

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TEXAS 77055

**TUESDAY, NOVEMBER 17, 2020
SPECIAL MEETING AND WORKSHOP @ 5:20 PM
AND REGULAR COUNCIL MEETING @ 6:30 PM**

TAB

On Tuesday, October 20, 2020, the City Council of the City of Hilshire Village, Texas will hold a Regular City Council Meeting at 6:30 PM, including a Public Hearing at 7:00 PM, at the City Hall located at 8301 Westview, Houston, Texas 77055. In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, the meeting will be conducted via telephonic conference (Zoom). Any person may participate and address the City Council at the meeting or public hearing by Zoom, telephone, personal appearance at City Hall, or by writing.

Join the meeting on Zoom: You will be able to join the meeting by clicking on or entering the following link and entering the Meeting ID and password below:

Join Zoom Meeting Time:

Topic: City of Hilshire Village Regular City Council Meeting

Time: Nov 17, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95131958353?pwd=M2htTDhzZVoxbjBVNmliVDlVbmwxQT09>

Meeting ID: 951 3195 8353

Passcode: 608798

One tap mobile

+13462487799,,95131958353# US (Houston)

You are also able to join the meeting telephonically by dialing any of the following number and entering the meeting ID and password: +1 346-248-7799(local);

This written notice, the meeting agenda, and the agenda packet, are posted online at

<http://www.hilshirevillagetexas.com>

The public will be permitted to offer public comments in person or electronically as provided by the agenda and as permitted by the presiding officer during the meeting. IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO susan.blevins@hilshirevillagetexas.com

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request. The matters to be discussed and acted on at the meeting are shown on the agenda below:

If you need extra instructions for the use of Zoom please call prior to one (1) hour before meeting (713-973-1779).

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**SPECIAL COUNCIL MEETING, AND WORKSHOP SESSION STARTS AT 5:20 PM
AND IS OVERWITH AT 6:30 WHEN THE REGULAR COUNCIL MEETING STARTS**

1. CALL TO ORDER SPECIAL COUNCIL MEETING AND WORKSHOP

1.1 Roll Call

2. CITIZEN'S COMMENTS TO ALL ITEMS LISTED BELOW: (Time Limit- 3 minutes)

Recess the Special Council Meeting to go into a Council Workshop with Council and Individual Candidates

2. COUNCIL WORKSHOP:(Interviews will start at approximately 4:20 PM)

2.1 One on one interviews to fill Alternate Board of Adjustment Member Position and two (2) Board Members for HVCEFFC.1

3. ADJOURNMENT

REGULAR COUNCIL MEETING STARTS AT 6:30 PM

1. CALL TO ORDER REGULAR COUNCIL MEETING

1.1 Invocation (Council Member Gordy)

1.2 Pledge of Allegiance

1.3 Roll Call

2. CITIZEN'S COMMENTS: (Time Limit- 3 minutes)

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

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

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the City staff for action may be placed on a future City Council agenda.

A copy of any prepared remarks or notes to be used and/or distributed by the speaker must be presented to the City Secretary prior to the beginning of the meeting.

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3. REPORTS TO COUNCIL:

- 3.1 Police Report2
Incident Report October
Up to date Incident Report for November

- 3.2 Building Officials Report (Kevin Taylor/Evan DuVall)3

If there are no objections from Council, the City Building Official is excused

- 3.3 Engineers Report: (City Engineer Efrain Him)4
1209 Archley Drive
1220 Archley Drive
1306 Bridle Spur Lane
1331 Friarcreek Lane
1322 & 1324 Pine Chase Grove and 1327 Glourie Drive
1323 Pine Chase Grove
1210 Ridgeley Drive
7915 South Villa Circle
Water and Sanitary Sewer Services for 1330 Glourie and 3 Empty Lots
Annual Ditch Cleaning and Maintenance Plan
Pine Chase Grove Cul-De-Sac Improvements

4. DISCUSSION AND POSSIBLE ACTION:

- 4.1 Discussion and possible action to authorize City Staff to select a contractor to construct/install a new sanitary sewer lateral along 1324 Pine Chase Grove 10-ft utility easement, reconnect existing sewer services for 1322 and 1324 Pine Chase Grove, and 1327 Glourie Drive, and abandon in place the existing sanitary sewer lateral; and Not to Exceed amount of \$50,000. (City Engineer Him).....5

- 4.2 Discussion and authorization of City Council to authorize Spring Valley Police Department to enforce Ordinance Number 792-2019 in regards to overnight parking (Mayor Herron and City Administrator Blevins).6

If there are no objections from Council, the City Engineer is excused

- 4.3 Approval of Villages Mutual Insurance Group Recommended Insurance Carriers for Plan Year 2021 being Blue Cross Blue Shield (Medical), Guardian Life

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(Dental), Lincoln National Insurance (Life/AD&D/LTD), and Superior Vision (Vision) for the City of Hilshire Village's Employee Benefits. (City Administrator Blevins)	7
4.4 Discussion and Possible approval of the City of Hilshire Village Resolution Number 2020-208 amending the FYE 2021 Village Fire Department's budget to include \$ 685,000 in the Facility Fund for the renovations, with the provision that it will not increase the Cities' assessment (Fire Commissioner Byrne)	8
4.5 Discussion and Possible authorization to staff to purchase computer equipment and other health related equipment.....	9

Recess the Regular Council Session (IF NEEDED)

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

5.1 Deliberate the appointment of public officers.

Reconvene the Regular Council Session

5.2 Discussion and Possible nomination and appointment for Alternate Board of Adjustment Member

5.3 Discussion and Possible nomination and appointment for two (2) Board Position for the Hilshire Village Cultural Education Finance Facility Corporation

If there are no objections from Council, the City Attorney is excused

6. REPORTS TO COUNCIL: (Con't)

6.1 Fire Commissioner	10
6.2 Mayor Herron	
6.3 City Administrator	11
Complaint & Issues Report	
Consent Agenda	

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City Office

6.4 Treasurer.....	12
Investments	

7. CONSENT AGENDA:

The consent agenda is a meeting method many government councils use to help make meetings more efficient and meaningful to the members of the audience. All matters within the consent agenda have been distributed to each member of the City Council for review and study and are considered routine and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the consent agenda and placed on the Regular Agenda by request of a member of City Council. The expenditures listed in the consent agenda are items already approved in the current city budget.

7.1 Disbursements: Summary, Deposits	13
7.2 Approving the Minutes from the Regular Council Meeting, October 20, 2020..	14
7.3 Approving Check Registers for October 2020	15

8. ADDITIONAL COUNCIL COMMENTS:

9. FUTURE AGENDA TOPICS:

10. ANNOUNCEMENTS:

11. ADJOURNMENT:

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

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

City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations),

551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and

551.086 (Certain Public Power Utilities: Competitive Matters). Following the executive session, if any, City Council may act in open session on any item discussed in the executive session.

I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible November 13, 2020 at 3:00 p.m.

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

APPLICANTS, POSITIONS AND TIME SLOTS

<u>TIME</u>	<u>APPLICANT</u>	<u>POSITION</u>
5:20	Marcus Dotson	HVCEFFC
5:30	Justin Crawford	BOA/HVCEFFC
5:40	Cali Schwarz	BOA
5:50	Brian Wilks	BOA
6:00	Alan Torregrossa	BOA
6:10	Randy Keys	HVCEFFC
6:20	extra time before meeting to cover overage	
	Sara Somers Wilks	HVCEFFC
	already been interviewed	

MARCUS L. DOTSON

Mobile: 713-201-7577 | Email: mldot@aol.com

Senior Executive with 25 years of commercial experience in energy finance, product development, business development, mergers and acquisition and management.

PROFESSIONAL EXPERIENCE

Calpine Energy Solutions

Vice President

January 2019 to Present

- Federal, State and Local Government sectors
- Manage electricity business associated with Texas General Land Office
- M&A, Strategic Origination
- Structured finance

Managing Director

December 2016 to December 2018

- Capital Markets, Mergers and Acquisitions, Strategic Origination

Sempra Energy Solutions

Managing Director

July 2011 to December 2016

- Head of Structured Supply business and member of management team.
- Launched new business aimed at establishing market share in a growing market segment through strategic partnerships versus high cost direct investment.
- Provided clients tailored commodity supply, working capital, credit support and risk management services.
- Built portfolio of partnerships spanning a diverse geographic footprint: NY, NJ, CT, MA, ME, NH, PA, MD, DC, OH.
- Led turnaround of struggling energy companies, sourced equity and mezzanine capital and spearheaded sale and recapitalization.

Director, Commodity Sales

July 2004 to July 2011

- Early-phase member of the commodity initiative, which built the business from \$30M to \$250M in annual margin.
- Developed relationships and originated transactions with fortune 500 companies across multiple industries.
- Consistently exceeded margin targets, in excess of 200% on average. Multi-year President's Club Award recipient.

Director, Product and Market Management

March 2003 to June 2004

- Created new products and client value propositions by understanding the markets and customer needs.
- Developed and standardized core products and processes to enable scalability and streamline deal origination.
- Expanded regional focus to national accounts by structuring multiregional cross-settlement products.

CMS Energy Marketing, Services and Trading

Manager, Market Development & Product Management

June 2002 to February 2003

- Developed physical and financial products and manage P/L associated with direct and channel sales.
- Managed sales personnel, operations and customer service for retail electric program.

Enron Energy Services

Manager (Market Lead) - Regional Products

July 2001 to December 2001

- Regional Product Manager for the Western US, Ohio and Illinois.
- Developed and standardized product structures for retail electricity, natural gas and demand/supply-side management to increase deal flow and create scalability while managing risk.
- Exceeded P/L annual targets of \$50M for Illinois and \$100M for the Western United States.

Commodity Structuring Senior Specialist

January 2001 to June 2001

- Regional Lead commodity structurer and market developer for the Western U.S.
- Structured standard and exotic options, swaps and derivatives to meet customer needs while managing value at risk (VAR)
- Leveraged scalable energy products to achieve annual margin target of \$50M

- Selected by Vice Chairman for special project restructuring CA portfolios yielding positive swing of \$150M.

Commodity Structuring Specialist

August 2000 to December 2000

- Optimized the CA business model, which became the standard for other Enron Energy Service commodity business models
- Trained originators on financial product structures, sales strategies and communication of derived customer value

DeWitt & Company Incorporated

Quantitative Market Analyst

August 1999 to August 2000

- Launched and managed a petrochemical derivatives product line, generating new revenue/earnings for the company.
- Authored a weekly analytical newsletter providing my clients (producers, buyers and traders) with market insight and analysis on foreign exchange, crude oil, natural gas and refined products.
- Developed quantitative models for trading, risk control and management, market analysis and forecasting.
- Provided technical analysis for online trading platform (CheMatch), including daily analytics and market commentary.

Chevron Chemical Company

Research Analyst

March 1997 to August 1999

- New product synthesis of petrochemical derivatives as well as design optimization of existing chemical processes.
- Provided statistical analysis and generated detailed reports analyzing experimental data.
- Authored technical reports and whitepapers released by synthetic polymers research group.
- Developed Quality Control criteria, measurement protocols and standard operating procedures.

Espey, Huston & Associates, Engineering Consultants

Analyst

September 1994 to February 1997

- Researched toxicological exposures in a controlled laboratory environment.
- Studied and documented results of chronic and acute experiments for lethal and sub-lethal effects.

EDUCATIONAL BACKGROUND

University of Houston - Houston, Texas

Bachelor of Science - Applied Mathematics, December 1999

Bachelor of Science - Biology, Minors - Chemistry and Mathematics, December 1995

SUMMARY OF QUALIFICATIONS

Business start-up and turnaround specialist, M&A, debt and equity capital financing, complex contract negotiation. Management of quantitative, marketing and sales personnel. Strong presentation skills, technical writing, contract negotiations, commodity structuring, product development, risk management, quantitative/fundamental/technical analysis. Computer knowledge includes MS Office (advanced Excel) and mathematical modeling software.

From: Justin

Sent: Friday, September 11, 2020 7:01 AM

To: Susan Blevins <susan.blevins@hilshirevillagetexas.com>

Subject: Fwd: City Council and Board Members Needed - Reminder

Susan,

I wanted to express my interest in the HVCEFFC position and/or the alternate board of adjustment position. I do not have a current resume, but could generate one if necessary. I am a managing director at JPMorgan and have 17 years experience in corporate finance and investment banking. I also maintain four FINRA securities licenses, including the supervisory principal designation.

I would be happy to speak with you, the mayor or anyone on counsel to better understand the needs of the Village and where my experience would be best utilized for the betterment of our community.

Thank you,

Justin Crawford
713-569-4656

JUSTIN CRAWFORD BIO

Justin Crawford has been a Hilshire Village resident since early 2012, living in the Village with his wife, Patchin, and two children, Cara (6) and Blake (4). He was drawn to the Village given its ideal mix of proximity to downtown Houston, access to premier schools and the natural forest canopy that is unique to the neighborhood.

Justin grew up in Texas and Louisiana, residing in Houston, Dallas, Midland and New Orleans before attending the University of Texas at Austin where he received a degree in Business Administration (2004) with a focus in Finance and Accounting.

Justin began his professional career with the Royal Bank of Canada as a member of their North American Energy Investment Banking team in Houston. Justin has since been in the energy corporate finance field holding numerous positions with leading financial services firms, including his current position as a Managing Director on JPMorgan's Energy and Power team. His role and responsibilities include client relationship management, transaction origination efforts as well as structuring and distribution of debt products for clients in the Energy sector.

Justin is well versed in accounting, finance, tax and legal matters impacting both private and public clients. He also maintains several Financial Industry Regulatory Authority (FINRA) designations including his series 7 (General Securities Representative), 63, 79 (Investment Banking Representative) and 24 (General Securities Principal/Supervisory) designations.

Outside of work, and when not chasing his kids around various sports and activities, Justin enjoys spending time outdoors, Longhorn football and building his collection of rare whiskey from around the globe. He is also a member of the IPAA and the Houston Petroleum Club.



TINDALL ENGLAND, PC
Dedicated to Matrimonial & Family Law

CALI V. SCHWARZ, J.D.

Tindall England, PC
515 Post Oak Blvd, Suite 500
Houston, Texas 77027
Telephone: (713) 2622-873375-4444 / Fax: (713) 622-8744
cschwarz@tindallengland.com

EDUCATIONAL BACKGROUND

Board Certified in Family Law, Texas Board of Legal Specialization, 2014
Certified in Mediation and Dispute Resolution, South Texas College of Law, 2008
South Texas College of Law, J.D., 2008
Baylor University, B.A. (Communications Specialist & Business Administration), 2005

PROFESSIONAL ASSOCIATIONS AND AWARDS

Member of the Texas Academy of Family Law Specialists (Served as Editor to TAFLS Quarterly Newsletter 2017, 2018, 2019, 2020)
Member of Gulf Coast Family Law Specialists
Member of Houston Bar Association - Family Law Section (Served on the Board of Directors 2012-2015)
Member of the Texas Family Law Foundation
Member of Burta Rhoads Raborn American Inn of Court (Recipient of 2014 President's Award) (Board of Directors 2011-2014)
Member of the State Bar of Texas - Family Law Section
Member of the College of the State Bar of Texas, 2010-2020
Designated in Texas Monthly as Super Lawyer, Rising Star (2018, 2019)

EMPLOYMENT BACKGROUND

Tindall England, PC 2016- Present
Law Office of Warren Cole – 2008 - 2016
Tekell Book Matthews and Limmer, L.L.P. –2007
Burgower and Rainwater, L.L.P. –2007
Looper Reed and McGraw Attorneys – 2006 to 2007

PUBLICATIONS AND ARTICLES

Presented "STOP SPENDING OUR MONEY! – Waste, Reconstitution, Fraud Claims, Disproportionate Shares & Spousal Support" – Houston Bar Association Family Law Section Spring CLE (March, 2020)

Presented 2020 TAFLS Trial Institute, (February, 2020)

Co-Authoring "4th Edition of Texas Family Law Ultimate Checklists for Lawyers", Published by the State Bar of Texas Family Law Section (2018)

Presented "Suit Affecting the Parent Child Relationship, 101"-State Bar of TX-Handling your Next Divorce (January, 2017)

Presented "The Intersection of Immigration and Family Law" – Texas Center for the Judiciary – Spring Regional Conference, Houston, TX (April, 2016 and May, 2016)

Co- Authoring "Avoiding Mediation Mis-Steps" – State Bar of Texas – 38th Annual Marriage Dissolution Institute, Galveston, TX (April, 2016)

Presented “*Evidentiary Demonstrations – Effective Impeachment of Adverse Witnesses*” – Houston Bar Association, Houston, TX (October, 2014)

Presented “*Unaccompanied Minors*” – Texas Center for the Judiciary – 2014 Texas College for Judicial Studies, Austin, TX (May, 2014)

Presented “*Ethics Hodgepodge*” – South Texas College of Law 28th Annual Family Law Conference, Houston, TX (March, 2014)

Presented “*Temporary Orders – A Mock Trial Presentation*” – Houston Bar Association, Houston, TX (October, 2013)

Co- Authored “*Reimbursement*” – State Bar of Texas – 35th Annual Marriage Dissolution Institute, Dallas, TX (April. 2013)

Co- Authored “*Objections*” – South Texas College of Law - Family Law 27th Annual Family Law Conference, Houston, TX (March. 2013)

Presented “*Possession and Access Options for Children Under Three*” – State Bar of Texas and Lone Star Legal Aid – Family Law Essentials, Nacogdoches, TX (June, 2012)

Co- Authored “*Discovery*” – State Bar of Texas – 34th Annual Marriage Dissolution Institute, Dallas, TX (April. 2012)

Co- Authored “*Trying Your Property Case*” – South Texas College of Law-25th Family Law Conference, Houston, TX (March 2012)

Co- Authored “*Trial of a Property Case*” - State Bar of Texas – State Bar College-Summer School Course, Galveston, TX (July 2011)

Presented “*Trying Your Property Case on a Shoestring*” – State Bar of Texas and Lone Star Legal Aid – Family Law Essentials, Huntsville, TX (June, 2011)

Co-Authored “*Dividing Property in a Depressed Economy*” - State Bar of Texas – 36th Advanced Family Law Course, San Antonio, TX (August 2010)

Co- Authored “*Ethics and Malpractice*” - State Bar of Texas - 33rd Annual Marriage Dissolution Course, San Antonio, TX (April 2010), Published by the State Bar of Texas

Co- Authored “*Predicates and Objections: Getting It In and Keeping It Out*” - State Bar of Texas – Ultimate Trial Notebook: Family Law, San Antonio, TX (December 2009)

Co- Authored “*Family Law Case Update: SAPCR*” - State Bar of Texas – 35th Advanced Family Law Course, Dallas, TX (August 2009)

BRIAN D. WILKS

2 Hilshire Grove Lane
Houston, Texas 77055

bdwilks@gmail.com
210-445-1167

September 10, 2020

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

Mr. Mayor and Council:

I am interested in serving you and our city as a Member on the Alternate Board of Adjustment.

I hope you will find my qualifications and experience, outlined in the attached resume, as fitting competence for the position. My commitment to this position is to operate with the highest level of integrity and review items with an unbiased attention to detail seeking equitable resolution with the best interest of the City and involved parties in-mind.

Thank You,
Brian Wilks

BRIAN D. WILKS

2 Hilshire Grove Lane
Houston, Texas 77055

bdwilks@gmail.com
210-445-1167

OBJECTIVE

Mechanical Engineer with legal focus founded on degrees in Government and Political Science; seeking position on the Hilshire Village Alternate Board of Adjustment. Detail-oriented, practical, cost-conscious approach to problem-solving. I have deep experience in technical, financial, and strategic problem solving founded on analytical modelling.

EXPERIENCE

SHELL EXPLORATION & PRODUCTION COMPANY

2008 – Present

Corporate Strategy Advisor, Royal Dutch Shell Group – Houston, TX

2018 – Present

The Royal Dutch Shell Group is the corporate holding company for all of Shell's global business, employing 86,000 employees in more than 70 countries across the entire energy and petrochemical value chain. The corporate strategy division advises Shell's most-senior executives on strategic decisions that carry the largest, long-term impacts; including corporate design, technology, M&A, new business development, existing business improvement, competitive intelligence, people development, branding, and finance.

- Leads multi-disciplinary project teams to perform short-turnaround, high-impact analyses to provide insight on complex decisions under consideration by the CEO and his direct reports.
- Team members include finance, legal, technical, and operational members tasked with exploring all facets of a specific problem in-depth using external and internal research culminating in a written report and formal presentation.
- Analytical techniques incorporate most common strategic problem-solving methods, inclusive of future scenarios building combined with analytical and financial modelling.
- Specific problems assessed include most-confidential projects for global portfolio decisions in the traditional Upstream business, Refining, Petrochemicals, Trading, and Retail/Marketing divisions.

Campus Recruitment Manager

2016 – Present

- Manages a team of 28 current Shell employees responsible for recruiting and hiring new talent from Texas A&M University, including building campus relationships, overseeing annual donation budgeting, interviewing candidates, and delivering on hiring targets

Well, Reservoir, & Facilities Management Lead, Stones – Houston, TX

2014 – 2018

Stones is Shell's newest flagship project commissioned under the Global Deepwater business unit in the Gulf of Mexico; the field is a \$7B oil development producing back to a contract-operated FPSO at rates of 60,000 bo/d.

- Led a team of 8 Reservoir, Production, Chemical, and Facilities Engineers responsible for maximizing recovery through the field's 30-year life via surveillance and optimization of the field post first-production; team's work includes annual business plan development, maintenance planning, OPEX budgeting, production forecasting, and legal compliance/reporting/permitting.

- Developed, implemented, and managed execution of the production-related portions of construction and operation contracts with FPSO supplier, SBM Offshore, including dispute resolution with monetary value of \$30MM annually.
- Managed well design and execution, ensuring design specifications of each well are maintained within cost constraints, including reservoir location optimization, stimulation design, drilling, completions, commissioning, start-up, and production
- Accountable for well integrity management, well start-up and commissioning procedures, unload planning, operating procedures, and production surveillance
- Provided production forecasting, OPEX cost modelling support, and production risk analyses for the \$1B acquisition of the *Turritella* FPSO

Contract Holder, Gulf of Mexico Well Tracing Technologies

2015 – 2018

- Responsible for safe and effective implementation of all contracts pertaining to well tracing services in the Gulf of Mexico, including dispute resolution and negotiating T&C and pricing for \$40MM of contracted tracing services annually

Operations Supervisor, Auger TLP – Offshore, Gulf of Mexico

2012 – 2014

Auger TLP is Shell's first floating production facility in the Gulf of Mexico, commissioned in 1994; it resides in Shell's Global Deepwater division serving as a cash-engine; the asset produces 60,000 bo/d and 90MMscf/d from 31 dry and subsea wells.

- Led 220 personnel living and working offshore providing Process Operations, Construction, and Maintenance support for wells, processing equipment, utilities systems, and living structures
- Led the operations-integration efforts required to deliver a 24,000 bo/d, \$2.4B brownfield redevelopment project 4 months ahead of schedule
- Responsible for ensuring environmental and regulatory compliance, work permitting, personal safety management, and process safety management
- Served as the Fire Chief for the Incident Command Team

Production Engineer, Gulf of Mexico East – New Orleans, LA

2008 – 2012

Member of a team comprised of 25 Production Engineers providing well production surveillance and intervention planning for Shell's Eastern Gulf of Mexico assets: *Mars, Ursa, Ram Powell, and Cognac*.

- Managed well integrity and tree maintenance for 68 surface wells on Cognac Fixed Leg Platform
- Planned, permitted, and initiated a 28-well, 5-year, \$100MM abandonment campaign

EDUCATION

TEXAS A&M UNIVERSITY, College Station, TX

2004 – 2008

Mechanical Engineering, B.S., Honors – 3.7GPA

Political Science, B.S., Honors – 4.0GPA

COMPETENCIES

- | | |
|-----------------------|---------------------------------------|
| ▪ Risk Management | ▪ Technical and Financial Modeling |
| ▪ Economics & Finance | ▪ Contract Development and Management |
| ▪ Project Management | ▪ Strategy Development |

Allan C. Torregrossa
21 Hickory Shadows Drive
Houston, Texas 77055
713-467-6418 Direct
281-596-4540 Fax
allan@securityamericamortgage.com

RESUME

August 27, 2020

Summary of Qualifications

Thirty years' experience as a senior loan officer and mortgage business owner with extensive knowledge and execution in mortgage banking and secondary marketing also instrumental in hiring, managing and training teams of entry level loan officers.

Self-motivated demonstrating ability to organize, meet deadlines, motivate others to perform at their highest levels with excellent interpersonal skills and unwavering work ethic.

Professional Experience

Security America Mortgage, Inc. March 2006 to present: Co-founder and former partner as Senior Vice-president instrumental in loan origination, business expansion and development acquiring FHA certification and licensing in over 20 states.

Residential Mortgage of Texas: January 2000 to present: Founder and owner as a full service mortgage entity specializing in non-traditional portfolio lending.

Asset Management of America: June 2008 to present: Founder and owner as real estate investments.

AIM American Mortgage, Inc. April 2003 to March 2006: Senior Vice-president, Co-founder, partner and loan originator with concentration in residential mortgages and commercial lending.

AMCAP: January 2000 to April 2003: Senior Vice-president of secondary marketing and mortgage loan originator.

American Capital Funding, LTD: July 1995 to January 2000: Senior loan originator and managing director of recruiting, business development and secondary marketing.

Professional Licenses

NMLS Individually #263766
NMLS Company #867146

Texas Department of Savings and Mortgage Lending

Education

University of Houston: Bachelors of Business Degree majoring in Finance
Minor in Psychology 1974

Other Interest and Additional Information

President Hickory Shadows Property Owners Association 2017-present
President Shady Villa Home Owners Association 2017-present
36 year resident City of Hilshire Village

Sent: Wednesday, September 09, 2020 12:01 PM

To: susan.blevins@hilshirevillagetexas.com

Subject: Educational Finance Corp

Susan, I am willing to serve in the role you described.

