

TUESDAY AUGUST 9, 2016
COUNCIL WORKSHOP AND SPECIAL COUNCIL MEETING
6:30 PM

COUNCIL WORKSHOP AND SPECIAL COUNCIL MEETING

1. CALL TO ORDER: Mayor Herron called the City of Hilshire Village Council Workshop and Special Council Meeting to order at 6:31 PM at 8301 Westview, Houston, Texas 77055.

1.1 Present: were Mayor Russell Herron, Mayor Pro Tem Paul Maddock, Council Members Mike Gordy, Robert Byrne, Robert Swanson and David Gunn. Also, present was City Administrator, Susan Blevins.

2. ACTION ITEMS:

2.1 Mayor Pro Tem Maddock made a motion to authorize City Staff to issue a Purchase Order for the removal and replacement of damaged concrete curbs for the Hickory Shadows, Hilshire Oaks, Hilshire Green and Hilshire Grove subdivisions for a not to exceed price of \$5,000, seconded by Council Member Swanson. Mayor Pro Tem Maddock was questioning the fact that the City only received one (1) bid and he was also questioning if the cost was too high. City Administrator Blevins stated that this was a not to exceed price and the City was still trying to get other companies to quote on the job. Mayor Pro Tem Maddock also questioned if the pavement would be a temporary fix or not. Mayor Herron said they would be cutting the curb and re-pouring the curb with rebar if it. Council Member Gordy confirmed that this was just cutting out the bad curbs and replacing them. Council Member Byrne questioned the email that was sent out and data behind the email. He wanted to make sure the curb was being cut out and replaced. The answer was "yes". Council Member Gordy asked where this \$5,000 would come from and where this item fits in with other improvements that need to be made. Mayor Herron said Council could table it until after the budget discussion.

A vote was taken to table this item until after the budget discussion. The vote passed unanimously.

2.2 Council Member Gordy made a motion establishing a Policy for City Staff in regard to past due utility debt to either put a lien on the property or to require a Promissory Note to secure past due utilities, seconded by Council Member Gunn. City Administrator Blevins stated she would like Council to set a policy to direct staff on how to handle past due utility bills, especially when a house goes up for sale. The question would be does the City want to put a lien on the property or have a resident sign a Promissory Note. The Policy now is to allow a resident to set up a payment plan and payoff the invoice in a timely manner. However, there are situations where a payment plan is set up and then the resident does not pay according to the payment plan.

Council discussed this matter and the consensus was the staff needed to protect the tax payers from delinquent debt. Council Member Gordy said the question is “is the policy set by a dollar amount or time frame”. No other instrument covers the City except for a lien. Council Member Swanson asked how much a lien cost. City Administrator stated the cost for legal to handle would be around \$500. She stated that one of the problems is that residents that have lived in the City for a long period of time do not have a deposit because it had already been returned to them. It is the policy of the City to keep the deposit at this time. Council Member Byrne said that City Staff can do the lien without engaging legal. Council Member Gordy said that another trigger should be if the house goes up for sale.

Council Member Gordy amended his motion to authorize City Staff to put a lien on a property that has a past due debt that is over 90 days past due or over \$1,000 or if the residence is put on the market to be sold, seconded by Council Member Gunn. **A vote was taken to approve the motion authorizing City Staff to put a lien on a property that has a past due debt that is over 90 days past due or over \$1,000 or if the residence is put on the market to be sold. The vote passed unanimously.**

Mayor Herron recessed the Special Council Meeting at 6:48 PM to go into a Council Workshop to discuss the City’s Budget and Tax Rate.

Mayor Herron said the City still does not have the Certified Roll but the estimated revenues and expenses are in the worksheet. He stated Council was not here to finalize the budget but to understand the budget and to start thinking about the direction the City wants to go with the tax rate.

City Administrator Blevins went over each of the Fund Balances and stated that the City’s expenses are approximately \$75,000 a month and the City has more than eight (8) months in reserves.

Mayor Herron went over the proposed budget line by line and then the Capital Improvement Projects.

City Administrator Blevins went over the Metro Funds so that Council would be able to discuss the replacement of damaged concrete curbs that was tabled earlier. The funds are there. Council Member Gordy stated the City needs to maintain the neighborhoods. The City just needs to make sure we are looking at the big picture.

Council Member Swanson asked if the City had any more flooding with all the rain that the City had received. The answer was “no”. All the improvements that the City have made has made a difference.

City Administrator Blevins stated she will reduce the Code Enforcement line item to \$12,000 and increase the Contingency Account to \$15,000. Council questioned the GIS line item and if the City would get their money’s worth.

Mayor Herron adjourned the Workshop at 7:57 PM

Mayor Herron reconvened the Special Council Meeting at 7:57 PM

Mayor Pro Tem Maddock made a motion to approve the original motion to authorize City Staff to issue a Purchase Order for the removal and replacement of damaged concrete curbs for the Hickory Shadows, Hilshire Oaks, Hilshire Green and Hilshire Grove subdivisions for a not to exceed price of \$5,000, seconded by Council Member Swanson.

A vote was taken to approve the motion to authorize City Staff to issue a Purchase Order for the removal and replacement of damaged concrete curbs for the Hickory Shadows, Hilshire Oaks, Hilshire Green and Hilshire Grove subdivisions for a not to exceed price of \$5,000. The vote passed unanimously.

4. ADDITIONAL COUNCIL COMMENTS: None

5. ANNOUNCEMENTS: None

6. ADJOURNMENT: Council Member Swanson made a motion to adjourn, seconded by Mayor Pro Tem Maddock. The meeting was adjourned at 7:58 PM.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary