

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TEXAS 77055

**TUESDAY, DECEMBER 15, 2020
REGULAR COUNCIL MEETING @ 6:30 PM**

TAB

On Tuesday, December 15, 2020, the City Council of the City of Hilshire Village, Texas will hold a Regular City Council Meeting at 6:30 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:

Topic: City of Hilshire Village Regular City Council Meeting
Time: Dec 15, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94561093839?pwd=ZjloUVVtYVFhb0FKZiB2K2c5SURGUT09>

Meeting ID: 945 6109 3839

Passcode: 131676

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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REGULAR COUNCIL MEETING STARTS AT 6:30 PM

1. CALL TO ORDER REGULAR COUNCIL MEETING

- 1.1 Invocation (Council Member Carey)
- 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.

3. REPORTS TO COUNCIL:

- 3.1 Police Report1
 - Incident Report October
 - Up to date Incident Report for November

- 3.2 Building Officials Report (Kevin Taylor/Evan DuVall)2

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

- 3.3 Engineers Report: (City Engineer Efrain Him)3
 - 1209 Archley Drive
 - 1220 Archley Drive
 - 1306 Bridle Spur Lane
 - 1317 Bridle Spur Lane
 - 8111 Bromley Road
 - 1331 Friarcreek Lane
 - 24 Hickory Shadows Drive

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1322 & 1324 Pine Chase Grove and 1327 Glourie Drive
1210 Ridgeley Drive & CenterPoint Energy Street Cut Permit
7915 South Villa Circle
Water and Sanitary Sewer Services for 1330 Glourie and 3 Empty Lots

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

4. DISCUSSION AND POSSIBLE ACTION:

- 4.1 Discussion and possible approval of the City of Hilshire Village Ordinance Number 793-2019 providing for the holding of a General Election on May 2, 2020 for the purpose of electing three (3) Council Members, Position three (3), four (4) and five (5) for a term of two (2) years and providing details relating to the holding of such elections (City Administrator Blevins)4

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 None at the time of Posting.

5.2 City Council may deliberate and consider any actions necessary on any items discussed in the Executive Session. **(NONE AT THE TIME AGENDA POSTED)**

Reconvene the Regular Council Session

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

6. REPORTS TO COUNCIL: (Con't)

6.1 Fire Commissioner5

6.2 Mayor Herron
Inframark

6.3 City Administrator6
Complaint & Issues Report
Consent Agenda
Grant

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6.4 Treasurer.....	7
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	8
7.2 Approving the Minutes from the Regular Council Meeting, November 17, 2020.	9
7.3 Approving Check Registers for November 2020.....	10

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 December 11, 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.

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

11\01\2020
thru 11\30\2020
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	6
23	AMBULANCE CALL	5
43	ASSIST OUTSIDE AGENCY	1
135	BUSINESS CHECK	31
49	CIVIL MATTER	1
68	HOUSE CHECK	1
70	INFORMATION	4
71	INVESTIGATION	1
76	LOUD NOISE	1
81	OPEN DOOR	3
86	PUBLIC RELATIONS	10
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	3
105	SUSPICIOUS VEHICLE	1
11	TRAFFIC STOP	12
112	VEHICLE CHECK	4
42	WARRANT SERVICE	1
Total		86

November 2020
MONTHLY BUILDING REPORT SUMMARY

Plan Review: None

Permits: Eleven (11):

Demolition:	
Remodel / Add-On:	
New Construction:	
Accessory Building:	
Electrical:	1
HVAC:	2
Plumbing:	
Fire Sprinklers:	
30-Day Dumpster:	

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

Inspections: Twenty-Six (26)

Red Tag Stop Work Orders Issued: None

Building Finals / Certificates of Occupancy: CO – 2 Pine Creek Remodel

Change of Occupancy Use: None

Extended Permit Request: None

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

Date	Permit Number	Address	Issued To	Amount Received	Description / Scope	No of insp
Tue 11/3/20	HV-20-093M	1305 Ridgeley Dr	Alpine Air Inc	\$ 160.00	New HVAC in garage	1
Wed 11/4/20	HV-20-094M	1320 Pine Chase Dr	H-Town AC Repair	\$ 160.00	New HVAC	1
Thu 11/5/20	HV-20-095F	1317 Bridle Spur Ln	(Homeowner) Jeffrey Klam	\$ 175.00	Fence Replacement	1
Thu 11/5/20	HV-20-028SPE	24 Hickory Shadows	RD Hall Electrical	\$ 205.00	Swimming Pool Electrical	2
Fri 11/6/20	HV-20-096T	5 Hilshire Grove	(Homeowner Batarse)	\$ -	Dead Tree Removal	0
Fri 11/6/20	HV-20-097AB	7901 Westview Dr	Holy Cross Lutheran Church - East Spring Branch Food Pantry	\$ 25.00	(2) Portable Storage Containers	1
Mon 11/9/20	HV-20-098F	1240 Archley Dr	RC Fence Co	\$ 95.00	Partial Fence Replacement	1
Fri 11/13/20	HV-20-100R	1257 Archley Drive	Kolb Services Inc	\$ 240.00	Roof Replacement	1
Mon 11/16/20	HV-20-101SR	14 Hilshire Grove	Tesla	\$ 290.00	Solar Roof Replacement	2
Thu 11/19/20	HV-20-103F	1203 Wirt Rd	Jason Amaya	\$ 125.00	Fence Section Replacement	1
Mon 11/30/20	HV-20-099T	1326 Glourie Dr	Dennis Williams Co, Inc	\$ 25.00	Tree Removal - New SFR	1

INSPECTION LOG - November 2020

LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
20-284	1302 Glourie Dr	HV-20-079GP	Plumbing Underground & Gas Test	Pass	11/2/2020	BBG
20-285	2 Pine Creek	HV-18-066B	Occupancy	Pass	11/2/2020	BBG
20-286	1306 Bridle Spur Ln	HV-19-0632I	Irrigation Cover	Fail	11/2/2020	BBG
20-287	7914 Hilshire Green	HV-20-090P	Water Re-Pipe	Pass	11/2/2020	BBG
20-288	24 Hickory Shadows	HV-20-028SPP	Gas Test	Pass	11/3/2020	BBG
20-289	7906 N Villa Ct	HV-20-034FS	Hydro & Cover	Pass	11/2/2020	Rusty
20-290	1306 Bridle Spur Ln	HV-19-0632I	Irrigation Reinspection	Fail	11/4/2020	BBG
20-291	1220 Archley Dr	HV-19-080GE	Electrical Ditch Cover	Pass	11/4/2020	BBG
20-292	1306 Bridle Spur Ln	HV-19-0632I	Irrigation Reinspection	Pass	11/5/2020	BBG
20-293	24 Hickory Shadows	HV-20-028SPE	Electrical Underground & Bonding	Pass	11/6/2020	BBG
20-294	7906 N Villa Ct	HV-20-034M	HVAC Cover	Cancelled	N/A	N/A
20-295	7906 N Villa Ct	HV-20-034M	Electrical Cover	Cancelled	N/A	N/A
20-296	1111 Guinea Dr	HV-20-089M	HVAC repair final	Pass	11/9/2020	BBG
20-297	7906 N Villa Ct	HV-20-034M	HVAC Cover	Pass	11/9/2020	BBG
20-298	7906 N Villa Ct	HV-20-034M	Electrical Cover	Pass	11/9/2020	BBG
20-299	1210 Ridgeley Dr	HV-20-083DEMO	Demolition Final	Fail	11/11/2020	BBG
20-300	7915 S Villa Ct	HV-19-068B	Fireplace	Pass	11/12/2020	BBG
20-301	1306 Bridle Spur Ln	HV-19-062B	Job Site Maintenance Reinspection	Pass	11/13/2020	BBG
20-302	7915 S Villa Circle	HV-19-068B	Building Final	Pass	11/16/2020	BBG
20-303	8 Hilshire Grove	HV-20-088E	Electrical Rough-In	Pass	11/19/2020	BBG
20-304	8 Hilshire Grove	HV-20-088P	Plumbing Top-Out	Pass	11/19/2020	BBG
20-305	8 Hilshire Grove	HV-20-088M	Mechanical Rough-In	Pass	11/19/2020	BBG
20-306	8 Hilshire Grove	HV-19-074P	Framing	Pass	11/19/2020	BBG
20-307	14 Hilshire Grove	HV-19-074P	Plumbing Remodel Final	Pass	11/24/2020	BBG
20-308	14 Hilshire Grove	HV-19-074E	Electrical Remodel Final	Pass	11/24/2020	BBG
20-309	14 Hilshire Grove	HV-19-074B	Remodel Final	Pass	11/24/2020	BBG
20-310	1203 Wirt Rd	HV-20-103F	Fence Final - Rear right of parking lot	Pass	11/24/2020	BBG
20-311	7906 N Villa Ct	HV-20-034B	Framing	Pass	11/24/2020	BBG

Building Official's Construction Site Inspection Log

Address	Date	Inspector's Comments
1023 Ridgeley Dr	11/3	No changes from previous week
	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
	11/13	No changes from previous week
	11/20	No changes from previous week
	11/25	No violations observed
1111 Guinea Dr	11/3	No violations noted
	11/6	No violations noted
	11/13	No violations noted
	11/20	No violations noted
	11/25	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.
	11/13	11/13/20- today they are taking trees down and clearing away branch and leaf debris. They have not yet moved the perimeter fence at the front left
	11/25	No work being done today - have not moved perimeter fence but someone removed red tag
1220 Archley Dr	11/3	parts of the silt fencing has been repaired but not all; job site otherwise clean no additional violations noted.
	11/6	Warning given to repair silt fencing; job site otherwise clean no additional violations noted.
	11/13	parts of the silt fencing has been repaired but not all; job site otherwise clean no additional violations noted.
	11/20	Parts of the silt fencing has been repaired but not all; job site otherwise clean no additional violations noted.
	11/25	Violation warning given: silt fence is in place but starting to deteriorate - small amount of debris outside construction fencing and the dumpster full

Building Official's Construction Site Inspection Log

Address	Date	Inspector's Comments
1226 Glourie Dr	11/3	No changes; violation given stating grass and general upkeep of property condition is a violation of city ordinance.
	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
	11/13	No changes; violation given stating grass and general upkeep of property condition is a violation of city ordinance.
	11/20	No changes; violation given stating grass and general upkeep of property condition is a violation of city ordinance.
	11/25	No changes; violation still on fence stating grass and general upkeep of property condition is in violation of city ordinance.
1306 Bridle Spur St	11/3	All property has sod except for the right side, there is a large pile of sand in the driveway. Garage door has been installed. Builder was on property; she stated all dirt will be gone by the end of day and the rest of the yard sodded.
	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.
	11/13	No new comments
	11/20	No new comments
	11/25	Yard is fully sodded - fence issue appears to have been resolved; large sign still remains with red tag on it.
1306 Glourie Dr	11/3	Violation given to cut grass; grass is in excess of city ordinance
	11/6	Warning given to cut grass; grass is in excess of city ordinance
	11/13	Violation given to cut grass; grass is in excess of city ordinance
	11/20	Violation warning given: grass is in excess of city ordinance
	11/25	No change - grass still high red tag still on sign

Building Official's Construction Site Inspection Log

Address	Date	Inspector's Comments
1330 Glourie Dr	11/3	No violations noted; now that they are past foundation they have added a dumpster in the back right of the property.
	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
	11/13	No new comments
	11/20	No new comments
	11/25	No violations noted: they are framing house and the dumpster is full; will need to watch and make sure it doesn't get out of hand
14 Hilshire Grove Ln	11/3	No violations noted
	11/6	No violations noted
	11/13	No violations noted
	11/20	No violations noted
	11/25	No violations noted
7906 N Villa	11/3	No violations noted; grass looks to be cut recently
	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
	11/13	No violations noted; grass looks to be cut recently
	11/20	No violations noted; grass looks to be cut recently
	11/25	No violations noted
7915 S Villa	11/3	No violations noted
	11/6	No violations noted: contractor is finishing fence and landscaping
	11/13	No violations noted
	11/20	No violations noted; house looks complete
8302 Creekstone Cir	11/3	No violations noted
	11/6	No violations noted
	11/13	No violations noted
	11/20	No violations noted
	11/25	No violations noted



December 11, 2020

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

Re: Engineer's Report for December 15, 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 November 14, 2020 to December 11, 2020.

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

a. 1209 Archley Drive –

- As previously reported, HDR has been coordinating with the City and Mr. Andy Andrau (Property Owner) regarding potential proposed improvements on the ravine traversing his property, due to water velocity and erosion issues in this ravine. Mr. Andrau will perform a topographic survey of his property and request another meeting with HDR to discuss options to address the ravine concerns.

b. 1220 Archley Drive –

- On November 16, 2020, HDR reviewed and returned to the City the approved variance 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.

c. 1306 Bridle Spur Lane –

- On November 12, 2020, HDR received and performed a cursory review of the Drainage Engineer's verification/certification documentation for the storm drainage system installed at 1306 Bridle Spur Lane. However, they will need to revise and resubmit this information along with the As-Built Survey Drainage Plan for final review and approval once all improvements are completed.

d. 1317 Bridle Spur Lane –

- On December 4, 2020, HDR received schematics for the proposed patio improvements (i.e. wood decking replacement, flagstone relocation, crushed granite installation and putting green installation) at 1317 Bridle Spur Lane.
- A formal drainage plan submittal is not required since the proposed improvements should not have an adverse impact to the drainage in the area. However, HDR will continue to coordinate with the City and Mr. Jeffrey Klam (Property Owner) on these proposed backyard improvements to verify/confirm the drainage in the area is not adversely impacted after construction activities are completed.

e. 8111 Bromley Road –

- On November 20, 2020, HDR performed a site visit to 8111 Bromley Road and 1233 Pine Chase Drive to assess drainage issues/concerns raised by Mr. Bill Bristow (1233 Pine Chase Drive) during the November 17, 2020 Regular Council Meeting.
- The area noted between 8111 Bromley Road and 1233 Pine Chase Drive has a hand dug swale along the flowline of the ditch area between the properties. There are also two (2) existing swales dug perpendicular to the ditch and running back towards the 1233 Pine Chase backyard and driveway. A recently installed wood power pole between the properties with a minimal amount of ground cover that did not have sodding, and located outside the ditch area, was also noted during the site visit
- As previously noted, AT&T was planning on performing some fiberoptic upgrades/improvements within this area. The City will coordinate with the CenterPoint Energy and AT&T to verify if any lines were placed along the flowline of the ditch; however, it does not appear there are any private utilities such as cable or gas that were installed along the ditch flowline (i.e. no signs of excavation spoils or utility one-call markings, no continuation of the excavation on other ditch areas, etc.
- Based on this site visit, there is no apparent adverse impact to the existing drainage in this area other than aesthetic issues/concerns.

f. 1331 Friarcreek Lane –

- HDR has been coordinating with the City and the Contractor (Mr. Brian Weatherall – Oden Design & Contracting) on the proposed patio and deck improvements at 1331 Friarcreek Lane.

- The proposed patio and deck improvements were approved by the City with exceptions noted back on November 11, 2020; however, both the Contractor and Property Owner are required to sign an affidavit acknowledging that no construction activities can directly impact the ravine traversing the backyard, before the construction permit is issued by the City.
- g. 24 Hickory Shadows Drive –
 - On November 23, 2020, HDR coordinated with the City and Ms. Mary Ann (Contractor quoting storm sewer work) regarding curb cut options for the proposed storm drain at 24 Hickory Shadows Drive.
- h. 1322 & 1324 Pine Chase Grove and 1327 Glourie Drive –
 - HDR received and reviewed three (3) quotes from the following Contractors to perform the sanitary sewer lateral replacement within the 10-ft utility easement on the backyard of 1322 Pine Chase Grove:
 - (1) Houston Plumbing Specialist - \$21,950.00
 - (2) T Construction - \$27,760.00
 - (3) J Rivas Utility Service - \$ 32,550.00
 - As authorized by City Council during the November 17, 2020 Regular Council Meeting, City Staff has selected Houston Plumbing Specialist to perform this work since they provided the lowest quote, it did not exceed the \$50,000 threshold for required normal bidding/procurement process, and HPS has also previously performed work for the City in a satisfactory matter.
 - The City issued the Purchase Order to HPS on December 8, 2020.
 - On December 8, 2020, HDR met with HPS, Mr. Keith Young (1322 Pine Chase Grove) to coordinate the proposed improvements, construction activities and impact to 1322 Pine Chase Grove.
 - On December, 8, 2020, HDR also met with HPS and Mr. Brock Griffiths (1324 Pine Chase Grove) to facilitate Mr. Griffiths request to secure a quote from the Contractor to replace his private sanitary sewer service line from his cleanout to the new 6-inch sanitary sewer lateral on 1322 Pine Chase Grove.
 - The Contractor has made the Call Before You Dig/Utility One-Call request to mark existing utilities in the ground and began the site investigation and preparation for the installation of the proposed 6-inch sanitary sewer lateral by trenchless construction.

- The Contractor anticipates starting construction activities on December 14, 2020 and estimates three (3) to five (5) days to complete the work, weather permitting.

i. 1210 Ridgeley Drive & CenterPoint Energy Street Cut Permit –

- On November 20, 2020, HDR performed a site visit to 1210 Ridgeley Drive to assess a potential drainage blockage concern along the finger of the ravine that traverses the front of the property but on the neighbor to the north (i.e. 1214 Ridgeley Drive) due to overgrown vegetation.
- Based on the site observations, it does not appear there is a substantial amount of debris or items collecting in this portion of the 1214 Ridgeley Drive ravine other than natural overgrowth, leaves, and some small branches. The City will contact the property owner at 1214 Ridgeley Drive and ask them to review the area and perform general yard maintenance along this area to address the concern.
- On December 1, 2020, the City received a Street Cut Permit Application from CenterPoint Energy (CPE) to shutdown/kill a gas service in front of 1210 Ridgeley Drive and under the existing pavement. HDR coordinated with Ms. Lory Simmons (CPE) to confirm the location of the work since it appeared that this work was completed sometime back on October 28, 2020 without City review and approval.
- Ms. Simmons was able to confirm that their Contractor (DIGCO) did perform this work back on October 2020 and apologized for not getting the permit application properly approved by the City. CPE accidentally sent the permit application to the City of Spring Valley; however, they should not have started the work without an approved permit. HDR reminded CPE to follow the permit application process and to not begin any construction activities until the City has approved the permits accordingly. No further action is required.

j. 7915 South Villa Court –

- As previously reported, 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 was incomplete (i.e. missing as-built certification letter, as-built impervious coverage calculations, etc.), therefore, it must be revised and resubmitted.

- On December 3, 2020, HDR received the Engineer of Record as-built certification letter from Schwab Design Builders; however, remaining information requested back on November 11, 2020 is still pending. HDR is coordinating with the City and Schwab Design Builders on the As-Built Drainage Plan requirements.

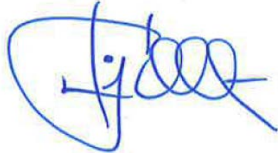
k. Water and Sanitary Sewer Services for 1330 Glourie and 3 Empty Lots –

- On November 13, 2020, HDR met in the field with the Contractor (T Construction) to discuss and confirm the location/placement of all services.
- Contractor started construction on November 16, 2020. The Contractor has previously made the Call Before You Dig/Utility One-Call request to mark existing utilities in the ground and began the site investigation and preparation for the installation of the proposed water and sanitary sewer services.
- The Contractor has completed the work and HDR performed an initial inspection of the work. Minor corrective work (i.e. setting sanitary sewer clean-outs 6-inches below ground, and restoration/re-sodding work at 1327 Glourie Drive) are required. HDR is coordinating this corrective work with the Contractor.
- As requested by the City, HDR also coordinated with the Contractor to secure a quote to install three (3) water meters for Lots 2, 3 and 4 in this project; however, the quote was significantly higher than the cost charged by InfraMark (City's Operations & Maintenance Company) for a recently installed meter at the City.

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)

ORDINANCE NO. 804-2020

**AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS,
PROVIDING FOR THE HOLDING OF A GENERAL ELECTION ON MAY 1,
2021, FOR THE PURPOSE OF ELECTING THREE (3) COUNCIL MEMBERS
(PLACES THREE, FOUR AND FIVE FOR A TERM OF TWO (2) YEARS)
AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH
ELECTION.**

* * * * *

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

Section 1. In accordance with the general laws and Constitution of the State of Texas, a General Municipal Election is hereby called and ordered for the first Saturday in May, 2021, the same being the 1st day of said month, at which general election all qualified voters of the City may vote for the purpose of electing three (3) Council Members for a full term of two (2) years.

Section 2. No person's name shall be placed upon the official ballot as a candidate for any of the above-mentioned positions under the General Municipal Election unless such person has filed a sworn application, as provided by Section 141.031 of the Texas Election Code, with the City Secretary of the City at the City Office, located at 8301 Westview, Houston, Texas 77055, not later than five o'clock (5:00) p.m. on Friday, February 12, 2021. The City Secretary shall note on the face of each such application the date and time of its filing. Such application shall include the office the candidate is seeking.

Section 3. The present boundaries of the City constituting one election precinct, the polls shall be open for voting from seven o'clock (7:00) a.m. until seven o'clock (7:00) p.m. at the following polling place, and the following are hereby appointed officers to conduct the above-described election at said polling place:

ELECTION DAY POLLING PLACE

City Hall

City of Hilshire Village

8301 Westview

Houston, Texas 77055

ELECTION OFFICER

Presiding Judge Katherine Bodron

The City Secretary is hereby authorized and directed to provide a copy of this Ordinance and the other written information required by Section 32.009 of the Texas Election Code to each judge as required by said Section.

The presiding Judge shall have the authority to appoint one (1) alternate Presiding Judge and the necessary clerks to assist in the holding of said elections, but in no event, shall the Presiding Judge appoint less than two (2) clerks. Unless otherwise required to act in the capacity of Presiding Judge, the Alternate Presiding Judge shall also serve as clerk of the election. The Presiding Judge and the Alternate Presiding Judge shall also serve as the early voting ballot board for such election; and the Presiding Judge of the election precinct shall also serve as the presiding officer of such board.

Section 4. The City Secretary is hereby appointed clerk for early voting and the appointment of a deputy clerk or clerks for early voting by the City Secretary shall be in accordance with Section 83.031 *et seq.* of the Texas Election Code at the following early voting polling place:

EARLY VOTING POLLING PLACE

City Hall

City of Hilshire Village

8301 Westview

Houston, Texas 77055

Susan.Blevins@hilshirevillagetexas.com

Said clerks shall keep said office open during the hours that the City Secretary's main office is regularly open for business, that is, from nine o'clock (9:00) a.m. until five o'clock (5:00) p.m. on each day for early voting which is not a Saturday, a Sunday, or an official state or federal holiday, beginning on Monday, April 19, 2021 and continuing through Tuesday, April 27, 2021. In addition, said clerks shall keep said office open from seven o'clock (7:00) a.m. until seven o'clock (7:00) p.m. on April 26, 2021, and April 27, 2021. Said clerks shall not permit anyone to vote early by personal appearance on any day that is not a regular working day for the clerk's office and, under no circumstance, shall they permit anyone to vote early by personal appearance at any time when such office is not open to the public. The above described place for early voting is also the clerk's mailing address to which ballot applications and ballots voted by mail may be sent. The early voting clerk, in accordance with the provision of the Texas Election Code, shall maintain a roster listing each person who votes early by personal appearance and each person to whom a ballot to be voted by mail is sent. The roster shall be maintained in a form approved by the Secretary of State.

Section 5. Paper ballots and the "Express Vote BMD Terminal" voting system shall be used for early voting by personal appearance and for voting on Election Day. Early voting by a method other than by personal appearance shall be by paper ballot. All expenditures necessary for the conduct of the elections and the purchase of materials therefore is hereby authorized. Compensation for all election officials is hereby established at no more than the maximum amounts permitted under Section 32.091 *et seq.*, Texas Election Code.

Section 6. The City Secretary is hereby authorized and directed to furnish all necessary election supplies to conduct such elections.

Section 7. The candidates receiving a majority of votes in the general election for the positions to be filled shall be declared elected to such positions.

Section 8. The order, in which the names of the candidates are to be printed on the ballot for the general election, shall be determined by a drawing by the City Secretary, as provided by Section 52.094 of the Texas Election Code. The City Secretary shall post a notice in her office of the date, hour, and place of drawing. Such notice shall remain posted continuously for seventy-two (72) hours immediately proceeding the scheduled time of the drawing, and personal notice shall also be given to any candidate who makes written request for such notice and furnishes to the City Secretary a self-addressed, stamped envelope. Each candidate involved in the drawing, or a representative designated by him, shall have a right to be present and observe the drawing.

Section 9. Notice of these elections shall be given in accordance with the provisions of the Texas Election Code and returns of such notice shall be made as provided for in said Code. The Mayor shall issue all necessary orders and writs for such elections, and returns of such elections shall be made to the City Secretary immediately after the closing of the polls.

Section 10. Said elections shall be held in accordance with the Texas Election Code and the Federal Voting Rights Act of 1965, as amended.

PASSED, APPROVED, AND ADOPTED this 15th day of December, 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

December 4, 2020

Subject: Village Fire Station


If you have driven past the Village Fire Station in the last couple of weeks you may have noticed a large white tent in our parking lot. This Monday, December 7th, inside these tents you will see two of our fire trucks. Behind the fire station, in the Spring Branch ISD parking lot, we also have a shelter for our ambulances. Please allow me to explain.

Last year, the Cities we protect and serve, agreed to provide funding to renovate and enlarge the fire station. Our building was constructed 40 years ago. At that time, we staffed each shift with 6 firefighters. Today each shift has a minimum of 10 firefighter/paramedics and up to 13.

Last July, our contractors began work to build a new fire department dispatch office and temporary living quarters for our firefighter/paramedics. Driving past the station, you may notice 2 brown trailers on the east side of the building, these are the sleeping quarters. This week the new 911 office opened, and our firefighters moved to their temporary facilities. On Monday, December 6th, our contractors will begin renovation of the main fire station building. The work should take about 9 months.

When complete, we look forward to hosting an open house. In the meantime, there will be no delay or change in our response to your needs.

Respectfully,


David Foster
Fire Chief



Village Fire Department 2020 Strategic Plan Performance Report

2020 OPERATING BUDGET	Standards/Base	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD Total
Percentage if spending 100% budget		25.0%	25.0%	25.0%	16.6%	91.6%
Actual Percentage Budget Spent	100%	25.04%	23.15%	24.15%	17.17%	89.5%
Department Budget	\$6,365,470.00	\$1,593,938.18	\$1,473,703.33	\$1,537,081.75	\$1,092,719.20	\$3,067,641.51
Personnel Expenses Total	\$5,608,280.00	\$1,392,807.87	\$1,337,152.53	\$1,361,916.96	\$933,776.03	\$5,025,653.39
Percentage Personnel Budget Spent		24.83%	23.84%	24.28%	16.65%	89.6%
Overtime	\$105,000.00	\$45,904.02	\$30,040.44	\$46,189.98	\$36,551.87	\$158,686.31
% Overtime Budget Spent		43.72%	28.61%	43.99%	34.81%	151.1%
Capital Expenditures	\$79,000.00	\$5,253.60	\$19,555.34	\$5,307.11	\$13,428.78	\$43,544.83
% Capital Budget Spent		6.65%	24.75%	6.72%	17.00%	55.1%
Operational Expenditures	\$678,190.00	\$195,876.71	\$116,995.46	\$170,118.07	\$145,514.39	\$628,504.63
% Operational Budget Spent		28.88%	17.25%	25.08%	21.46%	92.7%
EMERGENCY OPERATIONS:						
Average Dispatch Time, high priority calls	60 Seconds	0:35	0:37	0:39	0:29	0:35
Average Turnout Times, high priority calls	60 seconds	0:42	0:45	0:54	0:56	0:49
Average Total Response high priority EMS cal	6:30	3:04	4:17	5:36	5:23	4:35
Average Total Response high priority fire calls	6:50	4:44	4:34	5:05	5:44	4:48
# Incidents		608	492	542	291	1933
# Responses		1051	1081	1107	612	3851
VFD Patients		255	202	206	139	802
VFD Patients Transported		188	129	129	93	539
% of Calls, second Rescue Amb. Needed		18%	17%	16%	20%	18%
EMS REVENUE:						
EMS Revenue Fund Balance		\$435,135.94	\$508,496.21	\$458,301.37	\$508,181.21	\$508,181.21
Revenue Collected, Avg Per Patient		\$330.63	\$568.68	\$509.06	\$539.02	\$461.28
Amount Billed		\$453,923.51	\$291,735.19	\$357,938.94	\$204,679.47	\$1,308,277.11
Total Revenue Received		\$62,157.94	\$73,360.27	\$65,669.16	\$47,442.71	\$248,630.08
Revenue Used as Approved by Cities		\$0.00	\$0.00	\$155,864.00	\$0.00	\$155,864.00
FIRE MARSHAL:						
# of General Plans Reviewed		15	15	23	21	53
# of Sprinkler Systems Reviewed		33	49	51	29	162
# Fires investigated		1	2	1	0	4
# Fire Citations Written		0	0	0	0	0
# INSPECTIONS YTD		144	223	572	654	654
Fire Prevention Permits		9	7	11	4	31
Residential Sprinklers to date		2034	2,049	2,063	2,078	2,078
# OF COMMUNITY Ed Events		25	4	4	4	37
% of Homes with Sprinkler Systems	6708	28%	31%	31%	31%	31%

Village Fire Department Response Data											
	Number of Responses						Village 2020 Travel Times				
	Fire			EMS			Total	# Critical	VFD < 6.5 minutes	Under 8 Minutes	AvgTotal Resp. Time
	2020 YTD	2019	2018	2020 YTD	2019	2018					
Totals							2020 YTD				
Bunker Hill Village	139	151	149	126	112	123	265	0	60%	100%	6:00
Hedwig Village	176	191	201	197	289	301	363	0	100%	100%	3:53
Hilshire Village	15	21	32	33	42	41	48	0	0%	0%	7:37
Hunters Creek Village	253	262	260	137	181	150	390	0	57%	0%	5:45
Piney Point Village	201	190	181	119	138	110	320	0	100%	100%	5:25
Spring Valley Village	191	164	186	159	150	211	350	0	83%	100%	5:13
Houston	183	213	295	0	2	2	183				
Totals	1158	1192	1304	761	914	938	1919	#REF!	67%	80%	#DIV/0!

Jan	Fire		EMS	1st res	Total	# Critical	VFD < 6.5 minutes	Under 8 Minutes	AvgTotal Resp. Time
Bunker Hill Village	20		11		31				
Hedwig Village	18		29		47				
Hilshire Village	2		0		2				
Hunters Creek Village	43		17		60				
Piney Point Village	17		8		25				
Spring Valley Village	17		17		34				
Houston	26		0		26				
Totals	143		82		225				

Feb	Fire		EMS		Total	# Critical	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	14		11		25				
Hedwig Village	16		22		38				
Hilshire Village	6		3		9				
Hunters Creek Village	22		11		33				
Piney Point Village	16		8		24				
Spring Valley Village	15		17		32				
Houston	28		0		28				
Totals	117		72		189				


mar	Fire		EMS		Total	# Critical	Under EMS	Under Fire	Average
Bunker Hill Village	18		16		34		60%	100%	6:00
Hedwig Village	18		16		34		100%	100%	3:53
Hilshire Village	0		3		3		0%	0%	7:37
Hunters Creek Village	20		14		34		57%	0%	5:45
Piney Point Village	18		13		31		100%	100%	5:25
Spring Valley Village	9		21		30		83%	100%	5:13
Houston	24				24				
Totals	107		83		190				

Apr	Fire		EMS		Total	# Critical	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	14		11		25				
Hedwig Village	17		10		27				
Hilshire Village	1		5		6				
Hunters Creek Village	23		11		34				
Piney Point Village	18		13		31				
Spring Valley Village	16		16		32				
Houston	21		0		21				
Totals	110		66		176				

May	Fire		EMS		Total	# Critical	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	11		19		30				
Hedwig Village	11		15		26				
Hilshire Village	2		6		8				
Hunters Creek Village	32		12		44				
Piney Point Village	19		9		28				
Spring Valley Village	21		11		32				
Houston	20		0		20				
Totals	116		72		188				

June	Fire		EMS		Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	7		6		13				
Hedwig Village	18		5		23				
Hilshire Village	1		3		4				
Hunters Creek Village	7		9		16				
Piney Point Village	11		8		19				
Spring Valley Village	18		8		26				
Houston	26		0		26				
Totals	88		39		127				

July	Fire		EMS		Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
Bunker Hill Village	10		11						
Hedwig Village	15		22						
Hilshire Village	0		2						
Hunters Creek Village	27		12						

		2	3	4	5	6	7	8	9	10	11	12	13	14	15	
A		Total Number of Incidents 2020				Life Threatening (LT) EMS Incidents				Life Threatening (LT) Fire Incidents				% of 2020 Calls are:		
		Fire	EMS	Total	# LT EMS	Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	% of 2020 Calls are:	Fire	EMS	
		1st Resp. Time	ALS Resp Time							Response Time						
	Bunker Hill Village	139	126	265	55	4:12	100%	6:16	100%	14	5:57	100%	52%	48%	50	36%
	Hedwig Village	176	187	363	115	3:26	100%	3:26	100%	21	3:33	100%	48%	52%	64	36%
	Hilshire Village	15	33	48	11	3:40	100%	6:16	100%	2	8:37	100%	31%	69%	5	33%
	Hunters Creek Village	253	137	390	51	3:57	100%	5:47	100%	22	4:44	100%	65%	35%	88	35%
	Piney Point Village	201	119	320	48	3:10	100%	5:39	100%	13	5:18	100%	63%	37%	104	52%
	Spring Valley Village	191	159	350	70	2:26	100%	5:02	100%	15	5:00	100%	55%	45%	45	24%
	Houston	183	0	183												
	Totals	1158	761	1919	350	3:28	100%	5:24	100%	87	5:01	100%	60%	40%	356	36%

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 calls 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.

Bunker Hill Village	6:00	#DIV/0!
Hedwig Village	3:53	#DIV/0!
Hilshire Village	7:37	#DIV/0!
Hunters Creek Village	5:45	#DIV/0!
Piney Point Village	5:25	#DIV/0!
Totals	4:40	#DIV/0!

Bunker Hill Village	1	7:03
Hedwig Village	24	7:03
Hilshire Village	24	
Hunters Creek Village	59	
Piney Point Village	45	
Spring Valley Village	134	
Houston	#REF!	
Total	107	

Piney Point Village	30			18						
Spring Valley Village	26			13						
Houston	2			0						
Totals	110			78			0			

Aug		Fire			EMS			Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
	Bunker Hill Village	15			11							
	Hedwig Village	15			21							
	Hilshire Village	1			3							
	Hunters Creek Village	18			18							
	Piney Point Village	22			6							
	Spring Valley Village	13			10							
	Houston	8						8				
	Totals	92			69			161				

Sept		Fire			EMS	Sig		Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
	Bunker Hill Village	15			8			23				
	Hedwig Village	15			20			35				
	Hilshire Village	2			1			3				
	Hunters Creek Village	27			9			36				
	Piney Point Village	21			11			32				
	Spring Valley Village	29			13			42				
	Houston	13						13				
	Totals	122			62			184				

Oct		Fire			EMS	Sig		Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
	Bunker Hill Village	7			12			19				
	Hedwig Village	19			13			32				
	Hilshire Village	0			3			3				
	Hunters Creek Village	20			11			31				
	Piney Point Village	15			10			25				
	Spring Valley Village	12			13			25				
	Houston	13						13				
	Totals	86			62			148				

Nov		Fire			EMS	Sig		Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
	Bunker Hill Village	8			10			18				
	Hedwig Village	14			14			28				
	Hilshire Village	0			4			4				
	Hunters Creek Village	14			13			27				
	Piney Point Village	14			15			29				
	Spring Valley Village	15			20			35				
	Houston	2						2				
	Totals	67			76			143				

Dec		Fire			EMS			Total	Non-Emerg	Under 6.5 minutes	Under 8 Minutes	Average
	Bunker Hill Village											
	Hedwig Village											
	Hilshire Village											
	Hunters Creek Village											
	Piney Point Village											
	Spring Valley Village											
	Houston											
	Totals	0			0			0				

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.	
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
9/22/20	Susan Blevins	Peter Batarse	Water is not drainaing 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. Property is in the process of grading a drainage. No further issues have been reported.	12/9/2020
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.	The overnight parking ordinance is now being enforced, vehicle will be ticketed if remains after warnings.	11/18/2020
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 it. 12/10 Cassie sent a follow-up email because the sign has not moved. Gave Monday 12/14 as deadline before fine letter will be sent to the homeowners.	
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. Further utility work might be needed along roadway, will monitor site.	

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.	Susan had pole removed	10/26/2020
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.	11/18/2020
11/16/20	Cassie Stephens	Ana Short	They have been regularly approached by their neighbors about minor repairs they are doing and the installation of outdoor holiday lights and wanted a list of the required permits to make sure they are not breaking any rules.	1315 Pine Chase Dr	Cassie provided the guidelines for what types of work require permits via email and verbally discussed and confirmed that no work that has been done so far is in violation or would require permitting.	No further action required.	11/16/2020
11/16/20	Cassie Stephens	Nancy Merritt	Cable line was cut twice due to construction behind them.	1311 Glenhilshire	Cassie sent an email to the supervisor of the construction notifying of the error and asked them to be more careful.	No further action taken.	11/16/2020
11/17/20	Cassie Stephens	Yvonne Andrews	Lawn bags are sitting in driveway and have not been picked up.	1326 Ridgeley Dr	Cassie has already sent the new homeowner a letter. We do not have any contact information, the new homeowner packet was mailed and included the resident info form but it has not been returned.	12/2 Cassie sent an email to the homeowner. They came in and filled out paperwork and this item was discussed but no changes made. 12/11 Lawn bags have been removed from the driveway, not visible any more.	12/11/2020
11/19/20	Cassie Stephens	Nancy Friedman Taub	Asked if she could remove the CenterPoint flags that have been there for a few months.	1313 Pine Chase Dr	Cassie checked 811 Dig requests and did not have an active one in that area. Advised homeowner that she can remove them as they appear to be from a project in September.	No further action required.	11/19/2020

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
11/22/20	Susan Blevins	Robert Byrne	Sign in front yard is too big and violates ordinance.	1306 Bridle Spur	Cassie sent the sign ordinance to the property owner for correction.	12/3 Cassie called and left a voicemail for the homeowners. She also re-forwarded the previous email to all email addresses on file for the owners. Job Site Maintenance fees will be assess if the sign is not removed by 12/4. Sign was taken down.	12/5/2020
11/25/20	Susan Blevins	Barbara Hermes	Large pile of discarded furniture outside by street.	1003 Ridgeley	Cassie sent a photo of the remaining garbage and recycling items to be collected by WCA today.	Boxes and trash was collected.	11/26/2020
11/25/20	Paul Maddock	Patel	Neighboring house is empty and needs exterior maintenance.	8005 Anadell	Asked Mr. Patel to provide photos of his view into the yard as we cannot trespass onto private property.		
11/27/20	Susan & Council	Bill Bristow	Illegally placed trash bags on city right of way that may fall into the ditch blocking a driveway culvert and preventing the flow of surface rain water and allowing that back up of such rainwater to accumulate upstream and rise to a level that can cause flooding	City-wide	No specific addresses were provided to investigate, however the contract with WCA requires that certain items be placed roadside to prevent accidental removal of personal items. Cassie drives through the city regularly and has not seen any bags or items that would indicate a threat to the ditches or general surface water drainage.	No further action required. The city will continue to be monitored.	12/3/2020
12/2/20	Cassie Stephens	Diane Rager	Neighbor has a lawn company who comes on Tuesdays and the bags sit at the street until Thursday.	8210 Mallie Ct	Sent homeowners a reminder of the garbage schedule.	Will check on the address during the next few city drive through inspections.	12/3/2020
12/3/20	Cassie Stephens	James Najar	Hydrant flushing has caused erosion.	1035 Ridgeley Dr	Cassie took photos and sent to Susan for advice. Susan working on resolution.		
12/9/20	Cassie Stephens	Ann Baumgartner	White Mercedes regularly parks on the street in the Ridgeley Grove cul-de-sac but is actually visiting someone in Hilshire Oaks.	5 Hilshire Oaks Ct	Cassie advised that vehicles should not be left on the street overnight and should not block street or driveway access.	Caller said it doesn't block access but is inconvenient in the small cul-de-sac especially for a visitor in a different area. She said she would call again if the car is left overnight or blocking anyone.	12/9/2020
12/9/20	Cassie Stephens	Mrs. Ghosh	They have a small freezer that needs to be picked up by WCA but she and her husband are not able to move it to the curb.	7922 Hilshire Green	Cassie asked her to contact neighbors or anyone who can help them move it. She said she doesn't have anyone but thinks she can get it to the top of the driveway.	Cassie sent Luis with WCA an email asking the team to watch for a small freezer in the driveway this and next week and retrieve it if seen. He confirmed. Also advised homeowner to call me back if she can't move it to be visible and I would ask a neighbor or nearby council member for help.	

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	
	11/30/2020					\$ 73.98	
							\$1,000,426.66
ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1023895346	6/11/2020	26 WEEK	12/10/2020	\$1,000,000.00	0.09%		
	12/10/2020					\$ 22.24	
							\$1,000,448.90
			MATURED AND DEPOSITED INTO SAVINGS			\$	<u>(1,000,448.90)</u>

Disbursements Presented to Council 12/15/2020

PROFESSIONAL SERVICE:	UTILITY	ANT NOTE	METRO	GEN FUND
AMEGY CREDIT CARD				\$ 349.02
NORTHWEST PEST PATROL				\$ 220.00
OLSON & OLSON				\$ 775.00
BBG CONSULTING				\$ 2,750.00
HDR ENGINEERING	\$ 5,128.18			\$ 5,764.51
TEXAS 811	\$ 17.10			
USIC	\$ 185.40			
INFRAMARK	\$ 6,541.82			
TOTAL	\$ 11,872.50	\$ -	\$ -	\$ 9,858.53

ACCOUNT SUMMARY

Account Number	XXXX XXXX XXXX 1719	Previous Balance	\$320.93
Credit Limit	\$2,000.00	Payments	\$1,418.93
Available Credit	\$559.00	Credits	\$0.00
Statement Closing Date	December 04, 2020	Purchases	\$1,447.02
Payment Due Date	December 24, 2020	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	29	New Balance	\$349.02

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
11/18	11/18	2469216NK2XKGFLGL	MERRY MAIDS HOUSTON 713-364-0094 TX <i>56520 city Hall operations</i>	\$92.01
11/19	11/19	2401134NM0000Z6AT	STAND UP STATIONS STANDUPSTATIO TX <i>PD - CK # 8384</i>	\$1,098.00
11/20	11/20	7476800NPBKDRSM40	PAYMENT - THANK YOU —	-\$320.93
12/02	12/02	2413746P200XXGN4N	USPS PO 4801830041 HOUSTON TX <i>56540 office supplies</i>	\$165.00
12/02	12/02	2469216P12XARH98L	MERRY MAIDS HOUSTON 713-364-0094 TX <i>56520</i>	\$92.01
12/03	12/03	7476800P3BKDRVXQQ	PAYMENT - THANK YOU —	-\$1,098.00

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 201204 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 2969

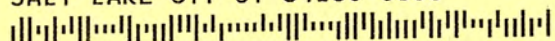
AmegyBank
of Texas

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 :

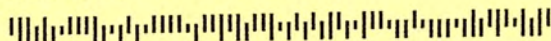
BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833



PAYMENT INFORMATION

Account Number	XXXX XXXX XXXX 1719
Payment Due Date	12/24/20
New Balance	\$349.02
Minimum Payment Due	\$30.00
Past Due Amount	\$0.00
Cash Enclosed	
Total Payment Amount	\$

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



2969
R211

Special Offer: **FREE Shipping** on orders over \$500!For phone orders, call **800-413-9490**

Thanks for Your Order.

A confirmation email should arrive in the next few minutes.

Charged to Amegy
credit card

ORDER NUMBER: 39615 DATE: November 19, 2020 TOTAL: \$1,098.00 PAYMENT METHOD: Credit Card

Order details

Product	Total
Standard Sanitizer Station Package (Interchangeable Signage Frame) × 3	\$675.00
Automatic Sanitizer Dispenser (1200mL) × 3	\$0.00
Color: Black Type: Gel Component for: Standard Sanitizer Station Package (Interchangeable Signage Frame)	
Hand Sanitizer - Cucumber Scent (1 Gallon) × 6	\$300.00
Type: Gel Added on to: Standard Sanitizer Station Package (Interchangeable Signage Frame)	
Water Absorbent Mat × 3	\$90.00
Added on to: Standard Sanitizer Station Package (Interchangeable Signage Frame)	
Energizer Industrial C Alkaline Batteries - 4 Pack × 6	\$33.00
Added on to: Standard Sanitizer Station Package (Interchangeable Signage Frame)	
Subtotal:	\$1,098.00
Shipping:	Free shipping
Tax:	\$0.00
Payment method:	Credit Card
Total:	\$1,098.00

BR-010 (08/19)

AmegyBank.

This is a Deposit Receipt unless otherwise indicated. / A menos que se indique lo contrario, este es un Recibo de depósito.

☐ Loan Payment / Pago de un préstamo ☐ Fees / Comisiones
☐ Merchant Deposits / Depósitos del comerciante ☐ Other / Otro

Checks and other items are received for deposit subject to the terms and conditions of this Bank's Rules and Regulations. / Los cheques y documentos que se reciben para depósito están sujetos a los términos y condiciones de las Normas y Reglamentos de este Banco.

TRANSACTION NUMBER, DATE AND AMOUNT OF YOUR DEPOSIT ARE SHOWN BELOW /
 EL NÚMERO DE TRANSACCIÓN, FECHA Y MONTO DE SU DEPÓSITO FIGURAN ABAJO:

Account # 1719 12/03/20
 Payment Amt. \$1,098.00
 DDA WDL \$0.00
 SAV WDL \$0.00
 Cash In Amt \$0.00
 Cash Out Amt \$0.00
 017 04 0688 15:29

How are we doing? Click "Contact Us" at www.amegybank.com.

