



# Regular Council Meeting Minutes

Tuesday, June 18, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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1. Mayor Pro Tem Carey called to order the Regular Council Meeting at 6:32 p.m.

1.A. Council Member Crawford gave the Invocation

1.B. Pledge of Allegiance

1.C. PRESENT

Council Member Justin Crawford  
Mayor Pro Tem Andy Carey  
Council Member Mark Huber  
Council Member Kristi Cooper

ABSENT

Mayor Bob Buesinger  
Council Member Mike Gordy

Also Present Were: City Attorney Bailey, Olson & Olson, City Engineer Vasquez, HDR Engineering, Spring Valley Captain Menchaca and Sergeant Menchaca, City Secretary Stephens and City Clerk Ray.

2. **CITIZEN'S COMMENTS**

**Bill Bristow, Pine Chase Drive**, expressed concerns about traffic hazards on the roadways due to the number of construction vehicles parked on the street. He added that walking in Hilshire Village is dangerous because of this and urged the city to consider resolutions to enhance safety.

4. **CONSENT AGENDA (OUT OF ORDER)**

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

4.A. Approve Disbursements

4.B. Approve Minutes from the Regular Council Meeting

4.C. Approve Check Registers

4.D. Approve a Proclamation honoring citizen Vernon Kahanek for his 99th birthday and his valued presence in the City.

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

The motion carried 4-0.

Mr. Kahanek was presented with a proclamation and a birthday cupcake, surrounded by his family and neighbors who have known him for years. A photo was taken of him with Mayor Pro Tem Carey to commemorate the occasion.

### 3. REPORTS TO COUNCIL

**3.A. Police Report:** Sergeant Menchaca reported the May statistics, which included 1,102 calls for service, 912 business checks, 46 public relations activities, 14 traffic stops, and 42 violations issued, including parking violations.

**3.B. Fire Commissioner's Report:** Commissioner Garofalo reported that the staffing situation includes one fire medic on worker's compensation and ongoing interviews for part-time and full-time dispatcher positions, with four open fire medic positions remaining. Engine 2 is having its ladder replaced, and once completed, it will go in for turbo repairs; a temporary fix has been implemented to keep it in service. The review of recent incidents included three house fires, and on May 16th, straight-line winds resulted in five calls from Hilshire Village. Last month, there were ten total incidents.

The recommended bid for the fire station's main roof was approved, with no damage reported during the wind event. The next Fire Commission meeting is scheduled for June 26th.

Regarding the special audit, a surplus from 2023 is being considered for transfer to the Capital Replacement Fund. The accounting consultant will continue advising through the year and will implement checks and balances into the budget. Council Member Cooper requested a copy of the financial advisor's report along with the special audit.

**3.C. City Engineer's Report:** Engineer Vasquez reported that a substantial number of drainage plans were submitted for review.

The search for a contractor to regrade ditches continues, with inquiries made to an erosion control company for quotes. Council Member Crawford questioned whether the difficulty in finding a contractor was due to the project size. It was recommended to seek multi-year contracts and incorporate the cost into an annual budget item.

The Lead Service Line Inventory survey is nearly complete, with twenty locations remaining due to storm debris blocking access or difficulties in locating meter boxes. The metes and bounds survey for the Wirt Road sidewalk is in progress. The street pavement point repairs are scheduled for mid-July.

Plans for Hilshire Green should be ready for discussion at the next council meeting, with a town hall discussion to be set up. Budgetary quotes for Pine Chase Grove meter improvements are being reviewed.

- 3.D. Building Official's Report** Secretary Stephens reported that last month there was one certificate of occupancy issued for a new residential home. There were 24 permits issued and 48 inspections completed.
- 3.E. City Secretary's Report:** Secretary Stephens said that the majority of the call log is due to the storms and most have been resolved. She said city staff are driving through all city streets regularly to work with utility and Harris County officials for repairs and debris removal. Maintenance repairs to several fire hydrants are scheduled to be completed in the coming weeks.
- 3.F. City Treasurer's Report** Secretary Stephens presented the 2023 - 2024 budget workshop calendar.