Randy Keys

(281) 620-4468

Randall D. Keys
3 Hickory Shadows
Houston, Texas 77055
(281) 620-4468 / randy@rkeys.net

Experience Summary and Skills:

- 1) Broad financial management background, beginning with public accounting and progressing in corporate management as Controller, Director of Internal Audit, Financial Reporting Manager, Treasurer, Chief Financial Officer and Chief Executive Officer
- 2) CEO or CFO of six public companies: two NYSE, one NASDAQ, and three OTCBB
- 3) Unique skills to effectively communicate business strategies and financial results to investors, directors, investment analysts and operating personnel
- 4) Experience raising capital in both private and public equity and debt financings
- 5) Extensive working knowledge of SEC registration and reporting requirements
- 6) Effective in both small and large company environments. Key strength is ability to provide a broad background and knowledge base to smaller companies and help them build a solid foundation for growth
- 7) Proven leader at executive management and board levels
- 8) Significant merger and acquisition and business integration experience
- 9) Positive work style with ability to build trust and motivate subordinates and peers

Employment History:

US Energy Corp (NASDAQ)	Director, Audit Comm Chair	2019 to 2020
Evolution Petroleum Corp (NYSE)	CFO, promoted to CEO	2014 to 2018
CFO Consulting	CFO and Capital Projects	2006 to 2013
Far East Energy (OTCBB)	Director, Interim CFO	2004 to 2008
BPZ Energy, Inc. (OTCBB / AMEX)	Chief Financial Officer	2004 to 2006
Transmeridian Exploration (OTCBB)	Chief Financial Officer	2002 to 2004
Coherence Tech / Core Lab (NYSE)	Chief Financial Officer	1998 to 2001
3DX Technologies, Inc. (NASDAQ)	V.P. Finance and CFO	1997 to 1998
Norcen Explorer, Inc. (Sub of TSE)	Treasurer and CAO	1994 to 1997
Santa Fe Energy / Adobe Resources	Various Mgmt Positions	1987 to 1994
Midland Southwest Corp. (NASDAQ)	Controller	1984 to 1987
KPMG Peat Marwick	Senior Auditor	1980 to 1984

Education and Other Affiliations:

Former Chairman of Audit Committee of Far East Energy (OTCBB), Coalbed Methane in China
Former Director of GeoMechanics, Inc., Private Rock Properties Consulting Company

BBA in Accounting with Highest Honors in May 1980 from University of Texas at Austin
Director, Financial Executives International, National Association of Corporate Directors
Houston Producers Forum, Texas Alliance of Energy Producers, IPAA

SARA SOMMERS WILKS

2 Hilshire Grove Lane
Houston, TX 77055
Sara_Sommers@alumni.baylor.edu
918 – 740 – 1650

To City Council Members of Hilshire Village,

I would like to formally for Council Member Position 3 recently vacated by member Swanson. I am interested in filling this position as I have loved living in the City of Hilshire Village for the past two years and would love to give back to the community. I am passionate about being involved and am able to fulfill the time requirements of this role. I work well with others and look forward to serving the residents of Hilshire Village.

If unable to fill the Council Member position, I would like to be a Board Member for the Hilshire Village Cultural Educational Finance Facility Corporation (HVCEFFC). I have experience in Finance from my educational background as well as my work experience. I currently manage over \$125M in EBITDA for my company and would look forward to applying all of my private sector experience in this role.

I am available by phone or email to answer any questions or to provide any additional information.

Thank you in advance for your consideration.

Sincerely,

Sara Sommers Wilks

SARA SOMMERS WILKS

2 Hilshire Grove Lane
Houston, TX 77055
Sara_Sommers@alumni.baylor.edu
918 – 740 – 1650

EDUCATION

Master of Business Administration
Healthcare Administration Specialization

May 2012

Baylor University

Bachelor of Arts, Speech Communication
Minor in Business Administration

May 2010

Baylor University, *magna cum laude*

WORK EXPERIENCE

Director of Operations

Mar 2018 - Present

MEDNAX

Houston, TX

- Serve as market executive over 6 physician practices which include over 12 ambulatory clinic locations, 10 Hospital-based services, and over 100 practitioners. Specialties include: Maternal Fetal Medicine, Neonatology, Pediatric Hospitalist, OB Hospitalist, Pediatric Otolaryngology, and Anesthesiology.
- Manage the P&L of the assigned practices; responsible for meeting financial performance targets and serving as the lead in identifying any potential risks on the horizon as related to financials, projects plans, quality or patient experience discrepancies, and any dips in productivity.
- Develop the strategic vision for the market and execute on the vision in partnership with physician leaders and support departments.
- Drive the recruitment and onboarding process for new providers and practice leaders. Provide direct oversight for medical directors and practice managers including evaluating performance and creating development plans to address performance or behavioral gaps and coaching the team towards optimal performance.
- Partner with hospital administrators providing regular reports as requested.
- Collaborate with business development to source, analyze, and present new business ventures for corporate approval.

Practice Administrator, Newborn Center, Renal, Dialysis and Pheresis Services

Feb 2016 - Mar 2018

Texas Children's Hospital

Houston, TX

- Created and managed the budget for multiple areas with a combined total of 150+ faculty for Baylor College of Medicine and Texas Children's Hospital with over \$500M in revenue, 600+ FTEs, 187 NICU beds, and 48 Mother-Baby Unit beds
- Co-led the Neonatology USNWR team (increased in rankings last year from 14th to 11th)
- Partnered with a multidisciplinary team to drive the work around NICU Levels of Care Designation
- Analyzed financials, physician productivity, and revenue cycle reports in order to ensure strong financial performance; developed performance improvement plans as needed; presented reports to executive administration
- Developed and drove a multi-disciplinary team to improve discharge planning and care coordination in the Newborn Center
- Provided direct leadership, coaching, and support for a 100+ person team
- Drove faculty recruitment efforts; collaborated with marketing colleagues to produce faculty recruitment collateral
- Developed business cases and proposals in partnership with executive leadership

- Created pro formas for new business development opportunities
- Partnered with Maternal Fetal Medicine and Women's Services to develop an overarching Perinatal Strategy
- Drove strategy around leadership structure including the development of physician leadership job descriptions, local organizational structure, and short- and long-term goals
- Sourced and implemented new automated scheduling software for 200+ care providers
- Led a hospital-wide improvement project on overuse of nitric oxide; led a full day Kaizen/Rapid Improvement Event; Saved over \$1M in first four months
- Mentored project manager to develop and drive a project in partnership with the physician revenue cycle team to improve physician charge entry and documentation that improved missing charges by 70% in three months (capturing over \$1M in additional patient revenue annually)
- Created a predictive staffing model for the Newborn Center physician staffing in order to identify appropriate staffing levels and justify new hires
- Identified inefficiencies and worked to develop better processes in coordination with nursing and physician leaders

Sr. Project Manager, Texas Children's Hospital
Project Leader, Baylor College of Medicine
Houston, TX

Nov 2014 - Feb 2016
 April 2014 - Nov 2014

- Led budget planning and development process, conducted financial analysis, and monitored revenue cycle metrics for a department with 80+ faculty operating at three facilities
- Organized the renovation of a surgical floor to improve patient flow (engage stakeholders throughout process, meet with architects, choose furniture and equipment, generate budget/pro forma in coordination with finance department)
- Created pro formas and business plans for new business development opportunities
- Led physician recruitment efforts in order to staff additional locations
- Developed a pediatric surgical home program in coordination with perioperative services and surgery to improve surgical outcomes
- Worked as project manager for hospital-wide patient experience initiative; led 40+ staff on initiating discharge phone calls, improved pre-surgery information, leader rounding, and "Caught You Caring" program
- Organized and co-led biannual strategic planning retreats for departmental leadership
- Partnered with marketing department to develop and execute strategy on internal and external communication
- Created a predictive staffing model for the anesthesiology faculty that is used to identify deficits and justify new hires to the hospital
- Created business plan, including a pro forma and recruitment plan, for new multidisciplinary pain clinic; opened new pain clinic in January 2015
- Created a system for calculating non-clinical productivity by provider and matched it to clinical productivity metrics
- Led a hospital-wide team that focused on sustainable, earth-friendly projects such as appropriate medical recycling and managing energy consumption
- Partnered with physician and executive leadership to develop a new compensation model for anesthesiologists including a quality bonus pilot
- Identified inefficiencies and work to develop better processes in coordination with physician leaders
- Developed care protocols and quality improvement projects aligned with organizational goals

Consultant, North American Corporation
Houston, TX

Dec 2013 - April 2014

- Assessed financial situations by gathering information on investments, asset allocation, savings, and tax planning; evaluated risk tolerance; determined financial viability of potential investment opportunities
- Developed and presented financial strategies by establishing financial goals
- Audited and maintained corporate minute books for ten companies

- Tracked financial markets, general economic conditions, and new financial products
- Provided financial management information by preparing financial status analyses and reports
- Monitored financial climate by tracking changes and identifying and evaluating new financial strategies
- Coordinated, evaluated, and prioritized various projects; scheduled and tracked deadlines; updated and maintained schedules; performed project process monitoring duties; communicated roles, expectations, and accountabilities to team members; facilitated resolutions to project issues

Contract work, Baptist Health System

July 2013 - Jan 2014

Operations coordinator, Baptist Health System

Sept 2012 - June 2013

Administrative resident, Baptist Health System

May 2011 - Sept 2012

Birmingham, AL

- Worked with the management team to develop strategic 1-5 year plans
- Analyzed financials and created monthly reports on all 100 physicians and initiated performance improvement as needed based on report results
- Drove the annual budgeting process for 100 employed physicians
- Traveled among the 100 physician alliance clinics in Central Alabama to teach physicians and staff how to report various quality measures
- Achieved NCQA designation for five Patient-Centered Medical Homes applications
- Attested for Meaningful Use for over 25 providers
- Reviewed physician & vendor contracts for the clinic network
- Co-chaired the LEAN Council of the 45-clinic network
- Sourced and implemented a new CRM tool to manage administrator to physician communications
- Helped administrate the creation of the system-wide physician alliance with more than 400 physician members
- Served as Administrative Co-Chair of the Primary Care Clinical Programs Quality Committee, a physician alliance committee
- Coordinated the implementation of a new clinical reporting system across two separate entities

Administrator, H Bruce Hamilton MD, PA, Neurosurgery

June 2013 - Dec 2013

Waco, TX

- Negotiated with insurance companies and vendors for better rates
- Managed revenue cycle for the practice including denial management
- Analyzed financial information and prepared monthly reports
- Investigated business development opportunities such as pain management & ASC projects
- Orchestrated process improvement to qualify for Meaningful Use Stage 1
- Worked with IT support to develop a patient portal & clinic website
- Increased employee morale and, consequently, patient satisfaction
- Coordinated with physical therapy group to add ancillary services for additional revenue
- Interviewed and hired employees to create a strong team
- Conducted weekly training huddles with employees to foster teamwork & boost patient satisfaction

HONORS/AWARDS/AFFILIATIONS

Black Belt Certification, LEAN Six Sigma

Advanced Quality Improvement training, Texas Children's Hospital

Member, American College of Healthcare Executives

Best Presenter and Best Q&A Award, Baylor University MBA Ethics Case Competition

Completed and defended Honors College thesis on childhood obesity

National Merit Scholar

References and additional information available upon request.

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

10\01\2020
thru 10\31\2020
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
6	ACCIDENT	1
22	ALARM	4
23	AMBULANCE CALL	3
24	ANIMAL CALL	1
135	BUSINESS CHECK	29
70	INFORMATION	7
71	INVESTIGATION	4
81	OPEN DOOR	3
86	PUBLIC RELATIONS	12
96	SOLICITOR	1
104	SUSPICIOUS PERSON	2
105	SUSPICIOUS VEHICLE	1
11	TRAFFIC STOP	13
111	VEHICLE BLOCKING ROADWAY	3
112	VEHICLE CHECK	3
117	WELFARE CONCERN	1
Total		88

MONTHLY BUILDING REPORT

October 2020

Plan Review: None

Permits: Seventeen (17):

Demolition:	
Remodel / Add-On:	
New Construction:	
Accessory Building:	
Electrical:	4
HVAC:	3
Plumbing:	5
Fire Sprinklers:	1
30-Day Dumpster:	

Sign:	
Roof:	
Fence:	2
Tree Removal:	1
Irrigation:	
Drainage:	
Swimming Pool:	
Swimming Pool Demo:	
Other: Culvert	1

Inspections: Forty-Four (44)

Red Tag Stop Work Orders Issued: None

Building Finals / Certificates of Occupancy: None

Change of Occupancy Use: None

Extended Permit Request: None

CITY OF HILSHIRE VILLAGE PLAN REVIEW AND PERMIT LOG - October 2020

Date	Permit Number	Address	Issued To	Amount Received	Description / Scope	No of insp
Thu 10/29/20	HV-19-062C	1306 Bridle Spur Ln	Brothers II Concrete	\$ 205.00	Culvert	1
Tue 10/6/20	HV-19-080GE	1220 Archley Dr	Lime Electric	\$ 330.00	Generator Electrical	4
Tue 10/6/20	HV-20-084GE	1301 Glourie Dr	Generator Supercenter	\$ 205.00	Generator & Electrical	2
Wed 10/7/20	HV-20-085P	1 Hickory Shadows	ARS of Houston North	\$ 180.00	Water Heater Replacement	1
Thu 10/8/20	HV-20-086F	1026 Glourie Cir	Western Fence Co	\$ 175.00	Fence Section Replacement	1
Tue 10/6/20	HV-20-084GP	1302 Glourie Dr	Texas Select Plumbing	\$ 180.00	Generator Plumbing	1
Tue 10/13/20	HV-20-059P	1330 Glourie Dr	JLA Plumbing	\$ 530.00	New Construction Plumbing	5
Fri 10/23/20	HV-20-088M	8 Hilshire Grove	Apto Construction	\$ 160.00	Vent Hood Replacement	1
Mon 10/19/20	HV-20-059E	1330 Glourie Dr	Pure Electrical	\$ 405.00	New Construction Electrical	4
Tue 10/20/20	HV-19-068F	7915 S Villa Cir	Rio Grande Fence	\$ 175.00	Perimeter Fencing	1
Thu 10/22/20	HV-20-088E	8 Hilshire Grove	Apto Construction / Big John's Plumbing	\$ 330.00	Remodel Electrical	3
Thu 10/22/20	HV-20-034FS	7906 N Villa Ct	Oasis Fire Protection	\$ 280.00	Fire Sprinkler Permit - New SFR	2
Tue 10/27/20	HV-20-034M	7906 N Villa Ct	GK Mechanical	\$ 405.00	HVAC for new SFR	3
Wed 10/28/20	HV-20-089M	1111 Guinea Dr	Air Services Unlimited	\$ 160.00	HVAC Repair	1
Thu 10/29/20	HV-20-090P	7914 Hilshire Green	EPW Services LLC	\$ 180.00	Water Re-Pipe	1
Fri 10/30/20	HV-20-091P	5 Pine Creek Ln	Brazos Plumbing	\$ 160.00	Minor Plumbing - Bathtub	1
Fri 10/30/20	HV-20-092T	1206 Glourie Dr	(Homeowners Sanders')	\$ -	Dead Tree Removal	0

INSPECTION LOG - October 2020

LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
20-238	1210 Ridgeley Dr	HV-20-083P	Sewer Disconnect	Pass	10/1/20	BBG
20-239	24 Hickory Shadows	HV-20-028SP	Stake-Out Inspection	Pass	10/1/20	BBG
20-240	2 Pine Creek	HV-18-066P	Plumbing Final	Pass	10/2/20	BBG
20-241	2 Pine Creek	HV-18-066E	Electrical Final	Pass	10/2/20	BBG
20-242	2 Hilshire Grove	HV-20-080F	Fence Final	Pass	10/6/20	BBG
20-243	7915 S Villa Circle	HV-19-068P	Plumbing Final	Pass	10/6/20	BBG
20-244	1111 Guinea Dr	HV-20-067E	Electrical Rough	Pass	10/6/20	BBG
20-245	1111 Guinea Dr	HV-20-067M	HVAC Rough	Pass	10/6/20	BBG
20-246	1111 Guinea Dr	HV-20-067P	Gas Test & Plumbing Cover	Pass	10/6/20	BBG
20-247	7915 S Villa Circle	HV-19-068B	Flatwork Pre-Pour	Pass	10/7/20	BBG
20-248	1 Hickory Shadows	HV-20-085P	Water Heater Final	Pass	10/12/20	BBG
20-249	7915 S Villa Circle	HV-19-068E	Electrical Final	Pass	10/12/20	BBG
20-250	7915 S Villa Circle	HV-20-068FS	Fire Sprinkler Final	Pass	10/12/20	Rusty Kattner
20-251	1330 Glourie Dr	HV-20-059B	Pier	Pass Pending	10/12/20	BBG
20-252	1026 Glourie Cir	HV-20-086F	Fence Final (33' on S side of house)	Pass	10/14/20	BBG
20-253	8302 Creekstone Cir	HV-20-036E	Electrical Permanent Meter Release	Cancelled	10/15/20	N/A
20-254	8302 Creekstone Cir	HV-20-036M	HVAC Vent Hood & Final	Cancelled	10/15/20	N/A
20-255	8302 Creekstone Cir	HV-20-044V	Patio Structure Framing	Cancelled	10/15/20	N/A
20-256	1330 Glourie Dr	HV-20-059P	Plumbing Ground	Pass	10/15/20	BBG
20-257	8302 Creekstone Cir	HV-20-036E	Electrical Permanent Meter Release	Pass	10/16/20	BBG
20-258	8302 Creekstone Cir	HV-20-036M	HVAC Vent Hood & Final	Pass	10/16/20	BBG
20-259	8302 Creekstone Cir	HV-20-044V	Patio Structure Framing	Pass	10/16/20	BBG
20-260	1330 Glourie Dr	HV-20-059E	T-Pole	Pass	10/20/20	BBG
20-261	1306 Bridle Spur Ln	HV-19-062D	Drainage Cover	Fail	10/20/20	Javier Vasquez
20-262	1306 Bridle Spur Ln	HV-19-062P	Shower Pan	Pass	10/20/20	BBG
20-263	24 Hickory Shadows	HV-20-028SP	Steel Inspection (Swimming Pool)	Pass	10/21/20	BBG
20-264	8302 Creekstone Cir	HV-20-044P	Gas Test	Pass	10/21/20	BBG
20-265	8302 Creekstone Cir	HV-20-044P	Outdoor Kitchen Plumbing	Pass	10/21/20	BBG
20-266	8302 Creekstone Cir	HV-20-036E	Patio Electrical	Pass	10/22/20	BBG
20-267	1330 Glourie Dr	HV-20-059B	Foundation	Pass	10/23/20	BBG
20-268	1210 Ridgeley Dr	HV-20-083DEMO	Pre-Demolition (Building Official)	Fail	10/26/20	BBG
20-269	1210 Ridgeley Dr	HV-20-083DEMO	Pre-Demolition (Engineer)	Fail	10/26/20	Javier Vasquez
20-270	1210 Ridgeley Dr	HV-20-083DEMO	Pre-Demolition (Arborist)	Fail	10/26/20	Cary Moran
20-271	1301 Glourie Dr	HV-20-084GE	Electrical Underground & Reconnect	Pass	10/27/20	BBG
20-272	1301 Glourie Dr	HV-20-084GP	Plumbing Underground & Gas Test	Pass	10/27/20	BBG
20-273	4 Pine Creek Ln	HV-20-068M	HVAC Replacement Final	Pass	10/27/20	BBG
20-274	1306 Bridle Spur Ln	HV-19-062D	Drainage Cover Reinspection	Pass	10/28/20	Javier Vasquez

INSPECTION LOG - October 2020						
LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
20-275	1302 Glourie Dr	HV-20-079GE	Electrical Underground & Reconnect	Pass	10/29/20	BBG
20-276	1302 Glourie Dr	HV-20-079GP	Plumbing Underground & Gas Test	Fail	10/29/20	BBG
20-277	7915 S Villa Circle	HV-19-068F	Perimeter Fence Final	Fail	10/29/20	BBG
20-278	8302 Creekstone Cir	HV-20-044P	Plumbing Final	Pass	10/29/20	BBG
20-279	8302 Creekstone Cir	HV-20-044B	Interior Remodel Final	Pass	10/29/20	BBG
20-280	7906 N Villa Ct	HV-20-034P	Top Out	Pass	10/29/20	BBG
20-283	1118 Guinea Dr	HV-20-071P	Water Heater Final	Pass	10/30/20	BBG

Building Official's Construction Site Inspection Log

Address	Date	Inspector's Comments
2 Pine Creek Ln	10/4	No violations noted
	10/11	No violations noted
	10/18	No violations noted
	11/6	Project is complete, no inspection was performed.
14 Hilshire Grove Ln	10/4	No violations noted
	10/11	No violations noted
	10/18	No violations noted
	11/6	No violations noted
1023 Ridgeley Dr	10/4	No violations noted
	10/11	No violations noted
	10/18	No violations noted
	11/6	No violations noted; house still has sheetrock missing and looks to be still in process of remodel. Grass is starting to get high but not in violation yet, will continue to monitor
1111 Guinea Dr	10/4	No violations noted
	10/11	No violations noted
	10/18	No violations noted
	11/6	No violations noted
1210 Ridgeley Dr	11/6	Construction fencing has not been moved; silt fencing will need to be placed in the front of the job site. Spoke to Kevin concerning compliance and because job site is in the process of demo today, we will revisit next week to check if all job site maintenance requirements are being met.
1220 Archley Dr	10/4	No violations noted
	10/11	No violations noted
	10/18	No violations noted
	11/6	Warning given to repair silt fencing; job site otherwise clean no additional violations noted.
1226 Glourie Dr	10/4	No changes
	10/11	No violations noted
	10/18	No violations noted
	11/6	Vinyl is beginning to droop on perimeter fence; grass will be in excess of city ordinance soon. large pile of debris still in middle of driveway creating possible attraction to vermin and snakes
1306 Bridle Spur Ln	10/4	No violations noted
	10/11	No violations noted
	10/18	No violations noted
	11/6	Difficult to tell if any violations are present: job site is dug up while they bury the water lines for the irrigation system. Will revisit next week to make sure all is cleaned up.

Building Official's Construction Site Inspection Log

Address	Date	Inspector's Comments
1306 Glourie Dr	10/4	No violations, watch grass height
	10/11	No violations noted; but will be monitoring for grass length
	10/18	No violations noted
	11/6	Warniing given to cut grass; grass is in excess of city ordinance
1330 Glourie Dr	10/4	Starting Soon
	10/11	Building has begun, frame started.
	10/18	No violations noted
	11/6	No violations noted with the exception of signs needed to be posted on their tree protection; will need to mow ditches in front of job site soon. job site very clean
7906 N Villa Ct	10/4	No violations noted
	10/11	No violations noted
	10/18	No violations noted
	11/6	No violations noted: small amount of dirt on the street, silt fencing drooping in a few places, grass is getting high in back yard. will continue to monitor
7915 S Villa Cir	10/4	Taking down fencing to do driveway, but haven't started yet.
	10/11	No changes
	10/18	Driveway has still not been started and fence is still down
	11/6	No violations noted: contractor is finishing fence and landscaping
8302 Creekstone Cir	10/4	No violations noted
	10/11	No violations noted
	10/18	No violations noted
	11/6	No violations noted



November 13, 2020

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

Re: Engineer's Report for November 17, 2020 Council Meeting
HDR Job No. 20-005

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from October 17, 2020 to November 13, 2020.

1. On-Going Services (20-005):

a. 1209 Archley Drive –

- HDR has been coordinating with the City and Mr. Andy Andrau (Property Owner) regarding potential proposed improvements on the ravine traversing his property, as well as, tear down and construction of a new dwelling.
- Mr. Andrau is concerned about the water velocity and erosion issues in this ravine. He will perform a topographic survey of his property and request a meeting with HDR to discuss options to address the ravine concerns.

b. 1220 Archley Drive –

- HDR has been coordinating with the City and Mr. Lonnie Sikes (Andrew Lonnie Sikes Engineering, Inc.) regarding the feasibility of relocating or reducing the size of one of the catch basins (i.e. northwest) installed as part of the property's in-line detention system since the catch basin is partially located within the proposed driveway and the grassy area.
- HDR also reviewed the request from Mr. Tyler Renaudin (Renaudin Builders) to connect the downspouts to the proposed storm sewer system since this system drains into the property's in-line detention system and not directly into the City's drainage ditch. HDR has no objection to this request.

c. 1306 Bridle Spur Lane –

- On October 20, 2020, HDR performed a drainage cover inspection at 1306 Bridle Spur Lane. Upon inspection, HDR determined that the storm drain piping and catch basins/inlets were not laid out/installed as shown on the approved drainage plans. Furthermore, the Contractor installed 4-inch drain piping instead of 8-inch drain piping. The drainage cover inspection failed.
- Contractor was advised to get concurrence from Mr. Jose Angel Rocha, P.E. (3h Engineering & Construction, Inc. – Drainage Engineer of Record) regarding the minor drainage system layout modifications and pipe size change to verify it would still meet the City's design year storm event requirement (i.e. City of Houston 2-year storm event) and have a minimum velocity of 2.3 ft/s.
- On October 28, 2020, HDR performed a drainage cover re-inspection at 1306 Bridle Spur Lane. The Contractor replaced the 4-inch storm drain piping with 8-inch storm drain piping and appeared to be in general conformance with the City's Drainage Requirements. Contractor was advised again to get concurrence from Drainage Engineer of Record as noted above, and to reflect the minor layout modifications in the as-built drainage plans. The drainage cover re-inspection passed.
- On November 12, 2020, HDR received the Drainage Engineer's verification/certification documentation for the storm drainage system installed at 1306 Bridle Spur Lane. This information is currently under review by HDR.

d. 1331 Friarcreek Lane –

- On December 11, 2020, HDR reviewed and returned to the City and Contractor (Mr. Brian Weatherall – Oden Design & Contracting) the existing conditions survey and schematic of the proposed patio and deck improvements at 1331 Friarcreek Lane. The proposed patio and deck improvements were approved with exceptions noted.

e. 1322 & 1324 Pine Chase Grove and 1327 Glourie Drive –

- On October 19, 2020, HDR picked up a flash drive containing the CCTV Inspection Videos and Reports of the 1324 Pine Chase Grove sanitary sewer lateral along the existing 10-ft utility easement. The CCTV Inspection Videos and Reports were prepared by Magna Flow Environmental (Subcontractor to InfraMark).

- HDR reviewed the CCTV Inspection Videos and Reports and confirmed the location of all four (4) services tied into this sanitary sewer lateral, as well as, the limits of the sanitary sewer replacement at the connection to the existing 8-inch sanitary sewer main on the east side of Glourie Drive.
- HDR has prepared exhibits with proposed work and standard sanitary sewer details, and a quote form for Contractors to review and submit quotes for this work. The work will include the installation of approximately 150 LF of 6-inch sanitary sewer by trenchless construction (i.e. 6-ft below ground), reconnection of four (4) sanitary sewer services, connection to 8-inch sanitary sewer main, and cut, plug and abandonment of existing 4-inch lateral sanitary sewer line.
- As of November 13, 2020, HDR has not received any quotes requested from Contractors but expect the quotes to be submitted shortly. HDR will review and submit all quotes received to the City for final review and approval.
- An Action Item has been included in the November 17, 2020 Regular Council Meeting Agenda for City Council to authorize City Staff to select a Contractor to perform this work contingent upon the quote not exceeding \$50,000, otherwise, the normal bidding/procurement process will be required for this work.

f. 1323 Pine Chase Grove –

- DonMar Grading, Inc. (Contractor) completed the ditch restoration, re-grading and cleaning at 1323 Pine Chase Grove, including the corrective work (i.e. sod sloughed in along the street bank side caused by TS Beta).

g. 1210 Ridgeley Drive –

- On October 28, 2020 and November 2, 2020, HDR performed a Pre-Demolition inspection and follow up inspection at 1210 Ridgeley Drive. Additional silt fencing was requested and installed on the south side of the driveway and further downstream before confluence with existing ravine. The pre-demolition inspection passed.

h. 7915 South Villa Court –

- On November 11, 2020, HDR reviewed and returned to the City and Contractor (Dan Alexander – Schwab Design Builders) the as-built drainage plans for 7915 South Villa Court. The as-built drainage plan is incomplete (i.e. missing as-built certification letter, as-built impervious coverage calculations, etc.), therefore, it must be revised and resubmitted.

i. Water and Sanitary Sewer Services for 1330 Glourie and 3 Empty Lots –

- On October 21, 2020, the City issued the Purchase Order for a not to exceed amount of \$12,865.00 to T Construction, LLC (Contractor) for the construction/installation of the sanitary sewer and water line services for 1330 Glourie Drive, as well as, the remaining three (3) empty lots recently re-platted by the Holy Cross Church.
- On November 11, 2020, HDR reviewed the products/materials submittals for this project.
- On November 13, 2020, HDR is meeting in the field with the Contractor to discuss and confirm the location/placement of all services. Contractor anticipates start construction on November 16, 2020, weather permitting.

j. Annual Ditch Cleaning and Maintenance Plan –

- DonMar Grading, Inc. (Contractor) completed the city-wide annual ditch cleaning and maintenance work, including corrective work (i.e. 1229 Ridgeley Drive ditch holding water, and 8006 Burkhart Road damaged sprinkler system).