A division of Zions Bancorporation, N.A. Member FDIC

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



LONG POINT
8000 LONG POINT RD
HOUSTON, TX 77055-9998
(800)275-8777

12/02/2020

09:07 AM

Product	Qty	Unit Price	Price
US Flag Coil/100	3	\$55.00	\$165.00

Grand Total: \$165.00

Credit Card Remitted \$165.00
Card Name: VISA
Account #: XXXXXXXXXXXX1719
Approval #: 002933
Transaction #: 852
AID: A0000000031010 Chip
AL: VISA CREDIT
PIN: Not Required

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Preview your Mail
Track your Packages
Sign up for FREE @
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All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 480183-0041
Receipt #: 840-57700658-4-5241740-1
Clerk: 61

3 rolls of stamps
for end of year letter

20

Hillshire Village
Map 451W
Directions

11/9/2020

10:00 AM

Acct # 32604

Target(s):

Print Date 11/9/2020 Lic#: 7876/7538

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737

Ph. (713) 973-1779

Instructions : ***EXTENDED Thru Nov 30th 2020 @ 1x/wk ONLY***

TIME: n/a

DURATION: 35 mins

MILEAGE: 7 miles

GATE CODE: n/a

CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also
spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

Bill To: HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737
(713) 973-1779

INV # 367039

This work order	Amount	Adj Total	Tax	Total
(367039) MOSQUITO FOGGING WEEKLY	155.00	\$55.00	\$0.00	\$55.00

Active Programs
MOSQUITO FOGGING - OMEGA 2/2015
Cash on Account 12/8/2015

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 1X	MOSQUITO	Douglas	11/2/2020	\$55.00	\$55.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	10/28/2020	\$55.00	\$55.00

Bal this site as of 11/9/2020: \$990.00
Production Value \$55.00

Balance all sites \$385.00 30 days \$440.00 60 days \$165.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$990.00

Northwest Pest Patrol

9330 Mills Rd
Houston, TX 77070
281-469-7378
Lic#: 7876/7538

Acct # 32604 INV # 367039
HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737

Terms :

(367039) MOSQUITO FOGGING WEEKLY 1X

Pd ☐ Cash ☐ Check # _____

Date 11-9-20 Time _____

Credit Card _____

Site of Treatment Correspond to Material Numbers	
Baseboards	Cabinets
Sill Area	Flores
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

Method of Treatment Correspond to Material Numbers	
Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

Location of Treatment Correspond to Material Numbers	
Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspaces
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry Utility
Family Room/Den	Other

Cust. Sig. _____

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					
6. <input type="checkbox"/>					

(367039) MOSQUITO FOGGING WEEKLY 1X \$55.00

☐ OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

COMMENTS & RECOMMENDATIONS	
Technician	Aaron Douglas
Time In	3:30
Time Out	4:10
Mile In	109059
Mile Out	109066

	Tax	Total
This INV	\$55.00	
Adj Total	\$55.00	\$0.00 \$55.00
Prepay	(\$0.00)	
Amount Due This INV		\$55.00

Acct # 32604 INV # 367039

HILSHIRE VILLAGE
8301 Westview Dr
Houston, TX 77055-6737

Please return this portion

Check# _____ \$ _____

Card# _____

Type _____ Exp _____

Signature _____

Comments _____

(367039) MOSQUITO FOGGING WEEKLY 1X \$55.00

Bal this site as of 11/9/2020
\$990.00

	Tax	Total
This INV	\$55.00	
Adj Total	\$55.00	\$0.00 \$55.00
Prepay	(\$0.00)	
Amount Due		\$55.00

20

Hilshire Village
Map 451W
Directions

11/16/2020

12:00 PM

Acct # 32604

Target(s):

Print Date 11/16/2020 Lic#: 7876/7538

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737Bill To: HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737
(713) 973-1779

Ph: (713) 973-1779

Instructions: ***EXTENDED Thru Nov 30th 2020 @ 1x/wk ONLY***

TIME: n/a

DURATION: 35 mins

MILEAGE: 7 miles

GATE CODE: n/a

CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

INV # 367040

This work order	Amount	Adj Total	Tax	Total
(367040) MOSQUITO FOGGING WEEKLY 1X	\$55.00	\$55.00	\$0.00	\$55.00

Active Programs
MOSQUITO FOGGING - OMEGA2/2019
Cash on Account: 12/8/2019

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 1X	MOSQUITO	Douglas	11/9/2020	\$55.00	\$55.00
MOSQUITO FOGGING WEEKLY 1X	MOSQUITO	Douglas	11/2/2020	\$55.00	\$55.00

Bal this site as of 11/16/2020: \$550.00
Production Value \$55.00

Balance all sites \$330.00 30 days \$220.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$550.00

Northwest Pest Patrol

9330 Mills Rd
Houston, TX 77070
281-469-7378
Lic#: 7876/7538Acct # 32604 INV # 367040
HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737

Terms:

(367040) MOSQUITO FOGGING WEEKLY 1X

Pd ☐ Cash ☐ Check # _____
Date 11-16-20 Time _____
Credit Card _____

Site of Treatment Correspond to Material Numbers

Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

Method of Treatment Correspond to Material Numbers

Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Articul Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouset Station
Monitor	Total Release Aerosol

Location of Treatment Correspond to Material Numbers

Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspaces(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry Utility
Family Room/Den	Other

Cust. Sig. _____

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					
6. <input type="checkbox"/>					

(367040) MOSQUITO FOGGING WEEKLY 1X \$55.00

☐ OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

COMMENTS & RECOMMENDATIONS

Adj Total \$55.00 \$0.00 \$55.00

Prepay (\$0.00)

Amount Due This INV \$55.00

Technician Aaron Douglas

Time In: 3:35 Time Out: 4:15

Mile In: 109860 Mile Out: 109867

Acct # 32604 INV # 367040
HILSHIRE VILLAGE
8301 Westview Dr
Houston, TX 77055-6737

Please return this portion

Check# _____ \$ _____

Card# _____

Type _____ Exp _____

Signature _____

Comments _____

(367040) MOSQUITO FOGGING WEEKLY 1X \$55.00

Bal this site as of
11/16/2020: \$550.00

	Tax	Total
This INV \$55.00		
Adj Total \$55.00 \$0.00 \$55.00		
Prepay (\$0.00)		
Amount Due \$55.00		

20

11/23/2020

8:00 AM

Acct # 32604

Hillshire Village
Map 451W
Directions

Target(s):
Print Date 11/23/2020 Lic#: 7876/7538

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737

Bill To: HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737
(713) 973-1779

Ph: (713) 973-1779

INV # 367041

Instructions : ***EXTENDED Thru Nov 30th 2020 @ 1x/wk ONLY***

TIME: n/a

DURATION: 35 mins

MILEAGE: 7 miles

GATE CODE: n/a

CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also
spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

This work order	Amount	Adj Total	Tax	Total
(367041) MOSQUITO FOGGING WEEKLY	155.00	\$55.00	\$0.00	\$55.00

Active Programs
MOSQUITO FOGGING - OMEGA 2/2015
Cash on Account 12/8/2015

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 1X	MOSQUITO	Douglas	11/16/2020	\$55.00	\$55.00
MOSQUITO FOGGING WEEKLY 1X	MOSQUITO	Douglas	11/9/2020	\$55.00	\$55.00

Bal this site as of 11/23/2020: \$605.00
Production Value \$55.00

Balance all sites \$275.00 30 days \$330.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$605.00

Northwest Pest Patrol

9330 Mills Rd
Houston, TX 77070
281-469-7378
Lic#: 7876/7538

Acct # 32604 INV # 367041
HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737

Terms :

(367041) MOSQUITO FOGGING WEEKLY 1X

Pd ☐ Cash ☐ Check # _____
Date 11-23-20 Time _____
Credit Card _____

Cust. Sig. _____

Site of Treatment Correspond to Material Numbers	
Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

Method of Treatment Correspond to Material Numbers	
Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

Location of Treatment Correspond to Material Numbers	
Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspaces
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					
6. <input type="checkbox"/>					

(367041) MOSQUITO FOGGING WEEKLY 1X \$55.00

☐ OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

Tax Total

COMMENTS & RECOMMENDATIONS	
Technician	Ann Douglas
Time In	1:25
Time Out	2:05
Mile In	129151
Mile Out	129158

This INV \$55.00
Adj Total \$55.00 \$0.00 \$55.00
Prepay (\$0.00)
Amount Due This INV \$55.00

Acct # 32604 INV # 367041
HILSHIRE VILLAGE
8301 Westview Dr
Houston, TX 77055-6737

Please return this portion

Check# _____ \$ _____
Card# _____
Type _____ Exp _____
Signature _____
Comments _____

(367041) MOSQUITO FOGGING WEEKLY 1X \$55.00

Bal this site as of
11/23/2020 \$605.00

Tax Total

This INV \$55.00
Adj Total \$55.00 \$0.00 \$55.00
Prepay (\$0.00)
Amount Due \$55.00

20
Hillshire Village
Map 451W
Directions

11/30/2020 9:00 AM
Target(s):
Print Date 11/30/2020 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737
Ph: (713) 973-1779

Bill To: HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737
(713) 973-1779

INV # 367042

Instructions : ***EXTENDED Thru Nov 30th 2020 @ 1x/wk ONLY***

TIME: n/a

DURATION: 35 mins

MILEAGE: 7 miles

GATE CODE: n/a

CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

This work order	Amount	Adj Total	Tax	Total
(367042) MOSQUITO FOGGING WEEKLY 1X	\$55.00	\$55.00	\$0.00	\$55.00

Active Programs
MOSQUITO FOGGING - OMEGA 2/2015
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 1X	MOSQUITO	Douglas	11/23/2020	\$55.00	\$55.00
MOSQUITO FOGGING WEEKLY 1X	MOSQUITO	Douglas	11/16/2020	\$55.00	\$55.00

Balance all sites \$220.00 30 days \$440.00 60 days \$0.00 90 days \$0.00 120 days \$0.00 Prepay \$495.00 Total Prev \$660.00

Bal this site as of 11/30/2020: \$165.00
Production Value \$55.00

Northwest Pest Patrol
9330 Mills Rd
Houston, TX 77070
281-469-7378
Lic#: 7876/7538

Acct # 32604 INV # 367042
HILSHIRE VILLAGE
8301 Westview Dr Houston, TX 77055-6737

Terms :
(367042) MOSQUITO FOGGING WEEKLY 1X

Pd ☐ Cash ☐ Check #
Date 11-30-20 Time
Credit Card

Site of Treatment Correspond to Material Numbers	
Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

Method of Treatment Correspond to Material Numbers	
Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

Location of Treatment Correspond to Material Numbers	
Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawl Space(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

Cust. Sig. _____

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					
6. <input type="checkbox"/>					

(367042) MOSQUITO FOGGING WEEKLY 1X \$55.00
☐ OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

COMMENTS & RECOMMENDATIONS	
Technician	Acorn Douglas
Time In	1:45
Time Out	2:25
Mile In	129535
Mile Out	129541

This INV	\$55.00		
Adj Total	\$55.00	\$0.00	\$55.00
Prepay	(\$55.00)		
Amount Due This INV			\$0.00

Acct # 32604 INV # 367042
HILSHIRE VILLAGE
8301 Westview Dr
Houston, TX 77055-6737

Please return this portion
Check# _____ \$ _____
Card# _____
Type _____ Exp _____
Signature _____
Comments _____

(367042) MOSQUITO FOGGING WEEKLY 1X \$55.00
Bal this site as of
11/30/2020 \$165.00

		Tax	Total
This INV	\$55.00		
Adj Total	\$55.00	\$0.00	\$55.00
Prepay	(\$55.00)		
Amount Due			\$0.00

Olson & Olson LLP

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

December 3, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 10249
Our File No. 1057-00000
Billing Through: 11/30/2020

City of Hilshire Village

Total Legal Services	\$775.00
Total Reimbursable Expenses	\$.00
Net Balances Forward	\$.00
Total Charges for this Bill	\$775.00
Total Balance Now Due	\$775.00

Utility Account

55562 - Legal TCEQ \$ -

General Fund Account

54540 - Legal \$ 775.00

54545 - Zoning \$ -

56000 - BOA \$ -

Total Invoice: **\$ 775.00**

Olson & Olson LLP

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

December 3, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 10249
Our File No. 1057-00000
Billing Through: 11/30/2020

City of Hilshire Village

Balance forward as of invoice 11/5/2020	\$715.00
Payments received since last invoice	(\$715.00)
Net Balance Forward	<hr/> \$0.00

11/2/2020	LSB	Received telephone call S. Blevins re Public Information Act request for public infrastructure information; email E. Farrar applicable Homeland Security provisions [.2].	0.20 hrs	250 / hr	50.00
11/2/2020	EF	Telephone call and email ti S> Blevins re: responding to Public Information Act request for city infrastructure.	0.20 hrs	225 / hr	45.00
11/5/2020	EF	Review responsive information forwarded by S. Blevins re: Public Information Act request for utility drawings. Respond to email from S. Blevins re: status of response to request.	0.30 hrs	225 / hr	67.50
11/10/2020	EF	Review and respond to email form S. Blevins re: status of Public Information Act request for water lines, etc.	0.10 hrs	225 / hr	22.50
11/11/2020	LSB	Review email from S. Blevins and related code; email response [.1].	0.10 hrs	250 / hr	25.00
11/11/2020	EF	Review responsive documents and prepare letter to	0.20 hrs	225 / hr	45.00

	requestor and to Attorney General re: Public Information Act request for city's water lines, etc.			
11/11/2020 LW	Hilshire20-001 (Stew Lee Request) Review responsive documents; draft brief to Attorney General and letter to requestor.	0.80 hrs	100 / hr	80.00
11/12/2020 LSB	Email and Telephone conference S. Blevins re regular meeting agenda and other matters [.2].	0.20 hrs	250 / hr	50.00
11/12/2020 LW	Hilshire20-001 (Steve Lee Request) Review brief to Attorney General and letter to requestor.	0.40 hrs	100 / hr	40.00
11/17/2020 KG	Host and attend City of Hilshire Village Regular City Council Meeting and Special Meeting.	3.50 hrs	100 / hr	350.00
11/20/2020 LSB	Work on nonconforming use form; compare form to City's zoning ordinances; email comments and suggested changes to client [.5].	0.50 hrs	250 / hr	125.00
11/23/2020 LSB	Received telephone call S. Blevins [.1] review and email response to Client re nonconforming use form [.1].	0.20 hrs	250 / hr	50.00

Total fees for this matter

\$950.00

Discount:

-175.00

Total

\$775.00

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 # 2601
DATE 12/01/2020
DUE DATE 12/31/2020
TERMS Net 30

