

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TEXAS 77055

**TUESDAY, July 21, 2020
PUBLIC HEARING AND REGULAR
COUNCIL MEETING 6:30 P.M.**

TAB

The City Council of the City of Hilshire Village, Texas will hold a Public Hearing and Regular City Council Meeting on Tuesday, July 21, 2020, at the City Hall located at 8301 Westview, Houston, Texas 77055, beginning at 6:30 p.m. **THERE WILL BE NO PUBLIC ACCESS TO THE CITY HALL FOR THE MEETING.** In order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and to slow the spread of the Coronavirus (COVID-19), the City Council will conduct the meeting by telephonic conference in accordance with the order of the Office of the Governor issued on March 16, 2020. Any person may participate and address the City Council by either:

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:

<https://zoom.us/j/96037816085?pwd=cStsM0lMVGoyTHJSdy9nUzBocncwUT09>

Meeting ID: 960 3781 6085

Password: 059597

Or

You are also able to join the meeting telephonically by dialing any of the following number and entering the meeting ID and password:

One tap mobile

+13462487799, US (Houston)

Meeting ID: 960 3781 6085

Password: 059597

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 telephonically 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

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REGULAR COUNCIL MEETING

1. CALL TO ORDER REGULAR COUNCIL MEETING

1.1 Invocation (Mayor Pro Tem Maddock)

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 1

Incident Report June

Up to date Incident Report for July

3.2 Building Official's Report (Kevin Taylor/Evan DuVall)..... 2

3.3 Engineer's Report: (City Engineer Efrain Him) 3

8013 Anadell Road

1233 Archley Drive

8302 Creekstone Circle

1303 Friarcreek Lane

1331 Friarcreek Lane

1301 Glourie Drive

1230 Glourie Drive

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1301 Glourie Drive
1330 Glourie Drive
1123 Guinea Drive
24 Hickory Shadows
5 Hilshire Oaks Court
7906 North Villa Court
7910 North Villa Court
1315 Pine Chase Grove
1323 Pine Chase Grove
Pine Chase Grove Cul-De-Sac
Annual Ditch Cleaning and Maintenance Plan
TCEQ LCR Water Test Results

4. PUBLIC HEARING:

4.1 Public Hearing regarding adopting changes to Chapter 12, Planning and Zoning, regarding lot calculations regarding permeability.4

AN ORDINANCE AMENDING CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING AND REPLACING SECTION 11:01.06 IN ITS ENTIRETY AND REPLACING WITH A NEW SECTION; OF CHAPTER 12 EXHIBIT "A", ZONING ORDINANCE;

4.2 Adjournment of Public Hearing

Reconvene the Regular Council Session

5. DISCUSSION AND POSSIBLE ACTION:

5.1 Discussion and possible approval of the City of Hilshire Village Ordinance Number 799 - 2020 adopting changes to Chapter 12, Planning and Zoning, regarding Residential Districts regarding maximum lot coverage (Sec. 11:01.06) including non-permeable requirement in front of front building line, behind front building line, and for total lot. (Mayor Herron and City Attorney Bounds)4

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- 5.2** Discussion and possible approval of the Rules of the Board of Adjustment, letter to applicants and application (Board of Adjustment Chairman Wally Partridge and City Attorney Bounds) **5**
- 5.3** Discussion and possible direction given by Council to staff regarding Article 91:04.01 Special Exceptions regarding area or setback (City Attorney Bounds and City Administrator Blevins) **6**
- 5.4** Discussion and possible authorization of removal of the safety end treatment and restoration of ditch embankment, or the covering of the ditch area at 1323 Pine Chase Grove for safety reasons as requested by property owner, Mr. Jonathan Simon (Engineer Him) **7**

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

6. REPORTS TO COUNCIL: (Con't)

- 6.1** Fire Commissioner **8**

Recess the Regular Council Session

7. 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).

- 7.1** None at the time of Posting.
- 7.2** City Council may deliberate and consider any actions necessary on any items discussed in the Executive Session. **(NONE AT THE TIME AGENDA POSTED)**

Convene the Regular Council Session

8. 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.

- 8.1** Disbursements: Summary, Deposits..... **9**
- 8.2** Approving the Minutes from the Regular Council Meeting of June 16, 2020. **10**
- 8.3** Approving the Check Register for June, 2020..... **11**

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

9 DISCUSSION AND POSSIBLE ACTION:

Public Hearing and Regular Council Meeting July 21, 2020

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9.1. Consider acceptance of Council Member Robert Swanson's resignation and discuss the replacement process. (Mayor Herron and City Attorney Bounds) **12**

9.2 Approving the City of Hilshire Village Proclamation to Council Member Swanson for his years of service to the City **13**

9.3 Discussion of FYE 2021 Budget and Tax Rates and Setting Date for a Special Council Meeting to approve the Proposed Property (City Administrator Blevins and Mayor Herron) Explanation of changes in laws and HCAD MAPS **14**
Estimated tax rates **15**

9.4 City Office (Mayor Herron)

10. REPORTS TO COUNCIL: (Con't)

10.1 City Administrator **16**

Complaint & Issues Report

Consent Agenda

10.2 Treasurer **17**

Investments

11. REPORTS FROM COUNCIL:

12. ADDITIONAL COUNCIL COMMENTS:

13. FUTURE AGENDA TOPICS:

14. ANNOUNCEMENTS:

15. 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 July 17, 2020 at 2:00 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

06\01\2020
thru 06\30\2020
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
6	ACCIDENT	1
22	ALARM	8
23	AMBULANCE CALL	2
24	ANIMAL CALL	1
135	BUSINESS CHECK	20
49	CIVIL MATTER	1
53	DEBRIS IN ROADWAY	2
60	FIRE CALL	3
62	FOUND PROPERTY	1
70	INFORMATION	4
71	INVESTIGATION	1
76	LOUD NOISE	2
81	OPEN DOOR	2
86	PUBLIC RELATIONS	4
141	STORED/ ABANDONED VEHICLE	1
103	SUSPICIOUS ACTIVITY	3
104	SUSPICIOUS PERSON	2
105	SUSPICIOUS VEHICLE	1
111	VEHICLE BLOCKING ROADWAY	1
112	VEHICLE CHECK	1
117	WELFARE CONCERN	1
Total		62

MONTHLY BUILDING REPORT

May 2020

Plan Review: Two (2): 8302 Creekstone Circle – Interior Remodel
1123 Guinea Dr – Addition & Remodel

Permits: Twelve (12):

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

Sign:	
Roof:	2
Fence:	1
Tree Removal:	4
Irrigation:	
Drainage:	1
Swimming Pool:	
Swimming Pool Demo:	
Other: Driveway	

Inspections: Twenty-Four (24)

Construction Site Maintenance Warnings/Violations Issued:

- 1220 Archley – Job site cleanliness
- 1233 Archley – Job site cleanliness
- 7915 S Villa – Job site maintenance and cleanliness
- 1226 Glourie – Job site maintenance
- 1306 Glourie – Job site maintenance
- 1306 Bridle Spur – Job site cleanliness

Red Tag Stop Work Orders Issued: None

Building Finals / Certificates of Occupancy: 1233 Archley Dr – Conditional CO issued

Change of Occupancy Use: None

Extended Permit Request: None

CITY OF HILSHIRE VILLAGE PLAN REVIEW AND PERMIT LOG - June 2020						
Date	Permit Number	Address	Issued To	Amount Received	Description / Scope	# of Inspections
6/2	HV-20-043R	1323 Pine Chase Dr	Lighthouse Roofing & Restoration	\$ 240.00	Roof Replacement	1
6/3	HV-20-044B	8302 Creekstone Cir	(Homeowner)	\$ 600.23	Interior Remodel Plan Review	0
6/4	HV-20-045M	11 Hickory Shadows	ARS of Houston North	\$ 160.00	Replace HVAC Condenser and Coil	1
6/3	HV-20-044D	8302 Creekstone Cir	(Homeowner)	\$ 280.00	Interior Demolition	1
6/4	HV-20-046F	8108 Bromley	Rio Grande Fence	\$ 175.00	Fence Section Replacement	1
6/8	HV-20-047T	1236 Archley	RF Tree Service	\$ -	Dead Tree Removal	0
6/10	HV-20-048R	7903 Hilshire Green	Craddock Roofing	\$ 240.00	New Roof on House and Shed	1
6/10	HV-20-049T	1302 Glourie Dr	Triple T Tree Services	\$ -	Dead Tree Removal	0
6/10	HV-20-044E	8302 Creekstone Cir	Mockingbird Electrical	\$ 330.00	Remodel Electrical	3
6/17	HV-20-051B	1123 Guinea Dr	RL Builders	\$ 5,050.71	Remodel/Addition Plan Review	0
6/17	HV-20-051D	1123 Guinea Dr	RL Builders	\$ 1,500.00	Drainage Plan Review	0
6/19	HV-20-052T	7914 Hilshire Green	Castillo's Tree Experts	\$ 25.00	Dying Tree Removal	0
6/23	HV-20-053T	1320 Pine Chase Dr	Flores Tree Service	\$ -	Dead Tree Removal	0
6/24	HV-20-054D	1331 Friarcreek Ln	Oden Design & Contracting	\$ 205.00	Culvert Replacement	2
6/30	HV-20-055M	1106 Glourie Dr	Cool Care Heating & Air	\$ 160.00	HVAC Replacement	1

INSPECTION LOG - June 2020

DATE	TIME	INSPECTION REQUEST DATE	LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
5/29/20	3:47 PM	6/1/20	20-126	1125 Ridgeley Dr	N/A	Tree Inspection - Leaning and possible hazard	N/A	6/1/20	Cary Moran
6/1/20	10:00 AM	6/1/20	20-128	1315 Pine Chase	HV-20-041D	Trench Inspection	Pass	6/2/20	Javier Vasquez
6/2/20	10:00 AM	6/2/20	20-129	1315 Pine Chase	HV-20-041D	Drainage Cover	Pass	6/2/20	Javier Vasquez
6/2/20	9:00 AM	6/3/20	20-130	1306 Bridle Spur Ln	HV-19-062B	Stucco Post Wrap	Fail	6/3/20	BBG
6/3/20	8:00 AM	6/5/20	20-131	1306 Bridle Spur Ln	HV-19-062B	Stucco post wrap reinspection	Pass	6/5/20	BBG
6/5/20	12:00 PM	6/5/20	20-132	1315 Pine Chase Dr	HV-20-041D	Drainage Final	Pass	6/5/20	Javier Vasquez
6/5/20	11:26 AM	6/9/20	20-133	8302 Creekstone Cir	HV-20-044D	Utility Disconnect / Pre-Interior Demo	Pass	6/9/20	BBG
6/8/20	11:20 AM	6/9/20	20-134	1233 Archley Dr	HV-20-015SPE	Swimming Pool Electrical Final	Pass	6/9/20	BBG
6/8/20	2:07 PM	6/9/20	20-135	1306 Bridle Spur Ln	HV-19-062B	Wall ties	Pass	6/9/20	BBG
6/9/20	3:26 PM	6/10/20	20-136	1233 Archley Dr	HV-18-101M	HVAC Final	Pass	6/10/20	BBG
6/9/20	2:31 PM	6/10/20	20-137	1233 Archley Dr	HV-18-101D	Drainage Final	Pending Review	6/10/20	Javier Vasquez
6/10/20	1:37 PM	6/11/20	20-138	8302 Creekstone Cir	HV-20-044E	T-Pole	Pass	6/11/20	BBG
6/10/20	3:30 PM	6/11/20	20-139	7915 S Villa Ct	HV-19-068P	Shower Pan	Pass	6/11/20	BBG
6/11/20	12:00 PM	6/11/20	20-140	1306 Bridle Spur Ln	HV-19-062FS	Fire Sprinkler Cover/Hydro	Pass	6/11/20	Rusty Kattner
6/11/20	12:00 PM	6/11/20	20-141	1233 Archley Dr	HV-18-101FS	Fire Sprinkler Final	Pass	6/11/20	Rusty Kattner
6/12/20	12:00 PM	6/15/20	20-142	1233 Archley Dr	HV-18-101F	Fence Final	Fail	6/15/20	BBG
6/12/20	12:00 PM	6/15/20	20-143	1233 Archley Dr	HV-18-101T	New Construction Tree Final	Pass	6/15/20	Cary Moran
6/12/20	12:00 PM	6/15/20	20-144	1233 Archley Dr	HV-18-101B	Building Final	Pass Pending	6/15/20	BBG
6/17/20	12:13 PM	6/18/20	20-145	8009 Anadell St	HV-19-042B	Driveway/Flatwork Inspection	Pass	6/18/20	BBG
6/17/20	6:30 PM	6/18/20	20-146	1233 Archley Dr	HV-18-101F	Fence Final Reinspection	Pass	6/18/20	BBG
6/17/20	4:21 PM	6/19/20	20-147	1306 Bridle Spur Ln	HV-19-062B	Framing	Fail	6/19/20	BBG
6/18/20	11:17 AM	6/19/20	20-148	1233 Archley Dr	HV-20-015SPP	Swimming Pool Plumbing and Pool Final	Pass	6/19/20	BBG
6/24/20	10:33 AM	6/25/20	20-149	1306 Bridle Spur Ln	HV-19-062B	Framing Reinspection	Fail	6/25/20	BBG
6/29/20	3:00 PM	6/30/20	20-150	1220 Archley Dr	HV-18-101E	Electrical TCI (permanent service)	Pass	6/30/20	BBG

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
6/7/20	1023 Ridgeley Dr	No violations noted	
6/7/20	1111 Guinea Dr	No violations noted	
6/7/20	1220 Archley Dr	Warning given to pick up trash and debris from job site	
6/7/20	1233 Archley Dr	Warning given to pick up trash and debris from job site	
6/7/20	8116 Bromley St	No violations noted	
6/7/20	1217 Pine Chase Dr	No violations noted: driveway finished, site looks clean	
6/7/20	8009 Anadell St	No violations	
6/7/20	1226 Glourie Dr	Grass length will soon pass the allowed length for the city ordinance; Debris pile is still in middle of driveway	
6/7/20	1306 Glourie Dr	Grass length will soon pass the allowed length for the city ordinance	
6/7/20	2 Pine Creek Ln	No violations noted	
6/7/20	1306 Bridle Spur St	No violations noted	
6/7/20	14 Hilshire Grove Ln	No violations noted	
6/7/20	7902 N Villa	Construction looks to be complete; No Violations	
6/7/20	7915 S Villa	No Violations noted; reminder: check back next week to make sure pallet is removed from front of site	
6/13/20	1023 Ridgeley Dr	No violations noted	
6/13/20	1111 Guinea Dr	No violations noted	
6/13/20	1220 Archley Dr	Job site has been cleaned up from last week, no violations	
6/13/20	1233 Archley Dr	Job site has been cleaned up from last week, no violations	
6/13/20	8116 Bromley St	No Violations noted	
6/13/20	1217 Pine Chase Dr	No violations noted	
6/13/20	8009 Anadell St	No violations noted	
6/13/20	1226 Glourie Dr	Grass is beginning to grow close to the allowed grass length per city ordinance. Site shows no changes from last week	
6/13/20	1306 Glourie Dr	Grass is beginning to grow close to the allowed grass length per city ordinance. Site shows no changes from last week	
6/13/20	2 and 3 Pine Creek Ln	No violations noted	
6/13/20	1306 Bridle Spur St	No violations noted	
6/13/20	14 Hilshire Grove Ln	No violations noted	
6/13/20	7906 N Villa	No construction has begun as of this inspection	

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
6/13/20	7915 S Villa	Warning given to repair silt fencing and pick pallet up from front of jobsite	
6/20/20	1023 Ridgeley Dr	No violations noted	
6/20/20	1111 Guinea Dr	No violations noted	
6/20/20	1220 Archley Dr	No violations noted	
6/20/20	1233 Archley Dr	No violations noted	
6/20/20	8116 Bromley St	No Violations noted	
6/20/20	1217 Pine Chase Dr	No violations noted	
6/20/20	8009 Anadell St	No violations noted	
6/20/20	1226 Glourie Dr	Grass is beginning to grow close to the allowed grass length per city ordinance. Site shows no changes from last week	
6/20/20	1306 Glourie Dr	Grass is beginning to grow close to the allowed grass length per city ordinance. Site shows no changes from last week	
6/20/20	2 and 3 Pine Creek Ln	No violations noted	
6/20/20	1306 Bridle Spur St	No violations noted	
6/20/20	14 Hilshire Grove Ln	No violations noted	
6/20/20	7906 N Villa	No construction has begun as of this inspection	
6/20/20	7915 S Villa	Violation given to repair silt fencing, clean up debris on site (mainly pallets and wood)	Sent email to contractor and property owner (investor).
6/27/20	1023 Ridgeley Dr	No violations noted	
6/27/20	1111 Guinea Dr	No violations noted	
6/27/20	1220 Archley Dr	Warning placed to notify grass above allowed city ordinance	
6/27/20	1233 Archley Dr	No Violations noted	
6/27/20	8116 Bromley St	No Violations noted	
6/27/20	1217 Pine Chase Dr	No violations noted	
6/27/20	8009 Anadell St	No Violations; driveway finished	
6/27/20	1226 Glourie Dr	Warning placed to remove pile of debris from site and watch grass length	
6/27/20	1306 Glourie Dr	Warning given to watch grass length	
6/27/20	2 Pine Creek Ln	No violations noted	

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
6/27/20	1306 Bridle Spur St	Violation given: Trash and debris must be pick up from site and right of way and disposed of in a proper trash receptacle.	Spoke with superintendent.
6/27/20	14 Hilshire Grove Ln	No violations noted	
6/27/20	7906 N Villa	Construction has not begun as of this inspection	
6/27/20	7915 S Villa	Violation given: trash and debris must be picked up from front and on job site at all times and Builders sign must be picked up and visible from street	
7/5/20	7915 S Villa	Silt fencing looks to be repaired from last week. Debris has been picked up around and in front of site.	
7/5/20	1306 Bridle Spur St	Debris and trash cleaned up from last weeks inspections. no new violations noted	
7/5/20	1023 Ridgeley Dr	No violations noted	
7/5/20	14 Hilshire Grove Ln	No violations noted	
7/5/20	8116 Bromley St	No Violations noted	
7/5/20	1226 Glourie Dr	No changes	
7/5/20	1111 Guinea Dr	No violations noted	
7/5/20	7906 N Villa	Construction has not begun at the time of this inspection	
7/5/20	1217 Pine Chase Dr	No violations noted	
7/5/20	1306 Glourie Dr	No new violations noted	
7/5/20	1233 Archley Dr	No Violations noted	
7/5/20	2 Pine Creek Ln	No violations noted	
7/5/20	8009 Anadell St	No Violations noted	
7/5/20	1220 Archley Dr	No violations noted	



July 17, 2020

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

Re: Engineer's Report for July 21, 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 June 13, 2020 to July 17, 2020.

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

a. 8009 Anadell Road –

- On July 15, 2020, HDR received the as-built drainage plan for 8009 Anadell Road. The as-built drainage plan is currently under review by HDR.
- HDR will be performing the as-build drainage inspection on July 17, 2020, weather permitting.
- As part of the annual ditch cleaning maintenance plan, HDR has requested Mr. BJ King (Contractor – DonMar Grading, Inc.) to include the cleaning and re-grading of the silted ditch segment along 8013 Anadell Road to allow for better drainage of the 8009 Anadell Road ditch.

b. 1233 Archley Drive –

- HDR has been coordinating with Mr. Joey Trahan (Sugar Creek Homes – Contractor) on the ditch and culvert corrective work identified during the as-built drainage plan survey review. The northern driveway culvert was not installed properly and is holding approximately 2 to 3-inches of water in the ditch
- Once the ditch and culvert corrective work is completed, the Contractor will resubmit a revised as-built drainage plan survey for the City's review and approval.

c. 8302 Creekstone Circle –

- HDR has been coordinating with Mr. Saied Alavi (Engineer of Record) regarding the proposed concrete patio pad and leveling of low spot areas in the backyard of 8302 Creekstone Circle.