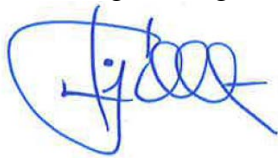
k. Pine Chase Grove Cul-De-Sac Improvements –

- DonMar Grading, Inc. (Contractor) completed the re-grading and sodding work around the Pine Chase Grove Cul-De-Sac; and the gravel work along the 1324 Pine Chase Grove alleyway and area in front of the backflow preventer flushing line and blow-off line.

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

Sincerely,

HDR Engineering, Inc.



Efrain A. Him, P.E.
Project Manager

cc: Files (20-005)

AGENDA ITEM 4.1 TAB 5

NO DOCUMENTS RECEIVED AT THIS TIME

Summary of Activities - No Overnight Parking Ordinance

City of Hilshire Village Texas - November 12, 2019

One of most common issues raised by residents is the hazard and inconvenience created by on street parking in Hilshire Village. In an effort to alleviate this problem, the Council and the Planning & Zoning committee began deliberations on the subject in late 2018. There was an existing restriction on construction parking “contractors must all park on the same side of the street”.

The reality is that our silvan paradise in the heart of one of the largest cities in the United States has very narrow streets and we like it that way. As verified by our City Engineer all streets (ditches or curb and gutter) have approximately 28 feet of clearance. This is enough for most vehicles to pass in both directions. The vast majority of motor vehicles (micro cars and motor cycles excluded) require about 8 feet of clearance when they are parked (Note: the width of a standard single garage door is 8 feet). If two vehicles park across from each other on any of our streets, the open lane is 12 feet $(28-(2 \times 8))=12$. While this is wide enough for a single passenger vehicle, emergency vehicles such as the Village Fire Trucks need a wider clearance.

By the fall of 2019 an ordinance was in place that defined no parking areas in hazardous locations throughout the City. It included the following restrictions:

- No parking within 100 feet of intersections of Glourie & Ridgely with Wirt & Westview
- No parking on the blind curve on the east side of Ridgely
- No parking that impedes the entrance or exit from a driveway

A proposed restriction

“No Parking across the street from a driveway for 20 feet on either side”

was discarded because it would eliminate almost all on street parking. A study of the city map revealed that there were only 16 places in the entire city which would meet the criteria.

Although the above mentioned ordinances are useful, they did not eliminate the restricted traffic flow caused by parking on both sides of the street. A possible solution would be to restrict parking to one side of the street. The difficulty this would create is that half of the residences would not be allowed to park in front of their house at any time.

Another option that was considered was limiting how long a vehicle could be parked on the street, e.g. 4 hours, without moving. This would require the police to spend significant effort to monitor all parked vehicles and the consensus was this would be a wasteful use of police resources.

The final option considered was to restrict parking across the street from another vehicle. The obvious problem with this solution is how to determine which vehicle parked first. The police would be tied up finding out who parked what vehicle and when they parked it.

NO PARKING OVERNIGHT

In the process of studying these various options, it was found that frequently residents adopt an on street parking space as their private parking area and leave a vehicle there most of the time. Such permanently parked vehicles contribute to the congestion on the streets. It was

also noted that restricting overnight parking has safety advantages because police patrols finding a car parked on the street at 2 AM will know immediately to investigate.

In January 2020 a No Overnight Parking ordinance to implemented. Provisions in ordinance allowed the City Administration to issue temporary parking permits to cover special situations for a short period of time. The plan was to familiarize the residents with the ordinance in February and begin issuing warnings in March and April and then issue citations in the summer if necessary. As we all know, the pandemic disrupted many good intentions.

Objections that have been raised to the Overnight Parking Restrictions

	Objection	Information
1	The street in front of my house is my property. I have a right to park there.	The streets are the property of the City and hence belong to everyone.
2	I have multiple vehicles and it is inconvenient for me to shuffle them around so I should be able to park some on the street.	Permanently parking on the street is convenient for you and inconvenient for all of your neighbors.
3	Teenagers like to have late night parties, they should be allowed to park on the street as late as they want.	Hilshire Village and all of the surrounding cities have a teen curfew which restricts teens after 1 AM
4	If I have an early morning activity someone may come to my house very early.	The original proposal was 1 AM to 6 AM and was revised to 1 AM to 5 AM to address such a situation.
5	Houses which have driveways that are one car wide should have an exemption.	This exception would include 100 or more houses.
6	The curb and gutter streets should have an exception because they are wider. (Hickory Shadows, Hilshire Green, Hilshire Villas, Hilshire Grove, Glen Hilshire, Pine Creek Lane)	They are not wider than the accessible space on the streets with ditches and they have the most frequent “permanent parkers”.

CITY OF HILSHIRE VILLAGE				
STREETS & RIGHTS-OF-WAY WIDTHS				
ITEM	STREET			ROW
NO.	NAME	TYPE ⁽¹⁾	WIDTH (FT) ⁽²⁾	WIDTH (FT)
1	Anadell Road	Asphalt w/ Ditch	16	60
2	Archley Drive	Asphalt w/ Ditch	20	60
3	Bridle Spur Lane	Asphalt w/ Ditch	20	30
4	Bromley Road	Asphalt w/ Ditch	16	60
5	Burkhart Road	Asphalt w/ Ditch	16/20	60
6	Creekstone Circle	Concrete w/ Ditch	22	50
7	Friarcreek Lane	Concrete w/ Ditch	24	50
8	Glenhilshire Drive	Concrete w/ C&G	29	30
9	Glourie Circle	Asphalt w/ Ditch	20	60
10	Glourie Drive	Asphalt w/ Ditch	20	60
11	Guinea Drive	Asphalt w/ Ditch	20	60
12	Hickory Shadows Drive	Concrete w/ C&G	26	50
13	Hilshire Green Drive	Concrete w/ C&G	29	50
14	Hilshire Grove Lane	Concrete w/ C&G	28	50
15	Hilshire Oaks Court	Concrete w/ C&G	24	50
16	Hilshire Villa Drive	Concrete w/ Curb	26/Varies	26/Varies
17	Mallie Court	Asphalt w/ Ditch	16	60
18	North Villa Court	Concrete w/ C&G	20	20
19	Pine Chase Drive	Asphalt w/ Ditch	20	60
20	Pine Chase Grove	Asphalt w/ Ditch	20	60
21	Pine Creek Lane	Asphalt w/ C&G	20	30
22	Ridgeley Court	Concrete w/ Ditch	22	80
23	Ridgeley Drive	Asphalt w/ Ditch	20	60
24	South Villa Circle	Concrete w/ C&G	26/Varies	26/Varies
Notes:				
(1)	C&G = Curb & Gutter			
(2)	Measured from face of curb to face of curb or edge of pavement to edge of pavement.			

ORDINANCE NO. 792-2019

AN ORDINANCE AMENDING CHAPTER 10, TRAFFIC REGULATIONS, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY PROHIBITING STREET PARKING FROM 1:00 A.M. UNTIL 5:00 A.M. WITHOUT A PARKING PERMIT; PROVIDING FOR PARKING PERMITS; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$200.00 FOR VIOLATION OF ANY PROVISION OF THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH, AND PROVIDING FOR SEVERABILITY.

WHEREAS, Texas Transportation Code Section 542.201 authorizes the City to enact and enforce rules regulating traffic that do not conflict with Texas's Rules of the Road; and

WHEREAS, the City has previously adopted traffic regulations applicable within the City; and

WHEREAS, the City Council hereby finds and determines that the regulations and amendments set forth herein are in the best interest of the public and are adopted in furtherance of the public health, safety, morals, and general welfare.

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

Section 1. Chapter 10, Traffic Regulations, of the Code of Ordinances of the City of Hilshire Village, Texas, is hereby amended by amending Section 10.601, Regulations Generally, to read as follows:

Sec. 10.601. Regulations Generally.

- (a) No person shall stop, park, or leave standing any unattended vehicle upon the paved part of any street in the City so as to impede the reasonable flow of traffic or passage of emergency vehicles.
- (b) No person shall stop, park, or leave standing any unattended vehicle in a manner that impedes the ingress or egress of a public or private driveway.
- (c) Vehicles may not be parked on the street from 1:00 am until 5:00 am without a valid parking permit issued by the City.

Section 2. Chapter 10, Traffic Regulations, of the Code of Ordinances of the City of Hilshire Village, Texas, is hereby further amended by amending Section 10.607, Further Restrictions on Vehicle Parking, and adding Section 10.608, Temporary Parking Permit; Fees, to read as follows:

Sec. 10.607. - Further Restrictions on Vehicle Parking.

- (a) *Number restriction.* Not more than five (5) vehicles shall be parked overnight on any residential lot so as to be visible to public view. One (1) of such vehicles may be a dual wheel truck with single rear axle, and one of such vehicles may have visible commercial advertising consistent with the city's sign regulations.

(b) *Street restriction.* No occupant of any residential lot shall use any street within the city for parking vehicles that are not permitted to be parked on the occupant's lot.

(c) *Long-term parking restriction.* No vehicle may be parked on the street from 1:00 am until 5:00 am unless a valid parking permit issued by the City is conspicuously displayed in the lower corner of the front windshield on the driver's side of the vehicle.

10.608 Temporary Parking Permit; Fees.

(a) Upon application of a person who owns or occupies a residence abutting a public street in the City, the City Administrator may issue a temporary residential parking permit: i) in increments of 3-days, 14-days, or 30 days, which may be renewed up to three consecutive times; ii) for on street parking in designated areas, iii) for a specific vehicle registration.

(b) The City Council may impose a fee for the temporary parking permit by resolution.

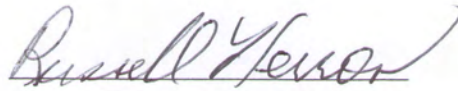
Section 3. Any person, corporation or entity who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$200.00. Each day in which any violation shall occur, or each occurrence of any violation, shall constitute a separate offense.

Section 4. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

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

Section 6. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this 17th day of December, 2019.

A handwritten signature in dark ink, appearing to read "Russell Herron", written over a horizontal line.

Russell Herron, Mayor

ATTEST:

A handwritten signature in dark ink, appearing to read "Susan Blevins", written over a horizontal line.

Susan Blevins, City Secretary

RESOLUTION NO. 2020-202

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS, AMENDING THE SCHEDULE OF FEES BY ADDING PROVISIONS FOR PARKING PERMITS.

WHEREAS, the City of Hilshire Village, Texas requires parking permits for all vehicles parked on the street between the hours of 1:00 am to 5:00 am, and;

WHEREAS, the Council desires to adopt the following fees in order to provide for the administration of the permit parking;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:

Section 1. That the recitals set forth above are found to be true and correct.

Section 2. That there is hereby created and established a Schedule of Fees for Parking Permits, a copy of which is attached hereto as Exhibit "A" and made a part hereof for all purposes.

Section 4. That the City Secretary's Office is hereby authorized and required to collect the amended fees as set forth on the attached Exhibit "A", and to pay the same into the treasury of the City.

Section 6. That this resolution shall be published and shall become effective in accordance with state law.

PASSED, APPROVED and ADOPTED this, the 21st day of January, 2020

Russell Herron, Mayor

Susan Blevins, City Administrator/City Secretary

SCHEDULE “A”

<u>PERMIT TYPE</u>	<u>DURATION</u>	<u>FEE</u>
Residential Parking Permit	3 days	\$10.00
Residential Parking Permit	14 days	\$25.00
Residential Parking Permit	30 days	\$50.00

To Scott from Susan

The question came up at Council “if the streets are large enough to get by like Hilshire Green can they exclude them from being enforced.

From: Scott Bounds <SBounds@olsonllp.com>
Sent: Thursday, October 29, 2020 11:22 AM
To: 'Susan Blevins' <susan.blevins@hilshirevillagetexas.com>
Subject: RE: Council meetings and things

Susan:

Yes, City Council can exclude streets from the overnight parking Ordinance based on street width. FYI only, I attach Houston’s regulations regarding narrow streets:

- **Sec. 26-84. - Blocking roadways.**

No person shall park any vehicle upon a street or alley in such a manner or under such conditions as to leave available less than ten feet of the width of the roadway for free movement of vehicular traffic.

- **Sec. 45-5. - General powers and duties of traffic engineer.**

(a) The Director of Houston Public Works or such other person as the director may from time to time designate in writing to perform such function shall be the traffic engineer of the city. The traffic engineer shall exercise the powers and duties as provided in this Code and the other traffic ordinances of the city.

(b) The city traffic engineer shall have the responsibility and authority to determine the installation and proper timing and maintenance of traffic-control devices, to conduct engineering analyses of traffic accidents and to devise remedial measures, to conduct engineering investigation of traffic conditions, to plan the operation of traffic on the streets and highways of this city, and to cooperate with other city officials in the development of ways and means to improve traffic conditions, and to carry out the additional powers and duties imposed by ordinances of this city.

Sec. 45-6. - Authority of traffic engineer to make regulations.

(a) The traffic engineer is hereby empowered to make regulations necessary to make effective the provisions of this chapter and other traffic ordinances of the city.

(b) The city traffic engineer is hereby empowered to make temporary or experimental traffic regulations to cover emergencies or special conditions. No such temporary or experimental regulations shall remain in effect for more than 90 days; provided however, the traffic engineer shall have no authority to eliminate established school zone speed limits without city council authorization.

- **Sec. 45-7. - Traffic engineer's regulations, designations, etc., to be recorded and kept on file.**

Every regulation, designation, delineation or determination promulgated by the traffic engineer pursuant to the authority granted in this chapter shall, unless otherwise provided herein, be described and recorded, and a true record thereof shall be maintained on file and available for public inspection in the offices of the traffic engineer. The original records may be maintained in the data base of a data processing system, provided that the system has the capability to generate printed copies upon request therefor. Each such record shall constitute public record, and all persons shall be charged with notice of the contents of the same.

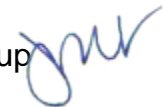
Sec. 45-117. - Parking on narrow streets.

The traffic engineer is hereby authorized to designate a no parking zone upon any street when the width of the roadway does not exceed 20 feet, or upon one side of a street as indicated by appropriate signs, when the width of the roadway does not exceed 30 feet. The traffic engineer and the parking official, as authorized by the traffic engineer, are hereby authorized to erect and maintain signs indicating no parking upon any street within a no parking zone designated by the traffic engineer.

- Scott

MEMORANDUM

TO: Honorable Brian Muecke, Mayor, City of Hedwig Village
Honorable Jimmy Pappas, Mayor, City of Hunters Creek Village
Honorable Marcus Vajdos, Mayor, City of Spring Valley Village
Honorable Russell Herron, Mayor, City of Hilshire Village
Mr. Allen Carpenter, Chair, Village Fire Department
Mr. Grover S. Grimes, President, Memorial Villages Water Authority

FROM: Julie M. Robinson, Chair, Villages Mutual Insurance Group 

CC: Villages Mutual Insurance Group Board
Members' City/Board Secretaries

DATE: October 27, 2020

SUBJECT: Board Recommendation for Plan Year 2021 Insurance Carriers

The Board Members of the Villages Mutual Insurance Group ("VMIG") met on Monday, October 19, 2020, to review and discuss the renewal proposal submitted by United Health Care ("UHC") and a proposal submitted by Blue Cross/Blue Shield ("BCBS"), as well as renewal proposals from Guardian Dental, Superior Vision, and Lincoln National Life.

The renewal proposals from Guardian Dental (dental coverage), Superior Vision (vision coverage), and Lincoln National Life (Life/AD&D and LTD) included no rate increases for Plan Year 2021. Therefore, the Board voted unanimously to accept the renewal proposals from these three providers.

With regard to medical coverage for Plan Year 2021, UHC's original renewal proposal came in at a 19.50% increase for the same plans that are currently available to our Members. Subsequent discussions with UHC resulted in a revised renewal proposal that was approximately a 16% increase. However, the Board's decision with regard to medical coverage for Plan Year 2021 was clear when we received the proposal from BCBS.

The proposal from BCBS included an increase of only 1.50% over Plan Year 2020 and a Plan Year 2022 Premium Cap of 9.9%. The BCBS proposal offers three different plans that are similar to the current plans offered to our Members with the same or better network of providers – and a premium increase of only 1.50% and stability in terms of the maximum premium increase to budget for Plan Year 2022. Additionally, VMIG utilized BCBS for Plan Year 2019, so we know BCBS.

Therefore, the Board's recommendation for Plan Year 2021 is as follows:

Type of Insurance	Carrier
Medical	Blue Cross/Blue Shield
Dental	Guardian Dental
Vision	Superior Vision
Life/AD&D	Lincoln National Life
Long-Term Disability	Lincoln National Life
Supplemental Life	Lincoln National Life

Please place the above-recommended types of insurance and carriers on your Council or Board Agendas as soon as possible in November for consideration and advise us in writing of your Council's or Board's action.

If you have any questions, please feel free to contact me at City of Spring Valley Village at (713) 465-8308 or Emily Morris with Village Fire Department at (713) 468-7941.

MEDICAL PLANS – CURRENT & 2021 RATES – BLUE CROSS BLUE SHIELD

INSURANCE

2020 RATES – UHC

2021 RATES – BCBS

Major Medical

2020-PPO BCYD

2021-PPO MTBCP011

Employee Only

	\$ 840.02	\$ 818.48
Employee + Spouse	1839.64	1882.50
Employee + Child(ren)	1528.84	1473.26
Employee + Family	2528.46	2537.28

2020-EPO BCZX

2021-PPO MTBCP014

Employee Only

	\$ 765.70	\$ 787.63
Employee + Spouse	1676.88	1811.54
Employee + Child(ren)	1393.57	1417.73
Employee + Family	2304.76	2441.65

2020- CHARTER AYAM

2021-HMO MTBEE011

Employee Only

	\$ 595.56	\$ 753.24
Employee + Spouse	1304.28	1732.45
Employee + Child(ren)	1083.92	1355.83
Employee + Family	1792.64	2335.04

MTBCP011: Ded. Ind/Fam: \$1000/\$3000; Out -of-Pocket Max: Ind/Fam: \$4000/\$12000; Co-Ins:20%; ER: \$500 plus Deductible plus 20%; Urgent Care \$75; PCP Copay: \$30; Specialist: \$60; Pharmacy: \$0/\$10/\$50/\$100/\$150/\$250

Out-of-Network: Ded: Ind/Fam: \$2000/\$6000

MTBCP014: Ded. Ind/Fam: \$1500/\$4500; Out -of-Pocket Max: Ind/Fam: \$4500/\$13500; Co-Ins:20%; ER: \$500 plus Deductible plus 20%; Urgent Care \$75; PCP Copay: \$35; Specialist: \$70; Pharmacy: \$0/\$10/\$50/\$100/\$150/\$250

Out-of-Network: Ded: Ind/Fam: \$3000/\$9000

MTBEE011: Ded. Ind/Fam: \$1000/\$3000; Out -of-Pocket Max: Ind/Fam: \$4000/\$12000; Co-Ins:20%; ER: \$500 plus Deductible plus 20%; Urgent Care \$75; PCP Copay: \$30; Specialist: \$60; Pharmacy: \$0/\$10/\$50/\$100/\$150/\$250

Out-of-Network: **No Coverage.**

DENTAL PLANS – 2021 RATES – GUARDIAN

***The plans and rates remain unchanged**

Guardian

Managed Dental Care

(This works like an HMO)

DHMO Plan

Employee Only	\$ 9.88
Employee + Spouse	16.93
Employee + Child(ren)	25.79
Employee + Family	30.52

PPO

Plan 2 Value Plan

Employee Only	\$ 27.96
Employee + Spouse	55.52
Employee + Child(ren)	65.95
Employee + Family	93.51

PPO

Plan 3 NAP Plan

Employee Only	\$ 37.00
Employee + Spouse	73.46
Employee + Child(ren)	96.10
Employee + Family	132.54

Managed Dental Care (DHMO): This is an In-Network only plan where all services are based on Copays.

*Must enroll with a dentist that is In-Network.

PPO Value Plan: Ded. Ind/Fam: \$50/\$150; Preventive Care: 0%, ded. waived; Basic care: 20% after ded.;

Major care: 50% after ded.; Orthodontics: N/A; Annual benefit max: \$1500 per person

PPO NAP Plan: Ded. Ind/Fam: \$50/\$150; Preventive Care: 0%, ded. waived; Basic care: 20% after ded.;

Major care: 50% after ded.; Orthodontics: 50% ded. waived, \$1000 lifetime max; Annual benefit max: \$1500 per person

VISION PLAN – 2021 Rates – Superior Vision

***The plan and rates remain unchanged**

Superior Vision

Employee Only	\$ 6.40
Employee + Spouse	12.80
Employee + Child(ren)	14.70
Employee + Family	22.64

*Benefits: **In-Network** – Exam (Ophthalmologist or Optometrist) \$10 Copay; Frames: \$25 Copay, \$150 Allowance plus 20% Off; Lenses (Standard) Per Pair – Single \$25 Copay; Bifocal \$25 Copay; Trifocal \$25 Copay; Contact Lens Fitting: \$25/\$50 Copay; Contact Lenses: \$150 Allowance; Medically Necessary Contact Lenses: Covered in Full*

VOLUNTARY LIFE PLAN – 2021 Rates – LINCOLN

***The plan and rates remain unchanged.**

Supplemental Life

Employee Age:

0 – 29	\$ 1.20
30 – 34	\$ 1.30
35 – 39	\$ 1.60
40 – 44	\$ 2.40
45 – 49	\$ 3.70
50 – 54	\$ 7.20
55 – 59	\$ 11.50
60 – 64	\$ 16.00
65 – 69	\$ 17.29
70 – 74	\$ 17.64
75 – 79	\$ 11.03

Rate per \$10,000:

Spouse Age:

0 – 29	\$ 0.60
30 – 34	\$ 0.65
35 – 39	\$ 0.80
40 – 44	\$ 1.20
45 – 49	\$ 1.85
50 – 54	\$ 3.60
55 – 59	\$ 5.75
60 – 64	\$ 8.00
65 – 69	\$ 8.65

Rate per \$5,000:

Dependent Child:

\$ 1.62/month

RESOLUTION NO. 2020-208

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

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

WHEREAS, the Fire Commission desires to ask each contracting City to approve an amendment to the 2021 budget to include \$ 685,000 in the Facility Fund for the renovations, with the provision that it will not increase the Cities' assessment but will be funded to the extent necessary by transfer of ambulance billing funds, currently held by the Department or collected in the future; and

WHEREAS, the Fire Commission desires to transfer funds from the Compensated Absence Fund (currently \$ 11,258) to the Facility Fund and discontinue the Compensated Absence Fund, and

NOW, THEREFORE, we, one of the undersigned contracting Cities, do hereby give our approval and consent, as evidenced by this Resolution, to the Fire Commission to approve amendment to the 2021 budget and transfer funds from the Compensated Absence Fund to the Facility Fund and discontinue the Compensated Absence Fund.

PASSED AND APPROVED by the City Council of the City of Hilshire Village this 17th of November, 2020.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary

Village Fire Department



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

Protecting and Serving the Cities of:
BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

The Honorable Brian T. Muecke

Mayor, City of Hedwig Village

The Honorable Russell Herron

Mayor, City of Hilshire Village

The Honorable Jim Pappas

Mayor, City of Hunters Creek Village

The Honorable Mark Kobelan

Mayor, City of Piney Point Village

The Honorable Marcus Vajdos

Mayor, City of Spring Valley Village

October 29, 2020

Re: Facility Renovations

Dear Mayors:

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

The budget for the construction costs, soft costs and dispatch equipment is \$ 5,700,311. A copy of the budget worksheet prepared by the program manager is attached for your convenience. It has been expected that, to the extent dollars were required over and above the Cities' assessments for the Facility Fund for 2019 and 2020, those funds would come from the ambulance billing funds and not additional assessments. To appropriately reflect that, the Commission has voted to request amendment to the 2021 budget, with that proviso.

In order to confirm this, we would ask that you put on your City's agenda and approve amending the 2021 budget to include \$ 685,000 in the Facility Fund for the renovations, with the proviso that it will not increase the Cities' assessment but will be funded to the extent necessary by transfer of ambulance billing funds, currently held by the Department or collected in the future.

The Commission also voted to transfer funds from the Compensated Absence Fund (currently \$ 11,258) to the Facility Fund and discontinue the Compensated Absence Fund, as the Commission feels it is now unnecessary. We would ask that you place on your agenda and approve this action.

