assult	0	1	1
Automatic Aid	3	2	5
Automatic Aid- Apartment Fire	13	6	19
Automatic Aid- Building Fire	4	2	6
Automatic Aid- Elevator Rescue	3	1	4
Automatic Aid- Entrapment MVC	1	3	4
Automatic Aid- Gas Leak	1	1	2
Automatic Aid- High Rise Fire	0	2	2
Carbon Monoxide Detector With Symptoms	0	1	1
Carbon Monoxide Detector No Symptoms	2	3	5
Cardiac/Respiratory Arrest	1	1	2
Check a Noxious Odor	2	1	3
Check for the Smell of Natural Gas	2	3	5
Check for the Smell of Smoke	2	2	4
Chest Pain	3	1	4
Child Locked in a Vehicle Engine Not Running	0	1	1
Choking	1	1	2
Diabetic Emergency	1	2	3
Difficulty Breathing	9	5	14
Elevator Rescue	1	0	1
Fall Victim	10	8	18
Fire Alarm Business	8	6	14
Fire Alarm Church or School	10	6	16
Fire Alarm Residence	36	28	64
Gas Leak	3	0	3
Heart Problems	8	6	14
Heat/Cold Exposure	1	0	1
Hemorrhage/Laceration	1	2	3
House Fire	2	0	2
Injured Party	4	4	8
Medical Alarm	6	5	11
Motor Vehicle Collision	23	15	38
Object Down in Roadway	6	1	7
Oven/Appliance Fire	1	0	1
Overdose/Poisoning	1	1	2
Possible D.O.S.	1	0	1
Powerlines Down Arcing/Burning	3	0	3
Pregnancy/ Childbirth	1	0	1
Psychiatric Emergency	3	6	9
Seizures	4	2	6
Service Call Non-emergency	14	16	30
Shooting/Stabbing	1	0	1
Sick Call	21	15	36
Smoke in Business	1	0	1
Smoke in Residence	1	0	1
Stroke	5	1	6
Transformer Fire	3	0	3
Traumatic Injury	1	3	4
Unconscious Party/Syncope	14	9	23
Unknown Medical Emergency	1	2	3
Vehicle Fire	4	3	7
Wash Down	1	1	2

Month	# of Incidents	Avg Resp Time
Jan	174	4:19
Feb	126	4:17
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	300	4:18

Note: Nat'l Std Fire Response Time: 6:50
 Note: Nat'l Std Fire EMS Time: 6:30



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

February 2024 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	26	25	51	Jan	17	5:15
Assult	0	1	1	Feb	16	5:21
Check for Noxious Odor	1	0	1	Mar		
Check for the Smell of Natural Gas	2	0	2	Apr		
Check for the Smell of Smoke	0	1	1	May		
Diabetic Emergency	0	1	1	Jun		
Fall Victim	0	1	1	Jul		
Fire Alarm Business	0	1	1	Aug		
Fire Alarm Church or School	3	0	3	Sep		
Fire Alarm Residence	7	7	14	Oct		
Heart Problems	1	0	1	Nov		
Hemorrhage/Laceration	0	1	1	Dec		
Injured Party	1	0	1			
Motor Vehicle Collision	2	1	3			
Object Down in Roadway	1	0	1			
Psychiatric Emergency	0	1	1			
Seizures	1	0	1			
Service Call Non-emergency	2	5	7			
Sick Call	2	2	4			
Smoke in Residence	1	0	1			
Stroke	0	1	1			
Unconscious Party/Syncope	1	2	3			
Vehicle Fire	1	0	1			
					<hr/>	
					33	5:18



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

February 2024 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	47	39	86	Jan	45	2:58
Allergic Reaction	1	0	1	Feb	36	2:49
Check for the Smell of Natural Gas	0	2	2	Mar		
Check for the Smell of Smoke	1	1	2	Apr		
Chest Pain	2	1	3	May		
Diabetic Emergency	0	1	1	Jun		
Difficulty Breathing	3	0	3	Jul		
Elevator Rescue	1	0	1	Aug		
Fall Victim	2	3	5	Sep		
Fire Alarm Business	4	5	9	Oct		
Fire Alarm Church or School	1	3	4	Nov		
Fire Alarm Residence	1	0	1	Dec		
Heart Problems	2	1	3		81	2:53
Heat/Cold Exposure	1	0	1			
Injured Party	2	0	2			
Medical Alarm	1	0	1			
Motor Vehicle Collision	7	5	12			
Object Down in Roadway	0	1	1			
Oven/Appliance Fire	1	0	1			
Overdose/Poisoning	0	1	1			
Powerlines Down Arcing/Burning	1	0	1			
Psychiatric Emergency	2	5	7			
Service Call Non-emergency	0	1	1			
Shooting/Stabbing	1	0	1			
Sick Call	4	4	8			
Smoke in Business	1	0	1			
Traumatic Injury	0	1	1			
Unconscious Party/Syncope	6	1	7			
Unknown Medical Emergency	0	1	1			
Vehicle Fire	1	2	3			
Wash Down	1	0	1			



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

February 2024 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Total YTD
TOTAL	4	3	7
Difficulty Breathing	1	0	1
Fall Victim	1	0	1
Fire Alarm Business	1	0	1
Fire Alarm Church or School	0	1	1
Heart Problems	0	1	1
Injured Party	0	1	1
Stroke	1	0	1

Month	# of Incidents	Avg Resp Time
Jan	3	4:34
Feb	3	4:16
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	6	4:25



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

February 2024 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	52	33	85	Jan	40	5:03
Carbon Monoxide Detector No Symptoms	0	1	1	Feb	21	5:16
Check a Noxious Odor	1	1	2	Mar		
Check for the Smell of Smoke	1	0	1	Apr		
Chest Pain	1	0	1	May		
Choking	1	0	1	Jun		
Diabetic Emergency	1	0	1	Jul		
Difficulty Breathing	0	2	2	Aug		
Fall Victim	5	2	7	Sep		
Fire Alarm Business	2	0	2	Oct		
Fire Alarm Church or School	0	1	1	Nov		
Fire Alarm Residence	13	13	26	Dec		
Heart Problems	1	2	3		61	5:09
Injured Party	1	2	3			
Medical Alarm	3	1	4			
Motor Vehicle Collision	3	0	3			
Object Down in Roadway	1	0	1			
Overdose/Poisoning	1	0	1			
Seizures	1	0	1			
Service Call Non-emergency	5	5	10			
Sick Call	5	0	5			
Stroke	1	0	1			
Transformer Fire	1	0	1			
Traumatic Injury	0	1	1			
Unconscious Party/Syncope	4	1	5			
Wash Down	0	1	1			



Village Fire Department
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February 2024 Summary - Piney Point

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	44	25	69	Jan	23	4:59
Allergic Reaction	0	1	1	Feb	16	4:56
Cardiac/Respiratory Arrest	0	1	1	Mar		
Check for the Smell of Natural Gas	0	1	1	Apr		
Choking	0	1	1	May		
Difficulty Breathing	2	2	4	Jun		
Fall Victim	1	1	2	Jul		
Fire Alarm Church or School	5	0	5	Aug		
Fire Alarm Residence	13	7	20	Sep		
Gas Leak	3	0	3	Oct		
Heart Problems	0	1	1	Nov		
Hemorrhage/Laceration	1	0	1	Dec		
Medical Alarm	2	1	3			
Motor Vehicle Collision	1	1	2			
Object Down in Roadway	3	0	3			
Possible D.O.S.	1	0	1			
Powerlines Down Arcing/Burning	2	0	2			
Service Call Non-emergency	4	4	8			
Sick Call	2	1	3			
Stroke	2	0	2			
Transformer Fire	1	0	1			
Traumatic Injury	1	0	1			
Unconscious Party/Syncope	0	2	2			
Unknown Medical Emergency	0	1	1			
					39	4:57



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

February 2024 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	49	37	86	Jan	46	4:17
Abdominal Pain	0	1	1	Feb	34	4:24
Allergic Reaction	1	0	1	Mar		
Carbon Monoxide Alarm with Symptoms	0	1	1	Apr		
Carbon Monoxide Detector No Symptoms	2	1	3	May		
Cardiac/Respiratory Arrest	1	0	1	Jun		
Difficulty Breathing	3	1	4	Jul		
Fall Victim	1	1	2	Aug		
Fire Alarm Business	1	0	1	Sep		
Fire Alarm Church or School	0	1	1	Oct		
Fire Alarm Residence	2	1	3	Nov		
Heart Problems	4	1	5	Dec		
Hemorrhage/Laceration	0	1	1			
House Fire	2	0	2		80	4:20
Injured Party	0	1	1			
Medical Alarm	0	3	3			
Motor Vehicle Collision	10	8	18			
Object Down in Roadway	1	0	1			
Pregnancy/ Childbirth	1	0	1			
Psychiatric Emergency	1	0	1			
Seizures	2	2	4			
Service Call Non-emergency	1	1	2			
Sick Call	8	8	16			
Stroke	1	0	1			
Transformer Fire	1	0	1			
Traumatic Injury	0	1	1			
Unconscious Party/Syncope	3	3	6			
Unknown Medical Emergency	1	0	1			
Vehicle Fire	2	1	3			

City of Hilshire Village
Complaint Log

Date Notified	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
9/7/23	His truck was stolen from his driveway. Although his doorbell camera caught some footage, the license plate of the accompanying vehicle was not able to be seen. Requesting a Flock LPR on Hilshire Green.	7906 Hilshire Green	Talking with council about additional cameras in next year's budget. Investigating possible grants.	Camera's will be considered in next budget cycle	
1/30/24	Median on Wirt Road turning into Ridgeley is broken and rebar is sticking out. Hazardous to drivers.	Wirt median @ Ridgeley	Submitted service request to Houston 311. Tracking # 12597005-2400048024	2/5 Houston closed out the ticket without action, stating that there was no hazard found. 2/13 Re-submitted the email with new photos showing hazard remains. 2/19 Received a call from CoH, need to contact TxDOT for repairs. Submitted request via TxDOT web portal.	
2/15/24	Garbage was not collected, but recycling was.	1100 Ridgeley Dr	Contacted GFL to return.	2/16 Followed up with GFL on collection, waiting for update.	2/16/2024
2/16/24	Construction site is not kept clean, mud tracked on the street.	1236 Archley Dr	Contacted the contractor to make sure the site and roadway are clean each day.	Contractor said he is ordering a different type of rock for the on-site parking pad. He is also cleaning the street.	
2/20/24	Broken limb hanging from street in the middle of the street	1303 Pine Chase	Contacted resident to remove limb, homeowner said contractor would trim tree 2/22/24	Tree limb trimmed, confirmed 2/29/24	2/29/2024
2/20/24	Tree removed over the weekend	1314 Bridle Spur	Went and spoke with the contractor. Sending inspector 2/21/24 to shut down work done without a permit	Contractor applied for dumpster permit, interior work does not require permit	2/26/2024
2/20/24	Trash left out and overflowing	1306 Bridle Spur	Sent notice to the resident		
2/22/24	Trash pick-up at church happening between 3am-4am	7901 Westview	Contacted Church admin	Church asked GFL to change pick-up time during office hours	2/29/2024
2/23/24	Trash picked up between 3-4am	7901 Westview	Emailed Church admin to request different pick-up time	Admin requested for GFL to pick-up during office hours	2/28/2024
2/27/24	Meter box full of water, meter not running	1241 Ridgeley	Sent Inframark tech to assess situation	Inframark tech made minor repair	2/27/2024
2/7/24	Large dead tree in utility easment	8014 Burkhart	Contacted homeowner to reach out to CenterPoint and see if eligible for removal	2/27/24 CenterPoint will not remove tree, homeowners responsibility	
3/1/24	Trash pick-up missed	20 Hickory Shadows	Contacted GFL, and asked if pick-up time has changed. Resident is putting trash out morning of and at 8am.	Spoke with resident, they need to put trash bin out by 7am	3/1/2024

City of Hilshire Village
Complaint Log

Date Notified	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/5/24	Pet waste is often left in the grassy area behind the commercial buildings. She and her pets have stepped in it while walking.	Pine Creek Lane grass area			
3/18/24	Sign in yard advertising sale off premises	1301 Glourie Dr	Cassie emailed the property owners		

CHRISTI CRADDICK, *CHAIRMAN*
WAYNE CHRISTIAN, *COMMISSIONER*
JIM WRIGHT, *COMMISSIONER*



DANA AVANT LEWIS, *DIRECTOR*

RAILROAD COMMISSION OF TEXAS HEARINGS DIVISION

March 6, 2024

The Honorable Bob Buesinger
City of Hilshire Village
8301 Westview Dr.
Houston, TX 77055-6737

Re: **OS-23-00015513, consolidated:** Statement of Intent Filed by CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas to Change Rates in the Unincorporated Areas and Municipalities That Have Ceded Original Jurisdiction Within the Houston, Texas Coast, Beaumont/East Texas, and South Texas Divisions

Dear Mayor Buesinger:

Enclosed is the Notice of Hearing for the above-referenced gas utility docket at the Railroad Commission of Texas. This Notice of Hearing was issued on February 27, 2024, and is being provided to you, as governing body of an affected county/municipality, in accordance with the Texas Utilities Code.¹

Sincerely,

A handwritten signature in blue ink, appearing to read "Brennan J. Foley".