DATE	DESCRIPTION	#	RATE	FEE
11/30/2020	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-20-090P	11/2/2020	7914 Hilshire Green	Water Re-Pipe
2	HV-219-0632I	11/2/2020	1306 Bridle Spur Ln	Irrigation
3	HV-20-079GP	11/2/2020	1302 Glourie Dr	Plumbing Underground & Gas Test
4	HV-18-066B	11/2/2020	2 Pine Creek	Final Occupancy
5	HV-20-028SPP	11/3/2020	24 Hickory Shadows	Gas Test - Pool
6	HV-19-0632I	11/4/2020	1306 Bridle Spur Ln	Irrigation Reinspection
7	HV-19-080GE	11/4/2020	1220 Archley Dr	Electrical Ditch Cover
8	HV-19-0632I	11/5/2020	1306 Bridle Spur Ln	Irrigation Reinspection
9	HV-20-028SPE	11/6/2020	24 Hickory Shadows	Electrical Underground & Bonding
10	HV-20-034M	11/6/2020	7906 N Villa Ct	HVAC Cover
11	HV-20-034M	11/6/2020	7906 N Villa Ct	Electrical Cover
12	HV-20-089M	11/9/2020	1111 Guinea Dr	HVAC repair final
13	HV-20-034M	11/9/2020	7906 N Villa Ct	HVAC Cover
14	HV-20-034M	11/9/2020	7906 N Villa Ct	Electrical Cover
15	HV-20-083DEMO	11/11/2020	1210 Ridgeley Dr	Demolition Final
16	HV-19-068B	11/12/2020	7915 S Villa Ct	Fireplace
17	HV-19-062B	11/13/2020	1306 Bridle Spur Ln	Job Site Maintenance Reinspection
18	HV-19-068B	11/16/2020	7915 S Villa Circle	Building/Occupancy Final
19	HV-20-088E	11/19/2020	8 Hilshire Grove	Electrical Rough-In
20	HV-20-088P	11/19/2020	8 Hilshire Grove	Plumbing Top-Out
21	HV-20-088M	11/19/2020	8 Hilshire Grove	Mechanical Rough-In
22	Add-On	11/19/2020	8 Hilshire Grove	Framing
23	HV-19-074P	11/24/2020	14 Hilshire Grove	Plumbing Remodel Final
24	HV-19-074E	11/24/2020	14 Hilshire Grove	Electrical Remodel Final
25	HV-19-074B	11/24/2020	14 Hilshire Grove	Interior Remodel Final
26	HV-20-103F	11/24/2020	1203 Wirt Rd	Fence Final - Rear right of parking lot
27	HV-20-034B	11/24/2020	7906 N Villa Ct	Framing
PLAN REVIEW				
1	1306 Bridle Spur		Irrigation	
2	1306 Bridle Spur		fence	
3	1203 Wirt Rd		Fence	
4	7915 S Villa Circle		Irrigation	
5	14 Hilshire Grove Ln		solar roof	

utility ck # _____ \$ 5,128.18
 gen.fund ck # _____ \$ 5,764.51



Invoice

Please send remittance with copy of invoice to

HDR, Inc.

US Engineering Accounts Receivable

P. O. Box 74008202

Chicago, IL 60674-8202

susan.blevins@hilshirevillagetexas.com

City of Hilshire Village
 8301 Westview
 Houston, Texas 77055

Attn: Ms. Susan Blevins

Invoice No. **1200314580**
 Invoice Date 12/10/2020
 Month Ending 11/21/2020
 HDR Project No. 10205865
 Job No. 20-005

\$10,892.69

Professional Engineering Services provided to the City of Hilshire Village for on-going services.

Invoice for services from:				10/25/20 to 11/21/20	
1220 Archlev	downspout variance approval	56583	HV-19-080		
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>		
Efrain Him	0.50 ✓	\$247.24	\$ 123.62		
Javier Vasquez	0.75 ✓	\$139.87	\$ 104.90		
Total:			\$ 228.52	Total This Invoice:	\$228.52
Miscellaneous Engineering	engineering	56585			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>		
Efrain Him	8.00 ✓	\$247.24	\$ 1,977.92		
Mileage: 68 @		\$ 0.575	\$ 39.10		
Total:			\$ 2,017.02	Total This Invoice:	\$2,017.02
1210 Ridgelev	inspections pre-demolition	55501	HV-20-102		
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>		
Efrain Him	1.50 ✓	\$247.24	\$ 370.86		
Javier Vasquez	3.00 ✓	\$139.87	\$ 419.61		
Total:			\$ 790.47	Total This Invoice:	\$790.47
TCEQ	MS4 follow-up	TCEQ 55563			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>		
Aaron Crowley	0.50 ✓	\$117.78	\$ 58.89		
Total:			\$ 58.89	Total This Invoice:	\$58.89 - utility
1330 Glourie and Utility Service Taps	utility engineering	60000			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>		
Efrain Him	2.00 ✓	\$247.24	\$ 494.48		
Mai Tran	8.50 ✓	\$95.71	\$ 813.54		
Javier Vasquez	3.50 ✓	\$139.87	\$ 489.55		
Total:			\$ 1,797.57	Total This Invoice:	\$1,797.57 - utility
7915 S. Villa Court	as-built drainage plan review	56583	HV-19-068		
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>		
Efrain Him	3.50 ✓	\$247.24	\$ 865.34		
Javier Vasquez	1.50 ✓	\$139.87	\$ 209.81		
Total:			\$ 1,075.15	Total This Invoice:	\$1,075.15
1209 Archlev	engineering consult-ravine	56585			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>		
Efrain Him	1.50 ✓	\$247.24	\$ 370.86		
Total:			\$ 370.86	Total This Invoice:	\$370.86
1306 Bridle Spur	drainage cover inspection	55501	HV-19-062		
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>		
Efrain Him	0.50 ✓	\$247.24	\$ 123.62		
Javier Vasquez	0.75 ✓	\$139.87	\$ 104.90		
Total:			\$ 228.52	Total This Invoice:	\$228.52
1317 Bridle Spur	engineering consult-backyard improvements	56585			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>		
Javier Vasquez	1.50 ✓	\$139.87	\$ 209.81		
Total:			\$ 209.81	Total This Invoice:	\$209.81

1331 Friarercreek patia Improvement plan review 56583

Labor	Hours	Rate	Total
Efrain Him	2.00 ✓	\$247.24	\$ 494.48
Javier Vasquez	2.00 ✓	\$139.87	\$ 279.74
Total:		\$	774.22

Total This Invoice: \$774.22

8111 Bromley engineering 56585

Labor	Hours	Rate	Total
Javier Vasquez	0.50 ✓	\$139.87	\$ 69.94
Total:		\$	69.94

Total This Invoice: \$69.94

1322 and 1324 Pine Chase utility engineering 60000

Labor	Hours	Rate	Total
Efrain Him	8.00 ✓	\$247.24	\$ 1,977.92
Javier Vasquez	9.25 ✓	\$139.87	\$ 1,293.80
Total:		\$	3,271.72

Total This Invoice: \$3,271.72 - utility

TOTAL DUE THIS INVOICE:

\$10,892.69

Engineering Service Codes (ESC):

- 01 - Services Requested by Mayor
- 02 - Services Requested by Member of Council
- 03 - Third Party Requests Referred by City Secretary, City Attorney or Building Official
 - 03.1 - Code/Building Ordinance Clarifications
 - 03.2 - Public/Property Owner Requests for Information
 - 03.3 - Other Governmental Agency Requests for Information

DATE	EFRAIN HIM TASK	HOURS
10-27-2020	Coord w/ City on 1324 Pine Chase Grove Sewer Service Repair Reimbursement Request (ESC 03 - SB)	1.00 ✓
10-27-2020	Coord w/ City and Jonathan Steiber (HCE) on City's Flood Hazard Ordinances Amendments (ESC 03 - SB)	1.00 ✓
11-04-2020	Coord on 7915 South Villa Ct Drainage Plan Review (ESC 03 - SB)	1.00 ✓
11-04-2020	Coord on 1324 Pine Chase Grove Sanitary Sewer Replacement Exhibits and Quote Form (ESC 03 - SB)	2.00 ✓
11-05-2020	Coord on 1210 Ridgeley Pre-Demolition Inspection and Inspection Form (ESC 03 - SB)	1.00 ✓
11-05-2020	Coord w/ City and Mr. Andrau (1209 Archley) on Prop Dwelling and Ravine Improvements (ESC 03 - SB)	1.50 ✓
11-06-2020	Coord on 1306 Bridle Spur Drainage Cover Inspection Form (ESC 03 - SB)	0.50 ✓
11-06-2020	Coord w/ City and COH on Potential Water Meter Replacements (ESC 03 - SB)	1.00 ✓
11-06-2020	Coord on 1324 Pine Chase Grove Sanitary Sewer Replacement Exhibits and Quote Form (ESC 03 - SB)	1.00 ✓
11-10-2020	Coord on Exhibits and Quote Form for 1324 Pine Chase Grove Sanitary Sewer Replacement (ESC 03 - SB)	2.00 ✓
11-10-2020	Coord on 7915 S Villa Ct As-Built Drainage Plan Review (ESC 03 - SB)	1.50 ✓
11-11-2020	Coord on Submittals Reviews for 1330 Glourie and 3 Empty Lots' Water and Sewer Services Project (ESC 03 - SB)	2.00 ✓
11-11-2020	1331 Friarcreek Patio and Deck Improvements Resubmittal Plan Review (ESC 03 - SB)	2.00 ✓
11-11-2020	7915 S Villa Ct As-Built Drainage Plan Review (ESC 03 - SB)	1.00 ✓
11-11-2020	Coord w/ City on 1210 Ridgeley Drive Tree Protection (ESC 03 - SB)	0.50 ✓
11-12-2020	Prep of Engineer's Report for Monthly City Council Mtg (ESC 01 - Mayor RH)	2.00 ✓
11-13-2020	Prep of Engineer's Report for Monthly City Council Mtg (ESC 01 - Mayor RH)	1.00 ✓
11-16-2020	Coord w/ T Construction (Contractor) on Water Meter Quote Revision (ESC 03 - SB)	0.50 ✓
11-16-2020	Coord w/ City on 1220 Archley Downspout Variance Approval (0.5 Hr)(ESC 03 - SB)	0.50 ✓
11-17-2020	Prep and Attendance of Virtual Monthly Council Mtg (ESC 01 - Mayor RH)	2.00 ✓
11-18-2020	Coord w/ City and Contractors on Revised Exhibits & Quote Form for 1324 Pine Chase Sanitary Sewer Replacement (ESC 03 - SB)	2.00 ✓
11-18-2020	Coord w/ City on CenterPoint Permit Request at Ridgeley & Burkhart Intersection (ESC 03 - SB)	0.50 ✓
	Total:	27.50

DATE	MAI TRAN TASK	HOURS
11-10-2020	Glourie Drive New Sanitary Sewer Service Line and Water Service Line Connections Submittal Review (ESC 03 - SB)	1.00 ✓
11-11-2020	Glourie Drive New Sanitary Sewer Service Line and Water Service Line Connections Submittal Review (ESC 03 - SB)	7.50 ✓
		8.50

DATE	AARON CROWLEY TASK	HOURS
11-20-2020	Phone call with TCEQ to discuss status of MS4 SWMP review and Annual Report	0.50 ✓
		0.50

DATE	JAVIER VASQUEZ TASK	HOURS
10-28-2020	ESC 03 - S. Blevins - 1306 Bridle Spur Ln - Drainage Cover Re-inspection	0.75 ✓
10-28-2020	ESC 03 - S. Blevins - 1210 Ridgeley Drive Pre-demo inspection	1.50 ✓
10-28-2020	ESC 03 - S. Blevins - 1331 Friarcreek Ln Patio construction staking review	0.75 ✓
10-29-2020	ESC 03 - S. Blevins - Glourie Drive Utility Taps - Contractor coordination	0.25 ✓
11-02-2020	ESC 03 - S. Blevins - 1210 Ridgeley Drive Pre-demo inspection	1.00 ✓
11-02-2020	ESC 03 - S. Blevins - 1317 Bridle Spur Lane backyard project coordination	0.50 ✓
11-03-2020	ESC 03 - S. Blevins - 1317 Bridle Spur Backyard improvements resident coordination	0.50 ✓
11-03-2020	ESC 03 - S. Blevins - 1331 Friarcreek Lane Patio Improvements Drainage Review	0.25 ✓
11-03-2020	ESC 03 - S. Blevins - Glourie Drive Utility Taps Contractor Coordination	0.25 ✓
11-09-2020	ESC 03 - S. Blevins - 7915 S. Villa Cir drainage inspection and as built coordination	1.50 ✓
11-09-2020	ESC 03 - S. Blevins - 1331 Friarcreek Ln Patio Improvements Plan Review	1.00 ✓
11-10-2020	ESC 03 - S. Blevins - 1322 Pine Chase dr San. sewer, review existing conditions, design development	2.00 ✓
11-11-2020	ESC 03 - S. Blevins - 1322 Pine Chase dr San. sewer, review existing conditions, design development	2.00 ✓
11-13-2020	ESC 03 - S. Blevins - Pre-con meeting to review utility tap installation w/ T-Construction	1.25 ✓
11-13-2020	ESC 03 - S. Blevins - 1210 Ridgeley Dr reinspection	0.25 ✓
11-13-2020	ESC 03 - S. Blevins - 1317 Bridle Spur Ln site visit to review fencing	0.50 ✓
11-13-2020	ESC 03 - S. Blevins - 1322 Pine Chase dr San. sew	1.50 ✓
11-16-2020	ESC 03 - S. Blevins - 1322 Pine Chase Drive Sanitary Sewer Replacement - Design Development	0.75 ✓

11-16-2020	ESC 03 - S. Blevins - 1220 Archley Drive - Variance review for downspouts	0.75 ✓
11-17-2020	ESC 03 - S. Blevins - 1322 Pine Chase Drive Sanitary Sewer Replacement - Design Development and Contra	3.00 ✓
11-19-2020	ESC 03 - S. Blevins - Glourie Drive Utility Taps - Construction coordination	0.50 ✓
11-20-2020	ESC 03 - S. Blevins - Glourie Drive Utility Taps - Construction coordination and site visit	1.25 ✓
11-20-2020	ESC 03 - S. Blevins - 1210/1214 Ridgeley review ditch/ravine	0.25 ✓
11-20-2020	ESC 03 - S. Blevins - 8111 Bromley Ditch Review	0.50 ✓
Total:		22.75



Expense Report Rebilling Report

Employee Name: Vasquez, Javier
Supplier Number: 30862
Expense Report Number: 835300
Purpose: Mileage
Approver: Him, Efrain A
Project: 10205865
Task: 001
Project Expenditure Organization: 10190_ENG-Houston TX
Report Submitted Date: 18-Nov-20
Status: Ready for Payment
Expense Report Total: 39.12 USD
Header Attachment:

Cash Expenses

Date	Expense Type	Receipt Amount	Attendees	Justification	Merchant Name	Location	Project	Task	Receipt
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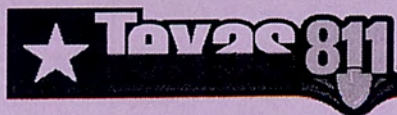
Per Diem Expenses

Start Date	End Date	Expense Type	Amount	Number of Days	Rate	Justification	Location	Project	Task	Receipt
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Mileage Expenses

Start Date	End Date	Expense Type	Trip Distance	Amount	Rate	Justification	Project	Task	Receipt
28-Oct-20	28-Oct-20	Mileage - Personal Auto	17 (MILES)	9.78 USD	0.575	1306 Bridle Spur Reinspection, 1210 Ridgeley Drive Predemo inspection	10205865	001	
02-Nov-20	02-Nov-20	Mileage - Personal Auto	17 (MILES)	9.78 USD	0.575	1210 Ridgeley Drive Pre Demo Reinspection	10205865	001	
09-Nov-20	09-Nov-20	Mileage - Personal Auto	17 (MILES)	9.78 USD	0.575	7915 S. Villa Circle Inspection	10205865	001	
13-Nov-20	13-Nov-20	Mileage - Personal Auto	17 (MILES)	9.78 USD	0.575	Preconstruction Meeting for Glourie Lots utility taps	10205865	001	