- The proposed concrete patio pad will replace the existing flagstone patio pad, and the leveling of the low spots will not adversely impact the existing drainage pattern of the backyard, therefore, a formal drainage plan submittal is not required.
- HDR is currently reviewing the existing conditions survey, plan/schematic for the proposed concrete patio pad and location of low spot areas to be filled/leveled, and certification letter from Mr. Alavi confirming that no other construction activities and re-grading work will be taking place other than what has been noted above.

d. 1303 Friarcreek Lane –

- On June 30, 2020, HDR coordinated with Mr. Jorge Lefebvre (1303 Friarcreek Lane) regarding the erosion issues experienced in his backyard and the general requirements for submittal of engineering plans to the City and Harris County Flood Control District (HCFCD) for any proposed erosion control measures in the ravine/gully.

e. 1331 Friarcreek Lane –

- On June 17, 2020, HDR reviewed and returned to the City and Mr. Brian Weatherall (Oden Design & Contracting – Contractor) the plans/schematics for the proposed walkway culverts and headwall at 1331 Friarcreek Lane. The plans/schematics were approved with exceptions noted.
- On July 6, 2020, HDR performed the walkway culverts form and cover inspection. Contractor was reminded to provide a safe transition and cross slope no greater than 2% along the proposed walkway, and to restore disturbed areas within the ditch to pre-existing or better condition. No issues were identified, therefore it passed inspection.
- The Contractor has completed the work and HDR will be performing the walkway and culvert final inspection on July 17, 2020, weather permitting.

f. 1330 Glourie Drive –

- On July 9, 2020, HDR received the drainage plan submittal for 1330 Glourie Drive. The drainage plan is currently under review by HDR.
- HDR has also been coordinating with the City regarding the water and sewer services requirements for the new lot/development at 1330 Glourie Drive, and the adjacent three (3) undeveloped lots from the Holy Cross Church replat.

g. 1123 Guinea Drive –

- On June 29, 2020, HDR reviewed and returned to the City and Mr. JR Reuther (Contractor) the drainage plan for 1123 Guinea Drive. Additional information and corrections (i.e. survey benchmark information, swale cross-section, etc.) are required, therefore, it must be revised and resubmitted.

- On July 14, 2020, HDR received the drainage plan resubmittal for 1123 Guinea Drive. The drainage plan is currently under review by HDR.
- h. 24 Hickory Shadows –
 - On July 13, 2020, HDR reviewed record drawing documents and coordinated with the City on the location of the existing sanitary sewer service and clean-out at 24 Hickory Shadows.
- i. 7906 North Villa Court –
 - On July 7, 2020, HDR reviewed and returned to the City the drainage plan resubmittal for 7906 North Villa Court. The drainage plan was approved with exceptions noted.
 - HDR has been coordinating with Mr. Taylor Johnson (Aspire Fine Homes - Builder) and Mr. Matt Gray (Anvil Engineering – Engineer of Record) on proposed revisions to their approved drainage plan that would allow them to tie their proposed storm sewer into the existing Type B-B inlet in North Villa Court in lieu of the curb drains. This alternative will mitigate the need to bring additional fill material to the site required to provide proper cover of proposed storm sewer pipes and overall re-grading of the site.
- j. 7910 North Villa Court –
 - On July 13, 2020, HDR received the as-built secondary drainage plan submittal for 7910 North Villa Court. The as-built drainage plan is currently under review by HDR.
 - HDR will be performing the as-built secondary drainage inspection on July 17, 2020, weather permitting.
- k. 1323 Pine Chase Grove –
 - HDR has been coordinating with Mr. BJ King (Contractor – DonMar Grading, Inc.) to secure a quote to restore the ditch embankment, clean-up the ditch and removal of the safety end treatment at 1323 Pine Chase Grove, if approved by the City.
 - Mr. Simon has previously requested to the City that the ditch in front of his property be covered due to safety concerns. This request has been included in the agenda for the July 21, 2020 Regular Council Meeting for discussion and possible action.
- l. Pine Chase Grove Cul-De-Sac –
 - HDR has been coordinating with Mr. BJ King (Contractor – DonMar Grading, Inc.) to secure a quote to address the drainage and erosion issues in the Pine Chase Grove cul-de-sac.

m. Ridgeley Drive No Parking Signs –

- On July 9, 2020, HDR coordinated with the City on the signs and pole specifications and order requirements for the no parking zone signs along the Ridgeley Drive curved segment, including the replacement of the right curve sign that was stolen near the intersection of Ridgeley and Guinea Drives.

n. Annual Ditch Cleaning and Maintenance Plan –

- HDR has been coordinating with Mr. BJ King (Contractor – DonMar Grading, Inc.) to secure quotes to perform the annual cleaning and maintenance of ditches throughout the City.

o. TCEQ LCR Water Test Results –

- The City is on an annual LCR tap sample monitoring schedule and required to monitor for lead and copper between June 1st and September 30th of every year, starting in 2019.
- The TCEQ has previously noted the City's eligibility for triennial monitoring if two (2) consecutive annual monitoring periods do not exceed the lead and copper action level or maximum contaminant level (MCL).
- On July 9, 2020, the City received the lead and copper test results and all levels were below the action level or MCL. The City has completed two (2) consecutive annual monitoring periods (2019 and 2020) with no lead and copper exceedance, therefore, the City should qualify for the triennial monitoring program in lieu of the annual monitoring program.

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. 799 -2020

AN ORDINANCE AMENDING CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, SECTION 11:01.06, MAXIMUM LOT COVERAGE; TO REGULATE NON-PERMEABLE SURFACES ON RESIDENTIAL LOTS; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH VIOLATION; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, City Council, acting as the City's Zoning Commission, provided a preliminary report as required by Section 211.007 of the Texas Local Government Code, on May 19, 2020; and

WHEREAS, a public hearing on this preliminary report at which parties in interest and citizens had an opportunity to be heard was held before the City Council, acting as the Zoning Commission, on June 16, 2020; and

WHEREAS, City Council, acting as the City's Zoning Commission, provided a final report on this change in zoning regulations; and

WHEREAS, a public hearing on this final report was held by City Council on July 21, 2020; and

WHEREAS, before the 15th day before the date of the public hearing on the final report, notice of the time and place of the hearing was published in a newspaper of general circulation in Hilshire Village;

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

Section 1. Section 11:01.06, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended to read as follows:

11:01.06 Maximum lot coverage:

(a) For new construction: The maximum coverage of any lot with any non-permeable constructed surface shall not exceed fifty-five (55) percent of the lot area located behind the required front building line and shall not exceed fifty percent of the lot area located in front of the required front building line; provided, however, the non-permeable constructed surface behind the required front building line may be reduced to fifty (50) percent if the non-permeable constructed surface in front of the required front building line does not exceed sixty (60) percent of the lot area located in front of the required front building line.

(b) Maximum lot coverage of any lot on which an existing dwelling was built or permitted prior to April 19, 2016: The maximum coverage of any lot on which the primary building or dwelling was built or permitted prior to April 19, 2016, shall not exceed sixty (60) percent of the lot area located behind the required front building line and shall not exceed fifty percent of the lot area located in front of the required front building line.

(c) Non-Conforming Lots Prior to July 21, 2010. The maximum coverage of any lot on which the primary building or dwelling was built or permitted prior to July 21, 2010 shall not exceed sixty (60) percent of the lot area located behind the required front building line and shall not exceed fifty percent of the lot area located in front of the required front building line; provided, however, if the lot the impermeable coverage behind the front building line exceeded sixty-five (65) percent prior to July 21, 2010, then any new construction behind the front building line, other than new construction of a dwelling or building, on the lot that exceeds the rear lot impermeable coverage limits may be permitted if, upon completion of the new construction, the impermeable coverage behind the front building line does not exceed 65%. Example: an existing non-conforming lot that has 85% impermeable coverage behind the front building line that was constructed prior to July 21, 2010, would be allowed to make modifications that reduce the impermeable coverage behind the front building line to 65% even though the lot coverage requirement is 60%.

(d) For computation of lot coverage, by way of example only, required "non-permeable constructed surface" shall include accessory buildings, building, driveway, garages, pools, patios, any paved surface for automobiles, pavers, including porous pavers and other non-permeable constructed surface areas, sidewalks," but shall exclude, by way of example only, air conditioner supports, landscape border stones, stepping stones, wooden decks and similar materials or structures

Section 2. Any person, firm, partnership, association, corporation, company, or organization of any kind who or which intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this Comprehensive Zoning Ordinance shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed two thousand dollars (\$2,000). Each day during which such violation shall exist or occur shall constitute a separate offense. The owner or owners of any property or of premises where any violation of this Comprehensive Zoning Ordinance shall occur, and any agent, contractor, builder, architect, person, or corporation who shall assist in the commission of such offense shall be guilty of a separate offense, and, upon conviction thereof, shall be punished as above provided.

Section 3. This ordinance is intended to be cumulative and shall not repeal any previous ordinance except to the extent that any provision of such ordinance is inconsistent and cannot be reconciled with any provision contained herein.

Section 4. In case any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this ordinance, or the application of the same to any person or circumstances

shall for any reason be adjudged invalid or held unconstitutional by any court of competent jurisdiction, the same shall not affect, impair, or invalidate this ordinance as a whole or any part or provision thereof other than the part so declared to be invalid or unconstitutional, and the City Council of the City of Hilshire Village, Texas, hereby declares that it would have passed each and every part of the same notwithstanding the omission of any such part so declared to be Invalid or unconstitutional, or whether there be one or more such parts. Furthermore, if any portion or portions hereof be so held to be invalid or unconstitutional, then the corresponding portion of the Zoning Ordinance adopted by the City of Hilshire Village, Texas, shall continue to be effective.

Section 5. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this 21st day of July, 2020.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary

Just wanted to state that the following: The attached documents were given to you in your March Packets. Nothing has changed from that date. Would not want you to re-read if you already have done so.