Brennan J. Foley
Administrative Law Judge

Enclosure

¹ See Tex. Util. Code § 104.105(c) ("The regulatory body shall give reasonable notice of the hearing, including notice to the governing body of each affected municipality and county.").

BEFORE THE RAILROAD COMMISSION OF TEXAS

STATEMENT OF INTENT OF §
CENTERPOINT ENERGY RESOURCES §
CORP., D/B/A CENTERPOINT ENERGY §
ENTEX AND CENTERPOINT ENERGY §
TEXAS GAS TO CHANGE RATES IN THE §
UNINCORPORATED AREAS AND §
MUNICIPALITIES THAT HAVE CEDED §
ORIGINAL JURISDICTION WITHIN THE §
HOUSTON, TEXAS COAST, §
BEAUMONT/EAST TEXAS, AND SOUTH §
TEXAS DIVISIONS §

HEARINGS DIVISION
OS-23-00015513, consolidated

NOTICE OF HEARING

Summary of the Proceeding and Factual Matters Asserted. On October 30, 2023, CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas (“CenterPoint Texas”) filed with the Commission a statement of intent (“SOI”) to change gas utility rates within its proposed Texas Division. The SOI was docketed as OS-23-00015513. As part of its rate filing, CenterPoint Texas requests that the Commission: (1) approve the tariffs and rate schedules attached to its SOI to become effective for bills rendered on and after December 4, 2023; (2) approve the consolidation its existing Houston, Texas Coast, South Texas, and Beaumont/East Texas Divisions into the new Texas Division; (3) approve the prudence of capital investment made in the proposed Texas Division through September 30, 2023; (4) approve new depreciation rates; (5) approve its requested accounting changes and treatments; (6) approve a surcharge to recover reasonable rate case expenses or otherwise sever consideration of rate case expenses into a separate docket; and (7) grant CenterPoint Texas such further relief to which it may be entitled by law.

CenterPoint Texas also filed statements of intent to increase rates with the municipalities that have original jurisdiction over rates within a municipality and municipalities that have ceded original jurisdiction to the Commission.

On November 15, 2023, the Commission suspended the effective date of CenterPoint Texas’s rate change for 150 days, pursuant to Section 104.107 (Rate Suspension; Deadline) of the Gas Utility Regulatory Act (“GURA”) of the Texas Utilities Code.

On February 13, 2024, all issues related to rate case expanses were severed into a separate proceeding and docketed as OS-24-00016343.

Intervening Parties. Intervenors in this case include the Staff of the Railroad Commission of Texas, Cities Served by CenterPoint Gas, the Alliance of CenterPoint Municipalities, the City of Houston, and the Steering Committee of Cities.

NOTICE IS HEREBY GIVEN THAT a public hearing will be held, at the time and place set out below, to consider all issues of fact and law raised in or relevant to CenterPoint Texas’s statement of intent to change rates.

Legal Authority and Jurisdiction. The Commission has, or may have, jurisdiction over CenterPoint Texas and the matters at issue in this proceeding pursuant to GURA Sections 102.001 (Railroad Commission Jurisdiction), 103.003 (Surrender of Municipal Jurisdiction to Railroad Commission; Reinstatement of Jurisdiction), 103.051 (Appeal by Party), 103.052 (Appeal by Residents), 104.001 (Authorization to Establish and Regulate Rates), and 121.051 (Gas Utility: Public Interest and Jurisdiction of Railroad Commission).

The presiding Administrative Law Judge (“ALJ”) shall conduct the hearing pursuant to the requirements of Chapter 2001 (Administrative Procedure) of the Texas Government Code, Title 16, Part 1 (Railroad Commission of Texas) of the Texas Administrative Code, and other applicable authority.

Particular Statutes and Rules Involved. The statutes and rules applicable to this proceeding may include, but are not limited to, the following:

1. All sections in GURA Chapters 101 (General Provisions and Office of Public Utility Counsel), 102 (Jurisdiction and Powers of Railroad Commission and Other Regulatory Authorities), 103 (Jurisdiction and Powers of Municipality), 104 (Rates and Services), and 121 (Gas Pipelines); and
2. Title 16, Part 1 (Railroad Commission of Texas), of the Texas Administrative Code, including Chapters 1 (Practice and Procedure) and 7 (Gas Services Division).

Time, Place, and Nature of Hearing. IT IS DIRECTED that the hearing on the merits shall commence at **9:00 a.m. on Wednesday, April 10, 2024, in the William B. Travis Building, located at 1701 North Congress Avenue, Austin, Texas.** Please check with Docket Services (Room 12-110) the morning of the hearing for the room location. If the hearing is not concluded on the day it commences, the hearing will be continued from day to day, as announced, until concluded.

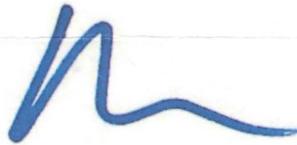
IT IS FURTHER DIRECTED that all parties desiring to present sworn testimony, documentary and demonstrative evidence, and argument regarding any issue of law or fact at the final hearing on the merits shall appear in person or by an attorney. For good cause shown, the ALJ may permit part of the proceeding to be conducted telephonically pursuant to Commission Rule § 1.112 (Proceedings by Telephony).

Written Transcript of the Hearing. The record of the hearing will be made by recording device or by stenographic transcription by the court reporter. Any party that desires a written transcription of the hearing should contact the court reporter at (512) 474-2233. The Commission may assess the cost of the transcript or expedited transcript to one or more parties pursuant to Section 2001.059 (Transcript) of the Texas Government Code.

Auxiliary Aids or Services for Persons with a Disability. Any individual with a disability who needs auxiliary aids and services to have an equal opportunity to effectively communicate and participate in the hearing must request such aids or services at least two weeks prior to the hearing by notifying the Human Resources Department of the Commission by mail at P.O. Box 12967, Austin, Texas 78711-2967 or by telephone at (512) 463-6981 or TDD No. (800) 735-2989.

Contact for Additional Information. In accordance with Tex. Gov't Code §2001.061 and 16 Tex. Admin. Code § 1.6, ex parte communications with the ALJ, Examiners, and Commissioners are prohibited. Any persons or entities desiring additional information may contact the Commission by writing to the Director, Hearings Division, Railroad Commission of Texas, 1701 North Congress Avenue, P. O. Box 12967, Capitol Station, and Austin, Texas 78711-2967. Any persons or entities having clerical questions, such as questions regarding the number of copies of filings, the service list or reviewing the record, may contact Docket Services at (512) 463-6848.

Signed on February 27, 2024.



BRENNAN J. FOLEY
ADMINISTRATIVE LAW JUDGE



Regular Council Meeting Minutes

Tuesday, February 20, 2024 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

1. **CALL TO ORDER** Mayor Buesinger called the meeting to order at 6:30 PM.

1.A. Invocation was given by Council Member Crawford

1.B. Pledge of Allegiance

1.C. Present:
Mayor Buesinger
Council Member Crawford
Mayor Pro Tem Carey
Council Member Huber
Council Member Cooper

Also present: City Attorney Paige Blakely, Olson & Olson, City Engineer Him, HDR Engineering, Spring Valley Police Captain Lane and Sergeant Menchaca, City Secretary Stephens and Clerk Ray.

Council Member Gordy arrived at 6:37 P.M.

2. **CITIZEN'S COMMENTS**

Richard Raines, Pine Creek Lane, requested a review of the street parking ordinance language. He said that the term "impede" is too broad, making it challenging for responding officers to make informed decisions. Raines suggested replacing "impede" with "hinder" for greater clarity and precision. Additionally, he highlighted that Pine Creek Lane's narrowness doesn't allow larger vehicles to pass if there's a vehicle parked on the street.

Bill Bristow, Pine Chase Drive, asked that each of the council members speak into the microphone.

Nancy Friedman Taub, Pine Chase Grove, expressed that she was unaware of Chief Schulze's appointment as the permanent Police Chief for Spring Valley Village.

3. **REPORTS TO COUNCIL**

3.A. **Spring Valley Police Report:** Sergeant Menchaca reported a total of 881 calls for service, including 744 business checks, 41 public relations, and 7 traffic stops resulting in 11 violations.

Officer Moore responded to a scene where he discovered personal items, including a Harris County offender's card. Later, a call was received from Pine Creek Lane reporting a stolen bike, which was connected to the suspicious person. The individual was apprehended, and charges were accepted by the DA's office.

Officer Moore also serves as the department's crime prevention specialist. He highlighted opportunities for training and threat assessments for residents or businesses, and mentioned that he is certified to instruct a course on how to respond to various situations. He recently met with city staff to address safety concerns at City Hall and discussed suggestions for improvement.

Council Member Cooper inquired about training for mail fraud, to which Moore responded that there are some suggestions to make it less appealing.

3.B. Building Official's Report: City Secretary Stephens reported that there are no outstanding items for discussion. Several projects are nearing completion, and others are in the preparation phase to begin.

3.C. City Engineer's Report: Engineer Vasquez provided an update on various ongoing projects:

Hilshire Green Paving, Drainage & Utility Improvements: The geotechnical phase has been completed, and lab work is currently in progress. Vasquez is expecting the results this week.

Pine Chase Grove Water Meters: A question was raised about the location of the meter readers. The City will oversee the excavation for the conduit required for City of Houston to relocate the meters further back.

Street Point Repairs: CenterPoint has resurfaced two patches on Ridgely. The contractor has confirmed that they will warranty the work and can return for repairs if necessary. Vasquez is obtaining quotes for other spots throughout the city and ensuring that the entire scope is included in the quotes.

Wirt Road Safety Project: No significant updates; coordination with the City of Houston is ongoing.

Council Member Gordy expressed a desire to have a visual representation of the project milestones and emphasized the importance of ensuring stable funding from Harris County. He also suggested applying political pressure to the Houston administration and potentially excluding the School of the Woods section from the plans temporarily. Citizen Nancy Friedman-Taub offered to reach out to her contact at the legal department in the City of Houston and inquired if the council member for this district had been contacted.

Council Member Gordy also asked if a new vendor for ditch cleaning had been found. Vasquez is currently seeking a contractor who can handle both paving and drainage. Council Member Huber mentioned water backing up at his house due to a clog down the line and suggested changing the inlet type to prevent leaves from causing a clog. Council Member Cooper recommended reaching out to other cities

for potential vendors, and Secretary Stephens will inquire about any citizen-reported issues.

3.D. **Fire Commissioner's Report**

Deputy Chief Witte reported the following:

Annual testing on apparatus and equipment has commenced, with all tests passing so far. The underground fuel tanks have also been tested and passed. Hydrant testing has begun and is expected to be completed by May. The department has released its annual report.

In Hilshire Village, there were 3 EMS incidents and 1 fire.

The 2025 **budget workshops** are being scheduled, with submission to the Memorial Villages in June for city budget preparation.

Mayor Buesinger provided additional updates:

Three new hires joined in January. The **annex roof** is complete, and work on the main roof is ongoing. An extra ambulance was sold for \$57,000.

Regarding the **permanent Fire Chief**, a committee has been formed, chaired by the Hedwig fire commissioner, with the Spring Valley and Piney Point alternate fire commissioners also involved.

Regarding the **special financial audit** of the Fire Department, the auditor is currently working on the regular fiscal year audit and will present the findings soon.

3.E. Mayor Buesinger's Report: Nothing to report, Mayor Buesinger apologized for missing the last meeting.

3.F. City Secretary's Report: Secretary Stephens provided an overview of the Complaint Log and expressed her intention to explore the possibility of reaching a broader audience through text-based notifications. These notifications would cover both community updates and emergency alerts.

3.G. City Treasurer's Report: Secretary Stephens presented the Check Registers, there were no questions.

4. **CONSENT AGENDA**

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

4.A. Approve Disbursements

4.B. Approve Minutes from the Regular Council Meeting January 23, 2024

4.C. Approve Check Registers

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

The motion carried 5-0.