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



Invoice

#20-21815

11/30/2020

AMOUNT DUE

Bill To

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

\$17.10

Due Date: 12/30/2020

Terms	Due Date	PO #	Additional Info	Status
Net 30	12/30/2020			Open

Quantity	Description	Rate	Amount
18	Message Fees for November 2020 / HLV	\$0.95	\$17.10

Total	\$17.10
Amount Paid	\$0.00
Amount Due	\$17.10



20-21815

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

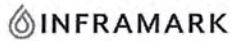


Invoice No: 409594

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

Date of Invoice: 11/30/20
Due Date: 12/30/20
Period: 11/1/20 - 11/30/20

Grouping	Description	Quantity	Rate	Total
HLV	Per Ticket	2	\$ 92.70	\$ 185.40
Grand Total			\$	185.40



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

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

Invoice Number	1131482
Invoice Date	11/30/2020
Due Date	12/30/2020

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

Service Description	Total
Maintenance Services	\$6,541.82

Date of Invoice	Date of Check
Check Number	Check Amount
Account Number	Account Name
CK Signatory #1	CK Signatory #2
Initiator's Notes and	Initials

55563 - TCEQ	-
55504 - Lift Station	793.42
55502 - Sewer	-
55501 - Water	4,695.24
55507 - New Meter	1,053.16
55505 - Meter Replacement	-
Total Invoice	6,541.82

Subtotal	\$6,541.82
Sales Tax	\$0.00
Total	\$6,541.82

Please Pay This Amount

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

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. 1131482 - SUMMARY

INVOICE DATE: 11/30/2020

30 Nov 2020 03:38:53PM CST

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Work Type / Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
Maintenance, Lift Station					
LS1					
General Maintenance & Repairs	\$12.00	\$47.64	\$0.00	\$0.00	\$59.64
Maintenance	\$208.00	\$525.78	\$0.00	\$0.00	\$733.78
LS1 Total	\$220.00	\$573.42	\$0.00	\$0.00	\$793.42
LS Total	\$220.00	\$573.42	\$0.00	\$0.00	\$793.42
Maintenance, Water					
General Maintenance & Repairs	\$1,092.00	\$3,744.19	\$569.01	\$0.00	\$5,405.20
Lab Fees or Laboratory Sampling	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20
MW Total	\$1,092.00	\$3,744.19	\$912.21	\$0.00	\$5,748.40
Invoice Total	\$1,312.00	\$4,317.61	\$912.21	\$0.00	\$6,541.82

INFRAMARK, LLC

30 Nov 2020 03:38:53PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1131482 - DETAIL

INVOICE DATE: 11/30/2020

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
	10/23/2020	2376506	1229 Ridgeley Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	10/24/2020	2376601	COHV District Area	Chlorine Residual in the Water System; weekend residuals 10/24-10/25	\$16.00	\$128.42	\$1.12	\$0.00	\$145.54	N
	11/1/2020	2383472	COHV District Area	Chlorine Residual in the Water System; weekend residuals 10/31-11/1	\$20.00	\$160.52	\$0.56	\$0.00	\$181.08	N
	11/4/2020	2387603	1131 Glourie Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	11/4/2020	2387628	1131 Glourie Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	11/8/2020	2390455	COHV District Area	Chlorine Residual in the Water System; weekend residuals 11/7-11/8	\$16.00	\$95.28	\$1.12	\$0.00	\$112.40	N
	11/23/2020	2393147	COHV District Area	Flushing of a Water System; Monthly flushing	\$172.00	\$528.68	\$1.69	\$0.00	\$702.37	N
	11/10/2020	2394398	1229 Ridgeley Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	11/15/2020	2397795	COHV District Area	Chlorine Residual in the Water System; weekend residuals 11/14-11-15	\$40.00	\$238.22	\$0.00	\$0.00	\$278.22	N
	11/17/2020	2399100	COHV District Area	Investigate Poor Water Quality of a Water System; Flush for nitrification-1210 Glourie Ln	\$24.00	\$73.77	\$0.00	\$0.00	\$97.77	N
	11/18/2020	2400284	COHV District Area	Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU); Deliver vacant with usage tag in district.	\$16.00	\$49.18	\$0.25	\$0.00	\$65.43	N
	11/17/2020	2401304	COHV District Area	Investigate a Water System Problem; Check if tapline for 7906 N Villa has been exposed	\$24.00	\$73.77	\$0.00	\$0.00	\$97.77	N

INFRAMARK, LLC

30 Nov 2020 03:38:53PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

Go Green! Think before you print.

INVOICE NO. 1131482 - DETAIL

INVOICE DATE: 11/30/2020

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										
	11/11/2020	2396997	COHV District Area	Investigate a Problem at a Lift Station; blow-by	\$4.00	\$15.88	\$0.00	\$0.00	\$19.88	N
	11/12/2020	2397931	COHV District Area	Meet and/or Assist Consultants or Contractors at a Lift Station; Meet with heavy maintenance to check pump	\$8.00	\$31.76	\$0.00	\$0.00	\$39.76	N
				General Maintenance & Repairs Total	\$12.00	\$47.64	\$0.00	\$0.00	\$59.64	
Maintenance										
	11/12/2020	2396898	COHV District Area	General Repair of a Lift Station Asset; Pull and clean lift pump 1	\$208.00	\$525.78	\$0.00	\$0.00	\$733.78	N
				Maintenance Total	\$208.00	\$525.78	\$0.00	\$0.00	\$733.78	
				LS1 Total	\$220.00	\$573.42	\$0.00	\$0.00	\$793.42	
				LS Total	\$220.00	\$573.42	\$0.00	\$0.00	\$793.42	
Maintenance, Water										
General Maintenance & Repairs										
	9/17/2020	2334307	COHV District Area	Flushing of a Water System; Monthly flushing	\$244.00	\$749.99	\$0.00	\$0.00	\$993.99	N
	9/15/2020	2337745	COHV District Area	Replace 1" Water Meter (damaged, stuck, broken dial, etc.); Install new 1" meter at 7906 N Villa, per Susan Blevins	\$64.00	\$196.72	\$0.00	\$0.00	\$260.72	N
	10/28/2020	2360070	COHV District Area	Flushing of a Water System; Monthly flushing	\$392.00	\$1,204.91	\$0.56	\$0.00	\$1,597.47	N

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1131482 - DETAIL

INVOICE DATE: 11/30/2020

30 Nov 2020 03:38:53PM CST

Go Green! Think before you print.

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
	11/20/2020	2404583	COHV District Area	Replace Water Meter (damaged, stuck, broken dial, lid, etc.); Install new meter for new home-7906 N. Villa	\$64.00	\$244.73	\$483.71	\$0.00	\$792.44	N
				General Maintenance & Repairs Total	\$1,092.00	\$3,744.19	\$569.01	\$0.00	\$5,405.20	
Lab Fees or Laboratory Sampling										
	10/22/2020	2350801	COHV District Area	Purchase Laboratory Services for Water System Asset; Water Utility Services	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20	N
				Lab Fees or Laboratory Sampling Total	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20	
				MW Total	\$1,092.00	\$3,744.19	\$912.21	\$0.00	\$5,748.40	
				Invoice Total	\$1,312.00	\$4,317.61	\$912.21	\$0.00	\$6,541.82	

INFRAMARK Work Order													
District: COHV		WO#: 2396898		Dept: 5730		WO Type: LS		Resp: MTX		Issued: 11/12/2020			
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 110- 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: Pull and clean lift pump 1													
Req By: JAmes				Assigned To: Accounts Receivable				GL Code: 40800					
Utility Staking #:				UCC Start:				UCC End:					
OLD		Meter ID:		Read:		MIU:		Special Class: Planned Maintenance					
NEW		Meter ID:		Read:		MIU:		Gallons Flushed:					
Date Complete: 11/12/2020 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>			
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>	
602472 - Keithlon Bryant						11/12/2020		4.00		N		\$305.78	
603842 - Rodrick Thomas						11/12/2020		4.00		N		\$220.00	
TX512159 - Crane Truck			CRNTRK			11/12/2020		4.00		N		\$208.00	
Milestone: Closed			Invoice#: 1131482			Date Invoiced: 11/30/2020			Total Price: \$733.78				
Mgr Rev Req: No			Bid Price: \$0.00			Manager Name:			Billing Notification: No				
Field Comments: Came out, pulled and cleaned lift pumps. Also, stop blow by.													
<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#:	2396997	Dept:	5755 WO Type: LS Resp: OPS Issued: 11/12/2020
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 I10- West @ Wirt Rd at Ridgely Dr					
Activity Code/Description: LSNVPRB/Investigate a Problem at a Lift Station					
Address/Location: COHV District Area					Sched:
Additional Address/Location or Task Details: blow-by					
Req By: jn		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:	11/11/2020 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 Price</u>
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT? Price</u>
605236 - James Najar			11/11/2020	0.25	N \$15.88
TX112407 - Utility Truck		UTLTRK	11/11/2020	0.25	N \$4.00
Milestone:	Closed	Invoice#:	1131482	Date Invoiced:	11/30/2020 Total Price: \$19.88
Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:	Billing Notification: No
Field Comments: <div style="background-color: yellow; padding: 5px;">noticed more run time on pump #1 when checking it in so I set switch on hand and noticed it was blow by not lowing level like it should contatched heavy maintenance to come out and check on pump</div>					
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:					

INFRAMARK Work Order													
District: COHV		WO#: 2397931		Dept: 5755		WO Type: LS		Resp: OPS		Issued: 11/13/2020			
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 110- West @ Wirt Rd at Ridgely Dr													
Activity Code/Description: LSMEETASST/Meet and/or Assist Consultants or Contractors at a Lift Station													
Address/Location: COHV District Area										Sched:			
Additional Address/Location or Task Details: Meet with heavy maintenance to check pump													
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: 11/12/2020 11:35 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>			
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>	
605236 - James Najar						11/12/2020		0.50		N		\$31.76	
TX112407 - Utility Truck			UTLTRK			11/12/2020		0.50		N		\$8.00	
Milestone: Closed			Invoice#: 1131482			Date Invoiced: 11/30/2020			Total Price: \$39.76				
Mgr Rev Req: No			Bid Price: \$0.00			Manager Name:			Billing Notification: No				
Field Comments: met with heavy maintenance to check on pump #1 that had a blow log pulled as well to make sure it was not ragged up pulled #2 as well adjusted pump #1 so blow by could stop once set in place tested pump all okay back to normal													
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:													
Page 1 of 1													

INFRAMARK Work Order											
District: COHV		WO#: 2334307		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 9/1/2020	
Asset ID/Description: /											
Activity Code/Description: MWFLUSH/Flushing of a Water System											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: Monthly flushing											
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:		322,500.00	
Date Complete: 9/17/2020 4:00 PM				Attachments: 2		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				9/11/2020		4.50		N		\$221.31	
605678 - Mickayla Trombley				9/14/2020		2.00		N		\$98.36	
605678 - Mickayla Trombley				9/14/2020		3.50		N		\$172.13	
605678 - Mickayla Trombley				9/17/2020		1.25		N		\$61.47	
605678 - Mickayla Trombley				9/17/2020		3.00		N		\$147.54	
605678 - Mickayla Trombley				9/11/2020		0.50		N		\$24.59	
605678 - Mickayla Trombley				9/14/2020		0.50		N		\$24.59	
TX112443 - Utility Truck		UTLTRK		9/11/2020		5.00		N		\$80.00	
TX112443 - Utility Truck		UTLTRK		9/14/2020		2.00		N		\$32.00	
TX112443 - Utility Truck		UTLTRK		9/14/2020		4.00		N		\$64.00	
TX112443 - Utility Truck		UTLTRK		9/17/2020		3.00		N		\$48.00	
TX112443 - Utility Truck		UTLTRK		9/17/2020		1.25		N		\$20.00	
Milestone: Closed		Invoice#: 1131482		Date Invoiced: 11/30/2020				Total Price:		\$993.99	
Mgr Rev Req: No		Bid Price: \$0.00		Manager Name:				Billing Notification:		No	
Field Comments: monthly flushing district area.											
<div> <div> <div>Problem Found</div> <div>Customer Responsibility</div> <div>New WO</div> <div>New Asset</div> <div>Void WO/Reason:</div> </div> <div> <div>Page 1 of 1</div> </div> </div>											

[illegible]

INFRAMARK Work Order

District: COHV	WO#: 2350801	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 9/23/2020
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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

Sched:

Additional Address/Location or Task Details: Water Utility Services

Req By:	Assigned To: Accounts Receivable	GL Code: 40400
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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: 10/22/2020 8:56 AM	Attachments: 1	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1131482	Date Invoiced: 11/30/2020	Total Price: \$343.20
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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:
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INFRAMARK Work Order						
District: COHV		WO#: 2360070	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 10/2/2020
Asset ID/Description: /						
Activity Code/Description: MWFLUSH/Flushing of a Water System						
Address/Location: COHV District Area					Sched:	
Additional Address/Location or Task Details: Monthly flushing						
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: 75,000.00	
Date Complete: 10/28/2020 12:00 PM		Attachments: 6	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		10/13/2020	2.50	N	\$122.95	
605678 - Mickayla Trombley		10/14/2020	3.50	N	\$172.13	
605678 - Mickayla Trombley		10/16/2020	3.00	N	\$147.54	
605678 - Mickayla Trombley		10/16/2020	3.50	N	\$172.13	
605678 - Mickayla Trombley		10/28/2020	3.50	N	\$172.13	
605678 - Mickayla Trombley		10/12/2020	3.50	N	\$172.13	
605678 - Mickayla Trombley		10/13/2020	4.00	N	\$196.72	
605678 - Mickayla Trombley		10/14/2020	0.50	N	\$24.59	
605678 - Mickayla Trombley		10/16/2020	0.50	N	\$24.59	
TX112443 - Utility Truck	UTLTRK	10/12/2020	3.50	N	\$56.00	
TX112443 - Utility Truck	UTLTRK	10/13/2020	2.50	N	\$40.00	
TX112443 - Utility Truck	UTLTRK	10/13/2020	4.00	N	\$64.00	
TX112443 - Utility Truck	UTLTRK	10/14/2020	4.00	N	\$64.00	
TX112443 - Utility Truck	UTLTRK	10/16/2020	4.00	N	\$64.00	
TX112443 - Utility Truck	UTLTRK	10/16/2020	3.00	N	\$48.00	

TX112443 - Utility Truck	UTLTRK	10/28/2020	3.50	N	\$56.00
Milestone: Closed	Invoice#: 1131482	Date Invoiced: 11/30/2020	Total Price:		\$1,597.47
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification:		No
Field Comments: Monthly flushing district area. INCOMPLETE					
<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					

TX112443 - Utility Truck	UTLTRK	10/28/2020	3.50	N	\$56.00
Milestone: Closed	Invoice#: 1131482	Date Invoiced: 11/30/2020	Total Price:		\$1,597.47
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification:		No
Field Comments: Monthly flushing district area. INCOMPLETE					
<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#:** 2376506 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 10/22/2020

Asset ID/Description: /

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

Address/Location: 1229 Ridgeley 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: 60515943 **Read:** 3349.9 **MIU:** **Special Class:**

NEW Meter ID: **Read:** **MIU:** **Gallons Flushed:**

Date Complete: 10/23/2020 11:00 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>
CSTOFMVOUT			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		10/23/2020	1.00	N	\$0.00
TX112443 - Utility Truck	UTLTRK	10/23/2020	1.00	N	\$0.00

Milestone: Closed **Invoice#:** 1131482 **Date Invoiced:** 11/30/2020 **Total Price:** \$20.00

Mgr Rev Req: No **Bid Price:** \$0.00 **Manager Name:** **Billing Notification:** Yes

Field Comments: read meter turned service off drive time

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

INFRAMARK Work Order

District: COHV WO#: 2376601 Dept: 5755 WO Type: MW Resp: OPS Issued: 10/23/2020

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 10/24-10/25

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: 10/24/2020 8:49 AM

Attachments: 0

Backcharge To:

L-B-S:

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

Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
008315 - James West		10/23/2020	0.50	Y	\$64.21
008315 - James West		10/24/2020	0.50	Y	\$64.21
TX119056 - Utility Truck	UTLTRK	10/23/2020	0.50	N	\$8.00
TX119056 - Utility Truck	UTLTRK	10/24/2020	0.50	N	\$8.00

Milestone: Closed Invoice#: 1131482 Date Invoiced: 11/30/2020 Total Price: \$145.54

Mgr Rev Req: No

Bid Price: \$0.00

Manager Name:

Billing Notification: No

Field Comments: 10/23 POD 3.50 DO 3.40 10/24 POD 2.40 DO 1.22

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

INFRAMARK Work Order

District: COHV **WO#:** 2383472 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 10/30/2020

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 10/31-11/1

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: 11/1/2020 5:01 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>
008315 - James West		10/31/2020	0.50	Y	\$64.21
008315 - James West		11/1/2020	0.75	Y	\$96.31
TX119056 - Utility Truck	UTLTRK	10/31/2020	0.50	N	\$8.00
TX119056 - Utility Truck	UTLTRK	11/1/2020	0.75	N	\$12.00

Milestone: Closed **Invoice#:** 1131482 **Date Invoiced:** 11/30/2020 **Total Price:** \$181.08

Mgr Rev Req: No

Bid Price: \$0.00

Manager Name:

Billing Notification: No

Field Comments: 10/31 - POE 3.10, DI 1.84. 11/1 - Note inputted in Birdnest due to the 1st.