CITY OF HILSHIRE VILLAGE
RULES OF
THE BOARD OF ADJUSTMENT
(as amended February __, 2020)

Article I: Meetings

- Sec. 1.** Meetings of the Board of Adjustment shall be held at the offices of the City of Hilshire Village, 8301 Westview, or in the event the City Office is unavailable or inappropriate, any such other place as may be determined by the Chairman.
- Sec. 2.** Upon notification from the City Secretary/Administrator that an Application has been filed, the Chairman shall call a public hearing in respect of such Application, and shall provide for the proper posting, notification, advertisement, and conduct of such hearing.
- Sec. 3.** Special meetings may be called by any member of the Board. Notice of Special Meetings shall be posted at the City office and given to each member at least 72 hours before the time set for the meeting.
- Sec. 4.** A quorum of the Board shall consist of four (4) members.
- Sec. 5.** All Board meetings shall be open to public attendance except where a closed meeting is authorized under state law.
- Sec. 6.** In all matters submitted to the Board for decision, the Board shall fix a reasonable time for public hearing thereon and shall give public notice of the hearing and due notice to the parties in interest. The Board shall give notice to the applicant and to all owners of property within this City lying within two hundred (200) feet of the property affected, as shown on the City Tax Rolls, by mailing United States post cards to each of such parties at the address, if any, shown on the City's tax rolls, not less than ten (10) days before the date of such hearing. The hearing shall be held so that the Board may make a final decision within sixty (60) days of the date of the application for hearing.

Article II: Cases Before the Board

Sec. 1. Each application to the Board, whether an appeal from an order, decision, or determination of the Building Official, or whether for a special exception or for a variance, shall be made on official Form 1.

Sec. 2. All information called for by Form 1 shall be furnished by application in the manner therein prescribed.

A. ***Appeals from official's decision.*** Applications for an appeal from the decision of the City Secretary/Administrator, Building or Zoning Official, or other officer or board of the City must be filed within twenty (20) days of the official's decision and shall include the street address and legal description of the property to which the decision in question relates; the name, address, and contact information of the person filing the appeal; the nature and date of the decision in question; the specific interest the person filing the appeal has in the decision in question; a brief explanation as to why the applicant believes the decision was incorrect; and any other information that the applicant believes relevant to the Board's consideration of the matter.

B. ***Variances.*** Applications for a variance must include the street address and legal description of the property to which the decision in question relates; the name, address, and contact information of the person filing the appeal; the provision of the zoning chapter from which the applicant seeks relief; a brief explanation why the applicant believes that the Board should grant the requested variance, including the special conditions that cause applicant's hardship and the conditions that should be applicable to the variance so that the spirit of the Zoning Ordinance is observed and substantial justice is done; and any other information that the applicant believes relevant to the Board's consideration of the matter.

C. ***Special Exceptions.*** Applications for a special exception must include: the street address and legal description of the property to which the decision in question relates; the name, address, and contact information of the person filing the appeal; a citation to the provision of the zoning chapter that authorizes the special exception requested; a specific description of the special exception that the applicant seeks; a brief explanation why the applicant believes the Board should grant the special exception; and any other information that the applicant believes relevant to the Board's consideration of the matter.

D. ***Combined Applications.*** A single application may combine an appeal and one or more requests for variances or special exceptions if they all relate to a single property and contain the information required for each request.

Sec. 3. The original and twelve (12) complete duplicate copies of each application shall be filed with the City Secretary/Administrator, along with the required fee as designated on the Permit Fee Schedule of the City of Hilshire Village. After conferring with the Chairman, the City Secretary/Administrator shall provide the duplicate copies to the Building Official, the Mayor, the City Attorney, and each member and alternate of the Board of Adjustment, along with any other documents the Chairman may specify. The City Secretary/Administrator shall file the original application and retain two (2) duplicate copies for the purpose of being reproduced by citizens having an interest in the particular application.

Sec. 5. A. ***Time limit.*** Every application for appeal of from an official's decision shall be made within twenty (20) days from the date of refusal of a permit by, or date of order, ruling, decision or determination of the official; no application made later shall be considered by the Board. On receiving the notice of appeal, the official from whom the appeal is taken shall immediately transmit to the Board all papers constituting the record of the action that is appealed.

B. ***Other.*** Subject to the provisions of Article V, Section 4, an application for a special exception or a variance may be filed at any time.

Sec. 6. Any communication purporting to be an application shall be regarded as mere notice to seek relief until it is made in the form required by these rules and signed by the applicant. No application is complete until all applicable fees have been paid.

Sec. 7. Any applicant may, in writing, withdraw the application at any time.

Sec. 8. An application may be amended after notice has been given only by permission of the Board.

Sec. 9. The owner or owners of the property involved in an application must join in the application.

Sec. 10. The City Secretary/Administrator is authorized to reject incomplete forms. The City Secretary/Administrator is authorized to act for the Board to reject any application that is: a) not filed by the applicable deadline; b) not substantially complete; or c) that is not accompanied by the required fee. An applicant who believes that the City Administrator wrongfully rejected an application may

appeal the City Administrator's decision to the Board by filing a written notice of appeal with the City Administrator within twenty (20) days. The City Administrator shall place the matter on the agenda of the next Board meeting.

- Sec. 11.** An appeal of the decision of an official stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the Board facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed by a restraining order granted by the Board, after notice to the official, if due cause is shown.

Article III: The Docket and Calendar

- Sec. 1.** Each application filed in proper form with the required data shall be numbered serially and docketed by the City Secretary/Administrator. The docket numbers shall begin anew on January first of each year and shall be hyphenated with the number of the year in which the application is filed.
- Sec. 2.** All cases shall be scheduled for the earliest hearing practicable based on the ten-to-twenty (10-20) day notice requirement and schedule constraints of key participants and officials.
- Sec. 3.** Applications shall be heard in the order in which they are filed with the City Secretary/Administrator, except that an application may be advanced for hearing by order of the Board upon good cause shown.
- Sec. 4.** All notices of hearings shall be given on Form II and in accordance with provisions of the Zoning Ordinance of the City of Hilshire Village and the Statutes of Texas.
- Sec. 5.** No notice other than that provided for in these rules and the Zoning Ordinance of the City of Hilshire Village and Texas Statutes will be required to be given to applicants or others interested in hearings by the Board.
- Sec. 6.** If, for any reason, any application cannot be heard or its hearing completed on the day set, the Board may order said hearing to be recessed to a follow-up meeting. Unless otherwise noticed, such follow-up meetings shall be scheduled as soon as practicable based on required notice requirements and the schedule constraints of key participants and officials.

Article IV: Hearings

- Sec. 1.** Hearings shall be held by the Board of Adjustment as soon as practicable following receipt of a proper application.
- Sec. 2.** A quorum for hearing by the Board shall consist of four (4) members, but a lesser number may meet and recess a hearing.
- Sec. 3.** Hearings shall be open to the public.
- Sec. 4.** The Board may issue subpoenas to compel the attendance of witnesses, and it may swear witnesses.
- Sec. 5.** The applicant may appear in applicant's own behalf or be represented by agent or attorney at said hearing. In the absence of any personal appearance on behalf of applicant, the Board will proceed to dispose of the matter before it.
- Sec. 6.** Applicant has burden of establishing all facts required as the basis for granting the applicant's request for relief.
- Sec. 7.** The Building Official or the Building Official's designated representative is ordinarily responsible for presenting the City's side of the case, but it may be presented by any other representative of the City.
- Sec. 8.** At a hearing, the general order of presentation shall be as follows unless applicant makes a written request for a formal hearing:
- A. Building Official or other City representative
 - B. Applicant
 - C. Other interested parties
 - D. Applicant's rebuttal
 - E. Board questions, discussion, and deliberation
- Sec. 9.** All parties to any case, including, without limitation, the parties listed in Section 8 above, may introduce evidence, examine witnesses, and cross-examine any other witnesses. An interested party is a person who lives within two hundred (200') feet of the property on which the decision is made, unless otherwise approved by the Board.
- Sec. 10.** The Board has discretionary power to specify the amount of time allotted to presenting parties and take any other actions needed to conduct an orderly meeting.

- Sec. 11.** Upon written request of the applicant or another interested party, the following additional procedures shall be applicable to the Board's consideration of an appeal and application:
- A. The applicant shall be given the right to open and close the evidence.
 - B. The applicant may, at its sole election, permit City staff to present its recommendation on the matter during the applicant's opening. Otherwise, the staff shall present its recommendation, if any, after the applicant and any other parties have completed their presentations.
 - C. If one or more of the parties file a written request for the right to cross examine witnesses, all witness testimony shall be submitted in question and answer form, and all parties shall have the right to cross-examine any witnesses whose testimony is adverse to that party's position.
 - D. Members of the Board may question any witness or party, regardless of whether the witness testimony is presented in question and answer form.
 - E. Any written or physical evidence offered by the parties or by City staff shall be submitted through the City Secretary/Administrator to the Board or to the Board during a public meeting. Strict rules of evidence shall not be followed with regard to physical or written evidence, but the Board may allow any party or the Building Official to point out questions of authenticity, reliability, relevance, bias, prejudice, etc.

Article V: Final Disposition

Sec. 1. BOARD DECISION

- A. **Time.** The Board shall decide the appeal at the end of the hearing or at the next meeting following the hearing; provided, further, the Board shall decide the appeal not later than the sixtieth (60th) day after the date the appeal is filed.
- B. **Scope.** In the final disposition of any application, the written decision shall affirm, modify, or reverse the refusal of a permit by, or any other decision of the Building Official. In case of an application for variance or special exception, the decision shall set forth that the application is denied or that it is granted with or without conditions, and said decision shall specifically set forth what variations or special exceptions are permitted and what conditions, if any, shall be complied with. Every application shall be disallowed, unless the

concurring vote of not less than four (4) members of the Board shall be in favor of the appeal or application. The vote of each member present on each decision shall be recorded with the decision.

- Sec. 2.** If an application is granted by the Board, unless otherwise requested by the applicant and specified in such granting order, all permits necessary for the prosecution of the work shall be obtained within one hundred twenty (120) days and construction completed within two (2) years from the date of permission by the Board, unless extension of said time is granted by the Board; failing any of which the order granting such application shall terminate and be of no further force and effect.
- Sec. 3.** At the conclusion of the hearing, the original decision of the Board shall be filed with the records of the Board at the City office, and maintained as a permanent record of the Board. A copy of the Board's decision shall promptly be provided to the applicant and any other persons who were admitted as interested parties to the proceedings. The decision is a public record available for public inspection.
- Sec. 4.** No additional application to the Board of Adjustment shall be allowed for substantially the same relief for substantially the same property, unless there shall have been a substantial change in the circumstances affecting such property since the prior decision on substantially the same piece of property.

Article VI: Precedents

- Sec. 1.** No action of the Board of Adjustment shall set a precedent. Each case shall be decided upon its merits and upon the circumstances attendant thereto.