**5. DISCUSSION AND POSSIBLE ACTION**

- 5.A. Discussion and Possible Approval of City of Hilshire Village Resolution 2024-261 approving the Village Fire Department Proposed 2025 Budget of \$10,325,920, the City of Hilshire Village's portion being \$302,277.60 (3%).**

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

Chief Miller said they are maintaining competitive salaries within the area, he noted that a salary survey is conducted every other year, and one was not done this year. He explained that salaries are based on the cost of living, and the command staff averages 15-20 years of service.

Key budget items included a 3.5% salary increase (cost of living adjustment) and a 3% increase in personnel costs for medical insurance in 2024, with an anticipated rise in 2025. The budget is organized into three main categories with 11 subcategories to enhance clarity and understanding.

Council Member Carey said this year the EMS revenue is being returned to the city but the Fire Department is requesting to retain it in the next budget. Chief Miller said keeping this revenue in an investment fund is to proactively fund capital expenditures.

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

The motion carried 4-0.

- 5.B. Discussion and possible approval of City of Hilshire Village Resolution 2024-262 authorizing the Village Fire Department to retain a surplus from the VFD 2023 Budget in the amount of \$238,054 to be placed in the Capital Replacement Fund.**

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

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

The motion carried 4-0.

**5.C. Discussion and possible approval of City of Hilshire Village Resolution 2024-263 authorizing the Village Fire Department to retain the 2025 EMS Revenue to be placed in the Capital Replacement Fund.**

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

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

The motion carried 4-0.

**5.D. Discussion and Possible Approval of Amendments to the Interlocal Agreement with the City of Spring Valley Village for Police Services**

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

Secretary Stephens stated that the primary change is extending the termination notice period for either participating city from 30 days before the end of the fiscal year, which is June 1, to one year before the fiscal year's end. She also noted that the only other change involved removing an outdated figure and instead relying on the already established percentage of the operating budget.

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

The motion carried 4-0.

**5.E. Discussion and Possible Action to Issue Debt**

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

The Council reviewed the Capital Improvement Projects planned for the next 10 years, focusing on the total debt ceiling required to finance these projects while accounting for potential inflation in costs. They noted that the city recently made the final payment on the 2014 debt series and is approaching the maturity of the 2018 debt series, which equaled a combined annual payment of approximately \$360,000. The Council expressed a desire to maintain stable annual payments to ensure consistency in the Interest & Sinking (I&S) debt tax rate. After considering all factors, including the costs for a financial advisor, underwriting, and other related fees, the Council agreed on a maximum debt issuance of \$3.5 million.

Council Member Huber amended the motion to proceed with the Notice of Intent to issue debt at a maximum of \$3.5 million.

The amended motion carried 4-0.

## **6. DISCUSSION**

**6.A. Discuss benefits of establishing an Interlocal Agreement with the City of Spring Valley Village for miscellaneous public works services.**

Secretary Stephens presented the Council with a copy of an agreement from 2005, which was amended in 2006, outlining a partnership between the City and Spring Valley Village for various public works duties. She noted that while there is no record indicating the termination of this agreement, the cities have not collaborated in this manner for several years. Secretary Stephens also mentioned the difficulty in finding companies willing to handle small repair jobs, such as erecting fallen stop signs, pavement patches, or painting pavement for no parking zones. The Council expressed support for re-establishing the agreement and requested a review of the scope of services, construction standards, and updated rates.

**6.B. Discuss amendments to Hilshire Village Tree Ordinance #745.**

Council Member Cooper suggested involving the Tree Board in the discussion and encouraged citizen participation, particularly in light of the significant damage caused by recent storms. Mayor Pro Tem Carey emphasized that the matter requires a dedicated workshop meeting due to the complexity and importance of addressing the various aspects of the ordinance.

**7. FUTURE AGENDA TOPICS**

**8. ADJOURNMENT**

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

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

The motion carried 4-0.

**The meeting was adjourned at 8:11 P.M.**

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Andy Carey, Mayor Pro Tem

ATTEST:

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Cassie Stephens, City Secretary