5. DISCUSSION AND POSSIBLE ACTION

5.A. Discussion and possible action to approve of City of Hilshire Village Resolution 2024-255 designating the City Secretary to be the Investment Officer.

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

Secretary Stephens said that there is certain financial reporting that require a designated investment officer to respond. This also supports the intent of the Investment Policy and establishes responsibility for the acting City Secretary, now and in the future, to be designated as the investment officer.

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

The motion carried 5-0.

5.B. Discussion and possible approval of City of Hilshire Village Resolution 2024-256 denying the CenterPoint proposed rate application and consolidation.

Motion made by Council Member Huber, Seconded by Council Member Crawford

Secretary Stephens said that this resolution is in line with the recommendation from Lloyd Gosselink attorneys to reject the price increases. She said that the resolution will be provided to them to combine with the other cities against the price increase proposal.

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

The motion carried 5-0.

5.C. Discussion and possible approval to release a surety bond for the installation of Verizon Cell Nodes in the City of Hilshire Village right-of-way.

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

The council asked if all of the work has been completed per the agreement. Secretary Stephens said that unfortunately the landscaping around the node equipment was not in the signed agreement, but done as a courtesy. She said that the work is complete and recommended that the Council release the bond.

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

The motion carried 5-0.

5.D. Discussion and possible approval of City of Hilshire Village Ordinance # 836-2024 amending the No Parking Zones.

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

The council reviewed the location of the zone and Secretary Stephens confirmed that pavement striping will be made to match the other no parking zones. Council asked to confirm that a high-quality paint is being used because some areas that were painted previously are fading.

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

The motion carried 5-0.

5.E. Discussion and possible action to approve of City of Hilshire Village Ordinance 837-2024 striking the entirety of Hilshire Village Ordinance # 742 Juvenile Curfew to comply with Local Government Code Title 11., Subtitle C., Chapter 370., Section 370.007

Motion made by Council Member Cooper, Seconded by Mayor Pro Tem Carey

Secretary Stephens said that there was a state law passed that removes a city's ability to enforce a juvenile curfew, so it is being requested that this ordinance be stricken.

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

The motion carried 5-0.

5.F. Discussion and possible action to improve street lighting.

Motion made by Council Member Gordy, Mayor Pro Tem Carey

Secretary Stephens said that she expected to have received a map from CenterPoint but was informed that they do not have one readily available without sensitive infrastructure information. She asked the council to table the item until the next meeting.

The council tabled the item, no action was taken.

5.G. Discussion and possible action regarding public participation in council meetings by video calls.

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

Secretary Stephens noted that while such incidents haven't occurred within the city,

there have been reported cases elsewhere of individuals causing disruptions during Zoom meetings, both audibly and visually. Attorney Bailey recounted a recent incident where an attendee in a meeting drew inappropriate content on their screen, which was visible to the public, potentially causing disturbance among meeting participants.

Nancy Friedman Taub, Pine Chase Grove, emphasized the importance of maintaining avenues for public engagement, particularly through videoconferencing. She highlighted her own experience of participating in virtual meetings and the opportunity to engage in city matters remotely when attending in person wasn't feasible.

The Council deliberated on low attendance in Zoom meetings and considered various options to facilitate public participation while adhering to open meetings laws. They discussed the possibility of citizens and other members of the public communicating with the council before meetings, either directly via email or through Secretary Stephens, with the intention of having their input included in the proceedings.

Council Member Cooper amended the motion to state that virtual participants be allowed to observe but not actively participate in discussions through audio or video displays.

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

The motion carried 5-0.

6. DISCUSSION

6.A. **Discuss and possibly provide clarifications of City of Hilshire Village Ordinance # 745 regarding tree regulations, constraints, and objectives.**

Cheryl Wolfe, Pine Chase Grove, raised concerns about the excessive removal of trees in new construction projects, emphasizing the importance of preserving the existing canopy. She argued against penalizing lots with an abundance of trees by imposing increased fees for tree removal.

Secretary Stephens presented a flow chart illustrating the current ordinance's approach to addressing trees removed that result in a property falling below the required minimum. She explained that the current ordinance language does not grant her the authority to deny requests for tree removal. Additionally, she criticized the low permit fee, suggesting that doubling it for work done before obtaining a permit, at only fifty dollars, does not serve as a sufficient deterrent. Secretary Stephens proposed implementing separate calculations and fees for trees removed as part of new construction versus those on existing properties with an excess number of trees. She also suggested considering a provision requiring certain properties with adequate frontage width to have a tree in the front for aesthetic purposes, addressing complaints about an imbalance of trees predominantly located in the backyards affecting the city's appearance.

The Council expressed interest in revising the language of the ordinance to strike a balance between protecting trees and upholding property owners' rights to utilize their land.

7. ADDITIONAL COUNCIL COMMENTS

- Council Member Cooper took on the responsibility of inviting two individuals to the next meeting and encouraged other members to do the same.
- The vegetation on the northwest side of Ridgeley extends beyond the street, obstructing drivers' views.

8. FUTURE AGENDA TOPICS

March 19th Regular Council Meeting: Presentation of Fiscal Year 2022-2023 Financial Audit

9. ANNOUNCEMENTS

10. ADJOURNMENT

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

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

The motion carried 5-0.

The meeting was adjourned at 8:50 PM.

ATTEST:

Robert F. Buesinger, Mayor

Cassie Stephens, City Secretary



City of Hilshire Village

PROCLAMATION

Whereas, the Hilshire Village Civic Club is sponsoring a Spring Event, Sunday, April 21, 2024, and

Whereas, the Spring Event provides an opportunity for citizens to visit with each other while enjoying the beauty of Hilshire Village's small city atmosphere, and

Whereas, it is essential that all citizens of Hilshire Village, Texas be aware of the importance of pedestrian safety, and

Whereas, police-community partnerships to promote neighborhood safety, awareness and cooperation are important themes, and

Whereas, Pine Chase Grove Circle will have limited vehicle access for the duration of this event;

Now Therefore, be it resolved that I, Robert F. Buesinger, do hereby proclaim the Spring Family Event to be April 21, 2024 between the hours of 5:00 to 8:00 PM.

In Witness Whereof, I have hereunto set my signature and the seal of the City of Hilshire Village, this 19th day of March, 2024.

Robert F. Buesinger, Mayor

Attest:

Cassie Stephens, City Secretary



Headquarters: 14701 St. Mary's Lane, Suite 400, Houston, Texas 77079

t 713.953.5200 LJAENV.com

Offices: Arlington • Austin • Corpus Christi • Houston (HQ) • Katy • McKinney • Buford, GA • Tulsa, OK • Goldsby, OK

October 23, 2023

PROPOSAL

Inframark, LLC
Vanessa Chapa
Compliance Manager
2002 West Grand Avenue Parkway North
Suite 100
Katy, Texas 77449

Via email: vanessa.chapa@inframark.com

Re: Proposal for Lead and Copper Rule Revised Service Line Inventory: Phases I and II for the City of Hillshire Village
LJAES047-23351

Dear Vanessa:

At the request of **Inframark, LLC** ("Client"), LJA Environmental Services, LLC ("LJA") has prepared this proposal to provide environmental services for a Lead and Copper Rule Revised Service Line Inventory.

Scope of Work and Cost Estimate

LJA proposes to provide the services listed below. A detailed scope of work for each task is provided in Attachment A. Proposed costs are fixed fees, to be billed on a percent-complete basis.

- Task I) Phase I LCRR: Desktop Analysis..... \$5,000.00
 - Task II) Phase II LCRR: Field Inspections \$35,300.00
- TOTAL ESTIMATE \$40,300.00**

Extraneous circumstances that could potentially impact this Proposal, including agency coordination or review, accessibility, unforeseen circumstances, design changes, and state or federal regulatory changes, may also affect project costs which are not included in this estimate. This proposal and cost estimate are valid for 90 days.

Schedule

The proposed scope of work is anticipated to be complete within six (6) months of receipt of an executed proposal and boundary survey/plat or other suitable property boundary. The project completion schedule is the goal of all parties; it does not, however, reflect unusual delays due to forces beyond the Consultant's control and/or modifications to the scope of work based upon actual findings or additional requests by the Client, its agents, or governmental agencies.

Information Needs

- Connection address list from the billing department, Consumer Confidence Report, etc.
- Existing GIS data or access to the data
- Access to Historical Records

Terms and Conditions

LJA proposes to conduct these efforts per the terms and conditions of its 2021 Professional Services Agreement with Inframark, LLC. If this proposal is acceptable, please complete, sign, and return the Proposal Acceptance Form (page 3), along with the information requested above ("Information Needs").

LJA appreciates the opportunity to provide environmental consulting services for this project. Should you have any questions about this proposal, please contact me at (281) 239-5181, or dschlitzkus@lja.com.

Sincerely,



Dyer Schlitzkus
LCRR Program Director



Susan Alford, REM, ENV SP
President

Attachment:

A – Detailed Scope of Work

Signature Page Follows

Proposal Acceptance and Right of Entry

Client authorizes LJA to commence services upon execution of this Agreement. Client and LJA agree that this Agreement, the Proposal, and any attachments incorporated herein by reference (the "Agreement") constitute the entire Agreement between the parties. The signatory below also represents that the Client has, or has secured, the legal authority to grant permission for LJA's personnel to enter the subject property, as necessary, to conduct project activities, and that such permission is hereby granted to LJA by execution of this Agreement. If Client is a Corporation, Partnership, or other business entity, the individual signing below warrants that they have the authority to bind and to sign on behalf of the Client.

Project: Lead and Copper Rule Revised Service Line Inventory: Phases I and II for the City of Hillshire Village

- Task I) Phase I LCRR: Desktop Analysis..... \$5,000.00
- Task II) Phase II LCRR: Field Inspections \$35,300.00

TOTAL ESTIMATE \$40,300.00

Accepted by Client:

Organization (Legal Name)

Signature

Mailing Address

Printed Name

City, State, ZIP

E-mail Address

Phone

Date

Billing Contact:

Printed Name

E-mail Address

Please provide:

- Your project name, if different from above: _____
- Your P.O. or project number, if applicable: _____
- Project Owner/Sponsor (required if public project): _____

ATTACHMENT A

TASK 1

Phase I – LCRR SLI Desktop Analysis

LJA proposes to initiate a Phase I – LCRR SLI desktop analysis for the Client. Specifically, LJA will create a custom, secure, real-time, online GIS platform to host and update the project information. Our team will work with and coordinate with the Client to upload existing GIS data to the platform. Connection points will be populated into the “Detailed Inventory” tab of the Texas Commission on Environmental Quality (TCEQ) SLI for Public Water Systems (RG-593/ Form 20943) to create the service line list. Service lines constructed in and after 1989 will immediately be listed as “Non-Lead” on the table, thus reducing further analysis and efforts. Additionally, LJA will assess the amount and types of other hard copy and electronic data (e.g., meter replacement data, engineered drawings, connection reports, hard/electronic files, etc.) to be reviewed and uploaded to the platform to determine an effort level and cost with completing the Historical Records Review portion of the LCRR SLI, as necessary, and to further reduce supplementary analysis and efforts. These efforts conducted under Phase I are proposed to ultimately determine Phase II – SLI Field Investigations scope and cost estimate on the remaining pre-1989 service lines and where prior data does not exclude lead pipes. All data will be reviewed for QA/QC. LJA will also provide general regulatory and compliance management support for the LCRR program throughout the project.

Deliverables will involve the following tasks:

1. Create a secure, custom, online web dashboard of the entire distribution system;
2. Provide unlimited users, so that the City of Hillshire Village can track progress and make recommendations;
3. Contact the County CAD offices and receipt of parcel boundaries;
4. Delineate data to the specific system/property boundaries;
5. Document structure build dates;
6. Sort data pre-1988 and post-1989;
7. Document service lines and mains constructed in/after 1989 as “Non-Lead” and exclude from further analysis;
8. Upload current and existing GIS files (from the City of Hillshire Village) of the distribution systems, service addresses, meter locations, etc.;
9. Initiate the service line inventory table, via metadata/attributes within the online mapper;
10. QA/QC of data;
11. Provide regulatory and compliance support for the LCRR program;
12. As necessary, scope completing the Historical Records Review based on a determination of the amount and types of existing records the City of Hillshire Village has retained over the years; and,
13. Scope pre-1988 sites for infield investigations and make a determination of true effort/cost for digging/potholing task (Phase II).