Article VII: Members and Officers

- Sec. 1.** Unless designated by the Council of the City of Hilshire Village, a Chairman and Vice Chairman shall be elected by the Board of Adjustment.
- Sec. 2.** The Chairman shall preside at all meetings and hearings of the Board.
- Sec. 3.** The Chairman, subject to these rules, shall decide all points of procedure unless otherwise directed by a majority of the Board in session at the time.
- Sec. 4.** The Chairman, unless otherwise directed by a majority of the Board, shall appoint committees as may be found necessary.

- Sec. 5.** The Chairman shall report at each meeting on all official transactions that have not otherwise come to the attention of the Board.
- Sec. 6.** The Chairman shall, subject to these rules and further instructions from the Board, transact the official business of the Board, supervise the related work of the City Secretary/Administrator, request necessary help, direct the work of all subordinates, and exercise general disciplinary power.
- Sec. 7.** In the event of the recusal, absence or disability of the Chairman, the Vice-Chairman shall perform the duties of the Chairman.
- Sec. 8.** The alternate members of the Board carry all of the rights and responsibilities of the regular members, including receiving notice of and attending meetings of the Board, except that an alternate member shall vote only when requested to serve by the Mayor or Chairman or, in their absence, by the Vice Chairman, in the event of recusal, absence, or disability of a regular member.
- Sec. 9.** The Board may elect a Board Secretary from among its members and alternates to be responsible for drafting Minutes of the Board's proceedings subject to Board approval as well as related activities the Board may request.
- Sec. 10.** The City Secretary/Administrator, subject to the provisions of the Zoning Ordinance, these rules, and the direction of the Board and its Chairman, shall issue all correspondence and notices drafted by the Board and otherwise required by these rules and the order of the Board; shall attend all meetings of the Board and all hearings; shall scrutinize all applications to see that these rules are complied with; shall keep the dockets and Minutes of the Board's proceedings; shall compile all required records; shall maintain the necessary files and indexes, and generally execute all clerical work of the Board.
- Sec. 11.** The City Secretary/Administrator shall, upon receipt of necessary documentation and/or information from the Chairman, docket the application and notify on Form II any property owner or other person required to be notified under these rules, the provisions of the Zoning Ordinance, and State law, as amended from time to time.
- Sec. 12.** Upon receipt of any application which has been scheduled for hearing, the Building Official or the Building Official's designated representative shall make a personal inspection of the premises, see that all maps and plats are properly prepared, and be prepared to advise the Board at the Public Hearing

on the physical conditions of the property affected by such application, and of the surrounding property.

- Sec. 13.** The Building Official or other official City representative may request from the applicant(s) such additional information and data as may be required to fully advise the Board with reference to the application, whether such information and data is called for by the official forms or not. Any failure or refusal on the part of the applicant to furnish such additional information or data shall be grounds for the dismissal of the application by the Board.

Article XIII: Forms

- Sec. 1.** The forms referred to in the above rules of procedure and made a part thereof are:

Form I – Application to Board of Adjustment.

Form II – Notice of Public Hearing.

Article IX: Docket, Minutes, and Files

- Sec. 1.** The City Secretary/Administrator shall be provided with a docket book which shall be kept posted to date.

- Sec. 2.** The docket shall be a well-bound book in which the City Secretary/Administrator shall enter the unique serial number of the application, the name of the applicant, a short description, by street number or otherwise, of the premises, the nature of the application, and the final disposition when the case has been disposed of. All continuances, postponements, dates of sending notices, and other steps taken and acts done shall be noted on the docket.

- Sec. 3.** The Minutes shall reflect the proceedings of each meeting including without limitation a listing of any evidence offered, all orders of the Board, the findings of the Board, and the decision relating to each case acted on, showing the vote of each member of the Board, those absent being so marked, together with all other actions of the Board.

- Sec. 4.** The minutes shall be approved as presented or corrected by vote of the Board no later than the next Board meeting and filed, by the City Secretary/Administrator, with all other documents generated by the application.

Sec. 5. The City Secretary/Administrator shall maintain a complete file with respect to each application; each such file shall display prominently the unique serial number of the subject application and contain all pertinent originals, particularly the approved Minutes and the written decision of the Board, and a copy of every other document presented as evidence and/or considered in respect of the application.

Article X: Other Action

Sec. 1. Every action of the Board not otherwise provided for shall require a majority vote of the members present at a legally constituted meeting.

Article XI: Advice

Sec. 1. No informal requests for advice, or moot questions, will be considered by the Board.

Sec. 2. Any advice, opinion, or information given by a Board member or the City Secretary/Administrator, or any other official or employee of the City of Hilshire Village, shall not be binding on the Board; therefore, it is declared to be the policy of the Board to deprecate any such personal appeals.

Article XII: Order of Business at Meetings

Sec. 1. The general order of business at meetings of the Board shall be as follows:

- A. Roll Call.
- B. Communications.
- C. New business.
- D. Report of Committees
- E. Reading, correction if necessary, and vote to approve the Minutes of previous meeting

Article XIII: Effective Date.

Sec. 1. These rules shall become effective immediately upon the approval of the City Council of the City of Hilshire Village, Texas.



APPLICATION FOR APPEAL:

Appeal No. _____
Date Filed: _____
Fee Paid: _____
Date Hearing Advertised: _____
Date Notice Mailed: _____
Date of Hearing: _____

**BOARD OF ADJUSTMENT
CITY OF HILSHIRE VILLAGE, TEXAS
8301 WESTVIEW
Houston, Texas 77055**

(I) (WE) _____

OF _____ TEL NO _____

Mailing Address: _____

REQUEST THAT A DETERMINATION BE MADE BY THE BOARD OF
ADJUSTMENT ON THE FOLLOWING REQUEST(S).

☐ An interpretation - **DECISION MADE BY CITY OFFICIAL ON
DATE _____.**

☐ A special exception – **SECTION 90.04 SUBSECTION ____ OF THE
ZONING ORDINANCE.**

☐ A variance - **TO SECTION____, SUBSECTION____, PARAGRAPH
____, SUB-PARAGRAPH, _____, ITEM____, OF THE ZONING ORDINANCE.**

WE SPECIFICALLY REQUEST:(State specific request below or attach an addendum)

THE DESCRIPTION OF THE PROPERTY IN THIS APPEAL IS AS FOLLOWS:

Location: _____

Zoning District (R-1) (R-2) (R-3) (R-4) (C-1) (C-2)
(Circle Appropriate One)

Lot Size: _____ Present Use: **HOMESTEAD** _____

Present Improvements upon Land: _____

Proposed Use or Improvements: _____

WHAT IS THE APPROXIMATE COST OF THE WORK INVOLVED (IF ANY)? _____

WHAT IS THE APPLICANT'S INTEREST IN THE PREMISES AFFECTED?
OWNER _____ (OWNER, AGENT, LESSEE, ETC.)

HAS ANY PREVIOUS APPLICATION FOR APPEAL BEEN FILED IN CONNECTION WITH THESE PREMISES?

Yes _____ NO _____

I (OR WE) BELIEVE THAT THE BOARD SHOULD APPROVE THIS REQUEST BECAUSE: (State the grounds for appeal, or reasons both with respect to law and fact for granting the appeal or special exception or variance, and if hardship is claimed, state the specific hardship)

ATTACH NAMES AND ADDRESSES OF OWNERS OF PROPERTY WITHIN A DISTANCE OF TWO HUNDRED FEET (200 FEET) FROM THE EXTERIOR LIMITS

(North, South, East and West) are listed below and on addendum attached (if necessary), which is attached to and considered part of this application).(Letter will be prepared and mailed out by the City Office)

I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to best of my knowledge and belief.

(Signatures)

Date _____

NOTE: This application must be filled out by applicant with 12 duplicate copies. The original shall be deposited with the City Secretary (with a check to cover the advertising cost plus \$25.00 filing fee). A copy of the plan of real estate affected showing location and size of lot, the size of improvements now erected or proposed to be erected, or other change desired, together with any other information pertinent to the appeal or required by the Board of Adjustment, must be attached to each copy of this application. If more space is required, attach a separate sheet to each copy of this application and make specific reference to the question being answered.

[DATE]

To: Applicant for a Hearing before the Zoning Board of Adjustment

From: The City of Hilshire Village Zoning Board of Adjustment

Dear Applicant:

The City of Hilshire Village (HV) is a zoned city. Many people feel this is a major consideration in their decision to live in the city. You probably considered, or were influenced by, this fact favorably in deciding to become a resident of HV or to purchase property within the city.

The city's zoning ordinance is an exercise of legislative power granted to Texas cities by the State. In 1927, the Texas Legislature adopted laws authorizing zoning for Texas municipalities. The purpose of zoning is protection of the public health, safety and welfare. Zoning permits the City to regulate the use of land and buildings in the city. As a creation of State law, zoning is governed by strict procedures. *See generally* Tex. Loc. Gov't Code Ch. 211, City of Hilshire Village Code of Ordinances Ch. 12, and Hilshire BOARD Rules of Procedure.

Prior to filing an appeal to the Board of Adjustment (the "Board"), you should read the City's Zoning Ordinance. There is no substitute for understanding the ordinance and having a full appreciation for the regulations before you appear before the Board to request relief from the city's Zoning Ordinances. This letter is only intended to be a summary and a guide in helping you understand your responsibility and the role of the Board.

The Board is a quasi-judicial body authorized to act by State law and can only hear zoning matters or other matters assigned to it by City Council. Board has responsibility: 1) to hear an appeal that alleges error in a decision by a city official in the enforcement of the Zoning Ordinance filed with 20 days of the alleged error; 2) to decide special exceptions when authorized by the Zoning Ordinance; 3) to authorize a variance from the City's Zoning ordinance needed to avoid undue hardship due to special conditions; and 4) to decide other matters delegated to it by the Zoning Ordinance.

For example, an applicant has a right to appeal to the Board if the applicant believes that the City Building Official has interpreted the Zoning Ordinances erroneously. If an applicant is seeking a special exception the applicant must state which specific special exception(s) that they request. The permitted special exceptions are listed in the City of Hilshire Village code of ordinances section 94:04 Exhibit A Chapter 12.