Respectfully,

Allen Carpenter

Allen Carpenter,
Chairman

SUMMARY SHEET

I. Scope of Work - Phase I, II & III	Quantity	Unit	Cost per Unit	Revision 7/28	Revision 8/21	Revision 9/18	Revision 10/20	Latest Revision Notes
A. Construction Masters								
Base Proposal (Less Alternates)	1	LS		\$ 4,727,000.00	\$ 4,727,000.00	\$ 4,727,000.00	\$ 4,727,000.00	
Owner's Unforeseen Contingency Allowance	1	LS	\$ 200,000.00	included	included	included	included	
Signage Allowance	1	LS	\$ 10,000.00	included	included	included	included	
Door Hardware Allowance	1	LS	\$ 60,000.00	included	included	included	included	
Hazardous Materials Removal Allowance	1	LS	\$ 20,000.00	included	included	included	included	
Landscape Allowance	1	LS	\$ 40,000.00	included	included	included	included	
Temporary Trailers for Firefighters Allowance	1	LS	\$ 86,000.00	included	included	included	included	
Alternate #1 - Monument Sign	1	LS		\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Alternate #2 - Paving Deduct	1	LS		\$ (51,000.00)	\$ (51,000.00)	\$ (51,000.00)	\$ (51,000.00)	
B. ASI #01								
ASI #01 - Radio Tower Footings	1	LS		\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)	
ASI #01 - Surface Mounted Dispensers	1	LS		\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	
ASI #01 - Missing Lights in Annex	1	LS		\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	
ASI #01 - Missing HM Door & Frame	1	LS		\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	
ASI #01 - Pre-Engineered Canopy Columns	1	LS		\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	
ASI #01 - Civil Storm Utilities on Plumbing Drawings	1	LS		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
ASI #01 - Section Detail at Paving	1	LS		\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	
ASI #01 - Fuel Monitoring on IT Network	1	LS		\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
ASI #01 - Existing Monument Sign	1	LS		\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	
ASI #01 - Removal of BIM requirements	1	LS		\$ (14,000.00)	\$ (14,000.00)	\$ (14,000.00)	\$ (14,000.00)	
Allowance - ASI #01 - Security Cameras	1	LS		\$ 25,000.00	\$ -	\$ -	\$ -	
Sub Total				\$ 4,707,600.00	\$ 4,682,600.00	\$ 4,682,600.00	\$ 4,682,600.00	difference - \$0
Design Contingency	0%			\$0.00	\$0.00	\$0.00	\$0.00	
Total Change Orders to Date (Ref: CPR/Allowances Log)				\$44,893.00	\$42,437.18	\$42,437.18	\$42,437.18	
Total Construction Cost - Phase I, II & III				\$ 4,707,600.00	\$ 4,727,493.00	\$ 4,725,037.18	\$ 4,725,037.18	difference - \$0
Total Soft Costs (see next page)				\$810,201.50	\$835,305.50	\$850,305.50	\$807,764.32	difference - next page
Total Project Cost (excluding dispatch equipment)				\$ 5,517,801.50	\$ 5,562,798.50	\$ 5,575,342.68	\$ 5,532,801.50	difference - (\$42,541.18)
Total Project Cost (including dispatch equipment - see next page)				\$ 5,700,311.50	\$ 5,745,308.50	\$ 5,742,852.68	\$ 5,700,311.50	difference - (\$42,541.18)

committed allotments

changes from previous month

special indicator

SOFT COSTS BREAKDOWN

II. Soft Costs:	Quantity	Unit	Cost per Unit	Revision 7/28	Revision 8/21	Revision 9/18	Revision 10/20	Latest Revision Notes
Professional Services								
Project and Construction Manager Services (AGCM)	1	LS		\$123,975.00	\$123,975.00	\$123,975.00	\$123,975.00	
Change Order #01 (Change of Scope)	1	LS		\$24,500.00	\$24,500.00	\$24,500.00	\$24,500.00	
Change Order #02 (See Geotec, Asbestos, Survey Below)	1	LS		\$828.50	\$828.50	\$828.50	\$828.50	
Change Order #03 (Waterproofing Consultant)	1	LS		\$8,415.00	\$8,415.00	\$8,415.00	\$8,415.00	
MEP Commissioning	1	LS		\$18,500.00	\$18,500.00	\$18,500.00	\$18,500.00	
Geotech (AGCM Change Order #2)	1	LS		\$1,950.00	\$1,950.00	\$1,950.00	\$1,950.00	
Asbestos Testing (AGCM Change Order #2)	1	LS		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
Site Utility and Topographic Survey (AGCM Change Order #2)	1	LS		\$3,826.00	\$3,826.00	\$3,826.00	\$3,826.00	
Architectural and Engineering Fees	1	LS		\$262,500.00	\$262,500.00	\$262,500.00	\$262,500.00	
Architectural ASP (December 15, 2019)	1	LS		\$96,000.00	\$96,000.00	\$96,000.00	\$96,000.00	
Proposed Civil Change Order	1	LS		\$4,401.00	\$4,401.00	\$4,401.00	\$4,401.00	
Windstorm Certification	1	LS		\$4,000.00	\$6,000.00	\$6,000.00	\$6,000.00	Difference in green = (\$2,000)
Accessibility Review & Inspections	1	LS		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
Construction Material Testing	1	LS		\$17,284.00	\$17,284.00	\$17,284.00	\$17,284.00	
Mech. System Test & Balancing	1	LS		\$12,000.00	\$10,104.00	\$10,104.00	\$10,104.00	Difference in green = \$1,896
Contingency and Allowance Amounts								
Owner's Contingency	1	LS			\$15,000.00	\$60,000.00	\$17,458.82	subtracted \$42,437.18 for CO #3 & \$104 for overages between Windstorm Certification and Mech. System Test and Balancing
Permitting Allowance	1	LS		\$22,740.00	\$22,740.00	\$22,740.00	\$22,740.00	
Permitting Plan Review	1	LS		\$14,782.00	\$14,782.00	\$14,782.00	\$14,782.00	
Moving Allowance	1	LS		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
FFE Allowance	1	LS		\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	Structure: \$11,618 Engineering: \$450 Removal: \$1,400 Permitting: \$1,500 Total: \$14,968
Proposed Ambulance Shelter	1	LS						
Phone System Hardware	1	LS		\$75,000.00	\$75,000.00	\$45,000.00	\$45,000.00	
Security Camera Purchase	1	LS			\$10,000.00	\$10,000.00	\$10,000.00	
Other Costs								
Reimbursable/Printing/Couriering	1	LS		\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	
Electrical, Gas and Data Service Connections	1	LS		\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
Total Soft Costs				\$ 810,201.50	\$ 835,305.50	\$ 850,305.50	\$807,764.32	difference of (\$42,541.18)

DISPATCH EQUIPMENT

III. Soft Costs:	Quantity	Unit	Cost per Unit					Notes
Communications Equipment (Dispatch Relocation)	1	LS		\$0.00	\$0.00	\$0.00	\$0.00	
Dispatch Desks	1	LS		\$15,000.00	\$15,000.00	\$0.00	\$0.00	
Fire Station Alert System and Installation	1	LS		\$167,510.00	\$167,510.00	\$167,510.00	\$167,510.00	
Total Dispatch Equipment Cost:				\$ 182,510.00	\$ 182,510.00	\$ 167,510.00	\$ 167,510.00	difference - (\$0)

SUGGESTED ITEMS TO BE PURCHASED

<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE EACH</u>	<u>TOTAL</u>
<u>8</u>	<u>Dell Computers & Warranty</u>	<u>1,600.00</u>	<u>12800.00</u>
<u>8</u>	<u>Dell Computers & Warranty, Antivirus and acrobat pro</u>	<u>1720.46</u>	<u>13763.68</u>
<u>8</u>	<u>Office 365 Gov</u>	<u>172.89</u>	<u>1383.12/year</u>
<u>8</u>	<u>Adobe Pro</u>	<u>409.00 one time</u>	
		<u>15/month</u>	
	<u>Nitro pdf</u>	<u>127.00 one time</u>	
	<u>Back up Program for server</u>	<u>3years</u>	<u>1812.65</u>
	<u>Labor for conversion to office 365</u>		<u>300.00</u>
	<u>Labor to set up notebooks</u>		<u>200.00</u>
	<u>Labor to support firewall installation</u>		<u>90.00</u>
<u>2</u>	<u>UV FILTERS</u>	<u>1200</u>	<u>2400</u>
<u>2</u>	<u>Hand Sanitizer Stations</u>	<u>\$250.00</u>	<u>500.00</u>

WISH LIST

MUNICODE AGENDA SOFTWARE

\$2,400.00 a year



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000073246750.2
Total	\$14,899.20
Customer #	530021594325
Quoted On	Nov. 13, 2020
Expires by	Dec. 13, 2020
Deal ID	20147593

Sales Rep	Glenn Trent
Phone	(800) 456-3355, 6180387
Email	Glenn_Trent@Dell.com
Billing To	ACCOUNTS PAYABLE CITY OF HILSHIRE VILLAGE 8301 WESTVIEW HOUSTON, TX 77055

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Glenn Trent

Shipping Group

Shipping To	Shipping Method
ACCOUNTS PAYABLE CITY OF HILSHIRE VILLAGE 8301 WESTVIEW HOUSTON, TX 77055 (713) 973-1779	Standard Delivery

Product	Unit Price	Qty	Subtotal
Dell Latitude 7410	\$1,720.46	8	\$13,763.68
Subtotal:			\$13,763.68
Shipping:			\$0.00
Estimated Tax:			 135.52
Total:			\$14,899.20

Consult your DFS rep. Special lease pricing may be available.

Shipping Group Details

Shipping To

ACCOUNTS PAYABLE
CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TX 77055
(713) 973-1779

Shipping Method

Standard Delivery

			Qty	Subtotal
Dell Latitude 7410		\$1,720.46	8	\$13,763.68
Estimated delivery if purchased today: Jan. 08, 2021 Contract # C000000006841 Customer Agreement # DIR-TSO-3763				
Description	SKU	Unit Price	Qty	Subtotal
Latitude 7410, BTX	210-AVOB	-	8	-
Intel Core i7-10610U Processor (4 Core, 8MB Cache, 1.80GHz, 15W, vPro Capable)	379-BDVB	-	8	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	8	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	8	-
VMware Carbon Black Cloud Endpoint Standard NGAV, B-EDR, w/Dell ProSupport for Software 1 Year	528-CHEC	-	8	-
Intel Integrated UHD Graphics, i7-10610U 4-Core Processor, 16G Memory	338-BVHP	-	8	-
Intel vPro Active Management Technology (for vPro CPU, vPro Capable)	631-ACNE	-	8	-
16GB, 2666 MHz, DDR4 Non-ECC, Integrated	370-AFMH	-	8	-
M.2 512GB PCIe NVMe Class 35 Solid State Drive	400-BION	-	8	-
2-in-1, 14.0" FHD (1920x1080) AR, AS, IR Cam/Mic, ALS, Prox Sensor, WLAN capable, Aluminum, Touch	391-BFGZ	-	8	-
Touch Fingerprint Reader in Power Button, SmartCard Reader, Thunderbolt 3, Aluminum	346-BGHX	-	8	-
Single Point Keyboard US-English with backlight	583-BGHO	-	8	-
Intel Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1 Wireless Driver	555-BFTY	-	8	-
Intel Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1 Wireless Card	555-BFVZ	-	8	-
No Mobile Broadband Card	556-BBCD	-	8	-
4 Cell 52WHr ExpressCharge Capable Battery	451-BCPW	-	8	-
65W Type-C Epeat Adapter	492-BCXP	-	8	-
No Anti-Virus Software	650-AAAM	-	8	-
OS-Windows Media Not Included	620-AALW	-	8	-
E4 US Power Cord	537-BBBL	-	8	-
Quick Reference Guide for 2-in-1	340-CPWE	-	8	-
No Docking Station	452-BBSE	-	8	-
Fixed Hardware Configuration	998-EDPS	-	8	-
FCC Label	389-DPGO	-	8	-
Waves Maxx Audio	658-BBRB	-	8	-

Dell Power Manager	658-BDVK	-	8	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	8	-
Dell Optimizer	658-BEQP	-	8	-
System Driver, Latitude 7410	658-BESL	-	8	-
Direct Ship Info	340-AAPP	-	8	-
Min Config Ship, 65W, 2 in 1, Aluminum	340-CQRQ	-	8	-
Intel Core i7 vPro Processor Label	340-CPOZ	-	8	-
No Option Included	340-ACQQ	-	8	-
No Resource DVD / USB	430-XXYG	-	8	-
ENERGY STAR Qualified	387-BBOP	-	8	-
BTS/BTP Smart Selection Shipment (VS)	800-BBQH	-	8	-
EAN label	389-BKKL	-	8	-
Adobe Acrobat Pro DC- 1 Yr Subscription	634-BVSP	-	8	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	8	-
Door Bottom, Aluminum, WLAN	321-BFLU	-	8	-
Dell Limited Hardware Warranty Plus Service	804-2167	-	8	-
ProSupport Plus: Accidental Damage Service, 4 Years	804-2193	-	8	-
ProSupport Plus: Next Business Day Onsite, 4 Years	804-2194	-	8	-
ProSupport Plus: Keep Your Hard Drive, 4 Years	804-2195	-	8	-
ProSupport Plus: 7x24 Technical Support, 4 Years	804-2196	-	8	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	8	-

Subtotal:	\$13,763.68
Shipping:	\$0.00
Estimated Tax:	\$1,135.52
Total:	\$14,899.20

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions : Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

November 13, 2020

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TX 88055

Dear Susan Blevins,

Thank you for your recent interest in HP Public Sector Sales. Attached is the price quotation you requested.

Please reference this contract: DIR-TSO-4159 when placing this order. The terms and conditions of this contract will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

If you should have questions regarding this quotation or need any other assistance, please contact your Inside Account Representative

All Purchase Orders need to be made out to HP Inc. or HP with the Ordering address referenced below.

The Purchase Order should include the Contract Number in the body of the Purchase Order. Please also be sure to include a copy of the quote, email address, the ship to location or drop ship locations, delivery date requirements and any other special information and if applicable, the HP Authorized Reseller Agent name or authorization number for the HP Agent providing you with support.

Orders should be either Faxed to 800-825-2329, emailed to PSOrderProcessing@hp.com.

If you are faxing or emailing this order a sample Purchase Order Document can be downloaded that gives guidance on what is required to place an order with HP. [Click here to download the sample Purchase Order](#)

Ordering address:

HP INC.
Attn: Public Sector Sales
3800 Quick Hill Road
Bldg 2, Suite 100
Austin, TX 78728

Information & Details

Organization name: Village of Hilshire
Catalog name: DIR-TSO-4159
Created by: alberto.chaidez@hp.com
Partner Agent ID:
Name: alberto chaidez
Email: susan.blevins@hilshirevillagetexas.com
Phone: 713 -973-1779
Email notification: alberto.chaidez@hp.com
Created: November 13, 2020
Expires: December 13, 2020
Payment method:
Quote total: USD 14,754.00

Billing Information

OM ID: 0260017159
Company: CITY OF HILSHIRE VILLAGE
Address:
8301 WESTVIEW
City : HOUSTON
State/Province: Texas
Zip/postal code: 88055
Country: US
Attention to:
Email:
Phone:
Fax:

Shipping Information

Company: CITY OF HILSHIRE VILLAGE
Address:
8301 WESTVIEW
City: HOUSTON
State/Province: Texas
Zip/postal code: 88055
Country: US
Attention to:
Email:
Phone:
Fax:
Delivery date:
Shipping options:
Shipping method:

Comments:

Invoice instructions:

Shipping instructions:

Quote Summary

Product #	Product Description	Manufacturer #	Quantity	Unit Price	Total Price
8EQ15UT#ABA	HP EBx3601040G6 i7-8665U 14 16GB/512 PC		8	USD 1,595.00 USD 2,196.81 Special price valid until 11/30/2021	USD 12,760.00
UB0E5E	HP 4 year Next Business Day Onsite Hardware Support w /ADP-G2 for Notebooks		8	USD 230.00 USD 281.52 Special price valid until 11/30/2021	USD 1,840.00
1FH45A8#ABA	HP EliteDisplay E223		1	USD 154.00 USD 167.34 Special price valid until 11/30/2021	USD 154.00

Special pricing code: 43388992

Subtotal	USD 14,754.00
Estimated Tax	USD 0.00
Total	USD 14,754.00

Unless our contract prohibits it, (a) prices are valid for 30 days from quote date and/or (b) HP may change prices or discounts and reissue quotes immediately if there are increases in costs, tariffs, or other changes outside HP's control.

If the bill to company and address you wish to use is not present at the time of check out please enter it in the "Shipping Instructions" box. The order management team will make sure it is billed to the correct location.

Components of Configurable systems may not be ordered separately. Reference Model ID's and Configuration ID's are not part numbers, they are reference descriptions to your specific configuration.

If you are submitting a hard copy purchase order, please include a printed copy of this quote with your purchase order.



Notebook Quote

If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently shipped an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with the return of the product, if payment was not already made. If payment was already made, HP will work with the agency to correct the invoice. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

Buy Acronis Cyber Protect

AI-Powered integration of data protection and cybersecurity

Buy an Acronis Cyber Protect subscription and save up to 20%!

Workloads

Add-ons

Services

Disaster Recovery

One-year subscription licenses enabling fast failover and instant availability of critical workloads in the Acronis Cloud

\$499 per year

Cloud Storage

Keep backups safe in cloud backup storage with the easy-to-use Acronis Cloud Storage add-on to Acronis Backup

Size

1 TB

License period

3 years

\$1,329

To perform backup operations, at least one license of Acronis Backup is required.

☐ Physical data shipping + \$99

Perform physical data shipping of your initial full system backups to Acronis Cloud Storage on a hard drive.

\$443 per year

Added

Cloud Storage (for v11.7 and earlier)

Acronis Cloud Storage for Acronis Backup 11.7 and any earlier version

\$299 per year

Windows Server Essentials × 1 ~~\$569~~ **\$483.65** ×

Acronis Cyber Protect Standard × 1 × 3 years \$189.67 per year

Cloud Storage × 1 TB **\$1,329** ×

3 years \$443 per year

Total **Save \$85.35**

Ends: March 31, 2021

\$1,812.65

Proceed to checkout



Contact Sales

If there are difficulties with the choice, call us:
+1 781 782 9000

Find reseller

RESOURCES	RENEWALS	CONTACT US	SITE MAP
Order summary			
COMPANY	ARTICLES	Windows Server Essentials × 1	\$569 \$483.65 ×
Awards	Ransomware Protection	SPECIAL PROJECTS	SUPPORT
Blog	Cloud Storage	Acronis Cyber Protect Standard × 1 × 3 years	\$189.67 per year
Management	Cloud Backup	Acronis Foundation	Product Updates
News & Events	GDPR	Acronis Chronicles	Knowledge Base
Careers	Cloning Software	Cloud Storage × 1 TB	\$1,329 ×
	Cyber Protection	Acronis Sport	Documentation
		Acronis Motorsport	Contact Support
		Acronis #Total	Affiliate Program
			Save \$85.35
			\$1,812.65

Proceed to checkout



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Contact Sales

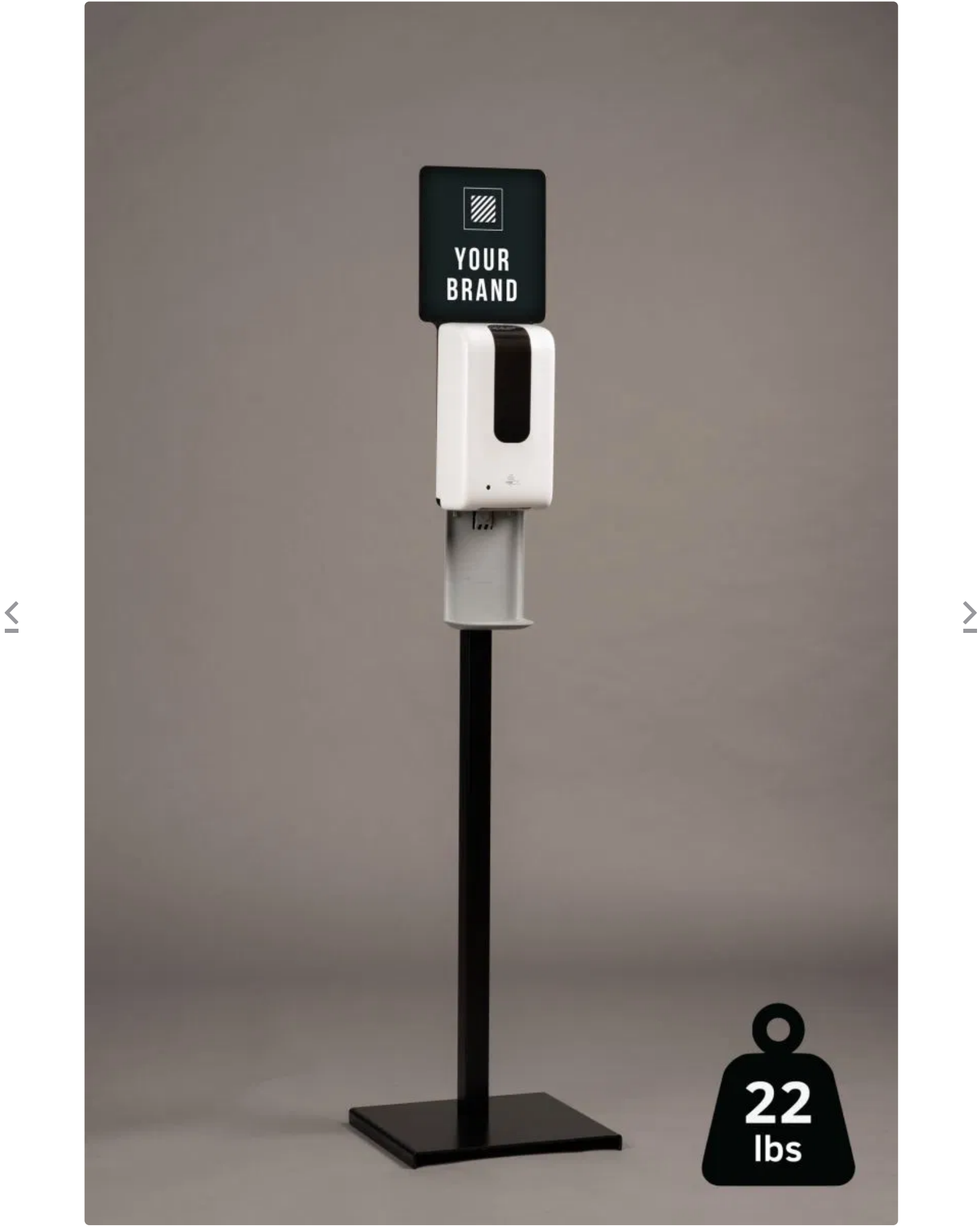
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Find reseller

Special Offer: **FREE Shipping** on orders over \$500!

For phone orders, call **800-413-9490**



[Products](#) > [Station Packages](#) > Standard

Standard Sanitizer Station Package (Premium Vinyl Sticker + Design Services)

\$250.00

Package includes touchless dispenser with drip tray on an American-made 22 lb. stand and FREE customization.

- ✓ Ships in 1 business day (+2 days for custom-branded)
- ✓ FREE customization and design services
- ✓ Available in gel or liquid spray
- ✓ Stand made in America

Add to Cart

About

FAQ

Product Specs

About the Standard Station

The 22-lb Standard Station is designed to stand out and encourage hand hygiene at stores, schools, restaurants, and offices. Each station features a 9" x 8" customizable faceplate for personalization (included FREE) and the 1200mL refillable dispenser works with any bulk liquid or gel sanitizer.

Our easy-to-assemble stations have universal, refillable 1200mL reservoirs that can be filled with any bulk liquid or gel sanitizer. Simply choose the dispenser type: Gel or Liquid Spray.

- The **Gel Dispenser** works with gel sanitizer and it will drop the gel onto hands.
- The **Liquid Spray Dispenser** works with liquid spray sanitizer, spraying onto hands in a fine mist

Included with every station:

- Touchless, refillable sanitizer dispenser with drip tray
- Premium powder-coated steel stand
- Option to customize the faceplate with your logo or use a generic design
- Simple assembly tools and instructions
- Mounting adhesive to attach the dispenser

Add-Ons:

- Liquid or Gel sanitizer solution (\$35-50)
- Water-absorbent mat (\$30)
- Batteries (\$5)

FAQ

When does it ship?	^
Do I have to use a custom design?	^
Where does it ship from?	^
Where is it made?	^
What is the station made out of?	^
How much does it weigh?	^
Why would I need a Standard station?	^
Does it cost any more to add my logo?	^
Can you design the creative for my station?	^
Can I design the creative for my station?	^
What are the dimensions of the branding area?	^
Can I use any sanitizer in this?	^
Does it take foam sanitizer?	^

Is it touchless?	^
How does it dispense? Is it like a spray or like a drop?	^
How many dispenses will I get before I need to refill the reservoir?	^
Do I need to plug it in?	^
What kind of batteries does it take?	^
Are batteries included?	^
Can I use this station outside?	^
How many dispenses before I need to change the batteries?	^
How do I get refills from you?	^
What kind of sanitizer do you have?	^
Do I have to buy refills from you?	^
Does it have a warranty?	^

Product Specs

Width	13"
Depth	11.5"
Height	57"
Weight	22 lbs
Brandable Area	9" tall x 8" wide
Color	Black
Dispenser Type	Automatic/Touchless
Stand Material	Steel
Base Plate Material	Steel
Orientation	Vertical
SKU	03434444444
Use	Indoor Only

Related products

Made in USA

In Stock

Standard Sanitizer Station Package (Interchangeable Signage Frame)

\$225.00

View Product

Made in USA

In Stock

Premium Sanitizer Station Package

\$399.99

View Product

Double Sided - Premium Sanitizer Station Package

\$449.99

View Product

Made in USA

In Stock

Deluxe Sanitizer Station Package

\$649.99

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Community

Affiliate Program

Monthly Refill Program

Work at Stand Up Stations



STAND UP STATIONS designs, manufactures, and delivers durable, custom-branded sanitizing installations that elevate businesses’ health and hygiene standards.



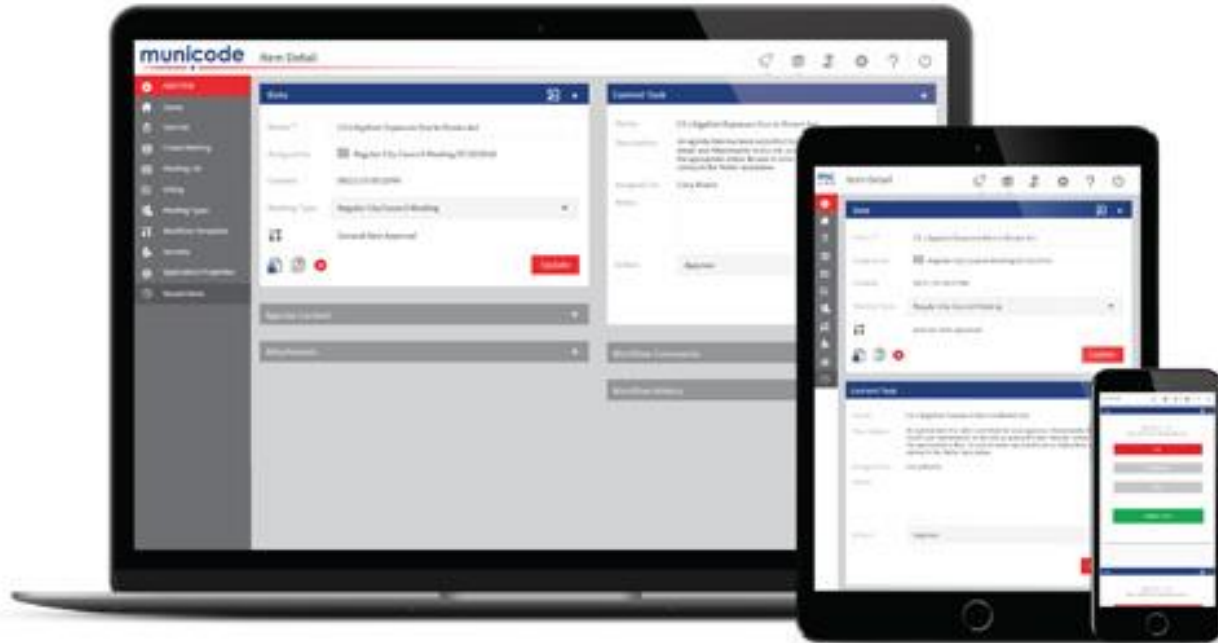
800-413-9490

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MEETING & AGENDA MANAGEMENT

Quote: Hilshire Village, Texas



municode
★
CONNECTING YOU & YOUR COMMUNITY



Krystal Hays

PO Box 2235 Tallahassee, FL 32316
940-465-4240 krystal@municode.com

INTRODUCTION LETTER

November 10, 2020

Dear Selection Team:

Thank you for the opportunity to present Hilshire Village with our quote for online meeting and agenda management services. Our Municode Meetings solution will streamline your process to create, approve and post meeting agendas and minutes.

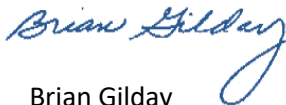
Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties, and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to the meeting management process, Municode Meetings is simple and straight-forward, yet robust enough to satisfy the needs of our largest municipalities.

Our ongoing Circle of Governance initiative to strengthen democracy includes seamless integrations that connect Municode Meetings with our suite of online municipal solutions including ordinance integration (Municode NEXT) and website integration (Municode Meetings).

Municode Meetings allows clerks to mark ordinance agenda items as 'approved' within Municode Meetings and have them auto scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances. In addition, meetings auto-post to your Municode Web website calendar. These integrations include unified search and cross-links across each platform.

We are thrilled at the opportunity to partner with you on such an important initiative.

Sincerely,

A handwritten signature in blue ink that reads "Brian Gilday". The signature is fluid and cursive, with a large, stylized "G" at the end.