TASK 2

Phase II – LCRR Field Inspections

LJA proposes to initiate Phase II – LCRR Field Inspections for the Client. Specifically, LJA will investigate service line material types at meter locations determined to be installed prior to January 1, 1989. It is assumed approximately 353 service lines will be required to have investigations on both (system- and customer-owned) sides of the meters. Therefore, LJA is calculating up to 353 connections to be included under Phase II – Field Investigations.

LJA crew(s) will travel to the locations to investigate service line material types on both the public and private sides of the meter boxes, or as necessary. Crews will inspect the system within the meter box, and if the material types are not able to be determined, will hand dig an approximate 6-inch hole on either or both sides of the box to expose the pipe materials. Magnetic and scratch inspection tests will be completed, photographs taken, data recorded on the online GIS platform, and the water line will be re-covered with the dig material. Data collected will be utilized for population into the “Detailed Inventory” tab of the Texas Commission on Environmental Quality (TCEQ) SLI for Public Water Systems (RG-593/ Form 20943) to further complete the service line list. All data will be reviewed for QA/QC. LJA will also provide general regulatory and compliance management support for the LCRR program throughout the project.

After completion of this Phase, LJA will be able to provide the Client with the locations of galvanized requiring replacement (GRR) service lines, lead service lines, and any problematic locations not able to be inspected.

Deliverables will involve the following tasks:

14. A completed draft SLI table, via metadata/attributes within the online mapper;
15. QA/QC of data; and,
16. Provide regulatory and compliance support for the LCRR program.

Assumptions:

1. This proposal assumes all meter locations and lines are accessible. This proposal does not include additional field efforts that may be required where there are problematic locations, for example, concrete, fences, homeowner/tenant disapproval, and other obstacles preventing crews from conducting the inspections. Such locations will be documented accordingly, and crews would need to return to these sites under a separate scope and estimate.
2. If necessary, LJA may need a City of Hillshire Village employee to assist with problem areas and/or where meter box locations cannot be located.



March 13, 2024

Mr. Efrain Him, P.E.
Senior Project Manager
HDR Engineering, Inc.
4828 Loop Central Drive, Ste. 700
Houston, TX 77081

Subject: Proposal for Lead and Copper Inventory Field Services
City of Hilshire Village

Dear Mr. Him:

RJN Group, Inc. (RJN) is pleased to submit this proposal to assist HDR Engineering, Inc. (HDR) and the City of Hilshire Village (City) in developing a comprehensive water service line material inventory that meets the requirements of the EPA Lead and Copper Rule Revisions (LCRR).

Background

In December 2021, the United States Environmental Protection Agency (EPA) released the Lead and Copper Rule Revisions (LCRR), which regulates lead and copper levels in drinking water. The EPA and Texas Commission on Environmental Quality (TCEQ) have a deadline of October 16, 2024. This project will include the field verification of the service line material (public and customer/private side) for approximately 308 service meter locations, as provided by the City. This list does include 38 irrigation meters that will also be reviewed. The City has confirmed the material of 61 service lines and those are not included in this project.

Price and Schedule Summary

This project will be invoiced on a unit rate basis with an estimated total cost of \$31,720. A complete Scope of Services and Rate Schedules are attached to this proposal as Exhibits A & B.

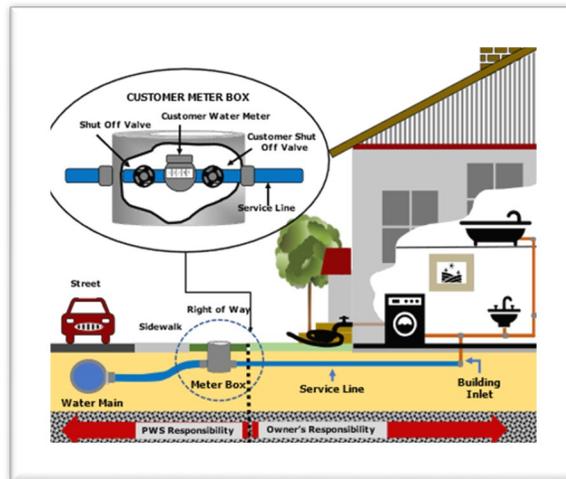
We look forward to the opportunity to work with the City of Hilshire Village on this important project. Please feel free to contact Jose at 832.814.4552 if you would like to discuss this proposal or have any questions.

Sincerely,

Jose D. Maldonado, P.E.
Vice President

RJN proposes the following scope of services for this project:

1. Meter Service Field Support
 - a. RJN will inspect and test up to 369 water meters throughout the City. The investigations will include both public and private (customer) lines.
 - b. The work will be performed using industry-standard safety procedures.
 - c. RJN will use an ESRI Field Maps form that will be created by HDR. RJN will have one meeting with HDR to receive training on the form.
 - d. Notification to residents is not included in this proposal and will be performed by the City, if necessary.
 - e. The test will include:
 - Access the water meter through the water meter box.
 - Identify the pipe material (customer and City side) as lead, non-lead, or galvanized. The lead pipe material will appear shiny when the scratch test is done and a magnet will not stick to the pipe.
 - Photographs
 - Any service line that requires excavation outside of the meter box to complete the inspection, will be noted in the form.
 - f. We anticipate that all meters will be accessible from the street right of way. RJN will provide a list of meters that cannot be accessed.



2. Excavation of Service Lines
 - a. Service lines, as identified in Task 1, will be excavated to expose the service line outside of the meter box. The excavation may occur on either side (or both sides) of the meter box. The work will be invoiced by each service line exposed (not by meter).

- b. RJN will take precautions when excavating the service line but will not be responsible for damage to the service lines. RJN will notify the City and HDR of any leak identified during the work.
- c. The hole will be backfilled with the excavated material.
- d. RJN will not excavate any service lines under pavement (such as driveways or pathways) or in the base of trees where the root system can be damaged.
- e. A quantity of approximately 25% of the total meter locations has been included.

Items Requested from HDR (or City)

1. ESRI Field Maps form to include all GIS information needed for the investigation



EXHIBIT B PRICING

Based on the scope of services outlined in Exhibit A, we provide our cost breakdown as follows:

Pricing Terms for Invoicing: Unit Price

Service	Quantity	Unit	Unit Price	Total
Meter Inspections				
Service Line Inventory	308	Meter	\$65.00	\$20,020.00
Excavation of Service Line	78	Service Line	\$150.00	\$11,700.00
Total				\$31,720.00

Notes:

1. RJN will not exceed this cost or units unless authorized under a separate authorization.

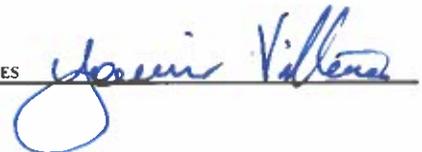
ITEMS	DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL COST
General Items (All Project Sites, Unless Otherwise Noted):					
1	Mobilization, 811 Utility Locate ¹ , Full Depth Sawcut, Removal and Disposal of All Waste Material Including Existing Pavement and Base Material, Rolling and Compaction of Type-A HMAC Base, Rolling and Compaction of Type-D HMAC, Traffic Control, including Flagmen, Signs, Barrels, and Steel Plates ² for Temporary Traffic, Re-establish Ditch Bank ³ , and Restoration of Work Areas, complete in place, the sum of:	L.S	1	\$ 8,000.00	\$ 8,000.00
				Total	\$
Pine Creek Lane Items (One (1) location full road width; Approximately 17'x12')					
2	8" Type-A HMAC black base course, placed in (2) 4-inch lifts, with prime coat, complete in place the sum of:	S.Y.	25	\$135.00	\$3,375.00
3	2" Type D HMAC surface overlay, with tack coat placed at a minimum rate of 0.1 gal/SY, complete in place the sum of:	S.Y.	25	\$105.00	\$2,625.00
				Total	\$
Bromley Road Items (Two (2) locations; Approximately 8'x8' each)					
4	8" Type-A HMAC black base course, placed in (2) 4-inch lifts, with prime coat, complete in place the sum of:	S.Y.	15	\$135.00	\$2,025.00
5	2" Type D HMAC surface overlay, with tack coat placed at a minimum rate of 0.1 gal/SY, complete in place the sum of:	S.Y.	15	\$115.00	\$1,725.00
6	Remove and replace existing subgrade with 12" Cement Stabilized Sand subgrade, complete in place, the sum of:	C.Y.	5	\$175.00	\$875.00
				Total	\$
Burkhart Road and Guinea Drive Intersection Items (One (1) location, 1/2 of Burkhart Road and full width of Guinea Drive at T-Intersection)⁴					
7	8" Type-A HMAC black base course, placed in (2) 4-inch lifts, with prime coat, complete in place the sum of:	S.Y.	180	\$135.00	\$24,300.00
8	2" Type D HMAC surface overlay, with tack coat placed at a minimum rate of 0.1 gal/SY, complete in place the sum of:	S.Y.	165	\$105.00	\$17,325.00
				Total	\$
				Project Total	\$60,250.00

¹ City will have Utility Operator Locate City Utilities when the ticket request has been received from the 811 service. Record drawing information is available for Pine Creek Lane and Burkhart Road for reference information only.
² Pine Creek Project Location Only: Steel plate to be used in the Pine Creek location to allow for one lane to remain open at all times. Access will be provided for the gated end of the
³ Burkhart/Guinea Project Location Only: The ditch bank along the southside of Burkhart Road and along the west and east side of Guinea within the area of work are to be regraded/re-established after placement of the road base which extends approximately 1-ft beyond the 2" Type D HMAC Surface Course.
⁴ Burkhart/Guinea Project Location Only: Work to be performed in a manner where half of the T-Intersection is performed at a time to allow for thru access for traffic.

Note:

- Contractor will be responsible for any damages caused to existing utilities or other items as a result of the work being performed
- A one-year warranty shall be provided for the completed work at the Pine Creek and Burkhart/Guinea Locations. A 90-day minimum warranty period shall be provided for the Bromley Road Location.
- Upon approval, all or only select project locations will be given authorization

Submitted by
 Name (Print) YONIN VILLARES



Company T CONSTRUCTION LLC

EMAIL YVILLARES@TCONSTRUCTIONLLC.COM

DATE 03/14/2024

ITEMS	DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL COST	
General Items (All Project Sites, Unless Otherwise Noted):						
1	Mobilization, 811 Utility Locate ¹ , Full Depth Sawcut, Removal and Disposal of All Waste Material Including Existing Pavement and Base Material, Rolling and Compaction of Type-A HMAC Base, Rolling and Compaction of Type-D HMAC, Traffic Control, including Flagmen, Signs, Barrels, and Steel Plates ² for Temporary Traffic, Re-establish Ditch Bank ³ , and Restoration of Work Areas, complete in place, the sum of:	L.S	1	\$	\$	
Total					\$	
Pine Creek Lane Items (One (1) location full road width; Approximately 17'x12')						
2	8" Type-A HMAC black base course, placed in (2) 4-inch lifts, with prime coat, complete in place the sum of:	S.Y.	25	\$	\$	
3	2" Type D HMAC surface overlay, with tack coat placed at a minimum rate of 0.1 gal/SY, complete in place the sum of:	S.Y.	25	\$	\$	
Total					\$11,577.00 + Tax	
Bromley Road Items (Two (2) locations; Approximately 8'x8' each)						
4	8" Type-A HMAC black base course, placed in (2) 4-inch lifts, with prime coat, complete in place the sum of:	S.Y.	15	\$	\$	
5	2" Type D HMAC surface overlay, with tack coat placed at a minimum rate of 0.1 gal/SY, complete in place the sum of:	S.Y.	15	\$	\$	
6	Remove and replace existing subgrade with 12" Cement Stabilized Sand subgrade, complete in place, the sum of:	C.Y.	5	\$	\$	
Total					\$13,236.00 + Tax	
Burkhart Road and Guinea Drive Intersection Items (One (1) location, 1/2 of Burkhart Road and full width of Guinea Drive at T-Intersection) ⁴						
7	8" Type-A HMAC black base course, placed in (2) 4-inch lifts, with prime coat, complete in place the sum of:	S.Y.	180	\$	\$	
8	2" Type D HMAC surface overlay, with tack coat placed at a minimum rate of 0.1 gal/SY, complete in place the sum of:	S.Y.	165	\$	\$	
Total					\$52,133.00 + Tax	
Additional \$1,300.00 + Tax for road plates					Project Total	\$76,946.00 + Tax

¹ City will have Utility Operator locate City Utilities when the ticket request has been received from the 811 service. Record drawing information is available for Pine Creek Lane and Burkhart Road for reference information only.
² Pine Creek Project Location Only: Steel plate to be used in the Pine Creek location to allow for one lane to remain open at all times. Access will be provided for the gated end of the
³ Burkhart/Guinea Project Location Only: The ditch bank along the southside of Burkhart Road and along the west and east side of Guinea within the area of work are to be regraded/re-established after placement of the road base which extends approximately 1-ft beyond the 2" Type D HMAC Surface Course.
⁴ Burkhart/Guinea Project Location Only: Work to be performed in a manner where half of the T-intersection is performed at a time to allow for thru access for traffic.