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

INFRAMARK Work Order

District: COHV WO#: 2387603 Dept: 5755 WO Type: MW Resp: OPS Issued: 11/3/2020

Asset ID/Description: /

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

Address/Location: 1131 Glourie 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: 86454460

Read: 973.99

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 11/4/2020 8:50 AM

Attachments: 0

Backcharge To:

L-B-S:

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

Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
700366 - Charles Lowe		11/4/2020	1.50	N	\$0.00
TX116022 - Utility Truck	UTLTRK	11/4/2020	1.50	N	\$0.00

Milestone: Closed Invoice#: 1131482 Date Invoiced: 11/30/2020 Total Price: \$20.00

Mgr Rev Req: No

Bid Price: \$0.00

Manager Name:

Billing Notification: Yes

Field Comments: Cleaned meter box, read meter, disconnected service

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

INFRAMARK Work Order											
District: COHV		WO#: 2387628		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 11/3/2020	
Asset ID/Description: /											
Activity Code/Description: CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service											
Address/Location: 1131 Glourie 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: 86454460		Read: 973.99		MIU:		Special Class:				
NEW	Meter ID:		Read:		MIU:		Gallons Flushed:				
Date Complete: 11/4/2020 8:55 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>		
CSTONMVIN							1.00		\$20.00		
<u>Labor / Equipment ID</u>		<u>Job Class</u>		<u>Date</u>		<u>Hours</u>		<u>QT?</u>		<u>Price</u>	
700366 - Charles Lowe				11/4/2020		0.25		N		\$0.00	
TX116022 - Utility Truck		UTLTRK		11/4/2020		0.25		N		\$0.00	
Milestone: Closed		Invoice#: 1131482		Date Invoiced: 11/30/2020		Total Price:		\$20.00			
Mgr Rev Req: No		Bid Price: \$0.00		Manager Name:		Billing Notification:		Yes			
Field Comments: Restored service, waited for meter to stop											
<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#:** 2390455 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 11/6/2020

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 11/7-11/8

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: 11/8/2020 11:15 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>
605236 - James Najar		11/7/2020	0.50	Y	\$47.64
605236 - James Najar		11/8/2020	0.50	Y	\$47.64
TX112407 - Utility Truck	UTLTRK	11/7/2020	0.50	N	\$8.00
TX112407 - Utility Truck	UTLTRK	11/8/2020	0.50	N	\$8.00

Milestone: Closed **Invoice#:** 1131482 **Date Invoiced:** 11/30/2020 **Total Price:** \$112.40

Mgr Rev Req: No

Bid Price: \$0.00

Manager Name:

Billing Notification: No

Field Comments: 11/07 PDE 3.5011/08 PDE 3.50 monitor residuals

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

INFRAMARK Work Order

District: COHV WO#: 2393147 Dept: 5755 WO Type: MW Resp: OPS Issued: 11/9/2020

Asset ID/Description: /

Activity Code/Description: MWFLUSH/Flushing of a Water System

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: Monthly flushing

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: 11/23/2020 12:00 PM

Attachments: 3

Backcharge To:

L-B-S:

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

Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
605678 - Mickayla Trombley		11/19/2020	3.00	N	\$147.54
605678 - Mickayla Trombley		11/20/2020	1.50	N	\$73.77
605678 - Mickayla Trombley		11/20/2020	2.00	N	\$98.36
605678 - Mickayla Trombley		11/23/2020	3.75	N	\$184.42
605678 - Mickayla Trombley		11/20/2020	0.50	N	\$24.59
TX112443 - Utility Truck	UTLTRK	11/19/2020	3.00	N	\$48.00
TX112443 - Utility Truck	UTLTRK	11/20/2020	1.50	N	\$24.00
TX112443 - Utility Truck	UTLTRK	11/20/2020	2.00	N	\$32.00
TX112443 - Utility Truck	UTLTRK	11/20/2020	0.50	N	\$8.00
TX112443 - Utility Truck	UTLTRK	11/23/2020	3.75	N	\$60.00

Milestone: Closed Invoice#: 1131482 Date Invoiced: 11/30/2020 Total Price: \$702.37

Mgr Rev Req: No

Bid Price: \$0.00

Manager Name:

Billing Notification: No

Field Comments: monthly flushing district area

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

INFRAMARK Work Order

District: COHV **WO#:** 2394398 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 11/9/2020

Asset ID/Description: /

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

Address/Location: 1229 Ridgeley 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: 60515943

Read: 3349.9

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 11/10/2020 8:40 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>
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		11/10/2020	0.75	N	\$0.00
TX112443 - Utility Truck	UTLTRK	11/10/2020	0.75	N	\$0.00

Milestone: Closed **Invoice#:** 1131482 **Date Invoiced:** 11/30/2020 **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. drive time

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

[illegible]

[illegible]

INFRAMARK Work Order

District: COHV WO#: 2400284 Dept: 5755 WO Type: MW Resp: OPS Issued: 11/17/2020

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 vacant with usage tag in district.

Req By: Billing

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: 11/18/2020 9:00 AM

Attachments: 0

Backcharge To:

L-B-S:

Material / Inventory ID	Vendor / Description	PO# / P-Card	Qty	Price
MS90	MISC. Tag. Green		1.00	\$0.25

Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
605678 - Mickayla Trombley		11/18/2020	1.00	N	\$49.18
TX112443 - Utility Truck	UTLTRK	11/18/2020	1.00	N	\$16.00

Milestone: Closed Invoice#: 1131482 Date Invoiced: 11/30/2020 Total Price: \$65.43

Mgr Rev Req: No

Bid Price: \$0.00

Manager Name:

Billing Notification: Yes

Field Comments: delivered bill tag to residents

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

INFRAMARK Work Order						
District:	COHV	WO#:	2401304	Dept:	5755	WO Type: MW Resp: OPS Issued: 11/18/2020
Asset ID/Description: /						
Activity Code/Description: MWINVPRB/Investigate a Water System Problem						
Address/Location: COHV District Area						Sched:
Additional Address/Location or Task Details: Check if tapline for 7906 N Villa has been exposed						
Req By: Mickayla T		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: 11/17/2020 12:30 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			11/17/2020	1.50	N	\$73.77
TX112443 - Utility Truck		UTLTRK	11/17/2020	1.50	N	\$24.00
Milestone: Closed		Invoice#: 1131482	Date Invoiced: 11/30/2020		Total Price: \$97.77	
Mgr Rev Req: No		Bid Price: \$0.00	Manager Name:		Billing Notification: No	
Field Comments: tap was finally exposed by contractor. tap is 1 1/2" not 1" susan instructed us to order a 1 1/2" meter for address						
No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:		

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INFRAMARK Work Order

District: COHV WO#: 2404583 Dept: 5755 WO Type: MW Resp: OPS Issued: 11/23/2020

Asset ID/Description: /

Activity Code/Description: MWREPMTR/Replace Water Meter (damaged, stuck, broken dial, lid,etc.)

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: Install new meter for new home-7906 N. Villa

Req By: Clint A

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD Meter ID: 20943031

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 11/20/2020 3:00 PM

Attachments: 1

Backcharge To:

L-B-S:

Material / Inventory ID	Vendor / Description	PO# / P-Card	Qty	Price
PCard	Accurate		1.00	\$446.51
MB0012	Meter Box with Lid - Jumbo		1.00	\$37.20

Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
605533 - Clinton Anthony		11/20/2020	2.50	N	\$170.96
605678 - Mickayla Trombley		11/20/2020	1.50	N	\$73.77
TX119013 - Utility Truck	UTLTRK	11/20/2020	2.50	N	\$40.00
TX112443 - Utility Truck	UTLTRK	11/20/2020	1.50	N	\$24.00

Milestone: Closed Invoice#: 1131482 Date Invoiced: 11/30/2020 Total Price: \$792.44

Mgr Rev Req: No

Bid Price: \$0.00

Manager Name:

Billing Notification: Yes

Field Comments: purchase meter and parts dug out tap line and curb stop install new meter with gaskets nuts bolts installed jumbo meter box backfill area

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

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

1. **CALL TO ORDER SPECIAL COUNCIL MEETING AND WORKSHOP:** Mayor Herron called the City of Hilshire Village Special Council Meeting to order at 5:23 P.M. via teleconference due to COVID-19 and the need for social distancing.
1.1 Present were: Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock and Council Member Schwarz. Also present was City Administrator Blevins.

2. **CITIZEN'S COMMENTS:** None

Mayor Herron recessed the Special Council Meeting and called to order the Council Workshop.

COUNCIL WORKSHOP:

- 2.1** Council conducted one-on-one interviews to fill a vacant Alternate Board of Adjustment Member Position and two (2) Board Members for Hilshire Village Cultural Education Facilities Finance Corporation (HVCEFFC). Interviews were held with; Marcus Dotson, Justin Crawford, Cali Schwarz, Brian Wilks and Randy Keys. Sara Wilks was previously interviewed and Allan Torregrossa did not schedule an interview time.
3. **ADJOURNMENT:** Mayor Pro Tem Maddock made a motion to adjourn the Special Council Meeting, seconded by Council Member Gordy.
A vote was taken to approve the motion to adjourn the Special Council Meeting. The motion passed unanimously.
The time was 6:26 PM.

1. **CALL TO ORDER REGULAR COUNCIL MEETING:** Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:33 P.M. via teleconference due to COVID-19 and the need for social distancing.

1.1 Invocation was given by Council Member Gordy.

1.2 Pledge of Allegiance

2. **Present Were:** Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock and Council Member Schwarz. Also present was Deputy Building Official DuVall, City Engineer Him, City Administrator Blevins and Assistant City Secretary Stephens.
3. **CITIZEN'S COMMENTS:** **Bill Bristow, 1233 Pine Chase Drive**, said the ditch between 8111 Bromley and his house was not included in the Annual Ditch Grading Project but needs work. Mr. Bristow asked why agenda item 4.2 is necessary for the police department to enforce a current ordinance. Mr. Bristow also said that the

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address 1226 Glourie has been vacant for years and wanted to know the course of action the City is taking. Administrator Blevins responded that the courts are now open again and we have sent violation letters and will take them to court. Mr. Bristow stated that 1210 Ridgeley has been demolished and lumber was left in the easement threatening proper drainage.

4. REPORTS TO COUNCIL:

3.1 Police Report: The October incident summary report was provided to Council. Administrator Blevins said that she spoke with Spring Valley Police Captain Newman who reported that a person was stopped while walking down Ridgeley Drive and subsequently arrested for a parole violation. This person had a criminal history from 2012 on the same street for burglary of a motor vehicle.

3.2 Building Official's Report: Deputy Building Official DuVall said that the new lots on Glourie are seeing more activity, one home currently under construction and others are in the plan review process.

The City Building Official was excused.

3.3 Engineers Report: Engineer Him said there are several proposed drainage plans and as-built drainage plans under review.

He said the **sanitary sewer lateral** that services 1322 Pine Chase Grove, 1324 Pine Chase Grove and 1327 Glourie Drive replacement is pending updated quotes.

Engineer Him said the repairs have been made to the areas that washed out during Tropical Storm Beta just after the **Annual Ditch Cleaning Project**. He also said there was a sprinkler system on Burkhart that was damaged during the project and it has also been repaired.

Engineer Him addressed Mr. Bristow's earlier citizen comment stating that no reports were received on that particular segment of the ditch on Bromley to be included in the project. Engineer Him said there was a report made to the City by Council Member Gordy who drove through the area during a rain event and reported that everything looked fine. Council Member Gordy confirmed and asked for the specific complaint on the ditch as he witnessed water flowing well. Mr. Bristow said he invites every council member to come see a small trench that was dug down the center of the ditch that runs between his driveway and his neighbor's driveway. Mr. Bristow said it was dug out because it needed to be cleaned and now needs new sod. Engineer Him said that either he or Javier Vasquez will look at it the next time they are in the City. Engineer Him asked if this could have been done by a utility provider like AT&T. Mr. Bristow said there was a new telephone pole installed in that area of which he has two concerns, the first being that the pole is coated in creosote and the second is that if a cell

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tower or node is going to be put on top of it then it needs to be properly grounded to prevent damage to his house.

Engineer Him said the contractor has submitted material plans for the **new water and sewer services** for the four lots at the north end of Glourie. He added that Friday of last week they coordinated final verifications for the location of services with Javier Vasquez. He stated that they anticipate to break ground late this week or early next week and the work will take one (1) to two (2) weeks weather permitting.

4. DISCUSSION AND POSSIBLE ACTION:

- 4.1** Mayor Pro Tem Maddock made a motion to discuss and possibly authorize City Staff to select a contractor to construct and install a new sanitary sewer lateral along the 1324 Pine Chase Grove 10-ft utility easement, reconnect existing sewer services for 1322 Pine Chase Grove, 1324 Pine Chase Grove and 1327 Glourie Drive, and abandon in place the existing sanitary sewer lateral; and a not to exceed amount of \$50,000, seconded by Council Member Byrne and Council Member Schwarz.

A vote was taken to approve the motion authorizing City Staff to select a contractor to construct and install a new sanitary sewer lateral along the 1324 Pine Chase Grove 10-ft utility easement, reconnect existing sewer services for 1322 Pine Chase Grove, 1324 Pine Chase Grove and 1327 Glourie Drive and abandon in place the existing sanitary sewer lateral; and a not to exceed amount of \$50,000.

The motion passed unanimously.