Brian Gilday

President, Website/Meetings Division

MUNICODE MEETINGS FEATURES

Base

- ★ Unlimited Meetings
- ★ Unlimited Meeting Agenda Templates
- ★ Unlimited Users
- ★ Create Meetings
- ★ Submit/Add Agenda Items
- ★ Attach agenda item files
- ★ Create Agendas
- ★ Create Agenda Packets
- ★ Approve Items with Approval Workflow
- ★ Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes
- ★ Create Meeting Minutes
- ★ Public In-Meeting Display (presentation screen to display current agenda item and voting results)
- ★ Voting Support (verbal vote, vote by show of hands, or legislator-initiated voting via tablet/iPad/laptop)
- ★ Roll Call
- ★ Self-service video time stamping – you can add timestamps of your meeting agenda items to your meeting videos
- ★ Integration with Municode Web website (meetings/calendar/search integration)
- ★ 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ Up to 3 hours of webinar refresher training per year

Optional

- ★ Video Time Stamping Service
- ★ Municode Portal
- ★ Board Management

SERVICE AND SUPPORT

🏆 Guaranteed Uptime

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

📞 24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

🔒 Security upgrades:

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

❤️ Site Monitoring and Site Recovery:

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

PORTAL FEATURES (OPTIONAL)

Base

- ★ Public Meetings Portal
- ★ ADA Compliant HTML/CSS (WCAG 2.1 AA)
- ★ Custom header with logo, choice of colors, and customizable menu links
- ★ Best-in-class Search Engine (indexes the contents of PDF agendas and minutes)
- ★ Meeting calendar
- ★ Video integrations (Vimeo, YouTube, Suite One Media, Cablecast, custom 3rd party video providers)
- ★ Ability to create meetings and upload PDF agendas/minutes
- ★ Circle of Governance integrations (Municode Meetings, Municode Next)
- ★ 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support

Optional

- ★ Auto-import historical Meeting files (Agendas, Minutes) and search indexing
- ★ Email Notifications
- ★ Board Management

BOARD MANAGEMENT FEATURES (OPTIONAL)*

Base

- ★ Unlimited boards and committees
- ★ Manage term start/stop dates
- ★ Export member data
- ★ Online board application form
- ★ Board member approvals
- ★ Term Expiration Report
- ★ Term Expiration Email Notifications
- ★ Auto-expiration option for expiring terms
- ★ Public web page for each board/committee
- ★ Create custom links/buttons on each board page
- ★ Custom web header (logo/colors)
- ★ Free integration with Municode Meetings

* Note: Board Management requires a Municode Website or the Municode Portal

PRICING

Municode Meetings Annual Subscription

\$2,400 per year

*Price reflects customer loyalty savings of \$200/year; reg price \$2,600

One-time Project Setup

no charge

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference

Additional Options

- ☐ Video Time Stamping Service \$2,520 per year
 - Municode will bookmark/timestamp up to 36 meetings per year
- ☐ Portal \$1,000 per year
 - Includes all Portal base features
 - Additional options
 - ☐ Board Management \$1,000 per year
 - ☐ Email notifications (on demand + weekly digest) \$600 per year
 - ☐ Import historical PDF agendas/minutes (up to 10 years) \$1,500 one-time

PAYMENT SCHEDULE

- Ninety (90) days after signed contract 100% of annual subscription fee and annually thereafter

Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.
- Payment schedule will be adjusted accordingly based on selected optional features.

SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between Hilshire Village, Texas ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

1. Term of AGREEMENT. This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

2. Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

3. Scope of Services. CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

4. Integration. This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. Warranty. CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

6. Liability. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

7. Termination. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. Independent Contractor. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. Confidentiality. (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) **Obligation of Confidentiality.** During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

10. Assignment. Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

11. Cooperative Purchasing. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

12. Governing Law. This AGREEMENT shall be governed and construed in accordance with the laws of the State of Texas without resort to any jurisdiction's conflicts of law, rules, or doctrines.

Submitted by:

Municipal Code Corporation

By: Brian Gilday

Title: Brian Gilday - President, Website Division

Accepted by:

By: _____

Title: _____

Date: _____



Pricing Proposal
Quotation #: 19697265
Created On: 11/13/2020
Valid Until: 11/30/2020

City of Hilshire Village TX

SHI Government Solutions

Susan Blevins

Hilshire Village, TX
United States
Phone: (713) 973-1779
Fax:
Email: susan.blevins@hilshirevillagetexas.com

Kevin Meller

P.O. Box 847494
Dallas, TX 75284-7434
Phone: 732.652.3072
Fax: 732-564-8050
Email: kevin_meller@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	Microsoft Office 365 (Plan G1) - Subscription license - 1 user - hosted - GOV - MPSA Microsoft - Part#: AAA-11646 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092	8	\$79.57	\$636.56
2	Microsoft Office 365 (Plan G3) - Subscription license - 1 user - hosted - MPSA Microsoft - Part#: AAA-11650 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092	8	\$172.89	\$1,383.12
			Subtotal	\$2,019.68
			Shipping	\$0.00
			Total	\$2,019.68

Additional Comments


Thank you for choosing SHI-GS! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address, Quote Number, and applicable Contract Number when submitting a Purchase Order. SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3695478; DUNS# 14-724-3096

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI-GS! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3695478; DUNS# 14-724-3096

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<div>A</div>  Bunker Hill Village Hedwig Village Hilshire Village Hunters Creek Village Piney Point Village Spring Valley Village Houston Totals	Total Number of Incidents 2020			Life Threatening (LT) EMS Incidents					Life Threatening (LT) Fire Incidents					
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2020 Calls are:		Fire Alarms
												Fire	EMS	% of Fire Calls
	131	116	247	45	4:23	100%	6:21	100%	13	6:02	100%	53%	47%	48
	162	173	335	98	3:34	100%	3:34	100%	19	3:35	100%	48%	52%	61
	15	29	44	8	4:29	100%	6:37	100%	2	5:37	100%	34%	66%	5
	239	124	363	43	3:55	100%	5:45	100%	16	4:35	100%	66%	34%	83
	187	104	291	38	3:22	100%	5:38	100%	13	5:11	100%	64%	36%	94
	176	139	315	57	2:26	100%	5:01	100%	13	4:43	100%	56%	44%	41
	181	0	181											
	1091	685	1776	289	3:41	100%	5:29	100%	76	4:57	100%	61%	39%	332

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/8/19	Susan Blevins	Alan Wolfe	The street sign at the intersection of Pine Chase Dr. and Pine Chase Grove on the West side of the street has been damaged.	Pine Chase Dr & Pine Chase Grove intersection	We will need to order a new pole.	Contractor will weld extension on to existing pole underground. Purchase order has been issued. Sent contractor email asking for work to be done ASAP. Contractor has started scheduling jobs again and we are on their list.	
11/13/19	Cassie Stephens	Allison Griffiths	Flushing the hydrant has cause erosion and roots are exposed, they are tripping over them and are worried about the trees.	1324 Pine Chase Grove	Susan drove over to look at the erosion, confirmed there is an issue. Contacted James with Inframark to start using a hose or attachment to direct the water to the street from now on. Susan will work with Council to determine options for repair of the existing damage.	DonMar Grading regraded and added gravel	10/20/2020
12/12/19	Cassie Stephens	Ana Short	The yield and street sign have not been replaced at the intersection yet. There is jagged metal sticking out of the ground and two holes that someone almost fell into this weekend. She said they have been putting boards and plywood over the area but the trash crew keeps collecting it. She is worried because she is liable for injuries on her property and is asking for the holes to be filled and remaining metal sticking up from the ground be removed.	Pine Chase Grove Intersection	Contractor will weld extension on to existing pole underground. Susan placed a City cone over the metal and holes. Placed an order with the vendor to install.	Purchase order has been issued. Requested contractor to start as soon as possible. Contractor has started scheduling jobs again and we are on their list.	
2/11/20	Cassie Stephens	Javier - HDR Engineering	Illegal parking pad installed without permit.	8210 Burkhart	Emailed property owner with sections of ordinance in violation. Asked for plan to achieve compliance.	Property owner said he would have the rocks removed from the ditch but wants to seek a variance for the parking pad considering the existing terrain and material choices.	
3/2/20	Cassie Stephens	Bill Bristow	Pile of tree limbs and debris on the vacant lot.	1306 Glourie	City is preparing to submit paperwork to municipal court to make necessary clean up efforts and fine contractor.	Property is under legal review. Courts are closed at this time. 10/15 Cassie removed the builder sign and permit box as there is no current construction.	
8/4/20	Susan Blevins	Mr. Moore	Said his culverts are holding water for more than 48 hours.	8002 Anadell	Susan sent the information to HDR for consideration during the ditch grading project.	Javier (HDR) drove by, it appears there is an accumulation of silt that has created a highpoint on the downstream end of the driveway culvert resulting in standing water in the roadside ditch north of 8002 Anadell Driveway. Additionally there are now ruts along the roadside ditch in the area of standing water. BJ (DonMar) will review and provide an update for maintenance to this ditch area.	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
9/18/20	Cassie Stephens	Lee Degrasse	She wanted to know if there was anything we can do about a vacant house next door that has been under construction for a while. She said it looks bad being vacant and she thinks it is reducing their property values because the landscaping isn't as good as it used to be.	1023 Ridgeley	Cassie advised that they have permits but we have not seen any activity for a while. She informed the caller that there is no vacant property ordinance that would require occupancy or penalize vacancy.	The homeowner said her husband is an attorney and will look into actions he can take about the property being a nuisance. BBG reported that the permit can be revoked for no work and ordinance violations can be addressed but we cannot force occupancy.	9/21/2020
9/22/20	Susan Blevins	Peter Batarse	Water is not draining properly behind his garage.	5 Hilshire Grove Ln	Susan sent homeowner-provided photos to HDR Javier to investigate. There is a new construction project behind this address but they should not be flooding neighbors.	Javier found standing water at 5 and 6 Hilshire Grove and NE corner of 7902 N Villa Ct, due to the rough construction grading at the rear of 7906 N Villa Ct. Javier provided a report which was forwarded to the contractor for immediate correction. Susan updated Mr. Batarse on the findings. 10/16 Cassie sent an email to the contractor asking for updates on the drainage.	
9/23/20	Susan Blevins	Yvonne Andrews	Guardrail on Westview was damaged by a vehicle a while back.	Westview, in front of 8399	Cassie submitted a 311 request to Houston, service request number is 101004293652	Received response that they do not operate in Hilshire Village, Cassie sent back that it is Houston's right-of-way. Case was escalated after email response from Cassie that Houston is responsible for the area. Case was closed stating no safety hazard found, did not find any type of damage to the permanent barricade over the crosswalk sidewalk at the location. Susan requested that a supervisor call her to discuss.	
9/29/20	Cassie Stephens	Tommy Chmores	Multiple neighbors are not abiding by the overnight street parking ordinance and consistently have trash cans visible. He said he talked to the two main offenders of the street parking and was told by one that he will just pay the fines and continue to park on the street. Mr. Chmores is upset that ordinances aren't being enforced.	Hilshire Grove	Cassie invited Mr. Chmores to attend the next council meeting, he declined.		
10/14/20	Cassie Stephens	Larry Wilkerson	Overgrown weeds.	1326 Ridgeley Dr	The property was recently sold. Cassie mailed a new homeowner packet to the address with a note about maintaining the lawn. If it does not get taken care of in the next couple of days I will ask BBG to place a violation tag on the door.	Property was mowed.	10/23/2020
10/14/20	Cassie Stephens	Larry Wilkerson	Overgrown weeds.	Telge Re-Plat Lot 4	10/16 Cassie sent the new owner an email to schedule lawn service.	The homeowner said she will take care of it.	10/23/2020

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
10/14/20	Cassie Stephens	Larry Wilkerson	Sign in right-of-way	1027 Ridgeley Dr	Cassie investigated, found that there was really no good spot to place the sign but will contact the realtor to see if they have a different style that can be set back and still visible.	The realtor responded that they will work on moving the sign or replacing it with one that can be set back and still visible.	
10/15/20	Cassie Stephens	Cassie Stephens	Reflector stakes in the ROW preventing proper street parking.	8310 Creekstone Circle	Cassie sent an email to the homeowner giving 1 week (10/23) to remove the items.	Reflectors were removed.	11/13/2020
10/15/20	Cassie Stephens	Cassie Stephens	Reflector stakes in the ROW preventing proper street parking.	8307 Creekstone	Cassie sent an email to the homeowner giving 1 week (10/23) to remove the items.	Reflectors were removed.	11/13/2020
10/15/20	Cassie Stephens	Cassie Stephens	Reflector stakes in the ROW preventing proper street parking.	8311 Creekstone	Cassie sent an email to the homeowner giving 1 week (10/23) to remove the items.	Homeowner removed the stakes but said they were there because the contractors working nearby are causing damage. I contacted the main contact for the construction and notified damages will need to be repaired.	10/16/2020
10/15/20	Cassie Stephens	Cassie Stephens	Political sign in ROW	1307 Friarcreek Ln	Cassie emailed the homeowners asking them to move the sign further back.	Sign was removed.	11/13/2020
10/15/20	Cassie Stephens	Cassie Stephens	For Sale sign is larger than allowed per ordinance.	8001 Bromley Rd	Cassie left a voicemail for the realtor Amy Kristynik 713-494-7363 to replace the sign.	Sign was replaced with a smaller one.	11/13/2020
10/15/20	Cassie Stephens	Cassie Stephens	For sale sign in ROW, also two at the entrance to the subdivision.	4 Hilshire Grove	Cassie removed the two small signs at the entrance to Hilshire Grove and left a voicemail for the realtor Julie Gordy 281-743-3734 informing they need to relocate the sign further from the street.	Sign was replaced with a smaller one and moved further back from the curb.	11/13/2020
10/15/20	Cassie Stephens	Cassie Stephens	Subcontractor sign in a yard.	10 Hickory Shadows	Cassie called the company on the sign Pools and Landscapes 281-693-4444 and left a voicemail that the sign needs to be removed by 10/16 or it will be removed and stored at City Hall.	Sign was removed.	11/13/2020
10/15/20	Cassie Stephens	Cassie Stephens	Reflectors in ROW preventing proper street parking.	1229 Archley Dr	Susan will contact the homeowners, they have had a lot of nearby construction and are trying to protect the grass.	Reflectors were removed.	11/13/2020
10/15/20	Cassie Stephens	Cassie Stephens	Contractor was installing rocks in the drainage ditch. There were rocks here before but unsure what work they are doing now.	1327 Friarcreek Ln	Cassie asked Javier to review previous photos of the area to compare to current conditions.	Javier confirmed that the rocks appear to be the same as before, possible that they were cleaning debris from the area.	10/19/2020
10/16/20	Cassie Stephens	Cheryl Wolfe	Rock and gravel in front ditch.	1210 Ridgeley	Cassie asked Javier to go by and check on what is being done at this construction site.	10/19 Javier found excavation near a culvert close to 1202 Ridgeley Drive which appears recent. It appears they also cut out a piece of the roadway and will need to have the contractor restore the area.	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
10/22/20	Cassie Stephens	Sherri Green	There has been a utility pole in their back yard for 2 years that has been leaning and is dangerous. A replacement pole was put in but AT&T has not removed their equipment from the old pole in order for it to be removed before it falls.	1249 Archley Dr	Cassie sent the information to Susan to see if she has any contacts.		
10/23/20	Cassie Stephens	John Moore	Asked where the donations go from the recycling event tomorrow.	N/A	Cassie gave him the information for Hedwig Village assistant city secretary for answers because she did not know.	No further action taken.	10/23/2020
10/23/20	Cassie Stephens	Ann Diebel	Street reflector came loose, she dropped it off at City Hall to be replaced.	In front of 1035 Ridgeley Dr			
10/22/20	Cassie Stephens	Allan Torregossa	A tow truck damaged the esplanade, he has photos and company information.	In front of Hickory Shadows	Cassie asked him to forward the information and photos.	Did not receive photos	10/30/2020
10/26/20	Cassie Stephens	Russell Herron	Sprinkler head is broken on the Pine Creek Ln side of the fence.	Finial Group	Cassie called Finial Group to notify of the leak.	Keith Bilski said he will have their landscaper repair the sprinkler head or cap the line.	10/26/2020
11/5/20	Cassie Stephens	Annalie Grubbs	She has a son who rides the school bus and for the last 2 days the bus driver has been unable to make the turn coming North on Glourie turning South onto Pine Chase because of a contractor parking on the street in front of 1330 Glourie.	1314 Glourie Drive	I told her that they are trying to use the rear Church parking lot as much as possible but some people might park in front sometimes and they should be two wheels on and two wheels off. She said even if a car is two wheels off the pavement there won't be enough room for the bus to make the sharp turn around the corner.	The bus might have to re-route, there is no restriction against parking in that area and once the new homeowners move in they will be allowed to street park in front of the house during the day as well.	11/9/2020
11/10/20	Susan Blevins	Robert Byrne	A portion of the security fencing was removed, now there is an exposed port-o-let, trash is piled throughout job site and is generally unsecured.	1306 Bridle Spur	Susan forwarded the information to BBG for inspection.	Job site was fined the Job Site Maintenance Violation of \$200 and will continue to be monitored and fined until repairs are made	11/11/2020
11/10/20	Cassie Stephens	Yvonne Andrews	Lift station emitting bad odor	7 Hilshire Oaks Ct	James with Inframark said he already checked on the pumps, one appears clogged and he has issued a work order.	A technician adjusted the blow-by and was able to solve the issue. There are already 2 odor blocks at the site and the smell should dissipate soon.	11/12/2020
11/10/20	Susan Blevins	Robert Byrne	Expressed concerns about a property undergoing demolition; drainage concerns due to debris, accessory structures remain on the property that may be in violation of current ordinance, accessibility to the property by the public.	1210 Ridgeley	Cassie has already been working with the contractor and homeowners on the new construction plans and the demo contractor. At the time of the notice from Mr. Byrne I had not been advised that the site was ready for final inspection. Once the contractor called me to request the final inspection, I sent BBG to the site in accordance with the issued permit.	BBG found issues at the site which the demo contractor will be correcting and has been issued a reinspection invoice. Also, the city office will coordinate with the new homeowners regarding the accessory building and other items which may lie in setbacks or easements. The new homeowners have already acknowledged that they are interested in preserving the ravine, not changing it. New construction plans have not been officially submitted for review yet.	

GENERAL FUND CDARS ACCOUNT

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023895346	6/11/2020	26 WEEK	12/10/2020	\$1,000,000.00	0.09%	
	6/30/2020					\$ 49.30
	7/30/2020					\$ 76.47
	8/30/2020					\$ 76.42
	9/30/2020					\$ 74.02
	10/30/2020					\$ 76.47
						<hr/> <hr/>
						\$1,000,352.68

Disbursements Presented to Council 11/17/2020

PROFESSIONAL SERVICE:	UTILITY	ANT NOTE	METRO	GEN FUND
AMEGY CREDIT CARD				\$ 320.93
OLSON & OLSON				\$ 715.00
KORTERRA				\$ 1,200.00
BBG CONSULTING				\$ 2,750.00
TEXAS 811	\$ 23.75			
USIC	\$ 278.10			
INFRAMARK	FYE 2020	\$ 7,654.72		
	FYE 2021	\$ 2,730.84		
TOTAL	\$ 10,687.41	\$ -	\$ -	\$ 4,985.93

ACCOUNT SUMMARY

Account Number	XXXX XXXX XXXX 1719	Previous Balance	\$663.07
Credit Limit	\$2,000.00	Payments	\$663.07
Available Credit	\$1,679.00	Credits	\$0.00
Statement Closing Date	November 05, 2020	Purchases	\$281.93
Payment Due Date	November 25, 2020	Other Charges	\$39.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$69.00	Finance Charges	\$0.00
Days in Billing Cycle	30	New Balance	\$320.93

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
10/07	10/07	2469216M92XHJKYYH	MERRY MAIDS HOUSTON 713-364-0094 TX 56520	\$92.01
10/09	10/09	2443106MB61KDB3NM	CERTIFIED MAIL ENVELOPE 800-406-1792 FL 56540	\$5.90
10/21	10/21	2469216MP2XB5AVFW	MERRY MAIDS HOUSTON 713-364-0094 TX 56520	\$92.01
10/30	10/30	7476800N1BKDRWWE0	PAYMENT - THANK YOU	-\$663.07
11/04	11/04	2469216N52XZZTZS0	MERRY MAIDS HOUSTON 713-364-0094 TX 56520	\$92.01
11/05	11/05		LATE FEE	\$39.00

Finance Charge Summary	Daily Periodic Rate (May Vary)	Total Finance Charge	Balance Subject to Finance Charge	Annual Percentage Rate
------------------------	--------------------------------	----------------------	-----------------------------------	------------------------

Purchase	0.02526%	\$0.00	\$0.00	9.25%
Cash Advances	0.03619%	\$0.00	\$0.00	13.25%

See Reverse Side for Important Information About Your Account.

5543 0001 BAH

3 7 4 201105 0

PAGE 1 of 2

12 5398 0000 ABBS 01AA5543

2544

AmegyBank of Texas

P O BOX 30833
SALT LAKE CITY UT 84130-0833

For prompt credit, mail payment to location shown below.
Payment sent to any other location may delay crediting your account.
Please detach this portion and return it with your payment to ensure proper credit.

Make Checks Payable to :

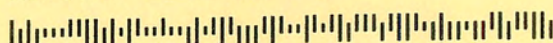
BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833



PAYMENT INFORMATION

Account Number	XXXX XXXX XXXX 1719
Payment Due Date	11/25/20
New Balance	\$320.93
Minimum Payment Due	\$69.00
Past Due Amount	\$0.00
Cash Enclosed	
Total Payment Amount	\$

SUSAN BLEVINS
CITY OF HILSHIRE VIL
8301 WESTVIEW DR
HOUSTON TX 77055-6737



2544

R211

RECEIPT

merry maids®

Date: 11/13/2020
Work Order No: WO-64050907

10611 Harwin Dr. Suite 400
Houston, TX 77036
713-541-4167
custsrv4411@merrymaids.net

BILL TO:
CASSIE STEPHENS
8301 WESTVIEW DR
HOUSTON, TX 77055-6743

Service Address:
Cassie Stephens
8301 Westview Dr
Houston, TX 77055-6743

Description of Service	Service Date	Fee Amount
Regular Cleaning	10/05/2020	\$92.01
	Sales Tax	\$0.00
	Total Amount	\$92.01
	Amount Received	\$92.01

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cassie.stephens@hilshirevillagetexas.com

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Friday, October 9, 2020 11:50 AM
To: Cassie Stephens
Subject: Transaction Receipt from Certified Mail Envelopes, Inc. for \$5.90 (USD)

This is a receipt for a purchase made to your account for one of the following items: * Postage processing and/or supplies such as Certified Mail Envelopes or Labels.

Order Information

Description: CML Balance Update
Invoice Number 513001
Customer ID 82716

Billing Information

Cassie Stephens
8301 Westview Dr
Houston, TX 77055
US
cassie.stephens@hilshirevillagetexas.com
7139731779

Shipping Information

Total: \$5.90 (USD)

Payment Information

Date/Time: 9-Oct-2020 12:50:12 EDT
Transaction ID: 42284194848
Payment Method: Visa xxxx1719
Transaction Type: Purchase
Auth Code: 009291

Merchant Contact Information

Certified Mail Envelopes, Inc.
Celebration, FL 34747
US

no-reply@certifiedmaillabels.com

If you have questions about this transaction or receipt, please call our corporate office at 800-406-1792. Thank you, Certified Mail Envelopes, Inc.

RECEIPT

merry maids®

Date: 11/13/2020
Work Order No: WO-64050908

10611 Harwin Dr. Suite 400
Houston, TX 77036
713-541-4167
custsrv4411@merrymaids.net

BILL TO:
CASSIE STEPHENS
8301 WESTVIEW DR
HOUSTON, TX 77055-6743

Service Address:
Cassie Stephens
8301 Westview Dr
Houston, TX 77055-6743

Description of Service	Service Date	Fee Amount
Regular Cleaning	10/19/2020	\$92.01
	Sales Tax	\$0.00
	Total Amount	\$92.01
	Amount Received	\$92.01

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RECEIPT

merry maids®

Date: 11/13/2020
Work Order No: WO-64050909

10611 Harwin Dr. Suite 400
Houston, TX 77036
713-541-4167
custsrv4411@merrymaids.net

BILL TO:
CASSIE STEPHENS
8301 WESTVIEW DR
HOUSTON, TX 77055-6743

Service Address:
Cassie Stephens
8301 Westview Dr
Houston, TX 77055-6743

Description of Service	Service Date	Fee Amount
Regular Cleaning	11/02/2020	\$92.01
	Sales Tax	\$0.00
	Total Amount	\$92.01
	Amount Received	\$92.01

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Olson & Olson LLP

Wortham Tower, Suite 600
2727 Allen Parkway
Houston, Texas 77019-2133
(713) 533-3800

November 5, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 10148
Our File No. 1057-00000
Billing Through: 10/31/2020

City of Hilshire Village

Total Legal Services	\$715.00
Total Reimbursable Expenses	\$.00
Net Balances Forward	\$.00
Total Charges for this Bill	\$715.00
Total Balance Now Due	\$715.00

Olson & Olson LLP

Wortham Tower, Suite 600
2727 Allen Parkway
Houston, Texas 77019-2133
(713) 533-3800

November 5, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 10148
Our File No. 1057-00000
Billing Through: 10/31/2020

City of Hilshire Village

Balance forward as of invoice 10/7/2020	\$1,562.50
Payments received since last invoice	<u>(\$1,562.50)</u>
Net Balance Forward	\$.00

10/6/2020	LSB	Received telephone call S. Blevins re flood area hazard regulations; email draft ordinance [.2].	0.20 hrs	250 / hr	50.00
10/16/2020	LSB	Review agenda for city council meeting; Telephone conference S. Blevins re same; prepare and email S. Blevins response re vacant property ordinance; prepare and email S. Blevins response re AA meeting in parking lot/ use of facility; review subdivision requirements re Church property / Glourie Drive; email S. Blevins re same; Received telephone call S. Blevins re same [1.5]; email C. Williams agenda and related information [.2 - NO CHARGE].	1.50 hrs	250 / hr	375.00
10/20/2020	CW	Prepare for meeting, review 500 year county flood plain amendment and attend meeting.	2.80 hrs	240 / hr	672.00
10/29/2020	LSB	Email S. Blevins re parking on narrow streets [.2].	0.20 hrs	250 / hr	50.00
Total fees for this matter					<u>\$1,147.00</u>
Total					Discount: <u>-432.00</u>
					<u>\$715.00</u>

BBG Consulting, Inc.
5925 Alameda Rd, Unit
11406
Houston, TX 77004 US
(972) 746-6671
ktaylor@bbgcode.com
www.bbgcode.com



BBG CONSULTING, INC.

INVOICE

BILL TO

Susan Blevins
City of Hilshire Village
8301 Westview
Houston, TX 77055

INVOICE # 2537

DATE 11/02/2020

DUE DATE 12/02/2020

TERMS Net 30

DATE	DESCRIPTION	#	RATE	FEE
10/30/2020	Building Official Services Monthly Contract	1	2,750.00	2,750.00

Please note our new mailing address

BALANCE DUE

\$2,750.00

BBG Consulting, Inc.
5925 Alameda Rd #11406
Houston, TX 77004



BBG CONSULTING, INC.