Note:

- Contractor will be responsible for any damages caused to existing utilities or other items as a result of the work being performed.
- A one-year warranty shall be provided for the completed work at the Pine Creek and Burkhart/Guinea Locations. A 90-day minimum warranty period shall be provided for the Bromley Road Locations.
- Upon approval, all or only select project locations will be given authorization

Submitted by: Cory Geisler
 Name (Print)
Enterprise Commercial Paving
 Company
cgeisler@ecpaving.com
 Email
3/15/2024
 Date

ITEMS	DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL COST
General Items (All Project Sites, Unless Otherwise Noted):					
1	Mobilization, 811 Utility Locate ¹ , Full Depth Sawcut, Removal and Disposal of All Waste Material Including Existing Pavement and Base Material, Rolling and Compaction of Type-A HMAC Base, Rolling and Compaction of Type-D HMAC, Traffic Control, including Flagmen, Signs, Barrels, and Steel Plates ² for Temporary Traffic, Re-establish Ditch Bank ³ , and Restoration of Work Areas, complete in place, the sum of:	L.S	1	\$ 9,500.00	\$9,500.00
				Total	\$9,500.00
Pine Creek Lane Items (One (1) location full road width; Approximately 17'x12')					
2	8" Type-A HMAC black base course, placed in (2) 4-inch lifts, with prime coat, complete in place the sum of:	S.Y.	25	\$ 113.00	\$ 2,825.00
3	2" Type D HMAC surface overlay, with tack coat placed at a minimum rate of 0.1 gal/SY, complete in place the sum of:	S.Y.	25	\$ 52.75	\$1,318.75
				Total	\$4,143.75
Bromley Road Items (Two (2) locations; Approximately 8'x8' each)					
4	8" Type-A HMAC black base course, placed in (2) 4-inch lifts, with prime coat, complete in place the sum of:	S.Y.	15	\$113.00	\$1,695.00
5	2" Type D HMAC surface overlay, with tack coat placed at a minimum rate of 0.1 gal/SY, complete in place the sum of:	S.Y.	15	\$ 52.75	\$ 791.25
6	Remove and replace existing subgrade with 12" Cement Stabilized Sand subgrade, complete in place, the sum of:	C.Y.	5	\$900.00	\$ 4,500.00
				Total	\$ 6,986.25
Burkhart Road and Guinea Drive Intersection Items (One (1) location, 1/2 of Burkhart Road and full width of Guinea Drive at T-Intersection) ⁴					
7	8" Type-A HMAC black base course, placed in (2) 4-inch lifts, with prime coat, complete in place the sum of:	S.Y.	180	\$ 113.00	\$ 20,340.00
8	2" Type D HMAC surface overlay, with tack coat placed at a minimum rate of 0.1 gal/SY, complete in place the sum of:	S.Y.	165	\$ 52.75	\$ 8,703.75
				Total	\$29,043.75
				Project Total	\$ 49,673.75

¹ City will have Utility Operator locate City Utilities when the ticket request has been received from the 811 service. Record drawing information is available for Pine Creek Lane and Burkhart Road for reference information only.
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³ Burkhart/Guinea Project Location Only: The ditch bank along the southside of Burkhart Road and along the west and east side of Guinea within the area of work are to be regraded/re-established after placement of the road base which extends approximately 1-ft beyond the 2" Type D HMAC Surface Course.
⁴ Burkhart/Guinea Project Location Only: Work to be performed in a manner where half of the T-intersection is performed at a time to allow for thru access for traffic.

Note:

- Contractor will be responsible for any damages caused to existing utilities or other items as a result of the work being performed.
- A one-year warranty shall be provided for the completed work at the Pine Creek and Burkhart/Guinea Locations. A 90-day minimum warranty period shall be provided for the Bromley Road Locations.
- Upon approval, all or only select project locations will be given authorization

Submitted by: Daniel Dinger
 Name (Print)
AAA Asphalt Paving, Inc.
 Company
daniel@aaa-asphalt.com
 Email
3/15/2024
 Date



Item 5.C.



METER & BACKFLOW, LLC
 5445 Stockdick School Rd.
 Katy, Texas 77449
 (281) 391-8100 Fax (281) 391-8110

Estimate

Date	Invoice #
1/25/2024	174935

Customer
Inframark EMAIL ONLY 10431 Westmoor Dr Richmond, TX 77407

Job Location
HICKORY SHADOWS INTERCONNECT

Estimate is good for 30 days!

Customer #	Terms	Our Order #
MIRNA	Net 30	

QUANTITY	DESCRIPTION	U/M	RATE	AMOUNT
1	Replace 8" Backflow Preventer with Watts 957 RPZ The device comes with a 1 year warranty on manufacturer's defects, but does not cover damage from weather events or debris damaging the check valve. The price to replace this backflow including a custom spool piece and certification		8,950.00	8,950.00
			Total	\$8,950.00

mark up 15% \$1342.50
 total cost \$10,292.50

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE
CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on 5/4/2024.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 5/4/2024.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)

Mayor
Council Member Position 1
Council Member Position 2

Candidate(s) Candidato(s)

Robert F. Buesinger
Mike Gordy
Justin Crawford

Cassie Stephens
Signature (Firma)

Cassie Stephens
Printed name (Nombre en letra de molde)

City Secretary
Title (Puesto)

2/21/2024
Date of signing (Fecha de firma)



Instructions for certification of unopposed candidates:

The authority responsible for preparing the ballot must certify the unopposed status to the authority responsible for ordering the election. This document is filed with the presiding officer of the political subdivision. The governing body must meet, accept this certification, and issue an order or ordinance declaring the election cancelled and the unopposed candidates elected. To complete the cancellation process, a copy of the order or ordinance canceling the election must be posted on Election Day at each polling place that would have been used in the election. See sample Order of Cancellation and outlines for additional instructions.

An election* may be cancelled if:

- 1) The election is one in which a declaration of write-in candidacy is required; and
- 2) No opposed at-large race is on the ballot* within that election;*and
- 3) Each candidate whose name is to appear on the ballot* is unopposed, with some exceptions;

This means:

- In an all at-large election* (with no single-member districts), if there is one or more opposed at-large races, then all the races go on the ballot within that election.*
- In an election* in which any members of the governing body are elected from single-member districts, an election in a particular district may be cancelled if the candidate is unopposed and the election otherwise meets the above requirements (i.e., there is no at-large opposed race on the ballot).

Note: A general election (for full terms) or a special election (to fill a vacancy in an unexpired term) is considered a *separate election* with a *separate ballot* for purposes of these tests, even if held on the same election date. See our online Cancellation guide for details.

Instrucciones para la certificación de una elección con candidatos únicos:

La autoridad a cargo de preparar la boleta de votación debe certificar los candidatos únicos sin oposición a la autoridad encargada de ordenar la elección. Este documento se debe presentar al presidente de la subdivisión política. La entidad gobernante debe reunirse, aceptar esta certificación y emitir una orden o una ordenanza en la que declara la cancelación de la elección y la elección de los candidatos únicos sin oposición. Para completar el proceso de cancelación, se debe exhibir el Día de la Elección una copia de la orden u ordenanza de cancelación de la elección en todos los sitios de votación que se hubieran utilizado en la elección. Vea el ejemplo Orden de Cancelación y el resumen para más instrucciones.

Una elección* puede ser cancelada si:

- 1) *la elección es una en la que se requiere una declaración de candidatos por escrito en la boleta de votación; y,*
- 2) *no hay oposición para la carrera por acumulación en la boleta* de votación dentro de esa elección* y*
- 3) *Todos los candidatos cuyos nombres deben aparecer en la boleta* de votación no tienen oposición, con unas excepciones;*

Esto significa:

- *En una elección* por acumulación (sin ningún distrito con miembro único), si se encuentra una o más de una carrera por acumulación con oposición, entonces todas las carreras estarán en la boleta dentro de esa elección*.*
- *En una elección* en la que cualquiera de los miembros de la entidad gobernante se eligen de distritos con un solo miembro, se puede cancelar una elección en un distrito específico si hay oposición para el candidato y la elección cumple con los requisitos que anteceden (ej. no hay oposición para la carrera por acumulación en la boleta).*

Nota: *Una elección general (con términos completos) o una elección especial (para llenar una vacante de un término no vencido) es considerada como una elección distinta con una boleta distinta con los propósitos de estas pruebas, aunque se lleven a cabo en la misma fecha electoral. Vea nuestra guía de cancelación en línea para más detalles.*

ORDINANCE NO. 838-2024

**AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS, DECLARING THE UNOPPOSED CANDIDATES FOR MAYOR AND COUNCILMEMBERS, POSITIONS 1 AND 2 ELECTED; PROVIDING THAT THE MAY 4, 2024 GENERAL MUNICIPAL OFFICERS ELECTION SHALL NOT BE HELD; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT
HEREWITH.**

WHEREAS, pursuant to City of Hilshire Village, Texas, Ordinance No. 834-2023, passed and approved on December 19, 2023, a General Municipal Officers Election was ordered to be held on May 4, 2024, for the purpose of electing three officials of the City, to wit: Mayor, Council Member, Position No. 1, and Council Member, Position No. 2.

WHEREAS, pursuant to said Ordinance No. 834-2023 and Section 143.007, **TEXAS ELECTION CODE**, the deadline for filing applications for a place on the ballot of the City's Municipal Officers Election has expired; and

WHEREAS, the City Secretary, in accordance with Section 2.052, **TEXAS ELECTION CODE**, has certified to the City Council, in writing, that Robert F. Buesinger is unopposed for election to the office of Mayor, Mike Gordy is unopposed for election to the office of Council Member Position 1 and Justin Crawford is unopposed for election to the office of Council Member, Position No. 2

WHEREAS, the City Council hereby finds and determines that each candidate whose name is to appear on the ballot in said election is unopposed, and no proposition is to appear on the ballot for such election; now therefore,

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

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

Section 2. In accordance with Section 2.053(a), **TEXAS ELECTION CODE**, the following unopposed candidates are hereby declared duly elected to the respective offices shown:

Robert F. Buesinger
Mike Gordy

Mayor
Council Member Position 1

Section 3. Pursuant to Section 2.053(b) **TEXAS ELECTION CODE**, the General Municipal Officers Election heretofore called and ordered by the City of Hilshire Village, Texas, Ordinance No. 834-2023, for the 4th day of May 2024, shall not be held and is hereby cancelled.

Section 4. The City Secretary is hereby directed to cause a copy of this Ordinance to be posted on Election Day, same being May 4, 2024, at the polling place that would have been used in such election.

Section 5. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance 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.