- 4.2** Mayor Pro Tem Maddock made a motion to discuss and authorize Spring Valley Police Department to enforce Ordinance Number 792-2019 in regards to overnight parking, seconded by Council Member Byrne.

Mayor Herron said the streets in Hilshire Village vary in width from 16 feet to 29 feet, all very narrow. He reviewed previous Council Meeting discussions and statistics about the required width of first responder vehicles and the impact that street parking has on their ability to render aid.

Mayor Pro Tem Maddock said he has a neighbor that regularly moves vehicles around so that all are parked in the driveway.

Council Member Carey explained that a comment that came from Hilshire Green is from a family that just welcomed a new baby and had extra visitors helping out at the house. However, he said that they have a long driveway and should be able to comply.

Council Member Schwarz asked how difficult it is to obtain a parking permit.

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Administrator Blevins said citizens can email or call in a permit request then pay online or drop off payment. She stated that the issued permit can be picked up at City Hall, delivered by a city staff member or mailed to their address. Council Member Schwarz asked about issuing a blank permit to each address or providing a printable version for ease of use. Assistant City Secretary Stephens commented that the permits are already printed on colored paper and designed to be filled in and hung from the rear-view mirror. Administrator Blevins said it would be hard to regulate and trust that citizens would use the permits properly if issued blank forms.

Engineer Him added that even if they have a permit to park on the street, drivers should be made aware that their vehicle may be “moved” by first responders if it is left in the way of a fire hydrant or other emergency access point. The permit does not allow them to park anywhere on the street, and they must still obey no parking zones, allow egress and ingress to driveways and not park directly across the street from another parked vehicle. Engineer Him suggested attaching a note listing these warnings to the permit when issued.

Council Member Gordy said he does not think there will be a lot of people who will need a parking permit, and if they do need one like the family with a new baby on Hilshire Green Drive then it is available for them.

Marcus Dotson, 3 Hilshire Grove, said that vehicles are still allowed to park on the street during the day and he isn't sure that prohibiting overnight parking will reduce on-street parking overall.

Council Member Byrne said by removing the vehicles from the street the police department is able to have clear sight lines during patrolling.

Council Member Carey asked how the residents are being educated about these rules. He said there are currently no signs or pavement markings and he wants people to be informed before ticketed.

Council Member Byrne said that the Civic Club has created an insert for the newsletter and city-wide emails have already been sent out.

Mayor Herron said Spring Valley Police Officers will issue warnings first, and that we are not looking to issue citations to everyone immediately.

After discussion, Council agreed that January 31st, 2021, would be the final date that warnings would be issued after that citations will be issued to repeat offenders.

A roll call vote was taken to approve the motion authorizing Spring Valley Police Department to enforce Ordinance Number 792-2019 in regards to overnight parking, however citations are not to be issued until after

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January 31st, 2021.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Carey – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

The City Engineer was excused.

- 4.3** Council Member Byrne made a motion to approve the Villages Mutual Insurance Group Recommended Insurance Carriers for Plan Year 2021 being Blue Cross Blue Shield (Medical), Guardian Life (Dental), Lincoln National Insurance (Life/AD&D/LTD) and Superior Vision (Vision) for the City of Hilshire Village's Employee Benefits, seconded by Council Member Schwarz.

City Administrator Blevins said the Memorial Villages, Village Fire Department and Memorial Water Authority all share the same insurance cooperative group. She said Blue Cross Blue Shield provided the best medical coverage rates so that is what the cooperative decided on.

A vote was taken to approve the motion approving the Villages Mutual Insurance Group Recommended Insurance Carriers for Plan Year 2021 being Blue Cross Blue Shield (Medical), Guardian Life (Dental), Lincoln National Insurance (Life/AD&D/LTD) and Superior Vision (Vision) for the City of Hilshire Village's Employee Benefits.

The motion passed unanimously.

- 4.4** Mayor Pro Tem Maddock made a motion to discuss and possibly approve 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, seconded by Council Member Schwarz.

Commissioner Byrne said the project has a five-million-dollar budget for the reconstruction but upgrades were also needed for dispatch and communications and it was better to do it all at once. He stated that the Village Fire Commission intends to use the reimbursable ambulance funds and unused money from the Compensated Absence Fund for this year and 2021 to pay for the entire renovation. Commissioner Byrne said the Compensated Absence Fund currently has approximately \$11,000 which has not paid out in recent years and does not

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have any upcoming candidates.

Commissioner Byrne explained that traditionally the ambulance fund has been reimbursed to the Cities, Hilshire Village receiving three (3) percent. He said the last couple of years the commission has asked for those funds to be kept within the fire department.

A vote was taken to approve the motion approving 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.

The motion passed unanimously.

- 4.5** Mayor Pro Tem Maddock made a motion to discuss and possibly authorize staff to purchase computer equipment and other health related equipment, seconded by Council Member Schwarz.

Mayor Herron said he has spent years professionally introducing people to new technology and one obstacle is annual maintenance. He said identical systems are easier to maintain updates and upgrades.

Council Member Gordy said standardization is important for ease in transferring the equipment from outgoing to incoming council members.

Mayor Pro Tem Maddock considered if what has been presented exceeds the needs of council members.

Administrator Blevins said hand sanitizer stations can be purchased for the office and council chambers using CARES Act funds. She also discussed UV lights to sanitize the HVAC system and agenda management software to increase staff efficiency. She said the City has a \$45,000 allowance from the CARES Act.

Council Member Schwarz suggested \$30,000 be the spending limit and if the cost exceeds that then Administrator Blevins should come back to Council for more discussion and approval. Administrator Blevins said there have already been items purchased with the intent to get reimbursement from CARES, but it does not exceed \$15,000.

A vote was taken to approve the amended motion authorizing staff to purchase computer equipment and other health related equipment not to exceed \$30,000.

The motion passed unanimously.

5. CLOSED EXECUTIVE SESSION: None

- 5.1** The City Council did not convene into Executive Session.

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

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

Council Member Byrne made a motion to nominate and appoint Brian Wilks to the Alternate Board of Adjustment position, seconded by Council Member Schwarz.

A vote was taken to approve the motion nominating Brian Wilks as an Alternate Member of the Board of Adjustment.

The motion passed unanimously.

5.3 Mayor Pro Tem Maddock made a motion to nominate and appoint two (2) Board Positions for the Hilshire Village Cultural Education Finance Facility Corporation and the Hilshire Village Higher Education Finance Corporation, seconded by Council Member Byrne.

Council Member Schwarz made a motion to nominate Justin Crawford, seconded by Council Member Gordy.

Council Member Carey made a motion to nominate Marcus Dotson, seconded by Council Member Byrne.

A vote was taken to approve the nominations of Justin Crawford and Marcus Dotson to the vacant board positions of the Hilshire Village Cultural Education Finance Facility Corporation and the Hilshire Village Higher Education Finance Corporation.

The motion passed unanimously.

6. REPORTS TO COUNCIL:

6.1 Fire Commissioner's Report: Commissioner Byrne said year-to-date the Fire calls total 15 and there have been 29 EMS calls. He said there was overtime needed due to a storm event and FEMA funds are expected for that.

Commissioner Byrne stated that two paramedics tested positive for COVID-19 on Shift B. He said thirteen staff members have tested negative and the source has not been determined yet. Council Member Schwarz asked if backup staff is available for absent staff due to COVID-19. Commissioner Byrne said that is covered with overtime from the other two shifts.

6.2 Mayor Herron's Report: Mayor Herron did not have any additional items to discuss.

6.3 City Administrator's Report: Administrator Blevins said there is an additional invoice from Harris County Appraisal District to add to the disbursements.

Council Member Byrne said he appreciates the patience from Administrator

**CITY OF HILSHIRE VILLAGE
SPECIAL MEETING AND WORKSHOP @ 5:20 PM
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TUESDAY, NOVEMBER 17, 2020**

Blevins on his concerns about the construction across the street from him. Administrator Blevins said BBG Consulting is aware of the issues and will have the necessary corrections made. She also said 1210 Ridgeley Drive is under careful review by City officials.

6.4 Treasurer's Report: Administrator Blevins said the CDARS account will be up for renewal December 10th. She said she will reach out to see what the interest rates will be and would appreciate consulting with Council Member Carey and Council Member Schwarz for advice.

7. 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, October 20, 2020 and Check Registers for October 2020, seconded by Council Member Schwarz.

A vote was taken to approve the motion approving the Consent Agenda as presented to Council including Disbursements, Deposits, Minutes from the Regular Council Meeting, October 20, 2020 and Check Registers for October 2020. The motion passed unanimously.

8. ADDITIONAL COUNCIL COMMENTS: None

9. FUTURE AGENDA TOPICS: None

10. ANNOUNCEMENTS: None

11. ADJOURNMENT: Mayor Pro Tem Maddock made a motion to adjourn the meeting, seconded by Council Member Schwarz.

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

The meeting was adjourned at 8:29 P.M.

Mayor Herron

ATTEST:

Susan Blevins, City Secretary

CITY OF HILSHIRE VILLAGE
BUDGET FYE 2020 FUNDS

(Source: Bank Statements 11-30-20)

30-Nov-20

30-Nov-20	General Fund
General Fund	
Amegy Checking	\$ 99,449
Amegy Savings	\$ 75,938
General Fund Immedialtely Available	<u>\$ 175,387</u>
CDARS Matures 12/10/20	\$ 1,000,427
General Fund Projected Balance @9-30-20	<u>\$ 1,175,814</u>
(without out any extra revenue)	

30-Nov-20	Utility Fund
Utility Fund	
Amegy Bank Checking	\$ 427,188
Utility Fund Available	<u>\$ -</u>
Utility Fund Projected Balance @ 9-30-19	<u>\$ 427,188</u>

30-Nov-20	Metro #1
Metro #1	
Amegy Savings	\$ 280,478
Tex Pool	\$ 57,035
Metro #1 Fund	<u>\$ 337,514</u>
TxDOT check has not cleared the bank	(\$20,000)
We receive \$103,000 each October thru 2025	
Metro #1 Fund Availabe	<u>\$ 317,514</u>

3-Nov-20	Tax Note
Anticipation Note	
Anticipation Note	\$ 16,492
Anticipation Note Balance	<u>\$ 16,492</u>

31-Jul-20	Child Safety
Child Safety	
Child Safety	\$ 6,004
From General Fund	\$ 698
Child Safety Fund	<u>\$ 6,701</u>

CITY OF HILSHIRE VILLAGE
Check Register
 For the Period From Nov 1, 2020 to Nov 30, 2020

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8368	11/2/20	Village Fire Department	11114	20,063.68
8369	11/2/20	Villages Mutual Insurance	11114	1,782.13
8370	11/2/20	Waste Corporation of Tex	11114	6,799.59
8371	11/4/20	A T & T	11114	357.68
8372	11/4/20	Cary M. Moran	11114	80.00
8373	11/17/20	Municipal Code Corporati	11114	225.00
8374	11/17/20	Centerpoint-Energy	11114	23.66
8375	11/17/20	Sanchez Landscaping	11114	350.00
8376	11/17/20	Hudson Energy Services L	11114	483.65
8377	11/18/20	Amegy Bank	11114	320.93
8378	11/18/20	BBG Consulting	11114	2,750.00
8379	11/18/20	Olson & Olson, Attys at L	11114	715.00
8380	11/18/20	Harris County Appraisal	11114	2,582.00
8382	11/18/20	A T & T	11114	87.44
8383	11/30/20	A T & T	11114	357.68
8384	11/30/20	Amegy Bank	11114	1,098.00
8385	11/30/20	Robert Blevins	11114	300.00
8386	11/30/20	Robert Blevins	11114	780.00
8387	11/30/20	Hilshire Village Utility	11114	350.00
8392	11/30/20	Petty Cash	11114	146.48
ACH 11-02-20	11/2/20	Sprg.Valley GenFund- Pol	11114	43,502.50
ACH 11-13-20	11/13/20	Susan N. Blevins	11114	3,009.13
ACH 11-30-20	11/30/20	Susan N. Blevins	11114	3,009.13
ACH1 11-13-20	11/13/20	Cassandra L. Stephens	11114	1,475.67
ACH1 11-30-20	11/30/20	Cassandra L. Stephens	11114	1,616.75
ELECTRONIC 11-	11/13/20	Internal Revenue Service	11114	1,754.55
Total				<u>94,020.65</u>

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

For the Period From Nov 1, 2020 to Nov 30, 2020

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
3929	11/4/20	Inframark, LLC	11012	2,000.00
3930	11/4/20	A T & T	11012	265.47
3931	11/18/20	USIC Locating Services	11012	278.10
3932	11/18/20	Texas Excavation Safety S	11012	23.75
3933	11/18/20	Inframark, LLC	11012	2,730.84
3925	11/18/20	KorTerra Inc	11012	1,200.00
3926	11/30/20	City of Houston, Public W	11012	7,799.52
3934	11/30/20	Cityof Houston#7099-300	11012	20,940.29
3935	11/30/20	Hudson Energy Services L	11012	20.19
Total				35,258.16

CITY OF HILSHIRE VILLAGE

Parking Permit Agreement

The City of Hilshire Village's parking regulations, policies and procedures apply to all vehicles operating within the City, as ALL OVERNIGHT PARKING IS BY PERMIT ONLY.

General Parking Policies:

- A) All permits must be clearly visible and properly displayed to be valid (hanging from the rear-view mirror or displayed on the dashboard with the expiration date and permit number facing out).
- B) Permits are non-transferable. Resale, purchase, or use of a parking permit issued to another vehicle is a violation of these regulations and the permit is subject to revocation.
- C) Parking is prohibited:

- Directly across from or blocking driveway access
- Directly across from another vehicle already parked on the street
- Within these designated No Parking Zones:

Street Name:	Side of Street:	Limits:
Glourie Drive	Both	Westview to 100' south of Westview
Ridgeley Drive	Both	Westview to 100' south of Westview
Ridgeley Drive	Both	Wirt Road to 100' west of Wirt Road
Ridgeley Drive	North Side	100' south-east of Mallie Court intersection

- Within any other marked No Parking Zones
- State regulated parking laws are subject to enforcement 24 hours a day, 7 days a week.

Vehicles may be "moved" by first responders if they are in the way of emergency services.

Do not park:

- within 15 feet of a fire hydrant
- within 20 feet of a crosswalk at an intersection
- within 30 feet on the approach to a flashing signal, stop sign, yield sign, or traffic-control signal located at the side of a roadway

Enforcement & Citations:

- Any vehicle parked on the street between the hours of 1:00 AM and 5:00 AM and not displaying a parking permit is subject to ticketing, towing (at the owner's expense), and/or immobilization.
- Although commonly practiced, it is not necessary to receive a warning notice before a citation is issued.
- The permit holder is liable for all violations issued against his/her permit.

Returns/Refunds: No refunds will be issued.

Acknowledgment:

I do hereby agree to comply with all parking regulations of the City of Hilshire Village as enforced by the Spring Valley Police Department. I understand and agree with the regulations listed above, and further understand and agree that if I fail to abide by the regulations, my vehicle may be subject to ticketing and/or towing at my own expense.

Signature of Permit Holder

Date Permit Issued

Effective Period

For questions on your parking permit call the City of Hilshire Village at
713-973-1779 or email **Cassie.Stephens@HilshireVillageTexas.com**

Spring Valley does not issue parking permits for Hilshire Village, they can only answer questions about issued citations.

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

On Sunday (December 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 Sunday's extension. That means the relevant open meetings laws remain suspended for at least another 30 days (or until affirmatively rescinded).

We still 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.