Hilshire Village

#	Permit	Date	Address	Inspection
1	HV-20-083P	10/1/2020	1210 Ridgeley Dr	Sewer Disconnect
2	HV-20-028SP	10/1/2020	24 Hickory Shadows	Stake-Out Inspection
3	HV-18-066P	10/2/2020	2 Pine Creek	Plumbing Final
4	HV-18-066E	10/2/2020	2 Pine Creek	Electrical Final
5	HV-20-080F	10/6/2020	2 Hilshire Grove	Fence Final
6	HV-19-068P	10/6/2020	7915 S Villa Circle	Plumbing Final
7	HV-20-067E	10/6/2020	1111 Guinea Dr	Electrical Rough
8	HV-20-067M	10/6/2020	1111 Guinea Dr	HVAC Rough
9	HV-20-067P	10/6/2020	1111 Guinea Dr	Gas Test & Plumbing Cover
10	HV-19-068B	10/7/2020	7915 S Villa Cir	Flatwork Pre-Pour
11	HV-20-085P	10/12/2020	1 Hickory Shadows	Water Heater Final
12	HV-19-068E	10/12/2020	7915 S Villa Circle	Electrical Final
13	HV-20-059B	10/13/2020	1330 Glourie Dr	Pier
14	HV-20-086F	10/14/2020	1026 Glourie Cir	Fence Final
15	HV-20-059P	10/15/2020	1330 Glourie Dr	Plumbing Ground
16	HV-20-036E	10/16/2020	8302 Creekstone Cir	Electrical Permanent Meter Release
17	HV-20-036M	10/16/2020	8302 Creekstone Cir	HVAC Vent Hood & Final
18	HV-20-044V	10/16/2020	8302 Creekstone Cir	Patio Structure Framing
19	HV-20-059E	10/20/2020	1330 Glourie Dr	T-Pole
20	HV-19-062P	10/20/2020	1306 Bridle Spur Ln	Shower Pan
21	HV-20-028SP	10/21/2020	24 Hickory Shadows	Steel Inspection (Swimming Pool)
22	HV-20-044P	10/21/2020	8302 Creekstone Cir	Gas Test
23	HV-20-044P	10/21/2020	8302 Creekstone Cir	Outdoor Kitchen Plumbing
24	HV-20-044E	10/22/2020	8302 Creekstone Cir	Patio Electrical
25	HV-20-059B	10/23/2020	1330 Glourie Dr	Foundation
26	HV-20-083DEM	10/26/2020	1210 Ridgeley Drive	Pre-Demolition
27	HV-20-084GE	10/27/2020	1301 Glourie Dr	Electrical Underground & Reconnect
28	HV-20-084GP	10/27/2020	1301 Glourie Dr	Plumbing Underground & Gas Test
29	HV-20-068M	10/27/2020	4 Pine Creek Ln	HVAC Replacement Final
30	HV-20-079GE	10/28/2020	1302 Glourie Dr	Electrical Underground & Reconnect
31	HV-20-079GP	10/28/2020	1302 Glourie Dr	Plumbing Underground & Gas Test
32	HV-19-068F	10/29/2020	7915 S Villa Circle	Perimeter Fence Final
33	HV-20-044P	10/29/2020	8302 Creekstone Cir	Plumbing Final
34		10/29/2020	8302 Creekstone Cir	EL Final
35	HV-20-044B	10/29/2020	8302 Creekstone Cir	Interior Remodel Final
36	HV-20-034P	10/29/2020	7906 N Villa Ct	Top Out
37	HV-20-034P	10/29/2020	7906 N Villa Ct	Top Out

38	HV-20-090P	10/30/2020	7914 Hilshire Green	Water Re-Pipe
39	HV-20-084GE	10/30/2020	1301 Glourie Dr	Generator Final
40	HV-20-071P	10/30/2020	1118 Guinea Dr	Water Heater Final
PLAN REVIEW				
1	1220 Archley	Generator		
2	1301 Glourie	Generator		
3	8 Hilshire Grove	Residential Renovations		

Hilshire Village Job Site Maintenance 10/4/2020

Remodel	2 Pine Creek Ln	No violations noted
Remodel	8302 Creekstone Cir	No violations noted
New Construction	1306 Bridle Spur St	No violations noted
New Construction	1220 Archley Dr	No violations noted
Accessory Bldg Remodel	1111 Guinea Dr	No violations noted
Remodel - Kitchen	1023 Ridgeley Dr	No violations noted
No construction yet, watch grass length	1226 Glourie Dr	No changes
New Home	1330 Glourie Dr	Starting Soon
Interior Remodel	14 Hilshire Grove Ln	No violations noted
New Construction	7906 N Villa	No violations noted
		Taking down fencing to do driveway, but haven't started driveway yet.
New Construction	7915 S Villa	
No construction yet, watch grass length	1306 Glourie Dr	No violations, watch grass height

Hilshire Village Job Site Maintenance 10.11.2020

Remodel	2 Pine Creek Ln	No violations noted
Remodel/	8302 Creekstone Cir	No violations noted
New Construction	1220 Archley Dr	No violations noted
Accessory Bldg Remodel	1111 Guinea Dr	No violations noted
Remodel - Kitchen	1023 Ridgeley Dr	No violations noted
New Home	1330 Glourie Dr	Building has begun, frame started.
Interior Remodel	14 Hilshire Grove Ln	No violations noted
New Construction	7906 N Villa	No violations noted
		Taking down fencing to do driveway, but haven't started driveway yet.
New Construction	7915 S Villa	
No construction yet, watch grass length	1226 Glourie Dr	No violations noted
New Construction	1306 Bridle Spur St	No violations noted
		No violations noted; but will be monitoring grass length
No construction yet, watch grass length	1306 Glourie Dr	

Hilshire Village Job Site Maintenance 10.18.2020

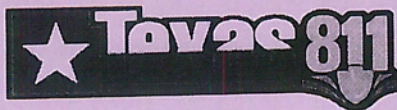
Remodel	2 Pine Creek Ln	No violations noted
Remodel/	8302 Creekstone Cir	No violations noted
New Construction	1220 Archley Dr	No violations noted
Accessory Bldg Remodel	1111 Guinea Dr	No violations noted
Remodel - Kitchen	1023 Ridgeley Dr	No violations noted
New Home	1330 Glourie Dr	No violations noted
Interior Remodel	14 Hilshire Grove Ln	No violations noted
New Construction	7906 N Villa	No violations noted
		Driveway has still not been started and fence is still down
New Construction	7915 S Villa	
No construction yet, watch grass length	1226 Glourie Dr	No violations noted
New Construction	1306 Bridle Spur St	No violations noted
No construction yet, watch grass length	1306 Glourie Dr	No violations noted

Hilshire Village Job Site Maintenance 10.24.2020

Remodel - Kitchen	1023 Ridgeley Dr	No violations noted
Accessory Bldg Remodel	1111 Guinea Dr	No violations noted
		Violation given: trash and debris must be picked up off the job site and disposed of into designated trash receptacle
New Construction	1220 Archley Dr	
Remodel	2 Pine Creek Ln	No violations noted
Remodel/	8302 Creekstone Cir	No violations noted
New Construction	1306 Bridle Spur St	No violations noted
New Home	1330 Glourie Dr	No violations noted
No construction yet, watch grass length	1306 Glourie Dr	No violations noted
No construction yet, watch grass length	1226 Glourie Dr	No violations noted

Interior Remodel	14 Hilshire Grove Ln	No violations noted
New Construction	7906 N Villa	Violation given: Clean job site of trash and debris, making sure all trash is thrown away in designated trash bins.
New Construction	7915 S Villa	Fence is still down while working on driveway
Hilshire Village Job Site Maintenance 10/30/2020		
New Home	1210 Ridgley Dr	Need to prove construction fence is not on neighboring property, tree protection missing, high grass. Contractor was notified, they have remove tags of non compliance.
Remodel - Kitchen	1023 Ridgeley Dr	No violations noted
Accessory Bldg Remodel	1111 Guinea Dr, Houston, TX 7	No violations noted
new construction	1210 Archley Dr, Houston, TX 7	No violations noted
New Construction	1220 Archley Dr, Houston, TX 7	No violations noted
Remodel	2 Pine Creek Ln, Hilshire Village	No violations noted
Remodel/	8302 Creekstone Cir, Houston, T	No violations noted
New Construction	1306 Bridle Spur St, Houston, T	No violations noted
New Home	1330 Glourie Dr, Houston, TX 7	No violations noted
No construction yet, watch grass length	1306 Glourie Dr, Hilshire Villag	Grass is high but does not exceed city ordinance
No construction yet, watch grass length	1226 Glourie Dr, Hilshire Villag	No changes
Interior Remodel	14 Hilshire Grove Ln, Houston,	No violations noted
New Construction	7906 N Villa	Violation given to remove construction material off of street
New Construction	7915 S Villa	Currently landscaping property; no violations

Texas Excavation Safety System, Inc.
PO Box 678058
(972) 231-5497
Dallas TX 75267



Invoice

#20-20078

10/31/2020

AMOUNT DUE

Bill To

City of Hilshire Village
Attn: Susan Blevins
8301 Westview
Houston TX 77055
United States

\$23.75

Due Date: 11/30/2020

Terms	Due Date	PO #	Additional Info	Status
Net 30	11/30/2020			Open

Quantity	Description	Rate	Amount
25	Message Fees for October 2020 / HLV	\$0.95	\$23.75

Total	\$23.75
Amount Paid	\$0.00
Amount Due	\$23.75



20-20078

USIC Locating Services, LLC
PO BOX 713359
CINCINNATI, OH 45271
1-317-575-7849 - Office
USICBilling@usicl.com - Email



Invoice No: 404245

City of Hilshire Village TX
8301 Westview
Houston, TX 77055
Attn: Susan Blevins
Additional Info: HLV | TX

Date of Invoice: 10/31/20
Due Date: 11/30/20
Period: 10/1/20 - 10/31/20

Grouping	Description	Quantity	Rate	Total
HLV	Per Ticket	3	\$ 92.70	\$ 278.10
Grand Total			\$	278.10



Inframark, LLC
2002 West Grand Parkway North, Suite 100
Katy, Texas 77449
(281) 578-4200

Client ID Number	1-00121
------------------	---------

Invoice Number	1131149
Invoice Date	10/27/2020
Due Date	11/26/2020

To: City of Hilshire Village
Utility Department
Hilshire Utilities
8301 Westview
Houston, Texas 77055

Service Description	Total
Maintenance Services	\$10,385.56

	FYE 2020	FYE 2021	Total
55563 - TCEQ	-	-	-
55504 - Lift Station	2162.92	39.76	2,202.68
55502 - Sewer	606.71	399.35	1,006.06
55501 - Water	3,455.95	2,291.73	5,747.68
55507 - New Meter	-	-	-
55505 - Meter Replacement	1,429.14	-	1,429.14
Total Invoice	7,654.72	2,730.84	10,385.56

Please Pay This Amount

Subtotal	\$10,385.56
Sales Tax	\$0.00
Total	\$10,385.56

Remit To: Inframark, LLC
P.O. Box 733778
Dallas, Texas 75373-3778

Please note our lockbox address has changed.

Please include the Project ID and the Invoice Number on the check stub of your payment.

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1131149 - SUMMARY

INVOICE DATE: 10/27/2020

27 Oct 2020 02:43:42PM CST

Go Green! Think before you print.

Work Type / Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
Maintenance, Lift Station					
LS1					
General Maintenance & Repairs	\$120.00	\$506.59	\$887.40	\$0.00	\$1,513.99
Maintenance	\$72.50	\$506.89	\$109.29	\$0.00	\$688.68
LS1 Total	\$192.50	\$1,013.48	\$996.69	\$0.00	\$2,202.67
LS Total	\$192.50	\$1,013.48	\$996.69	\$0.00	\$2,202.67
Maintenance, Sewer					
General Maintenance & Repairs	\$216.00	\$687.91	\$102.15	\$0.00	\$1,006.06
MS Total	\$216.00	\$687.91	\$102.15	\$0.00	\$1,006.06
Maintenance, Water					
General Maintenance & Repairs	\$656.00	\$2,738.66	\$2,106.61	\$0.00	\$5,501.27
Lab Fees or Laboratory Sampling	\$0.00	\$0.00	\$471.55	\$0.00	\$471.55
Maintenance	\$208.00	\$525.78	\$23.71	\$0.00	\$757.49
Subcontract Services	\$0.00	\$0.00	\$446.51	\$0.00	\$446.51
MW Total	\$864.00	\$3,264.44	\$3,048.38	\$0.00	\$7,176.82
Invoice Total	\$1,272.50	\$4,965.83	\$4,147.23	\$0.00	\$10,385.56

INFRAMARK, LLC

27 Oct 2020 02:43:42PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

Go Green! Think before you print.

INVOICE NO. 1131149 - DETAIL

INVOICE DATE: 10/27/2020

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
Maintenance, Lift Station										
LS1										
General Maintenance & Repairs										
	9/10/2020	2339351	COHV District Area	Purchase Supplies for a Lift Station; USA Bluebook	\$0.00	\$0.00	\$887.40	\$0.00	\$887.40	N
	9/22/2020	2350763	COHV District Area	Investigate a Problem at a Lift Station; High level/bad float	\$112.00	\$474.83	\$0.00	\$0.00	\$586.83	N
	10/16/2020	2372291	COHV District Area	General Repair or Maintenance of an Asset at a Lift Station; install order blocks	\$8.00	\$31.76	\$0.00	\$0.00	\$39.76	N
				General Maintenance & Repairs Total	\$120.00	\$506.59	\$887.40	\$0.00	\$1,513.99	
Maintenance										
	9/22/2020	2350607	COHV District Area	General Repair of a Lift Station Asset; High level float bad	\$72.50	\$506.89	\$109.29	\$0.00	\$688.68	N
				Maintenance Total	\$72.50	\$506.89	\$109.29	\$0.00	\$688.68	
				LS1 Total	\$192.50	\$1,013.48	\$996.69	\$0.00	\$2,202.67	
				LS Total	\$192.50	\$1,013.48	\$996.69	\$0.00	\$2,202.67	
Maintenance, Sewer										
General Maintenance & Repairs										
	9/24/2020	2352415	COHV District Area	Investigate a Sewer System Problem; District areaRequested by and assigned to Mickayla TrombleyEmp-605678Dept-5755 Performed dye test DateSched: 09/24/20	\$72.00	\$221.31	\$46.80	\$0.00	\$340.11	N

INFRAMARK, LLC

27 Oct 2020 02:43:42PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1131149 - DETAIL

INVOICE DATE: 10/27/2020

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
	9/29/2020	2356128	8206 Mallie Ct	Relocate, Repair, Replace or Recondition Sewer System Asset; Indicate manhole	\$4.00	\$12.29	\$10.09	\$0.00	\$26.38	N
	9/29/2020	2356130	COHV District Area	Relocate, Repair, Replace or Recondition Sewer System Asset; District area (Ridgeley Dr./Glourie Cir.) Requested by and assigned to Mickayla Trombley Installed inflow protector	\$4.00	\$12.29	\$37.20	\$0.00	\$53.49	N
	9/29/2020	2356131	COHV District Area	Relocate, Repair, Replace or Recondition Sewer System Asset; 7906 N. Villa Ct.Requested by and assigned to Mickayla Trombley Paint valve	\$4.00	\$12.29	\$7.50	\$0.00	\$23.79	N
	9/29/2020	2356133	COHV District Area	Relocate, Repair, Replace or Recondition Sewer System Asset; 7906 N. Villa Ct.Requested by Susan Blevins, assigned to Mickayla Trombley Check to see if workers exposed tapline	\$12.00	\$36.88	\$0.00	\$0.00	\$48.88	N
	9/29/2020	2356690	6 Hilshire Grove Ln	Locate Sewer System Asset; Locate sewer manhole	\$28.00	\$86.06	\$0.00	\$0.00	\$114.06	N
	10/12/2020	2367788	1324 Pine Chase Dr	Meet and/or Assist Consultants or Contractors at a Sewer System; meet Magna Flow to TV the line	\$32.00	\$98.36	\$0.56	\$0.00	\$130.92	N
	10/19/2020	2372375	1324 Pine Chase Dr	Meet and/or Assist Consultants or Contractors at a Sewer System; Review MagnaFlow televising report and deliver report to Susan B and Engineer	\$60.00	\$208.43	\$0.00	\$0.00	\$268.43	N
				General Maintenance & Repairs Total	\$216.00	\$687.91	\$102.15	\$0.00	\$1,006.06	
				MS Total	\$216.00	\$687.91	\$102.15	\$0.00	\$1,006.06	

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27 Oct 2020 02:43:42PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1131149 - DETAIL

INVOICE DATE: 10/27/2020

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
Maintenance, Water										
General Maintenance & Repairs										
	9/10/2020	2339365	COHV District Area	Purchase Supplies for a Water System; USA Bluebook	\$0.00	\$0.00	\$1,328.78	\$0.00	\$1,328.78	N
	9/14/2020	2343337	COHV District Area	Investigate Poor Water Quality of a Water System; Flush due to nitrification	\$32.00	\$98.36	\$0.00	\$0.00	\$130.36	N
	9/16/2020	2346020	1217 Pine Chase Dr	Investigate a Water System Problem; Get quote to replace 5/8" meter with 1 1/2" meter and hardware.	\$12.00	\$51.29	\$0.00	\$0.00	\$63.29	N
	9/16/2020	2346117	1217 Pine Chase Dr	Relocate, Repair, Replace or Recondition Water System Asset; get tap line size and locate valve DateSched: 09/16/20	\$56.00	\$194.02	\$0.00	\$0.00	\$250.02	N
	9/17/2020	2346399	COHV District Area	Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU); Deliver service interruption notice tags in district on Pine Chase	\$16.00	\$49.18	\$1.51	\$0.00	\$66.69	N
	9/17/2020	2346431	1217 Pine Chase Dr	Purchase Supplies for a Water System; Purchase 1 1/2" meter, curb stop, hardware for meter upgrade	\$12.00	\$51.29	\$613.73	\$0.00	\$677.02	N
	9/17/2020	2346614	8201 Westview Dr	Investigate Water System Leak; possible irrigation leak	\$24.00	\$86.06	\$0.00	\$0.00	\$110.06	N
	9/20/2020	2347367	COHV District Area	Chlorine Residual in the Water System; weekend residuals 9/19-9/20	\$44.00	\$256.88	\$0.19	\$0.00	\$301.07	N
	9/18/2020	2347419	1217 Pine Chase Dr	Replace Water Meter (damaged, stuck, broken dial, lid,etc.); Replace 5/8" meter with upgraded 1 1/2" meter	\$64.00	\$235.13	\$6.48	\$0.00	\$305.61	N
	9/24/2020	2351568	1210 Ridgeley Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N

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DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1131149 - DETAIL

INVOICE DATE: 10/27/2020

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
	9/27/2020	2352962	COHV District Area	Chlorine Residual in the Water System; weekend residuals 9/26-9/27	\$40.00	\$233.74	\$0.00	\$0.00	\$273.74	N
	9/25/2020	2354344	1217 Pine Chase Dr	Repair, Replace or Adjust a Water Meter Box Assembly; replace meter box	\$32.00	\$98.36	\$37.20	\$0.00	\$167.56	N
	9/29/2020	2356129	8209 Mallie Ct	Repair, Replace or Adjust a Water Meter Box Assembly; Requested by and assigned to Mickayla Trombley Replaced damaged meter box	\$8.00	\$24.59	\$37.20	\$0.00	\$69.79	N
	9/29/2020	2356691	1241 Archley Dr	Relocate, Repair, Replace or Recondition Water System Asset; Paint valve	\$4.00	\$12.29	\$7.50	\$0.00	\$23.79	N
	10/5/2020	2358323	1257 Archley Dr	Investigate Water System Leak; cs email reporting leak at fire hydrant	\$108.00	\$364.00	\$12.89	\$0.00	\$484.89	N
	9/30/2020	2358809	1318 Glourie Dr	Meet and/or Assist Consultants or Contractors at a Water System; Requested by and assigned to Mickayla Trombley Need meter connected to hydrant, per Susan Blevins	\$12.00	\$36.88	\$0.00	\$0.00	\$48.88	N
	9/30/2020	2358844	COHV District Area	Meet and/or Assist Consultants or Contractors at a Water System; met cathy susan about manhole DateSched: 10/01/20	\$32.00	\$98.36	\$0.00	\$0.00	\$130.36	N
	10/4/2020	2360040	COHV District Area	Chlorine Residual in the Water System; weekend residuals 10/3-10-4	\$40.00	\$233.74	\$0.00	\$0.00	\$273.74	N
	10/5/2020	2362421	COHV District Area	Meet and/or Assist Consultants or Contractors at a Water System; met with 3rd coast	\$28.00	\$86.06	\$0.00	\$0.00	\$114.06	N
	10/11/2020	2365636	COHV District Area	Chlorine Residual in the Water System; weekend residuals 10/10-10/11	\$44.00	\$262.04	\$0.00	\$0.00	\$306.04	N
	10/12/2020	2366568	1217 Pine Chase Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	10/12/2020	2366603	1217 Pine Chase Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N

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INVOICE NO. 1131149 - DETAIL

INVOICE DATE: 10/27/2020

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
	10/15/2020	2370379	COHV District Area	Flushing of a Water System; flushed for Nitrification Report	\$24.00	\$73.77	\$0.00	\$0.00	\$97.77	N
	10/18/2020	2370997	COHV District Area	Chlorine Residual in the Water System; weekend residuals 10/17-10/18	\$24.00	\$192.62	\$1.12	\$0.00	\$217.74	N
				General Maintenance & Repairs Total	\$656.00	\$2,738.66	\$2,106.61	\$0.00	\$5,501.27	
Lab Fees or Laboratory Sampling										
	9/23/2020	2341120	COHV District Area	Purchase Laboratory Services for Water System Asset; Water Utility Services, Inc	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20	N
	9/17/2020	2358336	COHV District Area	Purchase Laboratory Services for Water System Asset; DSHS	\$0.00	\$0.00	\$128.35	\$0.00	\$128.35	N
				Lab Fees or Laboratory Sampling Total	\$0.00	\$0.00	\$471.55	\$0.00	\$471.55	
Maintenance										
	10/7/2020	2362951	1257 Archley Dr	General Repair of a Water System Asset; Repair hydrant	\$208.00	\$525.78	\$23.71	\$0.00	\$757.49	N
				Maintenance Total	\$208.00	\$525.78	\$23.71	\$0.00	\$757.49	
Subcontract Services										
	7/15/2020	2294529	1306 Bridle Spur Ln	Purchase Subcontracted Services for Water System; Accurate Utility Supply	\$0.00	\$0.00	\$446.51	\$0.00	\$446.51	N
				Subcontract Services Total	\$0.00	\$0.00	\$446.51	\$0.00	\$446.51	
				MW Total	\$864.00	\$3,264.44	\$3,048.38	\$0.00	\$7,176.82	
				Invoice Total	\$1,272.50	\$4,965.83	\$4,147.23	\$0.00	\$10,385.56	

INFRAMARK Work Order											
District:	COHV	WO#:	2339351	Dept:	5755	WO Type:	LS	Resp:	OPS	Issued:	9/8/2020
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 I10- West @ Wirt Rd at Ridgely Dr											
Activity Code/Description: LSSUPPLY/Purchase Supplies for a Lift Station											
Address/Location: COHV District Area									Sched:		
Additional Address/Location or Task Details: USA Bluebook											
Req By:			Assigned To: Accounts Receivable				GL Code: 40500				
Utility Staking #:			UCC Start:				UCC End:				
OLD	Meter ID:	Read:	MIU:				Special Class:				
NEW	Meter ID:	Read:	MIU:				Gallons Flushed:				
Date Complete: 9/10/2020 9:39 AM			Attachments: 1		Backcharge To:			L-B-S:			
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>				<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>	
PO		USA Bluebook				108325		1.00		\$887.40	
<u>Labor / Equipment ID</u>		<u>Job Class</u>		<u>Date</u>		<u>Time In</u>		<u>Time Out</u>		<u>OT?</u>	
Milestone: Closed		Invoice#: 1131149		Date Invoiced: 10/27/2020		Total Price:		\$887.40			
Mgr Rev Req: No		Bid Price: \$0.00		Manager Name:		Billing Notification:		No			
Field Comments:											
No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:							
Page 1 of 1											

INFRAMARK Work Order

District: COHV		WO#: 2350607	Dept: 5725	WO Type: LS	Resp: MTX	Issued: 9/23/2020
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 I10- West @ Wirt Rd at Ridgely Dr						
Activity Code/Description: MTXLSREP/General Repair of a Lift Station Asset						
Address/Location: COHV District Area						Sched:
Additional Address/Location or Task Details: High level float bad						
Req By: James G		Assigned To: Accounts Receivable			GL Code: 40800	
Utility Staking #:		UCC Start:			UCC End:	
OLD	Meter ID:	Read:	MIU:		Special Class: Unplanned Maintenance	
NEW	Meter ID:	Read:	MIU:		Gallons Flushed:	
Date Complete: 9/22/2020 10:30 PM		Attachments: 1	Backcharge To:		L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS0011		Paper Towel			0.25	\$0.38
MS0015		Towel - Scrub			0.25	\$4.65
SA0013		Hand Sanitizer			0.25	\$6.00
SA0041		Glove - Disposable - Nitrile - XL			10.00	\$5.95
ES0246		Tape - Electrical - Black			1.00	\$7.07
ES0089		Float - Normally Open - 60Ft			1.00	\$85.25
<u>Labor / Equipment ID</u>		<u>Job Class</u>		<u>Date</u>	<u>Hours</u>	<u>OT?</u>
602234 - Harold Bullock				9/22/2020	2.50	Y
606044 - Justin Taylor				9/22/2020	2.50	Y
TX116072 - Electrical Truck		ELECTRK		9/22/2020	2.50	N
Milestone: Closed		Invoice#: 1131149		Date Invoiced: 10/27/2020		Total Price: \$688.68
Mgr Rev Req: No		Bid Price: \$0.00		Manager Name:		Billing Notification: No
Field Comments: investigated high level float bad. replaced bad high level float with new float. tested all ok at present time						
<div style="display: flex; justify-content: space-between;"> No Problem Found Customer Responsibility New WO New Asset Void WO/Reason: </div>						

INFRAMARK Work Order

District: COHV		WO#: 2350763		Dept: 5755		WO Type: LS		Resp: OPS		Issued: 9/23/2020		
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 I10- West @ Wirt Rd at Ridgely Dr												
Activity Code/Description: LSINVPRB/Investigate a Problem at a Lift Station												
Address/Location: COHV District Area										Sched:		
Additional Address/Location or Task Details: High level/bad float												
Req By: James Najar				Assigned To: Accounts Receivable				GL Code: 40500				
Utility Staking #:				UCC Start:				UCC End:				
OLD	Meter ID:			Read:			MIU:			Special Class:		
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:		
Date Complete: 9/22/2020 5:40 PM				Attachments: 0		Backcharge To:			L-B-S:			
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>			<u>Qty</u>		<u>Price</u>	
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>			<u>Hours</u>		<u>OT?</u>	<u>Price</u>
605236 - James Najar						9/22/2020			3.00		N	\$186.82
605236 - James Najar						9/22/2020			2.75		N	\$171.25
605236 - James Najar						9/22/2020			1.25		Y	\$116.76
TX112407 - Utility Truck			UTLTRK			9/22/2020			3.00		N	\$48.00
TX112407 - Utility Truck			UTLTRK			9/22/2020			4.00		N	\$64.00
Milestone: Closed		Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price:		\$586.83		
Mgr Rev Req: No		Bid Price: \$0.00			Manager Name:			Billing Notification:		No		
Field Comments: called out for high level, on arrival opened wet well level was high, heavy rain in area, stayed on sight to make sure pump wouldn't trip out, and make sure to normal, also found high level float bad and level dropped, pulled up around it, still wouldn't set alarm off, electrician to change it out												
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:												

INFRAMARK Work Order

District: COHV	WO#: 2372291	Dept: 5755	WO Type: LS	Resp: OPS	Issued: 10/19/2020
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Asset ID/Description:	COHV-LS1/City of Hillshire Village Lift Station # 1 I10- West @ Wirt Rd at Ridgely Dr
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Activity Code/Description:	LSGENREP/General Repair or Maintenance of an Asset at a Lift Station
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Address/Location:	COHV District Area	Sched:
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Additional Address/Location or Task Details:	install order blocks
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Req By: jn	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID:	Read:	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 10/16/2020 10:15 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$39.76
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Installed two blockers at lift station customer complained about it smelling.