Section 6. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED this 19th day of March 2024.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary





City of Spring Valley Village Police Department

1025 Campbell Road
Houston, TX 77055
713-465-8323
Fax: 713-465-3135
Chief Mark Schulze



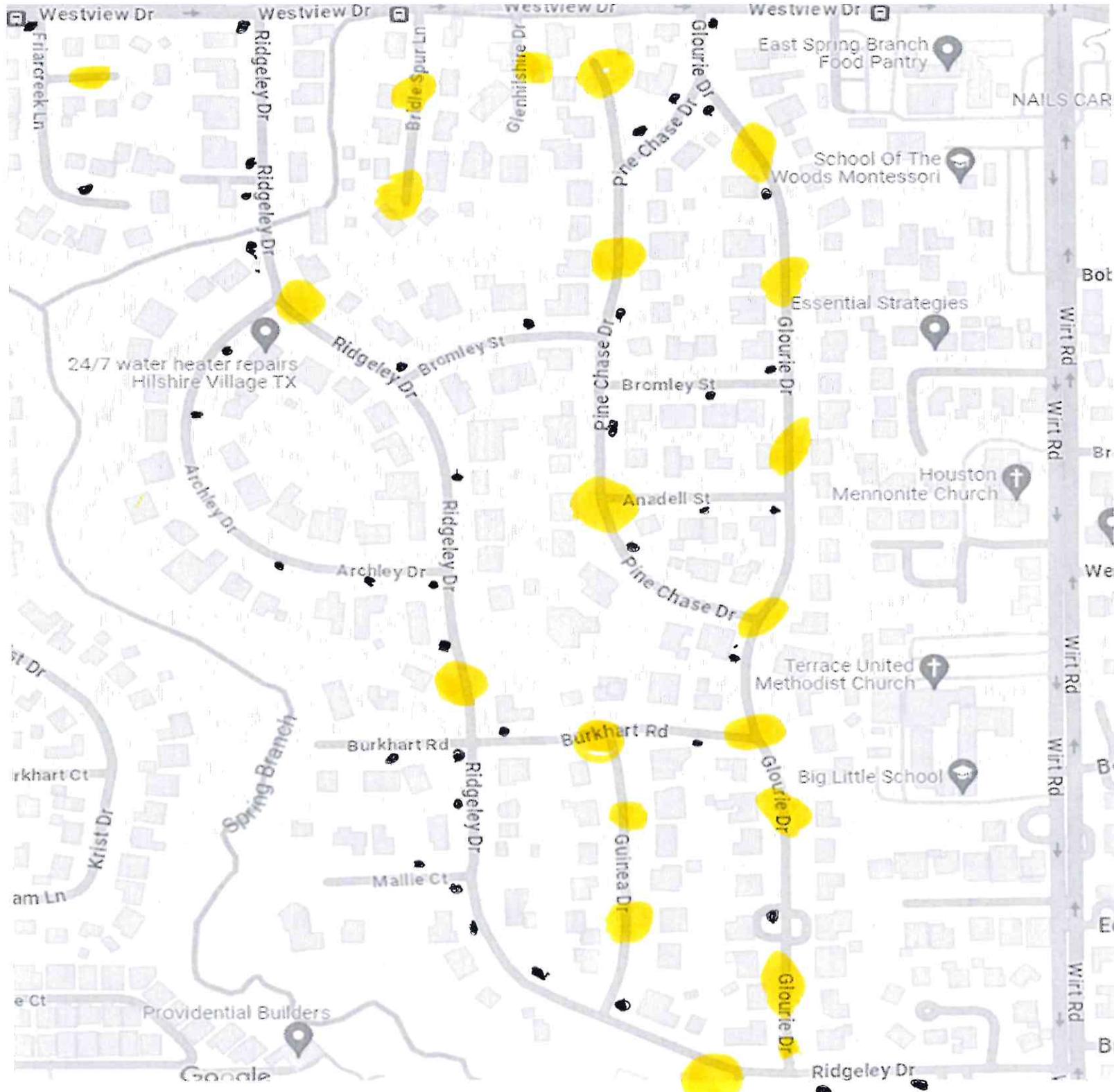
To: Captain Lane
From: Corporal “Rick” Martell
Date: Sunday, December 19, 2023
Reference: Lighting Hilshire Village

Captain Lane,

Attached to this letter is a map of the City of Hilshire Village. The map details the approximate location of both current street lights and areas in which the City could use more lighting (see map key). It is my understanding that the citizens of Hilshire Village enjoy the “country feel” that Hilshire Village currently provides and I know more lighting could slightly effect that feel. From a safety and security perspective, increased lighting provides a safer area for the children at play, citizens walking their dogs, and overall provides the village with another form of a crime deterrent. For example: from the viewpoint of a possible suspect(s), a suspect driving east bound on Westview Drive that passes by Bridle Spur Lane during the night time hours, which currently has no street lights then continue east down Westview Drive and observe Glourie Drive with numerous streets lights. The likelihood of a criminal act such as a theft, burglary, or robbery, etc. would be exponentially more likely to occur on a not so well lit street, using the cover of darkness, than that of street that has appropriate lighting. Some crimes are planned and thought out and other times there are crimes of “opportunity”. It is my belief that more or improved lighting could deter these crimes of “opportunity”. After reviewing the current lighting throughout Hilshire Village, there should be well lit intersections and turn areas in which Hilshire Village is extensively lacking. The current map does not show Pine Creek Street, but there is no lighting down that street as well. Although lights may not deter all crime, any added security or visibility for cameras or witnesses could be of immense value for the safety of our citizens and their property or at a minimum, provide displacement of crimes of opportunity.

Respectfully,

Corporal C. “Rick” Martell #811



● - lighting needed

● - existing light poles

SMS marketing overview: What it is and how it can help your business

Article: 000045561

Updated: February 16, 2024

Learn more about SMS (short message service) marketing, features, and how you can use it to reach your audience in a new and more personal way

We added SMS marketing as a communication channel to help you connect and engage with your audience through targeted messaging! Here's everything you need to know about how SMS marketing works and the benefits of using it:

- [What is SMS marketing and how does it work?](#)
- [Why should I consider adding SMS marketing to my email plan?](#)
- [What are the features of SMS marketing through Constant Contact?](#)
- [Why use email, social media, and SMS together?](#)
- [How can I grow my list for SMS marketing?](#)
- [What should my content be for SMS vs email vs social?](#)
- [What do I need to register for SMS?](#)
- [Is there anything else I need to know before signing up for SMS Marketing?](#)

When you're ready, follow these steps to [add SMS to your email plan](#) and then [register for SMS marketing](#) in your account. We'll even automatically create a Sign-up Landing Page that's enabled with SMS for you, so you can start building your SMS list immediately after your registration is approved.

What is SMS marketing and how does it work?



SMS marketing is a form of consent-based communication for you to engage your contacts through text messages sent directly to their mobile phones.

First, your contacts opt in and give you explicit permission to send text messages to the mobile number they provide. Then you're able to create and send SMS messages that include information or a call-to-action. Your contacts can't respond directly to you through the SMS message, but you can provide them with a URL to click to get them to more targeted information.

- [Constant Contact's SMS permission policy](#)

Since most people read their text messages quickly after receiving them, it's a great way to get your message in front of your customers and supporters!

Why should I consider adding SMS marketing to my email plan?

SMS marketing is a cost-effective way to engage your audience! SMS messages are typically opened within minutes of being received and have high engagement rates. You can use it to appeal to customers and contacts who want to receive news, coupons, promotions, and other messages via text.



Be a better marketer: Check out our [Small Business Guide to SMS Marketing!](#)

What are the features of SMS marketing through Constant Contact?

Constant Contact makes it easy to grow a list of contacts that are opted in to SMS and then engage them through SMS messages. We offer:

- **Easy-to-use editor:** Create messages quickly with an editor that includes a live preview and built-in link shortener. The editor also provides counters so you always know how many individual text messages your



SMS includes and the number of contacts you're sending to so that you don't go over your monthly allotment.

- **Phone number:** We provide you a dedicated phone number to send your texts from. The area code for your dedicated number is based on the support phone number you provide when you register. The phone number stays the same, so your contacts always know the message is coming from you.
- **Privacy policy and terms of service templates:** If you already have a privacy policy and terms of service you can link to them or upload them into your Library to host them. If you don't yet have them, we provide templates you can use to create them, to get you up and running quickly.
- **Sign-up Landing Pages:** Grow your list with a custom webpage designed to capture new contacts! We create an SMS-enabled landing page for you that you can start using immediately. The landing page includes an SMS marketing consent field and a field to collect a mobile number independently from a general phone number. You can even create additional Sign-up Landing Pages that can be further customized for a specific audience, too.
- **Automated communications:** For those in the Plus package, you can automatically send communications at the right time without having to lift a finger. Create abandoned cart messages that trigger to send SMS message reminders to help increase your sales through BigCommerce, Shopify, and Wix.
- **Reporting:** Know what works by seeing clicks, views, unsubscribes, revenue, and more, and use your data to inform future marketing campaigns.

Why use email, social media, and SMS together?

SMS is a powerful marketing channel that allows you to engage with your customers quickly and easily. Combined with email and social media marketing, you can maximize your reach and increase consistent customer engagement on whichever platform they prefer.

- [Create and send an SMS marketing message while respecting quiet hours](#)



- [Create an automated customer journey for abandoned carts with email and SMS reminders](#)



Be a better marketer: Learn more about [How To Use SMS and Email Marketing To Boost Engagement](#).

How can I grow my list for SMS marketing?

Once your registration is approved, we automatically create a Sign-up Landing Page that can be shared in your emails, on your website, in social posts, in online ads, and more, to grow your SMS contact list. In addition, you can create and customize your own landing page for a targeted audience, and if you already have existing email contacts, you can incentivize them to sign up for SMS updates and reminders too!

- [Share your Sign-up Landing Page](#)
- [Create a Sign-up Landing Page to collect new email and SMS contacts online](#)
- [Ask your existing email contacts to opt into SMS](#)
- [Add new email and SMS subscribers through Text to Join](#)



Be a better marketer: Learn more about using [SMS Text Message Marketing Best Practices to Build Relationships and Increase Sales](#).

What should my content be for SMS vs email vs social?

SMS marketing is great for content that's more time-sensitive, and short (160 characters or less). Email marketing is ideal for increasing brand recognition, educating, and engaging your audience, and promoting multiple products. Social media allows you to engage with your existing audience and reach your target audience with announcements, video and article links, images, stories, and reviews.



Be a better marketer: Want to learn more about using SMS marketing? Check out [Text Message Marketing for Small Business](#), [What is SMS for Retail and How Can You Use It?](#), and [How to Use SMS for Nonprofits](#) for ideas.

What do I need to register for SMS?

When you go through the SMS registration process, there are a few things that are required:

- **You need to be a US customer.**
- **You need a valid EIN (Employer ID Number).** EINs aren't just for corporations or partnerships. Sole proprietors are also eligible to apply for an EIN. [Learn more.](#)
- **Your organization needs to be registered with the state in which you conduct business.** Your SMS registration information is checked by our SMS messaging provider against official state and federal databases. If the information you enter into your SMS registration doesn't match these databases, it can result in your registration being rejected. [Learn more.](#)
- **You need a valid website.** This website is linked in the response message when your SMS contacts reply "Help." Your website can't be a Constant Contact landing page. [Learn more.](#)
- **You need a valid way of capturing SMS opt-ins.** We automatically create an SMS-enabled Sign-up Landing Page for you that you can start sharing immediately once your registration is approved. This landing page is required and can't be deleted, but you can also create and customize additional sign-up landing pages. [Learn more.](#)
- **You need a privacy policy.** You can upload your own or create one during the registration process. This is linked in your Sign-up Landing Page for collecting new SMS subscribers. [Learn more.](#)
- **You need mobile terms and conditions/terms of service (T&C/TOS).** You can upload your own or create one during the registration process. This is linked in your Sign-up Landing Page for collecting new SMS subscribers. [Learn more.](#)
- **You need to provide sample SMS message content.** This helps us understand how your organization will be using SMS marketing.



Is there anything else I need to know before signing up for SMS Marketing?

Since SMS marketing is a communication channel separate from email marketing, there are a few extra policies than what you might be used to. Read more about these and how Constant Contact's tools automatically have required information and consent features built-in to keep you compliant:

- [Guidelines for using SMS marketing through Constant Contact](#)
- [Add your organization's SMS privacy policy and terms of service](#)
- [SMS best practices](#)

Phone carriers have restrictions for small businesses based on the amount of SMS messages being sent. This may restrict your ability to send to large numbers of customers at once, so some messages may take 2 to 3 days to arrive. This is due to carrier sending restrictions and is not specific to Constant Contact.

- **T-Mobile** - sends 2000 messages/day (queuing currently unavailable for 4 to 6 weeks).
- **AT&T** - sends 75 messages/minute or 4500 per hour.

Guidelines for using SMS marketing through Constant Contact

Article: 000045188

Updated: February 16, 2024

What you need to know about consent, prohibited use, quiet hours, your assigned phone number, and other policies for SMS marketing



Important: Our SMS marketing tools are only available to US customers (excluding Puerto Rico and the US Virgin Islands) with a website and a valid Employer ID Number (EIN). EINs are the 9-digit federal tax ID numbers assigned by the IRS to businesses operating within the United States. (Contacts with phone numbers from Puerto Rico are able to join your list and receive text messages.) [Learn more](#).

- [Privacy policy and terms of service for SMS marketing](#)
- [Consent](#)
- [Prohibited use and content](#)
- [Assigned phone number](#)
- [Quiet hours](#)
- [Abandoned cart text message restrictions](#)

Privacy policy and terms of service for SMS marketing

Since SMS marketing requires requesting and handling personal data from your subscribers, a link to your organization's updated privacy policy and terms of service is required to use our SMS marketing tools. You can easily [upload a copy of your privacy policy](#) into your Constant Contact library to generate a URL link, or add a URL to where your privacy policy is currently hosted online.