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2352415	Dept: 5755	WO Type: MS	Resp: OPS	Issued: 9/24/2020
Asset ID/Description: /					
Activity Code/Description: MSINVPRB/Investigate a Sewer System Problem					
Address/Location: COHV District Area					Sched: 9/24/2020
Additional Address/Location or Task Details: District areaRequested by and assigned to Mickayla TrombleyEmp-605678Dept-5755Performed dye test DateSched: 09/24/20					
Req By: mickayla a		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 9/24/2020 3:00 PM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS0002	Dye - Green - Pint			1.00	\$46.80

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		9/24/2020	4.50	N	\$221.31
TX112443 - Utility Truck	UTLTRK	9/24/2020	4.50	N	\$72.00

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$340.11
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: performed dye test at Ridgeley/Buinea Dr to see if pipe in ditch goes into sewer line, no dye found in sewer line, Najar checked lift station, lift station good, no dye found there, checked every manhole on Guinea & Glourie Dr for pot holes, everything good, probed around manholes			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2356128	Dept: 5755	WO Type: MS	Resp: OPS	Issued: 9/29/2020
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Asset ID/Description: /

Activity Code/Description:	MSGENREP/Relocate, Repair, Replace or Recondition Sewer System Asset
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Address/Location:	8206 Mallie Ct
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Sched:

Additional Address/Location or Task Details: Indicate manhole

Req By: mickayla

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
-----	-----------

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 9/29/2020 10:10 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$26.38
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: marked curb with paint to indicate manhole

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV		WO#: 2356130		Dept: 5755		WO Type: MS		Resp: OPS		Issued: 9/29/2020	
Asset ID/Description: /											
Activity Code/Description: MSGENREP/Relocate, Repair, Replace or Recondition Sewer System Asset											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: District area (Ridgeley Dr./Glourie Cir.) Requested by and assigned to Mickayla Trombley Installed inflow protector											
Req By: mickayla				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:			MIU:			Special Class:	
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:	
Date Complete: 9/29/2020 9:35 AM				Attachments: 0		Backcharge To:			L-B-S:		
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>			<u>Qty</u>		<u>Price</u>
MH0001			Inflow Protector - 23.5"						1.00		\$37.20
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>			<u>Hours</u>		<u>OT?</u>
605678 - Mickayla Trombley						9/29/2020			0.25		N
TX112443 - Utility Truck			UTLTRK			9/29/2020			0.25		N
Milestone: Closed			Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price: \$53.49		
Mgr Rev Req: No			Bid Price: \$0.00			Manager Name:			Billing Notification: No		
Field Comments: installed inflow protector on sewer manhole											
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:											

INFRAMARK Work Order						
District: COHV		WO#: 2356131	Dept: 5755	WO Type: MS	Resp: OPS	Issued: 9/29/2020
Asset ID/Description: /						
Activity Code/Description: MSGENREP/Relocate, Repair, Replace or Recondition Sewer System Asset						
Address/Location: COHV District Area					Sched:	
Additional Address/Location or Task Details: 7906 N. Villa Ct.Requested by and assigned to Mickayla Trombley Paint valve						
Req By: mickayla		Assigned To: Accounts Receivable		GL Code: 40500		
Utility Staking #:		UCC Start:		UCC End:		
OLD	Meter ID:	Read:	MIU:	Special Class:		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:		
Date Complete: 9/29/2020 9:20 AM		Attachments: 0	Backcharge To:		L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
HW0035		Paint - Spray - Blue			1.00	\$7.50
<u>Labor / Equipment ID</u>		<u>Job Class</u>		<u>Date</u>	<u>Hours</u>	<u>OT?</u>
605678 - Mickayla Trombley				9/29/2020	0.25	N
TX112443 - Utility Truck		UTLTRK		9/29/2020	0.25	N
Milestone: Closed		Invoice#: 1131149		Date Invoiced: 10/27/2020		Total Price: \$23.79
Mgr Rev Req: No		Bid Price: \$0.00		Manager Name:		Billing Notification: No
Field Comments: noticed buried valve, unburied valve, painted valve cap						
<div> <div>No Problem Found</div> <div>Customer Responsibility</div> <div>New WO</div> <div>New Asset</div> <div>Void WO/Reason:</div> </div>						

Page 1 of 1

INFRAMARK Work Order

District: COHV		WO#: 2356133		Dept: 5755		WO Type: MS		Resp: OPS		Issued: 9/29/2020		
Asset ID/Description: /												
Activity Code/Description: MSGENREP/Relocate, Repair, Replace or Recondition Sewer System Asset												
Address/Location: COHV District Area										Sched:		
Additional Address/Location or Task Details: 7906 N. Villa Ct. Requested by Susan Blevins, assigned to Mickayla Trombley Check to see if workers exposed tapline												
Req By: mickayla				Assigned To: Accounts Receivable				GL Code: 40500				
Utility Staking #:				UCC Start:				UCC End:				
OLD	Meter ID:			Read:			MIU:			Special Class:		
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:		
Date Complete: 9/29/2020 9:05 AM				Attachments: 0		Backcharge To:			L-B-S:			
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>					<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>	
<u>Labor / Equipment ID</u>		<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>	
605678 - Mickayla Trombley					9/29/2020		0.75		N		\$36.88	
TX112443 - Utility Truck		UTLTRK			9/29/2020		0.75		N		\$12.00	
Milestone: Closed		Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price: \$48.88				
Mgr Rev Req: No		Bid Price: \$0.00			Manager Name:			Billing Notification: No				
Field Comments: Susan asked me to check to see if workers exposed tap line so I can install meter, no tap line exposed, notified Susan												
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:												

INFRAMARK Work Order

District: COHV	WO#: 2356690	Dept: 5755	WO Type: MS	Resp: OPS	Issued: 9/29/2020
Asset ID/Description: /					
Activity Code/Description: MSLOC/Locate Sewer System Asset					
Address/Location: 6 Hilshire Grove Ln					Sched:
Additional Address/Location or Task Details: Locate sewer manhole					
Req By: Mickayla Trombley		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 9/29/2020 12:00 PM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		9/29/2020	1.75	N	\$86.06
TX112443 - Utility Truck	UTLTRK	9/29/2020	1.75	N	\$28.00

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$114.06
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: looking for sewer manhole in customer's yard, neighbor that lives at 7 Hillshire Grove Ln comes out to tell me not to expose manhole, tried to explain to the man that we have too, and why we have to expose it, customer still told me not too, called Clint & Susan about issue, I'm on stand by until Susan tells me to proceed			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2367788	Dept: 5755	WO Type: MS	Resp: OPS	Issued: 10/13/2020
Asset ID/Description: /					
Activity Code/Description: MSMEETASST/Meet and/or Assist Consultants or Contractors at a Sewer System					
Address/Location: 1324 Pine Chase Dr					Sched:
Additional Address/Location or Task Details: meet Magna Flow to TV the line					
Req By: tb		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 10/12/2020 10:00 AM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
SA0018	Mask - Dust		0.13	\$0.56

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		10/12/2020	2.00	N	\$98.36
TX112443 - Utility Truck	UTLTRK	10/12/2020	2.00	N	\$32.00

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$130.92
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Met with Magna flow to show them where line needs to televised through cleanout and main			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2372375	Dept: 5755	WO Type: MS	Resp: OPS	Issued: 10/19/2020
Asset ID/Description: /					
Activity Code/Description: MSMEETASST/Meet and/or Assist Consultants or Contractors at a Sewer System					
Address/Location: 1324 Pine Chase Dr					Sched:
Additional Address/Location or Task Details: Review MagnaFlow televising report and deliver report to Susan B and Engineer					
Req By: Clint A		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 10/19/2020 10:20 AM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605533 - Clinton Anthony		10/19/2020	1.25	N	\$85.48
605678 - Mickayla Trombley		10/19/2020	2.50	N	\$122.95
TX119013 - Utility Truck	UTLTRK	10/19/2020	1.25	N	\$20.00
TX112443 - Utility Truck	UTLTRK	10/19/2020	2.50	N	\$40.00

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$268.43
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Review televising report form magna flow, delivered report to city hall.			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2294529	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/14/2020
Asset ID/Description: /					
Activity Code/Description: MWSUB/Purchase Subcontracted Services for Water System					
Address/Location: 1306 Bridle Spur Ln					Sched:
Additional Address/Location or Task Details: Accurate Utility Supply					
Req By:		Assigned To: Accounts Receivable		GL Code: 40900	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 7/15/2020 12:00 AM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
PO	Accurate Supply 160771	105925	1.00	\$446.51

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>OT?</u>

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$446.51
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments:			

No Problem Found
Customer Responsibility
New WO
New Asset
Void WO/Reason:

Page 1 of 1

INFRAMARK Work Order

District: COHV		WO#: 2339365		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 9/8/2020	
Asset ID/Description: /											
Activity Code/Description: MWSUPPLY/Purchase Supplies for a Water System											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: USA Bluebook											
Req By:				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:			MIU:			Special Class:	
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:	
Date Complete: 9/10/2020 9:40 AM				Attachments: 1		Backcharge To:			L-B-S:		

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
PO	USA Bluebook	108325	1.00	\$1,328.78

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>OT?</u>

Milestone: Closed		Invoice#: 1131149		Date Invoiced: 10/27/2020		Total Price: \$1,328.78	
Mgr Rev Req: No		Bid Price: \$0.00		Manager Name:		Billing Notification: No	
Field Comments:							

No Problem Found
Customer Responsibility
New WO
New Asset
Void WO/Reason:

Page 1 of 1

INFRAMARK Work Order

District: COHV		WO#: 2341120		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 9/10/2020	
Asset ID/Description: /											
Activity Code/Description: MWLAB/Purchase Laboratory Services for Water System Asset											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: Water Utility Services, Inc											
Req By:				Assigned To: Accounts Receivable				GL Code: 40400			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:			MIU:			Special Class:	
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:	
Date Complete: 9/23/2020 8:56 AM				Attachments: 1		Backcharge To:			L-B-S:		
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>			<u>Qty</u>		<u>Price</u>
PO			Water Utility Services			109052			1.00		\$343.20
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>			<u>Time In</u>		<u>Time Out</u>
Milestone: Closed			Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price: \$343.20		
Mgr Rev Req: No			Bid Price: \$0.00			Manager Name:			Billing Notification: No		
Field Comments:											
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:											

INFRAMARK Work Order											
District: COHV		WO#: 2343337		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 9/14/2020	
Asset ID/Description: /											
Activity Code/Description: MWINVPWQ/Investigate Poor Water Quality of a Water System											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: Flush due to nitrification											
Req By: Clint A				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:		MIU:		Special Class:			
NEW	Meter ID:			Read:		MIU:		Gallons Flushed: 30.00			
Date Complete: 9/14/2020 10:00 AM				Attachments: 1		Backcharge To:		L-B-S:			
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>	
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>	
605678 - Mickayla Trombley						9/14/2020		2.00		N	
TX112443 - Utility Truck			UTLTRK			9/14/2020		2.00		N	
Milestone: Closed			Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price: \$130.36		
Mgr Rev Req: No			Bid Price: \$0.00			Manager Name:			Billing Notification: No		
Field Comments: Flushed for nitrification											
<div> <div>No Problem Found</div> <div>Customer Responsibility</div> <div>New WO</div> <div>New Asset</div> <div>Void WO/Reason:</div> </div>											

INFRAMARK Work Order

District: COHV	WO#: 2346020	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/16/2020
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Asset ID/Description: /

Activity Code/Description: MWINVPRB/Investigate a Water System Problem

Address/Location:	1217 Pine Chase Dr
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Sched:

Additional Address/Location or Task Details: Get quote to replace 5/8" meter with 1 1/2" meter and hardware.

Req By:	Clint A
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Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 9/16/2020 1:45 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$63.29
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: spoke with susan had to get a quote to upgrade meter

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2346117	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/16/2020
Asset ID/Description: /					
Activity Code/Description: MWGENREP/Relocate, Repair, Replace or Recondition Water System Asset					
Address/Location: 1217 Pine Chase Dr					Sched: 9/16/2020
Additional Address/Location or Task Details: get tap line size and locate valve DateSched: 09/16/20					
Req By: mickayla		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 9/16/2020 5:00 PM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		9/16/2020	2.50	N	\$122.95
605678 - Mickayla Trombley		9/16/2020	0.50	Y	\$36.88
605533 - Clinton Anthony		9/16/2020	0.50	N	\$34.19
TX119013 - Utility Truck	UTLTRK	9/16/2020	0.50	N	\$8.00
TX112443 - Utility Truck	UTLTRK	9/16/2020	3.00	N	\$48.00

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$250.02
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: customer is getting a new 1 1/2 meter installed. i dug up tap line to see size. tap line is 1 1/2. there will be 3 valves to isolate. 2 valves on anadell and 1 valve on bromley			
<div style="display: flex; justify-content: space-between;"> No Problem Found Customer Responsibility New WO New Asset Void WO/Reason: </div>			

INFRAMARK Work Order											
District: COHV		WO#: 2346399		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 9/17/2020	
Asset ID/Description: /											
Activity Code/Description: BILLTAGS/Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU)											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: Deliver service interruption notice tags in district on Pine Chase											
Req By: Clint A			Assigned To: Accounts Receivable				GL Code: 40500				
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:		Read:		MIU:			Special Class:			
NEW	Meter ID:		Read:		MIU:			Gallons Flushed:			
Date Complete: 9/17/2020 9:00 AM			Attachments: 0		Backcharge To:			L-B-S:			
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>			<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>		
MS93		MISC. Tag. Pink					6.00		\$1.51		
<u>Labor / Equipment ID</u>		<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>
605678 - Mickayla Trombley					9/17/2020		1.00		N		\$49.18
TX112443 - Utility Truck		UTLTRK			9/17/2020		1.00		N		\$16.00
Milestone: Closed		Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price:			\$66.69
Mgr Rev Req: No		Bid Price: \$0.00			Manager Name:			Billing Notification:			Yes
Field Comments: Delivered tags to residents.											
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:											
Page 1 of 1											

INFRAMARK Work Order

District: COHV	WO#: 2346431	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/17/2020
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Asset ID/Description: /

Activity Code/Description: MWSUPPLY/Purchase Supplies for a Water System

Address/Location:	1217 Pine Chase Dr
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Sched:

Additional Address/Location or Task Details: Purchase 1 1/2" meter, curb stop, hardware for meter upgrade

Req By:	Clint A
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Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 9/17/2020 4:00 PM

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$677.02
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Mgr Rev Req: No

Bid Price:

\$0.00

Manager Name:

Billing Notification:	No
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Field Comments: Purchased new meter and hardware at accurate.

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2346614	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/17/2020
Asset ID/Description: /					
Activity Code/Description: MWINVL/Investigate Water System Leak					
Address/Location: 8201 Westview Dr					Sched:
Additional Address/Location or Task Details: possible irrigation leak					
Req By: Mickayla Trombley		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 9/17/2020 5:00 PM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		9/17/2020	0.50	N	\$24.59
605678 - Mickayla Trombley		9/17/2020	0.50	N	\$24.59
605678 - Mickayla Trombley		9/17/2020	0.50	Y	\$36.88
TX112443 - Utility Truck	UTLTRK	9/17/2020	1.00	N	\$16.00
TX112443 - Utility Truck	UTLTRK	9/17/2020	0.50	N	\$8.00

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$110.06
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Customer has leak in corner yard next to city bushes. Possible irrigation leak. Got permission from Susan to turn irrigation to see if leak dries up. Will return in a few hours to get results. Area did dry up, took pictures (before & after) sent results to Susan, Customer issue.			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order						
District: COHV		WO#: 2347367	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/18/2020
Asset ID/Description: /						
Activity Code/Description: DCL2RES/Chlorine Residual in the Water System						
Address/Location: COHV District Area					Sched:	
Additional Address/Location or Task Details: weekend residuals 9/19-9/20						
Req By: Carl West		Assigned To: Accounts Receivable		GL Code: 40500		
Utility Staking #:			UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed: 3,750.00		
Date Complete: 9/20/2020 11:45 AM		Attachments: 0	Backcharge To:		L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>	
SA0018		Mask - Dust		0.25	\$0.19	
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605236 - James Najjar			9/19/2020	1.50	Y	\$140.12
605236 - James Najjar			9/20/2020	1.25	Y	\$116.76
TX112407 - Utility Truck		UTLTRK	9/20/2020	1.25	N	\$20.00
TX112407 - Utility Truck		UTLTRK	9/19/2020	1.50	N	\$24.00
Milestone: Closed		Invoice#: 1131149	Date Invoiced: 10/27/2020		Total Price: \$301.07	
Mgr Rev Req: No		Bid Price: \$0.00	Manager Name:		Billing Notification: No	
Field Comments: Monitor residuals 9/19/20 poe = 3.50 9/20/20 poe =3.30						
<div> <div>No Problem Found</div> <div>Customer Responsibility</div> <div>New WO</div> <div>New Asset</div> <div>Void WO/Reason:</div> </div>						

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INFRAMARK Work Order

District: COHV	WO#: 2347419	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/18/2020
Asset ID/Description: /					
Activity Code/Description: MWREPMTR/Replace Water Meter (damaged, stuck, broken dial, lid,etc.)					
Address/Location: 1217 Pine Chase Dr					Sched:
Additional Address/Location or Task Details: Replace 5/8" meter with upgraded 1 1/2" meter					
Req By: Clint A		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 47922116	Read: 109.10	MIU:	Special Class:	
NEW	Meter ID: 18894646	Read: 0.000	MIU:	Gallons Flushed:	
Date Complete: 9/18/2020 12:15 PM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
DI	District Inventory		1.00	\$0.00
DI	District Inventory		2.00	\$0.00
HW0033	Nut - 5/8"		4.00	\$2.40
HW0004	Bolt - 5/8" x 3.5"		4.00	\$4.08

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605533 - Clinton Anthony		9/18/2020	2.00	N	\$136.77
605678 - Mickayla Trombley		9/18/2020	2.00	N	\$98.36
TX112443 - Utility Truck	UTLTRK	9/18/2020	2.00	N	\$32.00
TX119013 - Utility Truck	UTLTRK	9/18/2020	2.00	N	\$32.00

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$305.61
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: Yes
Field Comments: Dig out meter box and clean out hole. Remove meter and fittings. Install new 1.5" meter, gasket, flanges, nuts and bolts. Tightened hardware. Reinstall meter box.			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2351568	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/23/2020
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Asset ID/Description: /

Activity Code/Description: CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service

Address/Location:	1210 Ridgeley Dr	Sched:
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Additional Address/Location or Task Details:

Req By: Billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 65891373	Read: 4144.30	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 9/24/2020 10:30 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$20.00
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments: read meter, turned service on, meter stopped

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2352962	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/25/2020
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Asset ID/Description: /

Activity Code/Description: DCL2RES/Chlorine Residual in the Water System

Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details: weekend residuals 9/26-9/27

Req By: Carl West

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 3,750.00

Date Complete: 9/27/2020 12:20 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$273.74
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Mgr Rev Req: No

Bid Price:

\$0.00

Manager Name:

Billing Notification:	No
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Field Comments: Monitor residuals 9/26 poe 4.20 9/27/20 poe 4.20

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2354344	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/28/2020
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Asset ID/Description: /

Activity Code/Description:	MWRPLMTRBX/Repair, Replace or Adjust a Water Meter Box Assembly
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Address/Location:	1217 Pine Chase Dr
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Sched:

Additional Address/Location or Task Details: replace meter box

Req By: mickayla

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 9/25/2020 3:00 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$167.56
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: drove from accurate to hilshire, rep-laced meter box into jumbo box, had to stop by rr wp to grad meter box.

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2356129	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/29/2020
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Asset ID/Description: /

Activity Code/Description:	MWRPLMTRBX/Repair, Replace or Adjust a Water Meter Box Assembly
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Address/Location: 8209 Mallie Ct

Sched:

Additional Address/Location or Task Details:	Requested by and assigned to Mickayla Trombley Replaced damaged meter box
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Req By: mickayla

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 9/29/2020 10:00 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$69.79
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: replaced damaged box, cleaned up area

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2356691	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/29/2020
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Asset ID/Description: /

Activity Code/Description:	MWGENREP/Relocate, Repair, Replace or Recondition Water System Asset
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Address/Location:	1241 Archley Dr	Sched:
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Additional Address/Location or Task Details: Paint valve

Req By: Mickayla Trombley	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID:	Read:	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 9/29/2020 10:20 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$23.79
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: painted valve for better indication

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2358323	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/30/2020
Asset ID/Description: /					
Activity Code/Description: MWINV/L/Investigate Water System Leak					
Address/Location: 1257 Archley Dr					Sched:
Additional Address/Location or Task Details: cs email reporting leak at fire hydrant					
Req By: brandie mcgee		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 76726967	Read: 4386.99	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 10/5/2020 9:15 AM		Attachments: 3	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS0013	Tape - Duct		1.00	\$11.58
MS0019	Bag - Trash - Black		1.00	\$1.31

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
700431 - Ivan Nava		9/30/2020	1.50	Y	\$105.81
605678 - Mickayla Trombley		10/1/2020	2.50	N	\$122.95
605678 - Mickayla Trombley		10/2/2020	1.50	N	\$73.77
605678 - Mickayla Trombley		10/5/2020	1.25	N	\$61.47
TX112443 - Utility Truck	UTLTRK	10/1/2020	2.50	N	\$40.00
TX112068 - Utility Truck	UTLTRK	9/30/2020	1.50	N	\$24.00
TX112443 - Utility Truck	UTLTRK	10/2/2020	1.50	N	\$24.00
TX112443 - Utility Truck	UTLTRK	10/5/2020	1.25	N	\$20.00

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$484.89
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: leak by fh meter not running. i took off fh cap. no water coming out. hydrant is leaking. before i isolate, i turned on hydrant slowly to full blast. turned off slowly. made sure it is off completely. will return to see if leak dries up. drive time/ hydrant still leaking. Isolated hyd, wrapped hydrant with black bag & tape. will return to see if water dries up. Water dried up, notified Charlie Boatman.			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2358336	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/30/2020
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Asset ID/Description: /

Activity Code/Description:	MWLAB/Purchase Laboratory Services for Water System Asset
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Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details: DSHS

Req By:	Assigned To: Accounts Receivable
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GL Code: 40400

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 9/17/2020 12:00 AM

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$128.35
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV		WO#: 2358809		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 10/1/2020		
Asset ID/Description: /												
Activity Code/Description: MWMEETASST/Meet and/or Assist Consultants or Contractors at a Water System												
Address/Location: 1318 Glourie Dr										Sched:		
Additional Address/Location or Task Details: Requested by and assigned to Mickayla Trombley Need meter connected to hydrant, per Susan Blevins												
Req By: Mickayla W. Trombley				Assigned To: Accounts Receivable				GL Code: 40500				
Utility Staking #:				UCC Start:				UCC End:				
OLD	Meter ID:			Read:			MIU:			Special Class:		
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:		
Date Complete: 9/30/2020 10:10 AM				Attachments: 0		Backcharge To:			L-B-S:			
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>					<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>	
<u>Labor / Equipment ID</u>		<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>	
605678 - Mickayla Trombley					9/30/2020		0.75		N		\$36.88	
TX112443 - Utility Truck		UTLTRK			9/30/2020		0.75		N		\$12.00	
Milestone: Closed		Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price:		\$48.88		
Mgr Rev Req: No		Bid Price: \$0.00			Manager Name:			Billing Notification:		No		
Field Comments: New construction being built, engineer still needs water on. Susan would like a meter from her office to be used on hydrant, along with backflow. Contacted Barry Rutherford. "Not a lot of water will be being used, only to wash hands." - Mrs.Blevins												
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:												

INFRAMARK Work Order

District: COHV	WO#: 2358844	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 10/1/2020
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Asset ID/Description: /

Activity Code/Description: MWMEETASST/Meet and/or Assist Consultants or Contractors at a Water System

Address/Location:	COHV District Area	Sched:	10/1/2020
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Additional Address/Location or Task Details: met cathy susan about manhole DateSched: 10/01/20

Req By: mickayla	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID:	Read:	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 9/30/2020 12:00 PM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$130.36
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Met with Cassie at City Hall about customer at 7 Hilshire Grove Ln. Manhole needs to be exposed in front yard. Spoke with Susan, we are on stand by until Susan gets in contact with customer.

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order											
District: COHV		WO#: 2360040		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 10/2/2020	
Asset ID/Description: /											
Activity Code/Description: DCL2RES/Chlorine Residual in the Water System											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: weekend residuals 10/3-10-4											
Req By: Carl West				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:		MIU:			Special Class:		
NEW	Meter ID:			Read:		MIU:			Gallons Flushed: 3,750.00		
Date Complete: 10/4/2020 1:15 PM				Attachments: 0		Backcharge To:			L-B-S:		
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>	
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>	
605236 - James Najjar						10/3/2020		1.25		Y	
605236 - James Najjar						10/4/2020		1.25		Y	
TX112407 - Utility Truck			UTLTRK			10/4/2020		1.25		N	
TX112407 - Utility Truck			UTLTRK			10/3/2020		1.25		N	
Milestone: Closed			Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price: \$273.74		
Mgr Rev Req: No			Bid Price: \$0.00			Manager Name:			Billing Notification: No		
Field Comments: Monitor residuals 10/3/20 poe 3.80 10/4/20 poe 4.00											
<div> <div>No Problem Found</div> <div>Customer Responsibility</div> <div>New WO</div> <div>New Asset</div> <div>Void WO/Reason:</div> </div>											

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INFRAMARK Work Order											
District: COHV		WO#: 2362421		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 10/6/2020	
Asset ID/Description: /											
Activity Code/Description: MWMEETASST/Meet and/or Assist Consultants or Contractors at a Water System											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: met with 3rd coast											
Req By: Clint Anthony				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:		MIU:			Special Class:		
NEW	Meter ID:			Read:		MIU:			Gallons Flushed:		
Date Complete: 10/5/2020 12:00 PM				Attachments: 0		Backcharge To:			L-B-S:		
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>	
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>	
605678 - Mickayla Trombley						10/5/2020		1.75		N	
TX112443 - Utility Truck			UTLTRK			10/5/2020		1.75		N	
Milestone: Closed			Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price: \$114.06		
Mgr Rev Req: No			Bid Price: \$0.00			Manager Name:			Billing Notification: No		
Field Comments: Met with Third Coast for water sampling.											
<div> <div>No Problem Found</div> <div>Customer Responsibility</div> <div>New WO</div> <div>New Asset</div> <div>Void WO/Reason:</div> </div>											

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INFRAMARK Work Order

District: COHV	WO#: 2362951	Dept: 5730	WO Type: MW	Resp: MTX	Issued: 10/6/2020
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Asset ID/Description: /

Activity Code/Description: MTXMWREP/General Repair of a Water System Asset

Address/Location: 1257 Archley Dr

Sched:

Additional Address/Location or Task Details: Repair hydrant

Req By:	Assigned To: Accounts Receivable
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GL Code: 40800

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:	Planned Maintenance
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NEW	Meter ID:
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Read:

MIU:

Gallons Flushed:

Date Complete: 10/7/2020 11:30 AM

Attachments: 1

Backcharge To:

L-B-S:

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS0011	Paper Towel			0.25	\$0.41
SA0041	Glove - Disposable - Nitrile - XL			2.00	\$1.19
SA0064	Glove - Cut Resistant - XL			2.00	\$16.80
HW0111	Anti-Seize - Food Grade			0.25	\$5.31

[illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$757.49
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Check out hydrant, it was hard to open, greased up and lower stem. PM hydrant.

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order												
District: COHV		WO#: 2365636		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 10/9/2020		
Asset ID/Description: /												
Activity Code/Description: DCL2RES/Chlorine Residual in the Water System												
Address/Location: COHV District Area										Sched:		
Additional Address/Location or Task Details: weekend residuals 10/10-10/11												
Req By: Carl West			Assigned To: Accounts Receivable				GL Code: 40500					
Utility Staking #:				UCC Start:				UCC End:				
OLD	Meter ID:		Read:		MIU:		Special Class:					
NEW	Meter ID:		Read:		MIU:		Gallons Flushed: 7,750.00					
Date Complete: 10/11/2020 11:45 AM			Attachments: 0		Backcharge To:			L-B-S:				
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>			<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>			
<u>Labor / Equipment ID</u>		<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>	
605236 - James Najjar					10/10/2020		1.50		Y		\$142.93	
605236 - James Najjar					10/11/2020		1.25		Y		\$119.11	
TX112407 - Utility Truck		UTLTRK			10/10/2020		1.50		N		\$24.00	
TX112407 - Utility Truck		UTLTRK			10/11/2020		1.25		N		\$20.00	
Milestone: Closed		Invoice#: 1131149			Date Invoiced: 10/27/2020			Total Price:		\$306.04		
Mgr Rev Req: No		Bid Price: \$0.00			Manager Name:			Billing Notification:		No		
Field Comments: monitor residuals 10/10/20 POE 4.00, 10/11/20 POE 4.10												
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:												

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INFRAMARK Work Order

District: COHV	WO#: 2366568	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 10/11/2020
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Asset ID/Description: /

Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service

Address/Location:	1217 Pine Chase Dr
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Sched:

Additional Address/Location or Task Details:

Req By: Billing

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:	18894646
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Read: 2.9

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 10/12/2020 10:15 /

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$20.00
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Mgr Rev Req: No

Bid Price:

\$0.00

Manager Name:

Billing Notif

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Field Comments:	Read meter, turned service off.
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2366603	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 10/11/2020
Asset ID/Description: /					
Activity Code/Description: CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service					
Address/Location: 1217 Pine Chase Dr					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 18894646	Read: 2.9	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 10/12/2020 10:20 AM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
SA0018	Mask - Dust		0.13	\$0.00
CSTONMVIN			1.00	\$20.00

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		10/12/2020	0.25	N	\$0.00
TX112443 - Utility Truck	UTLTRK	10/12/2020	0.25	N	\$0.00

Milestone: Closed	Invoice#: 1131149	Date Invoiced: 10/27/2020	Total Price: \$20.00
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: Yes
Field Comments: Read meter, turned service on. Meter stopped.			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order						
District: COHV		WO#: 2370379	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 10/15/2020
Asset ID/Description: /						
Activity Code/Description: MWFLUSH/Flushing of a Water System						
Address/Location: COHV District Area					Sched:	
Additional Address/Location or Task Details: flushed for Nitrification Report						
Req By: mickayala		Assigned To: Accounts Receivable		GL Code: 40500		
Utility Staking #:		UCC Start:		UCC End:		
OLD	Meter ID:	Read:	MIU:	Special Class:		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed: 30,000.00		
Date Complete: 10/15/2020 3:30 PM		Attachments: 0	Backcharge To:	L-B-S:		
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley			10/15/2020	1.50	N	\$73.77
TX112443 - Utility Truck		UTLTRK	10/15/2020	1.50	N	\$24.00
Milestone: Closed		Invoice#: 1131149	Date Invoiced: 10/27/2020		Total Price: \$97.77	
Mgr Rev Req: No		Bid Price: \$0.00	Manager Name:		Billing Notification: No	
Field Comments: Flushing for nitrification report, documented results						
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:						

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INFRAMARK Work Order

District: COHV		WO#: 2370997		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 10/16/2020	
Asset ID/Description: /											
Activity Code/Description: DCL2RES/Chlorine Residual in the Water System											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: weekend residuals 10/17-10/18											
Req By: Carl West				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:			MIU:			Special Class:	
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:	
Date Complete: 10/18/2020 6:42 AM				Attachments: 0		Backcharge To:			L-B-S:		

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
SA0018	Mask - Dust		0.25	\$1.12

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
008315 - James West		10/17/2020	0.75	Y	\$96.31
008315 - James West		10/18/2020	0.75	Y	\$96.31
TX119056 - Utility Truck	UTLTRK	10/18/2020	0.75	N	\$12.00
TX119056 - Utility Truck	UTLTRK	10/17/2020	0.75	N	\$12.00

Milestone: Closed		Invoice#: 1131149		Date Invoiced: 10/27/2020		Total Price: \$217.74	
Mgr Rev Req: No		Bid Price: \$0.00		Manager Name:		Billing Notification: No	
Field Comments: 10/17 pob 3.80 dr 3.30 10/18 pob 3.50 dr 1.88							

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:
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**CITY OF HILSHIRE VILLAGE
REGULAR COUNCIL MEETING
TUESDAY, OCTOBER 20, 2020 @ 6:30 PM**

REGULAR COUNCIL MEETING

- 1. CALL TO ORDER REGULAR COUNCIL MEETING** Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:30 P.M. via teleconference due to COVID-19 and the need for social distancing.

1.1 Invocation was given by Mayor Pro Tem Maddock.

1.2 Pledge of Allegiance

1.3 Present were: Mayor Herron, Council Member Gordy, Council Member Schwarz and Mayor Pro Tem Maddock. Also present were City Engineer Him, City Administrator Blevins and Assistant City Secretary Stephens. Council Member Byrne was absent at the time of roll call due to technical difficulties and joined the meeting a few minutes late. Absent were Council Member Carey, Building Official Taylor and City Attorney Bounds.

2. CITIZEN'S COMMENTS: None

3. REPORTS TO COUNCIL:

3.1 Council Member Carey was sworn into office by City Secretary on 10/14/2020.

3.2 Police Report: City Administrator Blevins said that over the weekend there were three (3) vehicles broken into, a bicycle and a laptop were stolen. One of the vehicles had the keys in it, it was stolen by kids who took it for a joy ride, luckily the car has been recovered. The stolen items from the other vehicles have not been recovered. Council Member Schwarz said he was one of the victims and knows of a couple of his neighbors that were affected as well.

3.3 Building Officials Report: There were no outstanding issues to report and Council did not have any questions.

3.4 Report from Inframark on Fire Hydrant Flushing: Bob Ring said he went back to the field operations personnel and got a summary for the flushing for the year. He said there is a list provided by HDR Engineering consisting of 9 locations which require monthly flushings per TCEQ. Mr. Ring said a staff member at Inframark changed the recommended frequency of these flushings log in attempt to be proactive. Mr. Ring said this individual has been directed to go back to the original schedule. He said the nitrification flushes are performed to bring residual levels back into a normal range but he agrees that the recent flushing amounts

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have been excessive.

Mayor Herron asked if this flushing practice helps with other areas. Mr. Ring said when the weather causes hot temperatures the surface water has more issues with nitrification, but he said this has been generally under control so additional flushing shouldn't have been needed.

City Engineer Him said that in the future the City would like to be made aware of any changes in the log. Mr. Ring said he used to get hard copies of the logs but since he has been working remotely, he has not had the chance to review them. He said he will ensure that the logs are sent to him and entered into their system for access. He added that the chlorine residual results on the log are based on a color wheel used by the technician, so it is not completely accurate.

- 3.5 Engineers Report:** City Engineer Him said it has been a very busy month. He said drainage plans continue to be reviewed. He stated that the pre-construction inspection at **1330 Glourie Drive** looked good. There are existing utility lines on Glourie but taps need to be installed.

1322 & 1324 Pine Chase Grove and 1327 Glourie Drive – The City Attorney was able to find the records of the easement which shows it was dedicated to the City for utilities. The city can now proceed with replacing the line. Engineer Him consulted with the same three (3) contractors as the Glourie project to discuss trench digging instead of open cut. City Engineer Him said he is trying to mitigate the impact to the homeowner's landscaping at 1324 Pine Chase Grove and will make sure the depth is two (2) to three (3) feet lower than the existing line.

Council Member Gordy asked about the size of the pipe. Engineer Him said it will be 120' in length and a 6" diameter pipe. Engineer Him said those are the only lots that this line will serve, so the 6" will be sufficient.

Council Member Gordy asked about the lots on the east side of Glourie. Engineer Him said the sewer main extends to Westview but the water line ends at the Pine Chase Grove cul-de-sac. The 8" line on Glourie terminates at 1327 Glourie and the sanitary sewer goes to Westview. Council Member Gordy said we need to provide tap services for sewer and water. Engineer Him said there are three (3) short side taps for lots 2, 3 and 4 but lot 1 will be a long service, conditional to the contractor's ability to trench. The City will pay for the installation in advance but once the property owners take control, they will be billed the cost for the service connection and the meters.

Andrew Ray, 1330 Glourie Drive, asked when the water and sewer taps would be completed. Engineer Him said he will issue the purchase order and expect

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one (1) to two (2) weeks to complete if approved by Council tonight. He also asked if there is an estimate for the tap line costs to the property owners. Administrator Blevins said that she will work on the estimates and get back to him.

Restoration work on Archley, erosion and sod loss, TLC compacted and re-laid the sod. Council Member Gordy said they have been watering it and will monitor the area. Engineer Him said **8314 Creekstone Circle** is washing out again at the entrance of Friarcreek Lane so the culvert repairs will have to be done again.

Annual ditch cleaning, the contractor completed the work but Tropical Storm Beta came through and it did not allow the sod to take root. Engineer Him stated the sod at 1323 Pine Chase Grove was repaired yesterday but he has not had a chance to inspect the work, but the pictures looked good.

Engineer Him said that black gravel was installed behind the Griffiths and the resident was happy. Council Member Byrne said he looked at the site yesterday and the gravel looks great. He said some of the sod doesn't look like it will survive but in general the area looks good.

Engineer Him stated that he recommends adopting the standards for design and construction of storm water conveyance and detention systems changes recommend by EHRA Engineering to stay in line with Harris County. He stated it was also reviewed by Attorney Bounds. If any city decides not to participate with this it may disqualify the City for future funding opportunities. He said the 500-year floodplain is below the buildable elevation of Hilshire Village. Also, we do not trigger the detention requirements for residential because our lots are smaller than one (1) acre. Engineer Him said that the commercial area drains into the City of Houston similar to Hilshire Villas. Mayor Herron said the commercial zone is higher than the bridge that goes into the creek. Council Member Gordy said it still might be affected by the increasing elevation requirements. Engineer Him reviewed the study results with Council. He confirmed that the natural grade elevations around Pech Road were 67 to 68, which concludes that the elevation requirements should not have an impact on the City.

Jay Xu, 1315 Glenhilshire, stated water was collecting at the curb in front of his house up to one and a half inches deep all year round. Mayor Herron said there are several places in the City that have the same issue and that Council was looking into future infrastructure rehabilitation.

Council Member Gordy asked if there is an easement at the rear of 1313 Pine

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Chase Grove, Engineer Him said there is a general utility easement. Council Member Gordy said that the property owners have options to repair the rear yard drainage issues but it does not appear to be caused by the neighbors.

4. DISCUSSION AND POSSIBLE ACTION:

- 4.1** Mayor Pro Tem Maddock made a motion to approve the City of Hilshire Village Ordinance Number 803-2020 amending Chapter 3, Article 300, Flood Prevention Damage and Chapter 9, Subdivisions of its code of ordinances to amend its standards for design and construction of storm water conveyance and detention systems, to require storm water detention for certain projects, and to prohibit certain development within the 500 year plain; providing a penalty of up to \$2,000.00 per violation per day; and making other provisions related thereto, seconded by Council Member Gordy.

A vote was taken to motion to approve the City of Hilshire Village Ordinance Number 803-2020 amending Chapter 3, Article 300, Flood Prevention Damage and Chapter 9, Subdivisions of its code of ordinances to amend its standards for design and construction of storm water conveyance and detention systems, to require storm water detention for certain projects, and to prohibit certain development within the 500 year plain; providing a penalty of up to \$2,000.00 per violation per day; and making other provisions related thereto. The motion passed unanimously.

- 4.2** Mayor Pro Tem Maddock made a motion to authorize City Staff to select a contractor to construct and install the water and sanitary sewer services for 1330 Glourie Drive and three (3) adjacent empty lots for a not to exceed amount of \$50,000, seconded by Council Member Byrne.

Mayor Pro Tem asked if we can afford this. Engineer Him said it is just a limit to work with to avoid going out for formal bids. City Administrator Blevins stated she had added this to the FYE 2021 Budget.

A vote was taken to approve the motion to authorize City Staff to select a contractor to construct and install the water and sanitary sewer services for 1330 Glourie Drive and three (3) adjacent empty lots for a not to exceed amount of \$50,000. The motion passed unanimously.

The City Engineer was excused.

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- 4.3** Mayor Pro Tem Maddock made a motion to approve a change in one (1) signatory for the financial institutions to replace Council Member Swanson to be Council Member Gordy and approving Resolution # 2020-207 appointing the signatory for a one (1) year term, seconded by Council Member Byrne.

A vote was taken to approve the motion approving a change in one (1) signatory for the financial institutions to replace Council Member Swanson to be Council Member Gordy and approving Resolution # 2020-207 appointing the signatory for a one (1) year term. The motion passed unanimously.

- 4.4** Mayor Herron stated that he would like to discuss this agenda item authorizing Spring Valley Police Department to enforce Ordinance Number 792-2019 in regards to overnight parking and wait for Council Member Carey before making any decisions. He said many citizen complaints have been received regarding the regular street parking and in response the Council approved an ordinance that restricted overnight street parking. He said the streets belong to the entire City, and not to individual citizens claiming extra parking space. Council Member Gordy said he would like to talk to Efrain about street widths and possible exceptions or a permit for people who have a hardship and need more space to park the vehicle and also wants to talk to the City Attorney about special exceptions.

Khoi Luu, 7907 Hilshire Green Drive, said he finds it difficult to shuffle three (3) vehicles in the garage and driveway and would prefer to keep one (1) vehicle on the street. He said the street on Hilshire Green is wider than the interior streets and could accommodate maneuvering around street parking.

Council Member Byrne said the ordinance in question has already been passed and should be enforced. He said the ability for emergency vehicles and visibility for patrolling officers is important, though the ordinance may need adjusting.

Mayor Herron said a couple months ago there was discussion that the ordinance has been passed and can be enforced. He said the situation became more complicated when people had to start working from home due to the pandemic and there have been more cars present. He also said there were social distancing issues and police officers were trying to maintain peace and avoid confrontation, but he said officers do respond when there are blockages in the street. Council Member Byrne said the ordinance addresses street parking overnight and people working from home does not affect those overnight hours. He said the fire engine that requires a fourteen-foot width allowance is equipped for EMT calls as well as fire calls and is used often.

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Mayor Pro Tem Maddock, asked if the ordinance meets the needs of the City and citizens. He added that he knows of a family on his street who shuffles cars daily to avoid parking on the street. Council decided to continue the discussion when the City Engineer and City Attorney can be consulted.

- 4.5** Council Member Byrne made a motion to discuss and authorize the extension of a 7-day limit to 14 days for a portable storage unit at the Food Pantry located at 7901 Westview to be used for Thanksgiving meals (ordinance 773-2019), seconded by Council Member Gordy.

City Administrator Blevins said the food pantry is requesting an extension to accommodate the Thanksgiving meal distribution.

Council Member Gordy asked if this will be a one-time approval. City Administrator Blevins said "yes". Council Member Byrne stated he did not have a problem with approving this and he suggested we ask if they will need another extension for Christmas food, Administrator Blevins said she will contact them.

A vote was taken to approve the motion to authorize the extension of a 7-day limit to 14 days for a portable storage unit at the Food Pantry located at 7901 Westview to be used for Thanksgiving meals.

The vote passed unanimously.

- 4.6** The Mayor stated this was a difficult discussion because there are so many different opinions regarding technology so he wanted to know what Council would like to purchase. Council Member Byrne made a motion to table the agenda item so that exact items will be brought to Council. Mayor Herron said it is complicated to get people on the same page on what kind of computer works for everyone and then there are added maintenance costs.

Council Member Gordy said there is a mid-December deadline to make the purchase. He asked if there is a chance on getting a pre-approval. City Administrator Blevins said there is no pre-approval, only reimbursements. She said she was verbally told that as long as they are items that are on "the list" then there is no need for pre-approval. Council Member Gordy said he sees this as an opportunity to use federal funds to update the City's technology. He believes that Council and personnel should not be using their personnel computers. Mayor Herron asked what kind of devices Council would like. Mayor Pro Tem said he would like to see options. Council Member Gordy would like to see UV in the HVAC to sterilize the air and maybe a highspeed scanner. City Administrator Blevins will bring back options to Council.

4.7 Discussion and Possible nomination and appointment for Alternate Board of

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Adjustment Member and Board Position for the Hilshire Village Cultural Education Finance Facility Corporation. Mayor Herron said all candidates are very impressive. Mayor Pro Tem said he thought Alan Torregrossa would be a good choice, but someone with construction experience would be better. Council Member Schwarz recused himself because his wife was on the list. Council Member Gordy said it would have been nice to have someone with real-estate knowledge. He found Cali Schwarz might be a good fit because she was an attorney. Council was inclined to talk to each applicant. City Administrator Blevins said she will schedule interviews.

5. CLOSED EXECUTIVE SESSION:

5.1 The City Council did not convene into Executive Session.

6. DISCUSSION AND POSSIBLE ACTION:

7. REPORTS TO COUNCIL: (Con't)

7.1 Fire Commissioner's Report: Commissioner Byrne reported that the station is fully staffed, and that they should take delivery of the new engine in the next few weeks. He said over the last several months there have been no COVID-19 calls until this morning. All personnel were safe. As of August, the department is 2.3% under budget.

VFD had their award ceremonies and Commissioner Byrne attended several. He reported that the staff has great comradery. He also said that response times continue to meet the national standard.

Mayor Pro Tem Maddock asked about the status of the overall budget for the Fire Station Reconstruction. Commissioner Byrne said overall the project is doing well, phase two will start soon and present its own set of problems.

7.2 Mayor Herron: The Mayor did not have any outstanding items to report.

7.3 City Administrator's Report: Administrator Blevins stated that there is an additional HDR invoice to be added to the Consent Agenda.

7.4 Treasurer's Report: Administrator Blevins said we are still waiting on the end of the year documents and invoices to finalize the numbers.

8. CONSENT AGENDA: Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented to Council including Disbursements, Deposits, Minutes from the Regular Council Meeting and Public Hearing, September 15, 2020,

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Minutes from The Special Council Meeting, September 21, 2020, Minutes from the Special Council Meeting, Workshop, Executive Session, September 21, 2020, Check Register for September 2020, and Quarterly Investment Report, seconded by Council Member Byrne.

A vote was taken to approve the Consent Agenda as presented to Council including Disbursements, Deposits, Minutes from the Regular Council Meeting and Public Hearing, September 15, 2020, Minutes from The Special Council Meeting, September 21, 2020, Minutes from the Special Council Meeting, Workshop, Executive Session, September 21, 2020, Check Register for September 2020, and Quarterly Investment Report. The vote passed unanimously.

9. ADDITIONAL COUNCIL COMMENTS:

10. FUTURE AGENDA TOPICS: Parking ordinance

Mayor Pro Tem Maddock asked when in person meetings would resume. Council Member Byrne said Hunter's Creek and Spring Valley are having socially distanced meetings and he would be in support when the consensus is that it is safe to do so. Council Member Gordy said he lives with a high-risk individual and is avoiding as many situations as possible, therefore he does not feel quite ready. Council Member Schwarz said he is taking proper precautions but supports either scenario. Mayor Pro Tem Maddock asked about a hybrid meeting. Council Member Byrne wanted to hear from staff and the Mayor. City Administrator Blevins said she and Cassie are not working together because if they both come down with COVID 19 at the same time the City would have a problem. She also stated she was at City Hall as a hybrid meeting for the Public Hearing and it was difficult to manage the volume without audio feedback. City Administrator Blevins stated that she and Assistant City Secretary Stephens do not live in the village so when the meetings end late, they have to still drive home. Assistant City Secretary Stephens said that she is in the office usually between 9:00 and 3:00 every day, and that her job responsibilities require availability for in person contact with contractors and residents. She social distances with others and so far, has not had a problem. Mayor Herron said considering the slow trajectory and his own high-risk status he would not be in support of meeting in person and does not think that will be feasible for several months. Council Member Schwarz said he has experienced a personal loss partly due to COVID and does not want to risk anyone's health unless we have to.

11. ANNOUNCEMENTS: None

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- 12. ADJOURNMENT:** Mayor Pro Tem Maddock made a motion to adjourn the meeting, seconded by Council Member Byrne.

A vote was taken to approve the motion to adjourn the meeting. The motion passed unanimously.

The meeting was adjourned at 8:47 P.M.

ATTEST:

Mayor Herron

Susan Blevins, City Secretary

CITY OF HILSHIRE VILLAGE
Check Register
 For the Period From Oct 1, 2020 to Oct 31, 2020

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8354	10/1/20	Waste Corporation of Tex	11114	6,799.59
8355	10/1/20	Village Fire Department	11114	20,063.68
8356	10/1/20	Villages Mutual Insurance	11114	1,782.13
8357	10/14/20	City of Hedwig Village	11114	18.64
8358	10/14/20	Centerpoint-Energy	11114	23.66
8359	10/14/20	A T & T	11114	357.08
8360	10/14/20	A T & T	11114	87.63
8361	10/21/20	Vital Records Control	11114	61.80
8366	10/22/20	TML Intergovernmental R	11114	4,012.08
ACH 10-01-20	10/1/20	Sprg.Valley GenFund- Pol	11114	43,502.50
ACH 10-15-20	10/15/20	Susan N. Blevins	11114	3,009.13
ACH 10-30-20	10/30/20	Susan N. Blevins	11114	2,879.38
ACH1 10-15-20	10/15/20	Cassandra L. Stephens	11114	1,616.75
ACH1 10-30-20	10/30/20	Cassandra L. Stephens	11114	1,616.75
ACH2 10-30-20	10/30/20	Susan N. Blevins	11114	129.75
ELECTRONIC 10-	10/30/20	Internal Revenue Service	11114	1,727.58
ELECTRONIC 10-	10/15/20	Internal Revenue Service	11114	1,804.15
ELECTRONIC 10-	10/20/20	State Comptroller	11114	1,107.27
Total				90,599.55

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

For the Period From Oct 1, 2020 to Oct 31, 2020

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
3927	10/1/20	Inframark, LLC	11012	2,000.00
3928	10/1/20	A T & T	11012	<u>257.97</u>
Total				<u><u>2,257.97</u></u>

Date November 13, 2020
TO: Hilshire Village Families
FROM: East Spring Branch Food Pantry



We just want to thank you all for your wonderful support of our Mission to feed over 1000 families. You know we provide a turkey or chicken, bag of fresh produce, and a lot of nonperishable food. We have always wanted to provide the families an abundance of food at this time. We are thankful for these beautiful, sweet families also.

The Hilshire Village Office really has supported us during the difficult time of trying to find a way to serve better this year. The Pods, inc. have donated their pods for us to use!

Mission Statement: To provide food free of cost to families in urgent need, who reside in zip codes 77024, 77040, 77041, 77043, 77055, 77080, 77091 or 77092; the pantry offers these services without regard to a person's race, religion or national origin

**"For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me. Then the righteous will answer him and say, 'Lord when did we see you hungry and feed you, or thirsty and give you drink?'"
Matthew 25: 35-37**

We have over 16 churches supporting this effort

**We have 7 organizations and neighborhoods supporting this effort.
(complete list will be posted on our website)**

The community of Spring Branch has come together again for this wonderful event. Thank you very much!

Mary White, Director

From: Texas Municipal League <tmladmin@tml.ccsend.com> **On Behalf Of** Texas Municipal League
Sent: Wednesday, November 11, 2020 1:12 PM
To: susan.blevins@hilshirevillagetexas.com
Subject: TML Coronavirus Update #148



Urgent Updates

What is the status of the suspended Open Meetings Act provisions?

On Friday (November 6), the governor's office extended the Open Meetings Act suspensions for another 30 days. Previously, on March 16, the governor granted the office of the attorney general's request for suspension of certain open meeting statutes. The temporary suspension allows, among other things, for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people. The guidance associated with the suspension provides that: "These suspensions are in effect until terminated by the office of the governor, or until the March 13, 2020, disaster declaration is lifted or expires." The March 13 declaration has been extended for successive 30-day periods, including Friday's extension. That means the relevant open meetings laws remain suspended for at least another 30 days (or until affirmatively rescinded).

We can't be certain, but it is highly likely that the governor will continue to repeatedly extend his declarations. We've heard from his staff that they have no immediate plans to rescind the suspensions, which are sensible and seem to be working well, but that can't be guaranteed.

We are sorry for the delay in reporting the recent extension; we initially missed the order in our daily review of relevant press releases.

Has the Governor's office said anything about plans for COVID-19 treatment distribution now that the U.S. Food and Drug Administration (FDA) recently authorized the use of the first medical treatment for the virus?

Yes. Yesterday (November 10), the Governor's office issued a [press release](#) describing the new antibody drug, bamlanivimab, and the FDA's recent (November 9) blessing to distribute it.

According to the Governor's press release:

The State of Texas has already prepared to distribute the COVID-19 vaccines and medical treatments.

The Department of State Health Services (DSHS) has already developed a [Vaccine Distribution Plan](#) and is working with health care providers to enroll in their [Immunization Program](#) to be eligible to administer these vaccines once available. Over 2,500 providers have already enrolled in the program. DSHS formed an Expert Vaccine Allocation Panel to develop vaccine allocation strategies.

The Texas Division of Emergency Management (TDEM) is prepared to assist the swift distribution of COVID-19 vaccines and treatments. In late October, TDEM hosted the State of Texas COVID-19 Vaccine Virtual Tabletop Exercise – over 1,000 local, state, federal, and non-governmental organization partners came together to test the state's vaccine support plan, understand its operational procedures, and examine their roles and responsibilities.

"Swift distribution of vaccines and medical treatments will begin to heal those suffering from COVID-19, slow the spread of the virus, and aid in reducing hospitalizations of Texans," said Governor Abbott. "As we anticipate the arrival of COVID-19 vaccines and treatments, the State of Texas is prepared to quickly distribute those medicines to Texans who voluntarily choose to use them."

Further Updates

Where can I find archived issues of the TML Coronavirus Updates?

TML Coronavirus Updates are archived by date [here](#) and by subject [here](#).