If you don't yet have a privacy policy or terms of service document, you can use our templates to create them, either ahead of time, or during the registration process:

- [Example template: Privacy Policy for SMS \[Download\]](#)
- [Example template: Mobile Messaging Terms of Service for SMS \[Download\]](#)

For more information, please check out our article [Privacy policies and terms of service for SMS](#).

Consent

At Constant Contact, we make it easy for you to send text messages only to contacts that truly want to receive them. Since anything other than this can be considered spam, we built our tools to keep you compliant, and have put in place all the required elements by requiring consent from your contacts, explicitly stating that they have given you permission for SMS text messages in addition to email consent.



Get permission: For more information, please see [Constant Contact's SMS permission policy](#).

Automatic outgoing messages

One of the key differences between SMS marketing and email marketing is that there are certain text messages automatically sent to those that opt in that ensure your contacts have provided their consent. These automated messages keep you and your account compliant with the consent laws around SMS marketing. These text messages will be:

- **Confirm opt-in:** This is what someone will receive upon submitting their information to opt-in for SMS text message marketing.

```
Thanks for your interest in receiving {SENDER NAME} news & alerts! Reply YES to confirm your subscription or STOP to cancel. Msg&data rates may apply.
```

- **Opted in:** This is what will be received when someone replies “YES” to confirm their subscription.

- Welcome to {SENDER NAME} text alerts! You'll receive up to {NUMBER OF MESSAGES} msgs/{TIMEFRAME}.

```
Msg&data rates may apply. Text HELP for help & STOP to cancel.
```



- **Help:** This is what will be received when someone texts “HELP” to your assigned phone number.

```
{SENDER NAME}: Please visit {WEBSITE} for support or call {PHONE NUMBER}.  
Msg frequency varies. Msg&data rates may apply. Reply STOP to cancel  
.
```

- **Unsupported text:** When an unsupported command or message is texted to your assigned phone number they will receive this message.

```
{SENDER NAME}: Sorry, we didn't understand that. Visit us at {WEBSITE}.  
Reply HELP for help, STOP to stop. Msg&data rates apply.
```

- **Opt-out:** This message will be sent when an SMS Subscriber wishes to stop receiving SMS marketing messages and texts “STOP” to your assigned phone number.

```
You will no longer receive text messages from {SENDER NAME}. Type UNSTO  
P to restart messaging.
```

- **START and UNSTOP replies:** When a previously subscribed phone number has opted out for SMS marketing messages texts “START” or “UNSTOP” to your assigned phone number they will receive this message.

```
Welcome back to {SENDER NAME} text alerts. Msg&data rates apply. Text H  
ELP for help & STOP to cancel.
```

- **Reply to an opted-out customer:** If someone who has opted out of your SMS marketing messages attempts to text your assigned phone number they will receive this message.

```
{SENDER NAME}: Sorry, we didn't understand that. Visit us at {WEBSITE}.  
Reply HELP for help, STOP to stop, or START to resubscribe. Msg&data ra  
tes apply.
```



Important: The automatic outgoing messages count towards your [monthly text message limit](#) for billing purposes.

Opt-out policy

Just like with email marketing, you are required to have an easy opt out option for your text recipients at the end of each SMS message. We automatically include instructions with a command (STOP) for recipients to opt out in every text message to comply with laws and regulations for text message marketing.

Please see [Title 47, Chapter 5, Subchapter II, Part I, § 227 of the U.S. Code](#) for more information about the Telephone Consumer Protection Act (TCPA).

Prohibited use and content

It's important to note that SMS prohibited content is more strict than email. Even if you meet Constant Contact's content requirements, you should confirm that your SMS content is permitted. Constant Contact prohibits any SMS messaging that includes the following:

- Illegal substances
- Sex, hate, alcohol, firearms, and tobacco (S.H.A.F.T.)
- Third-party lead generation
- High-risk financial services
- Debt collection and forgiveness
- Gambling
- Multi-level marketing

Please see the [CTIA's Short Code Monitoring Handbook](#) for more information about S.H.A.F.T. and prohibited content.

Assigned phone number



Upon approval for use of the SMS tool, you'll receive an assigned 10 DLC phone number to send marketing messages from. 10 DLC phone numbers are long code phone numbers that allow you to send at a higher volume than a normal phone number while meeting the legal requirements for sending marketing messages to those that opt in for marketing purposes. In addition, 10 DLC phone numbers will allow messages to be sent at a less expensive rate than a standard text message with better delivery rates.

Quiet hours

Marketing to someone via text message comes with limitations on when you are allowed to send messages to those that have opted in to receive such messaging. We have built the quiet hours into the our SMS tool to prevent your from sending SMS messages between 8:00 p.m. and 11:00 a.m. ET.

Abandoned cart text message restrictions

When using an SMS message to remind someone that they've left some items in their cart, there are several requirements that you must follow:

- An automated customer journey is limited to one SMS message per each abandoned cart.
- The message must be scheduled to send within 48 hours of the cart being abandoned.
- You cannot complete the abandoned cart transaction on your customer's behalf.

TextMyGov

Hilshire Village, TX

WHY TEXTMYGOV

The most efficient way to communicate with your citizen is via text. No app, no email, no sign up required.

Our two-way smart response allows citizens to ask questions and report issues all from their cell phone.

Customize your notifications/alerts based on groups,, or physical location. departments

Our experienced setup and marketing team will customize the backend of your dashboard and provide you with marketing materials to promote the engagement of TextMyGov.



Receive Alerts

Request Information

Report Issues

WHY TEXTMYGOV

Website Widget

We provide marketing materials for the promotion of TextMyGov. The website encourages organic growth and has an easy-to-use opt in. Just type your number to opt in.

Database Welcome Message

We supply you with a database of numbers to reach more of your community from the beginning.

Here is a welcome message example from our customer in Lincoln County, NE.

Citizens just have to text "STOP" to remove themselves.

Notification-Opt-In



Encourage citizens to sign up for text alerts and have the "Opt-In" button initiate the process of texting in an alert keyword to the 91896 number.

After the text is sent, users will still need to reply "Yes" to confirm opt-in.

Welcome to Lincoln County, Nebraska's Text Alert System! You will receive only important announcements and information directly from Lincoln County, NE. For more information, please visit: <https://lincolncountyne.gov/textmygov-pr/> You may opt-out at any time by texting STOP.

TEXTMYGOV FOR Hilshire Village, TX

Every agency uses TextMyGov differently.

Here are some KEY features that would best help Hilshire Village, TX.



Based on our conversations, here is how TextMyGov can help:

- **Notifications** for sending emergency notifications, preemptive alerts about trash delays or trash schedule changes, water outages, billing reminders, street/road issues, and more.
- **Database of local numbers** to notify more of your community and a project manager to help build the system and provide marketing materials for organic growth and engagement.
- **Automated responses** for city hall contact information, trash schedule information, water and sewer information, council meeting information and agenda, and more.
- **Automated reporting** for road issues, water meter re-read requests, trash/dog waste stations (full or out of bags), and more.

Reporting Email

Text in "Pothole" to: 435-265-4446

- This is the email format for a reported issue.
- These reports are sent directly to the right departments or department heads.
- The information required by the system is customizable.
- Photos of the issues can be added.

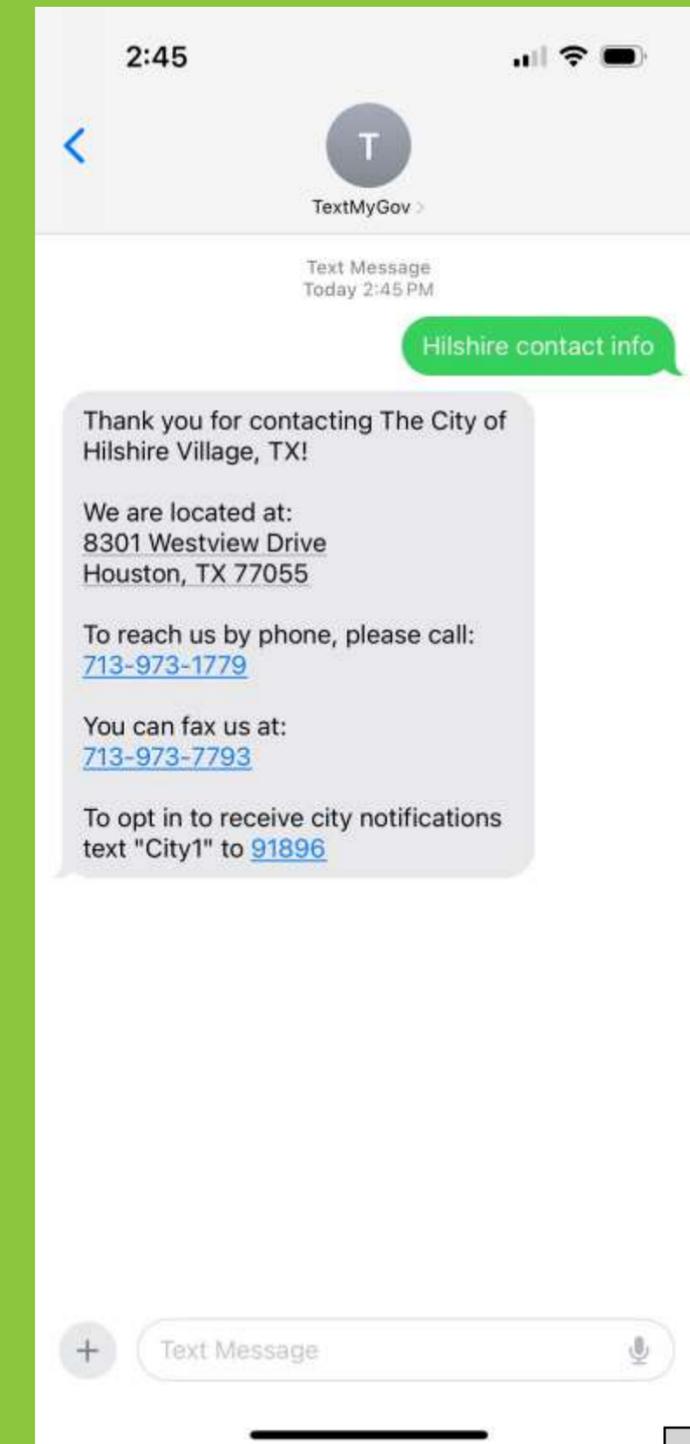
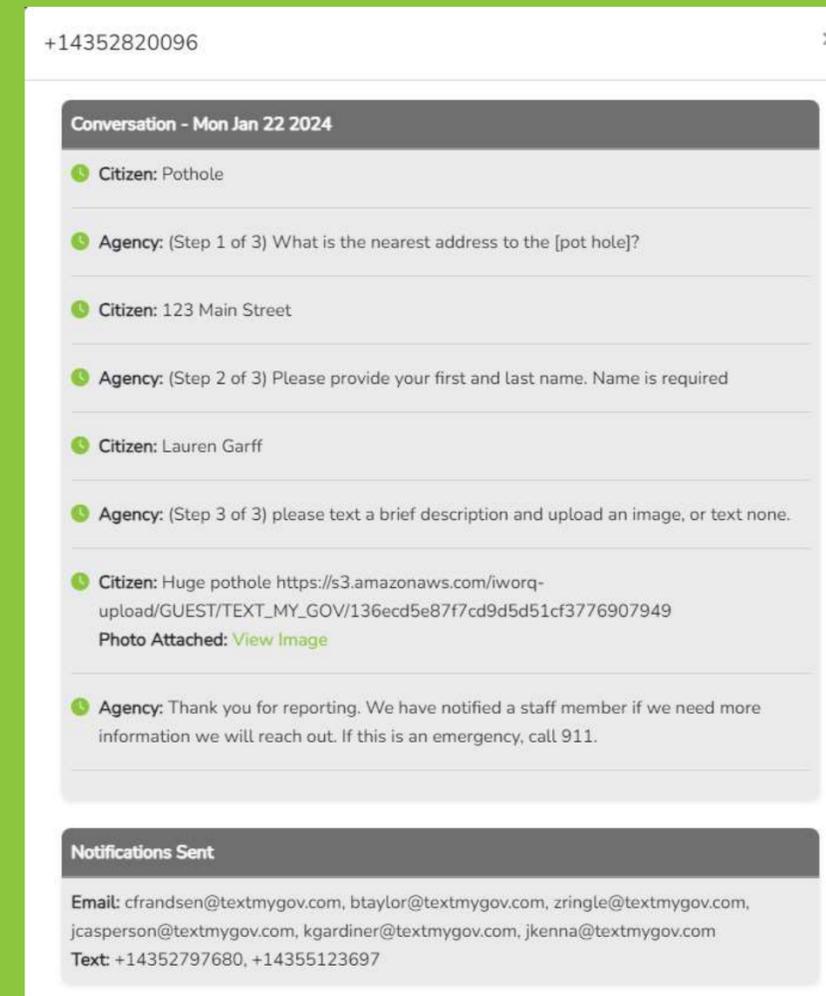
Automated Response

Text in "Hilshire Contact Info" to:

435-265-4446

- Automated responses are built out by your project manager.
- A citizen texts in for information and receives a single response in return with correct information or guiding them (via link or pdf)

to the right place.

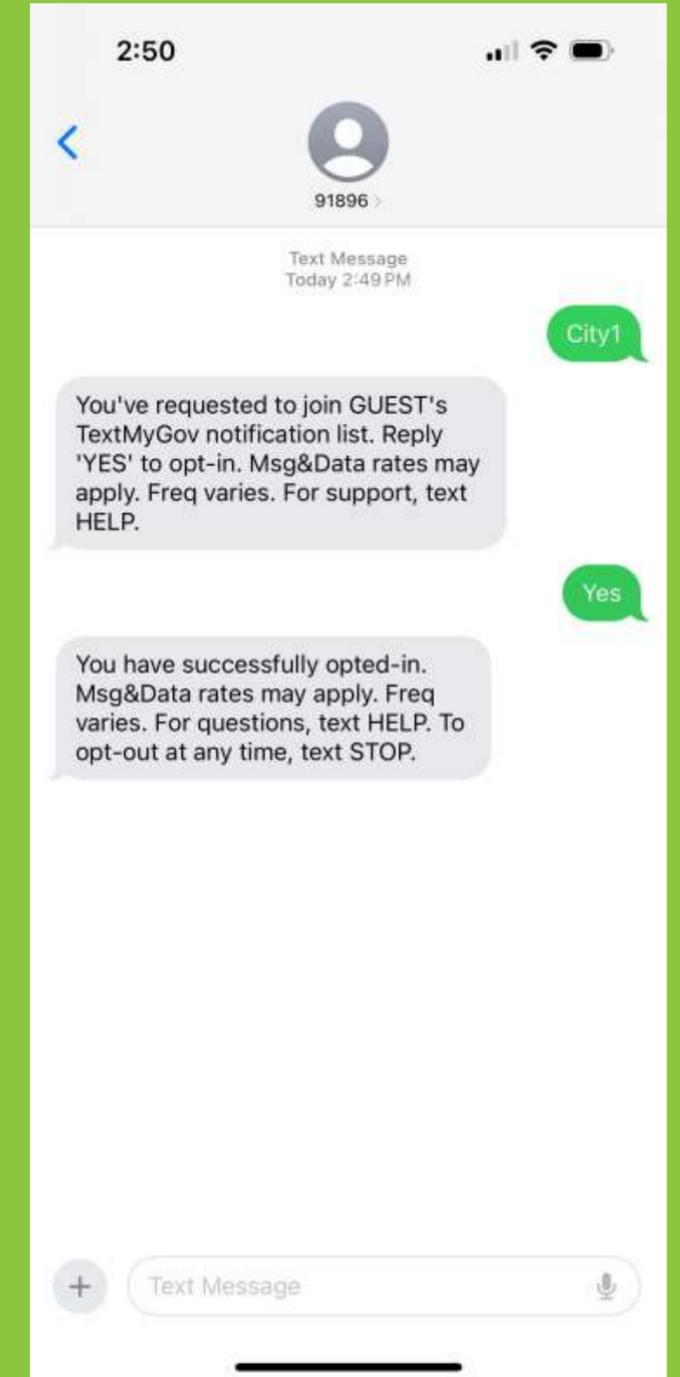


Notification Opt In

Text in "City1" to: 91896

Notification Opt In example from our customer in Jersey County, IL

These notification opt-in responses are customizable



TEXTMYGOV CUSTOMERS IN TEXAS

- Cresson, TX
- Frankston, TX
- Glen Rose, TX
- San Augustine, TX
- Wood Creek, TX
- Grand Prairie, TX

*can provide additional references

WHY TEXTMYGOV?



No Download Needed

- Citizens don't need to download an app, create a login or password, or subscribe to an email service. If they have a cell phone, they have access to alerts/notifications.



Dedicated Account Management

- Every account has a dedicated Account Manager who will help set up your entire account. We specifically work with local governments. Our Account Managers are experienced in providing suggestions and ideas on best practices so you can maximize the service.



Unlimited Training

- Your Account Manager will provide unlimited training for staff. We know that departments can turn over; we are here to help train new staff, new departments, or provide a refresher for staff already involved.

WWW.TEXTMYGOV.COM



TextMyGov

PROPOSAL

DATE: 02/12/2024

INTRODUCTION TO TEXTMYGOV

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, 97% of smartphone owners text regularly. The technology analysts at Compuware reported that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.

TEXTMYGOV SOLUTION

Summary for: Hilshire Village

Feature	Solution
<i>Find Information</i>	<ul style="list-style-type: none">• TextMyGov allows citizens to find information using our smart texting solutions. Citizens can ask questions via text messaging and TextMyGov will look for key words to send back answers or links.• <i>Water and sewer information, routing citizens to information posted on the website</i>• <i>Your project manager can help create these later when there is more of a need.</i>
<i>Report Issues</i>	<ul style="list-style-type: none">• Citizens can report issues, such as potholes, stray animals or water leaks by simply texting from their personal phone. From there TextMyGov will automatically engage with the citizen to gather more information and send it to the correct department.
<i>Send Alerts/Notifications</i>	<ul style="list-style-type: none">• Send alerts/notifications from emergencies to events. Municipalities using TextMyGov can send their citizens alerts or notifications with a few clicks.• <i>Water outages, billing reminders, street/road issues, general information, council meeting information/agenda, and more.</i>
<i>Demo Recording</i>	<ul style="list-style-type: none">• Intro to TextMyGov Hilshire Village, TX

COST BREAKDOWN

This quote represents a subscription to TextMyGov with an initial TERM of Three-Year. The agreement is set to be automatically renewed after the initial TERM. Support and services fees may increase in subsequent years but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at www.TextMyGov.com/terms
 HYPERLINK <http://www.textmygov.com/terms>

Package Details	Price	Billing
TextMyGov:	\$1,500.00	Annual
<ul style="list-style-type: none"> TextMyGov web-based software Local phone number Short code number (outgoing messages) Database of local numbers Unlimited users & departments Unlimited support for every user 10 GB manage online data storage 25,000 Text messages per year 		
Implementation/Setup Fee	\$500.00	One Time
First year total	\$2,000.00	Year one
Total recurring	\$1,500.00	Annual

TERMS

- This is a Three-Year term.
- After the initial Three-Year, the agreement will revert to year-to-year
- Cancellation requires a 60-day written notice
- Customer is required to put TextMyGov widget on agency's website
- This proposal is valid for 30-days
- **Customer is required to provide a copy of W-9**

TEXTMYGOV PROPOSAL

ADDITIONAL SERVICES

Additional Services	Price	Billing
Enhanced Media & Care Package <ul style="list-style-type: none"> Marketing material and expert implementation to promote and optimize TextMyGov, see us here for additional information: Enhance Media Package 	Price is based on population- See Account Executive for details.	Annual
Additional Storage <ul style="list-style-type: none"> 100 GB of additional storage. 	\$250 per unit	Annual
Additional Text Messages <ul style="list-style-type: none"> 25,000 50,000 100,000 	\$300 \$550 \$750	Annual
Database <ul style="list-style-type: none"> Database of your local residence to improve citizen engagement Database might have been quoted in the original quote. See your package breakdown for details 	Price is based on population. See Account Executive for details.	

IMPLEMENTATION

GETTING STARTED

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

CONFIGURATION

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

MEDIA KIT

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am5pm MST.

AGREEMENT CONFIRMATION



We need two contacts for implementation. A cell phone is required for implementation. We also need the best contact for installing the widget on your agency's website

Implementation Contact 1

Name

Title

Email

Office Phone

Cell Phone

Implementation Contact 2

Name

Title

Email

Office Phone

Cell Phone

Billing Contact

Name

Title

Email

Office Phone

Address

W-9

Please attach W-9 in a separate email.

Agreement Signature

Name

Title

Date

Signature

Widget Contact

Name

Title

Email

Office Phone

**This person is responsible for placing the TextMyGov widget (see options- [TextMyGov | Widget Link](#)) on the agency's website within 60 days of the agreement signature. The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time).*

TEXTMYGOV PROPOSAL

TWILIO CONTACT

Twilio Authorized Contact 1

Name	
Title	
Email	
Office Phone	
Business Title:	

Twilio Authorized Contact 1

Name	
Title	
Email	
Office Phone	
Business Title:	

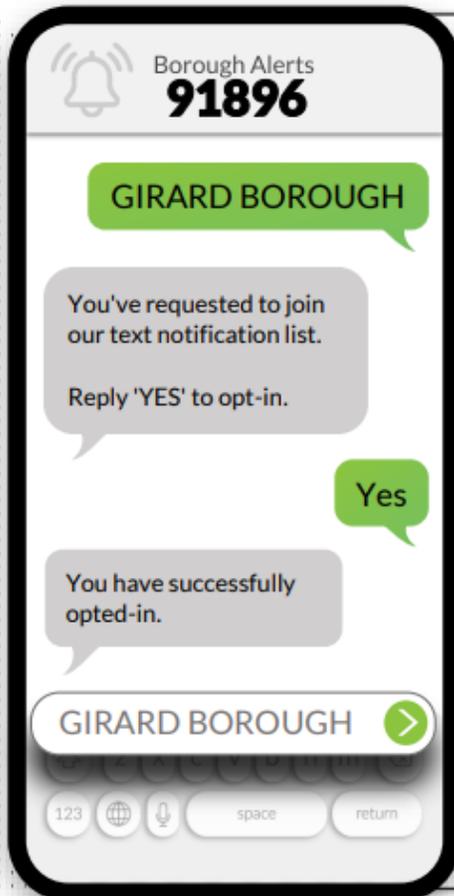
I confirm that my nominated authorized representatives agree to be contacted by Twilio.

**Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts. **

Girard Borough Text Alerts!

TextMyGov™

Get city updates sent directly to your phone via text message.



Sign up to receive borough text message notifications!

Opt-in today.

Text **GIRARD BOROUGH**

to: **91896**

What to Expect:

- After the initial keyword is sent, you will receive a confirmation message asking you to reply **YES** to verify opt-in.
- You may receive multiple text messages a month with a notification. Notifications may include **Upcoming Events, Garbage Delays, Road Closures, Storm Warnings, and Power Outages.**
- You can text **STOP** at any time to remove yourself from the notification list.



Scan to join text alerts

Msg & data rates may apply. Check with your carrier for details. View terms and privacy policy info at: textmygov.com/opt-in-terms-conditions

HAVING TROUBLE?
To report an issue, tap the on-screen "REPORT A PROBLEM" icon
OR text **METER** to 248-246-9949
OR contact the police department at 248-246-3500

REPORT A PROBLEM

Decal with a relative keyword is placed on the meter to inform the user of how they can interact.

Meter "Meter" is used as a one word response.

What type of meter issue do you want to report?
COIN, CARD, or OTHER.

Coin The reporting word selected will begin the flow.

What is the number on the pay station you are reporting?

Parking Meter Strategy Overview

Different reporting keywords are suggested in the response.

City of Royal Oak



City of Harrisburg TextMyGov
Community Engagement Strategies
Midnight Hike

Hike

(Step 1/2)
Please provide your name.

Jon Doe

(Step 2/2)
How many hikers will be going with you?

2

Thank you for registering for the full moon guided hike. A state park entrance license is required. You may check one out from the Community Library or purchase a day pass at the entrance kiosk. Dress for the weather with comfortable hiking shoes and bring water.

The hike will begin promptly at 9:15pm.
Good Earth State Park - 26924 480th Ave,
Sioux Falls, SD 57108

City of Harrisburg TextMyGov
Community Engagement Strategies
Holiday Light Display

Light Up

Provide the address of the home you wish to register for the Parade of Lights display.

91 N. 500 E.

Please provide your name.

John Doe

Thank you for signing up!
Remember to keep your lights on for judging from 5PM-8PM on December 14th.

Registration Sequence

XMAS

Provide the address of your favorite Parade of Lights display.

Example Circle Street

Share a picture of your favorite display, describe your favorite part, or text NONE.

Voting Sequence