An applicant may alternatively seek a variance if the applicant feels that a literal interpretation of the Zoning Ordinance to their particular circumstances would result in unnecessary hardship. The board may only authorize a variance from the terms of the Zoning Ordinance if all three of the following are true:

- If the variance is not contrary to the public interest;
- Due to special conditions, a literal enforcement of the Ordinance would result in unnecessary hardship; and
- The spirit of the ordinance is observed and substantial justice is done.

Each of these prerequisites must be present for a variance to be granted. The burden of proof of “unnecessary hardship” rests solely with the applicant and a purely “economic hardship” alone is insufficient. If these factors are not shown to exist, as a matter of law the Board cannot vary the terms of the zoning regulations.

Taking any action related to or affecting this City’s zoning regulations is not a matter undertaken lightly by the Board. The City’s Zoning Ordinance represents a comprehensive plan for the orderly and proper use of all land and building in the City.

Members of the Board, and alternate Board members, are appointed by the City Council and serve for two years. They may be reappointed for additional terms of service. As a matter of law, the Board has no legislative authority to enact, amend or alter the Zoning Ordinance – that power rests solely with the City Council. The Board is a “quasi-judicial” body. In practice the Board conducts hearings and functions somewhat like a judicial body or court. Board members strive to act impartially and fairly in the exercise of their duties.

To request a public hearing the applicant must contact the City Administrator and it is required that the applicant fill out the proper forms that state specifically what is being requesting, including what part(s) of the HV Zoning Ordinance relief is being requested.

At the time of your scheduled public hearing before the Board there will be a panel of five board members with no less than four required to be present to consider your request. Hearings are tape recorded by the City and all applicants and witnesses are sworn to tell the truth. You are not required to have anyone represent you but you may have an attorney represent you. The chairman of the Board controls the orderly progression of the hearing. **The hearings are conducted informally and the rules of evidence and procedure are not followed unless the applicant provides the Board prior written notice as provided by the Board’s rules.**

At the public hearing you will be allowed to make whatever reasonable presentation you wish, and submit whatever information that you want to be considered and included in the record of the proceedings. Members of the public who attend will be given a reasonable opportunity to speak. Affidavit testimony, letters and other documentation from persons in support of your request may be helpful, but they are a poor substitute for live testimony given at the public hearing. The concurring vote of **four (4) members of the Board is necessary to reverse a decision of a city official, to decide a matter in favor of an applicant, or to authorize a variance.**

Any letters, petitions or other documents pertaining to a hearing should be filed with the City Administrator who will deliver all written materials to the Board prior to the hearing so the members of the Board may familiarize themselves with the case and in some cases may visit the property as part of their preparation. After your application is filed, you and those helping or representing you should wait until the scheduled public hearing to present your case to the Board. It would be improper to contact any Board member to lobby, persuade or present information, evidence, or even to discuss your request, prior to the scheduled public hearing.

The Board meets as needed, generally only when a hearing is requested. In order to schedule a hearing before the Board the applicant must contact the City Administrator to file an application, request a hearing and pay the required fee. This fee offset the cost of publication, notice of the hearing and other administrative costs. Please be sure that all materials necessary to support your request, such as surveys or plans, are promptly filed with the City as part of your application. The process of publishing and giving notice may take several weeks. As an applicant, you will be given individual notice of the hearing date and time.

Your cooperation with the Board in effectively fulfilling its role is greatly appreciated. Thank you.

Sincerely,

For the Hilshire Village Zoning Board of Adjustment

02:S-07 Special exception: "Special exception" shall mean an exception granted, by the Board of Adjustment, only when the specific terms of this Zoning Ordinance addressing the subject are met. The special exception must be specifically identified by the Zoning Ordinance, and the specific criteria for granting the special exception must be stated by the Zoning Ordinance.

91:03.03 Grant special exception: The Board may at its discretion in the instances hereinbefore set forth in this ordinance and those additional instances set forth in subsection 91:04 of this Section 91, in appropriate cases, and subject to appropriate conditions and safeguards, make special exceptions to the terms of this ordinance set forth in this ordinance, if in harmony with its general purpose and intent and in accordance with the general or special rules herein contained, where to do so will not be contrary to the public interest and will not result in substantial injury to surrounding property or the appropriate use thereof.

91:04 SPECIAL EXCEPTIONS: In addition to the special exceptions heretofore set forth in this ordinance, the Board of Adjustment may in the manner aforesaid grant Special Exceptions in the following cases:

91:04.01 Area or setback: Permit a variation in the area or setback requirements where there are unusual and practical difficulties in the carrying out of these provisions due to an irregular shape of the lot, topographical or other similar condition.

91:04.02 Non-conforming use: Permit the moving of a building occupied by a non-conforming use or permit the extension of a non-conforming use in a building upon a lot occupied by such building upon the effective date of this ordinance, or permit a change of a non-conforming use to another use of the same or higher classification.

91:04.03 Temporary use: Grant in undeveloped sections of the City temporary and conditional permits for not to exceed two one-year periods (in addition to that now provided for under the Zoning Ordinance) for any temporary conforming structure or use.

91:04.05 Nonconforming Building: Permit such modifications of the requirements of these regulations as the Board may deem necessary to secure an appropriate conforming use development of a lot where adjacent to such lot on two (2) or more sides there are buildings that do not conform to these regulations.


91:04.06 Relocation within lot: Permit the moving of a non-conforming use or building to different place on the same tract, where it was lawfully located when application for such change was made, in cases where no more building floor area will be required for the non-conforming use at the new location, and where all parties having property interest in the old location, join in the application and expressly abandon all claims of non-conforming use in the land used for such nonconforming use at the old location and any structures remaining thereon. Furthermore, the applicant shall give evidence satisfactory to the Board of Adjustment that a majority of property owners adjacent to the new location have no objection to the new location.

91:04.07 Yard conformance: Permit modifications of the front and/or side street yard requirements where a majority of the frontage of lots abutting upon the same side of a street in the same block is occupied by a building or buildings with front and/or side street yard of less depth than is required by this ordinance.

91:04.08 Restricted area: Permit such modifications of the yard or open space or lot area or width regulations as may be deemed necessary to secure appropriate conforming use improvement of a parcel of land where such parcel was in separate ownership upon the effective date of the zoning ordinance, and is of such restricted area that it cannot be privately improved without modification.

91:04.09 Free parking areas: Permit the use of property by a church, public school, city, county, state or federal government for the free parking of passenger cars. When so used the parking lot shall be screened from adjoining streets and property by a wall, fence or hedge maintained at a height of at least six feet at side and rear of parking area and three feet at front of parking area, and shall be properly drained and paved in accordance with the City's specifications, where lighting is provided it shall be beamed downward so that it shall not constitute an annoyance to neighbors.



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
 Bunker Hill Village Hedwig Village Hilshire Village Hunters Creek Village Piney Point Village Spring Valley Village Houston Totals	Total Number of Incidents 2020			Life Threatening (LT) EMS Incidents				Life Threatening (LT) Fire Incidents							
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2020 Calls are:		Fire Alarms	% of Fire Calls
												Fire	EMS		
	84	74	158	29	3:36	100%	6:18	100%	6	5:37	100%	53%	47%	38	45%
	98	97	195	53	3:25	100%	3:22	100%	4	4:38	100%	50%	50%	42	43%
	12	20	32	4	3:29	100%	6:11	100%	2	6:19	100%	38%	63%	5	42%
	147	74	221	26	3:07	100%	5:46	100%	7	3:51	100%	67%	33%	43	29%
	99	59	158	25		100%	5:23	100%	9	5:13	100%	63%	37%	44	44%
	96	90	186	33	2:55	100%	4:56	100%	7	3:52	100%	52%	48%	28	29%
	145	0	145												
	681	414	1095	170	3:18	100%	5:19	100%	35	5:07	100%	62%	38%	200	39%

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Disbursements Presented to Council 7/21/2020

PROFESSIONAL SERVICE:	UTILITY	ANT NOTE	METRO	GEN FUND
AMEGY CREDIT CARD				\$ 387.22
GFOAT DUES X2 - SUSAN & CASSIE				\$ 120.00
HARRIS COUNTY MAYORS' ASSOCIATION				\$ 500.00
OFFICE DEPOT				\$ 44.09
OFFICE DEPOT				\$ 152.96
NORTHWEST PEST PATROL				\$ 440.00
OLSON & OLSON				\$ 2,350.00
HOUSTON CHRONICLE				\$ 152.80
BBG CONSULTING				\$ 2,500.00
TEXAS 811	\$ 7.60			
USIC	\$ 208.58			
HDR ENGINEERING	\$ 123.62			\$ 19,932.67
INFRAMARK	\$ 4,679.12			
TOTAL				
	\$ 5,018.92	\$ -	\$ -	\$ 26,579.74

ACCOUNT SUMMARY

Account Number	XXXX XXXX XXXX 1719	Previous Balance	\$515.86
Credit Limit	\$2,000.00	Payments	\$515.86
Available Credit	\$1,612.00	Credits	\$0.00
Statement Closing Date	July 06, 2020	Purchases	\$387.22
Payment Due Date	July 26, 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	32	New Balance	\$387.22

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
06/06	06/06	2469216HE2XQ6JQND	MERRY MAIDS HOUSTON 713-364-0094 TX 56520	\$92.01
06/14	06/14	2490641HN2TENLHVR	ACCO Brands Direct 800-5655396 IL 56540	\$67.21
06/26	06/26	7476800J4BKDRMTNM	PAYMENT - THANK YOU	-\$515.86
06/30	06/30	2469216J62XQVY7SP	MERRY MAIDS HOUSTON 713-364-0094 TX 56520	\$92.01
07/01	07/01	2476062J8DMP3BZX4	PATRIOT GROUP LTD 713-2553700 TX 56540	\$135.99

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 200706 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 3027

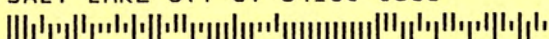
AmegyBank of Texas

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 :

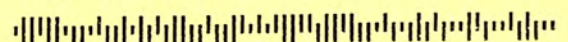
BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833



PAYMENT INFORMATION

Account Number	XXXX XXXX XXXX 1719
Payment Due Date	07/26/20
New Balance	\$387.22
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



INVOICE

merry maids®

Date: 07/13/2020
Work Order No: WO-70328170

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

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

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

Description of Service	Service Date	Fee Amount
Regular Cleaning	06/05/2020	\$85.00
	Sales Tax	\$7.01
	Total Amount	\$92.01

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Here is your Order Confirmation for o676888528

AT-A-GLANCE

It's your life. Make it.

Order Confirmation

Hello Susan,

Thank you for your order. We are currently processing your order and will notify you by e-mail as soon as it has shipped.

Customer Name (Bill to)
Susan Blevins

Your Order #
o676888528

Shipping Address
Susan Blevins
8301 Westview Dr
Houston, TX 77055-6737

Order Date
06/09/2020

Shipping Method
Value Shipping 5-9 Days

ITEM	QTY	PRICE	TOTAL
Academic Yearly Erasable Wall Calendar Vertical- Horizontal Item # PM36AP2821	1	\$51.59	\$51.59

Promo codes used:

Payment method: **Visa**

Subtotal:

Shipping:

Total Discount:

Total Tax:

TOTAL:

\$51.59

\$10.50

-\$0.00

\$5.12

\$67.21

Please Note: Charges will be billed from "ACCO Brands Direct"

Please note: This is an order acknowledgment and not a guarantee of product availability.
Our goal is to fulfill your order in its entirety as soon as possible.



ACCO Brands Customer Service | abdcustomerservice@acco.com
ACCO Brands Direct | 1-800-880-2472 | 4 Corporate Drive | Lake Zurich, IL 60047

RECEIPT

merry maids®

Date: 07/13/2020
Work Order No: WO-64050900

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

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

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

Description of Service	Service Date	Fee Amount
Regular Cleaning	06/29/2020	\$85.00
	Sales Tax	\$7.01
	Total Amount	\$92.01
	Amount Received	\$92.01

©2020 Merry Maids L.P. All Rights Reserved

Your order has been submitted. Thank You!

An email has been sent to you with the following details:

Order # EC-021593525971911

Remember to recycle old supplies. Visit Xerox Green World Alliance to print pre-paid recycling labels.

Shipping

Summary

Susan Blevins
City of Hilshire Village
8301 Westview Dr.
Houston, TX 77055
713-973-1799

Xerox
Xerox Phaser 3635
Serial #: BB1844342
High Capacity Print Cartridge, Phaser 3635MFP

Payment

108R00795

Quantity: 1

\$173.99/ea.

\$173.99

[Visa] Credit Card XXXX1719

Subtotal

\$173.99

Susan Blevins

Discount

(\$50.00)

City of Hilshire Village

Shipping

\$12.00

8301 Westview Dr.,

Tax

\$0.00

Houston, TX 77055-6737

Total

\$135.99

Provider Information

Patriot Group
5000 TERMINAL STREET
Bellaire, TX 77401
713-664-1172

Amegy CC

56540
office supplies

Cassie Cart (1)

[Continue Shopping](#)

SHOPPING CART

ITEMS

Item	Quantity	Price	Total	
GFOAT Dues	1	60.00	60.00	Remove

[Update](#)

CART CHARGES

PAYMENT DETAILS

Payment method

American Express ▾

*** Card number***** Name on card**

Cassie Stephens

*** Expiration date**

01 ▾

2020 ▾

CSC**Card address**

8301 Westview Dr
Houston, TX 77055-6737
[Choose another address](#)

Harris County Mayors' & Councils' Association
C/O Louise Richman, CPA
8444 Winningham Lane
Houston, TX 77055-7532
713.301.8164
louiserichman@sbcglobal.net



BILL TO

City of Hilshire Village
Attn: City Secretary
8301 Westview Dr
Houston, TX 77055

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2020-2021 AD-002	06/30/2020	\$500.00	07/30/2020	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/30/2020	Annual Dues - Per Article VI of Rules & Bylaws Population less than 3000	1	500.00	500.00
BALANCE DUE				\$500.00

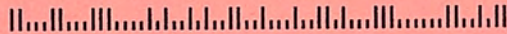
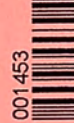
**Office
DEPOT, Inc.**Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813**THANKS FOR YOUR ORDER**IF YOU HAVE ANY QUESTIONS
OR PROBLEMS. JUST CALL USFOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
508490694001	44.09	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
09-JUN-20	Net 30	09-JUL-20

BILL TO:ATTN: ACCTS PAYABLE
CITY OF HILSHIRE VILLAGE
8301 WESTVIEW DR
HOUSTON TX 77055-6737

000661-001453

SHIP TO:CITY OF HILSHIRE VILLAGE
8301 WESTVIEW DR
HOUSTON TX 77055-6737

ACCOUNT NUMBER		PURCHASE ORDER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
46999175				8301WESTVIEWDR		508490694001		09-JUN-20		09-JUN-20	
BILLING ID		ACCOUNT MANAGER		RELEASE		ORDERED BY		DESKTOP		COST CENTER	
217641						CASSIE STEPHENS					
CATALOG ITEM #/ MANUF CODE			DESCRIPTION/ CUSTOMER ITEM #			U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
162557 REL/0263B001BA			Toner,Canon104,2k,BLK,Rema 162557			EA	1	1	0	44.090	44.09

000661-001453

SUB-TOTAL	44.09
DELIVERY	0.00
SALES TAX	0.00
TOTAL	44.09

All amounts are based on USD currency

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
CITY OF HILSHIRE VILLAGE	217641	508490694001	09-JUN-20	44.09	

FL0

002176410 5084906940019 00000004409 1 6

Please
Send Your
Check to:OFFICE DEPOT, INC.
PO Box 660113
Dallas TX 75266-0113Please return this stub with your payment to
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.

Office DEPOT, Inc.

Office Depot, Inc.
PO BOX 630813
CINCINNATI OH
45263-0813

FEDERAL ID:59-2663954

ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
508490886001	152.96	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
10-JUN-20	Net 30	16-JUL-20

BILL TO:

ATTN: ACCTS PAYABLE
CITY OF HILSHIRE VILLAGE
8301 WESTVIEW DR
HOUSTON TX 77055-6737

000661-001453

SHIP TO:

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW DR
HOUSTON TX 77055-6737



ACCOUNT NUMBER		PURCHASE ORDER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
46999175				8301WESTVIEWDR		508490886001		09-JUN-20		10-JUN-20	
BILLING ID		ACCOUNT MANAGER		RELEASE		ORDERED BY		DESKTOP		COST CENTER	
217641						CASSIE STEPHENS					
CATALOG ITEM #/ MANUF CODE				DESCRIPTION/ CUSTOMER ITEM #		U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
488018 1989				PAPER,COPY,10-REAMS/CA,W 488018		CA	3	3	0	29.990	89.97
902231 ODHP950XLK951CMY				INK,REPLACE HP 950XL/951, 902231		EA	1	1	0	62.990	62.99

000661-001453

SUB-TOTAL	152.96
DELIVERY	0.00
SALES TAX	0.00
TOTAL	152.96

All amounts are based on USD currency

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
CITY OF HILSHIRE VILLAGE	217641	508490886001	10-JUN-20	152.96	

FL0

002176410 5084908860017 00000015296 1 4

Please
Send Your
Check to:

OFFICE DEPOT, INC.
PO Box 660113
Dallas TX 75266-0113

Please return this stub with your payment to
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.

000661-001453

00002/00002

STATEMENT

Northwest Pest Patrol
9330 Mills Rd
Houston, TX 77070
281-469-7378
Fax: 281-469-8585
nopest@nwpest.com

Please keep your charge privileges by paying your bill today. Thanks so much!

Accounts over 45 days will be placed on a COD status. We do report all accounts to the three main credit bureaus.

HILSHIRE VILLAGE
8301 Westview Dr
Houston, TX 77055-6737

Acct # 32604
Lic#: 7876/7538
Statement As of 6/30/2020

Date	Description	Invoice	PO #	Amount	Tax	Total	Adjustment	Days Old	Finance Charge	Amount
For service at 8301 Westview Dr Houston, TX 77055-6737										
6/4/2020	MOSQUITO FOGGING	361935		\$55.00	\$0.00	\$55.00	\$0.00	26	\$0.00	\$55.00
6/7/2020	WEEKLY 2X MOSQUITO FOGGING	361936		\$55.00	\$0.00	\$55.00	\$0.00	23	\$0.00	\$55.00
6/11/2020	WEEKLY 2X MOSQUITO FOGGING	361937		\$55.00	\$0.00	\$55.00	\$0.00	19	\$0.00	\$55.00
6/14/2020	WEEKLY 2X MOSQUITO FOGGING	361938		\$55.00	\$0.00	\$55.00	\$0.00	16	\$0.00	\$55.00
6/18/2020	WEEKLY 2X MOSQUITO FOGGING	361939		\$55.00	\$0.00	\$55.00	\$0.00	12	\$0.00	\$55.00
6/21/2020	WEEKLY 2X MOSQUITO FOGGING	361940		\$55.00	\$0.00	\$55.00	\$0.00	9	\$0.00	\$55.00
6/25/2020	WEEKLY 2X MOSQUITO FOGGING	361941		\$55.00	\$0.00	\$55.00	\$0.00	5	\$0.00	\$55.00
6/28/2020	WEEKLY 2X MOSQUITO FOGGING	361942		\$55.00	\$0.00	\$55.00	\$0.00	2	\$0.00	\$55.00

PLEASE REMIT \$440.00

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Northwest Pest Patrol

9330 Mills Rd
Houston, TX 77070

Acct # 32604
HILSHIRE VILLAGE
Statement As of 6/30/2020
PLEASE REMIT \$440.00

Amt. Paid _____

Check/Card # _____

Exp. Date _____

Signature _____

Email _____

Comments _____

Olson & Olson LLP

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

July 5, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 9827
Our File No. 1057-00000
Billing Through: 6/30/2020

City of Hilshire Village

Total Legal Services	\$2,350.00
Total Reimbursable Expenses	\$.00
Net Balances Forward	\$.00
Total Charges for this Bill	\$2,350.00
Total Balance Now Due	\$2,350.00

Olson & Olson LLP

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

July 5, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 9827
Our File No. 1057-00000
Billing Through: 6/30/2020

City of Hilshire Village

Balance forward as of invoice 6/3/2020	\$2,015.00
Payments received since last invoice	(\$2,015.00)
Net Balance Forward	<hr/> \$.00

6/2/2020	DLP	Detailed review of historic preservation act Verizon letter and draft response letter to same; Email to S. Blevins providing context for same.	0.50 hrs	150 / hr	75.00
6/4/2020	LSB	Review proposed lot coverage changes [.2].	0.20 hrs	250 / hr	50.00
6/5/2020	LSB	Telephone conference S. Blevins re zoning ordinance [.2].	0.20 hrs	250 / hr	50.00
6/9/2020	LSB	Email S. Blevins regarding credit card agreement [.5]; working on zoning ordinance amendments; email draft to S. Blevins [.6]; work on lot coverage alternatives regarding mayor's email [.5].	1.60 hrs	250 / hr	400.00
6/12/2020	LSB	Review and suggest changes to draft ordinance authorizing and providing for credit card payments and credit card fees [.6].	0.60 hrs	250 / hr	150.00
6/15/2020	LSB	Review email and agenda packet from S. Blevins; prepare for meeting on 6.16 [.2].	0.20 hrs	250 / hr	50.00

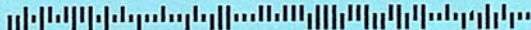
6/16/2020	LSB	Received telephone call R Byrne re conflicts of interest [.2]; Received telephone call S. Blevins re agenda [.2]; Telephone conference Simon re drainage issue [.8]; prepare for and attend city council meeting by conference call [3].	4.20 hrs	250 / hr	1,050.00
6/24/2020	LSB	Receive emails from S. Blevins re zoning notices; Telephone conference re same; revise and email amended notices [.4] work on draft ordinance regarding lot coverage requirements; Telephone conference S. Blevins same; email draft to client [1.3] email S. Blevins re NOAA Atlas 14 standards; work on amendment to City's flood hazard regulations [.4].	2.10 hrs	250 / hr	525.00
Total fees for this matter					<u>\$2,350.00</u>
Total					<u>\$2,350.00</u>



THE COURIER
OF MONTGOMERY COUNTY

Return Service Requested

8193000214 PRESORT PBPS001 <3>



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

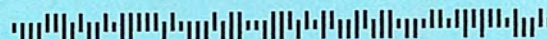
CREDIT SERVICE DEPARTMENT
4747 SOUTHWEST FREEWAY
HOUSTON, TX 77027

ADVERTISING INVOICE/STATEMENT

Advertiser/Client Number: 20016860
Advertiser/Client Name: CITY OF HILSHIRE VILLAGE
Billed Account Number: 20016860
Billing Date: 06/30/20
Payment Terms: By 25th of Month
Current Net Amount: \$152.80
Total Amount Due: \$152.80
Amount Enclosed: \$

Please make your checks payable to HOUSTON CHRONICLE .

HOUSTON CHRONICLE
PO BOX 80075
PRESCOTT, AZ 86304-8075



37512020063022001686002001686000100000000000000152808

HOUSTON CHRONICLE

Please detach and return above portion with your payment



THE COURIER
OF MONTGOMERY COUNTY

**ADVERTISING
INVOICE/STATEMENT**

HOUSTON CHRONICLE
PO BOX 80075
PRESCOTT, AZ 86304-8075
TID #: 76-0556295

Advertiser/Client Name	Adv/Client Number	Billed Acct Number	Billing Period	Sales Rep.	Total Amount Due
CITY OF HILSHIRE VILLAGE	20016860	20016860	06/01/20 - 06/30/20	Notices HOU-Legal	\$152.80

Date	Newspaper Reference Number	Description/Other Comments and Charges	SAU Size Billed Units	Times Run Rate	Gross Amount	Net Amount
------	----------------------------	--	-----------------------	----------------	--------------	------------

06/03/20 Inv#34025968 HCN Legal Liner SW
Notice of Public Hearing City of Hilshire

\$152.80

Summary of Current Activity

Lines: 0
Inches: 0
Inserts: 0
Gross Amount:

Previous Balance: \$0.00
Current Net Charges: \$152.80
Current Payments/Credits: \$0.00

Current	30 days	60 days	90 days	120 days	Unapplied Amount	Total Amount Due
\$152.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$152.80

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 # 2298

DATE 07/01/2020

DUE DATE 07/31/2020

TERMS Net 30

DATE	DESCRIPTION	#	RATE	FEE
06/30/2020	Building Official Services Monthly Contract	1	2,500.00	2,500.00

Please note our new mailing address

BALANCE DUE

\$2,500.00

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



BBG CONSULTING, INC.

Hilshire Village				
#	Permit	Date	Address	Inspection
1	HV-19-062B	6/3/2020	1306 Bridle Spur Ln	Stucco Post Wrap
2	HV-19-062B	6/5/2020	1306 Bridle Spur Ln	Job Site Maintenance & Stucco Post Wrap Reinspection
3	HV-20-044D	6/8/2020	8302 Creekstone Cir	Utility Disconnect / Pre-Interior Demo
4	HV-20-015SPE	6/9/2020	1233 Archley Dr	Swimming Pool Electrical Final
5	HV-19-062B	6/9/2020	1306 Bridle Spur Ln	Wall ties
6	HV-18-101M	6/10/2020	1233 Archley	Mechanical Final
7	HV-20-044E	6/11/2020	8302 Creekstone Cir	T-Pole
8	HV-19-068P	6/11/2020	7915 S Villa Ct	Shower Pan
9	HV-18101F	6/15/2020	1233 Archley	Fence Final
10	HV-181018	6/15/2020	1233 Archley	Building Final
11	HV-18101F	6/18/2020	1233 Archley	Fence Final
12	HV-19-042B	6/18/2020	8009 Anadell St	Driveway/Flatwork Inspection
13	HV-19-062B	6/19/2020	1306 Bridle Spur	Framing
14	HV-20-015SPP	6/19/2020	1233 Archley Dr	Swimming Pool Plumbing & Overall Final
15	HV-19-062B	6/25/2020	1306 Bridle Spur Ln	Framing Reinspection
16	HV-18-101E	6/30/2020	1220 Archley Dr	Electrical TCI (permanent service)
PLAN REVIEW				
1	7906 N Villa		Residential Resubmittal	
2	8013 Anadell St		Master Bath Remodel	
3	8302 Creekstone Circle		Residential Remodel	
4	7906 N Villa Ct		Resubmittal	
5	1123 Guinea		Remodel & Addition	

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



Invoice

#20-11590

6/30/2020

Bill To

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

AMOUNT DUE

\$7.60

Due Date: 7/30/2020

Terms	Due Date	PO #	Additional Info	Status
Net 30	7/30/2020			Open

Quantity	Description	Rate	Amount
8	Message Fees for June 2020 / HLV	\$0.95	\$7.60

Total	\$7.60
Amount Paid	\$0.00
Amount Due	\$7.60



20-11590

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



Invoice No: 387927

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

Date of Invoice: 6/30/20
Due Date: 7/30/20
Period: 6/1/20 - 6/30/20

Grouping	Description	Quantity	Rate	Total
HLV	Per Ticket	2	\$ 92.70	\$ 185.40
HLV	Project Time	1	\$ 23.18	\$ 23.18
HLV	Quarter Hour	2	\$ 0.00	\$ 0.00
Grand Total			\$	208.58



susan.blevins@hilshirevillagetexas.com

City of Hilshire Village
8301 Westview
Houston, Texas 77055

Attn: Ms. Susan Blevins

Invoice No. 1200280607
Invoice Date 7/10/2020
Month Ending 6/27/2020
HDR Project No. 10205865
Job No. 20-005

Invoice

Please send remittance with copy of invoice to

HDR, Inc.
US Engineering Accounts Receivable
P. O. Box 74008202
Chicago, IL 60674-8202

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

Invoice for services from: 05/24/20 to 06/27/20

<u>Miscellaneous Engineering</u> engineering 50585			
Labor	Hours	Rate	Total
Efrain Him	✓ 8.00	\$247.24	\$ 1,977.92
Printing: \$2.12 + 10%			\$ 2.33
Mileage: 198 @ \$ 0.575			\$ 113.85
Total:			\$ 2,094.10
Total This Invoice:			\$2,094.10

<u>8009 Anadell</u> drainage plan review and inspections HV-19-042			
Labor	Hours	Rate	Total
Efrain Him	✓ 6.50	\$247.24	\$ 1,607.06
Javier Vasquez	✓ 6.50	\$139.87	\$ 909.16
Total:			\$ 2,516.22
Total This Invoice:			\$2,516.22

<u>8013 Anadell</u> drainage plan review 50583 HV-20-050			
Labor	Hours	Rate	Total
Efrain Him	✓ 0.50	\$247.24	\$ 123.62
Javier Vasquez	✓ 0.50	\$139.87	\$ 69.94
Total:			\$ 193.56
Total This Invoice:			\$193.56

<u>1301 Glourie</u> drainage plan review 50583 HV-20-050D			
Labor	Hours	Rate	Total
Efrain Him	✓ 3.00	\$247.24	\$ 741.72
Javier Vasquez	✓ 2.00	\$139.87	\$ 279.74
Total:			\$ 1,021.46
Total This Invoice:			\$1,021.46

<u>8302 Creekstone</u> drainage plan review 50583 HV-20-044			
Labor	Hours	Rate	Total
Efrain Him	✓ 2.00	\$247.24	\$ 494.48
Javier Vasquez	✓ 3.50	\$139.87	\$ 489.55
Total:			\$ 984.03
Total This Invoice:			\$984.03

<u>1323 Pine Chase</u> engineering 50585			
Labor	Hours	Rate	Total
Efrain Him	✓ 3.50	\$247.24	\$ 865.34
Javier Vasquez	✓ 0.50	\$139.87	\$ 69.94
Total:			\$ 935.28
Total This Invoice:			\$935.28

<u>1123 Guinea</u> drainage plan review 50583 HV-20-051			
Labor	Hours	Rate	Total
Efrain Him	✓ 3.00	\$247.24	\$ 741.72
Javier Vasquez	✓ 1.50	\$139.87	\$ 209.81
Mai Tran	✓ 5.00	\$95.71	\$ 478.55
Total:			\$ 1,430.08
Total This Invoice:			\$1,430.08

<u>1217 Pine Chase</u> inspection 55501 HV-18-099			
Labor	Hours	Rate	Total
Efrain Him	✓ 0.50	\$247.24	\$ 123.62
Total:			\$ 123.62
Total This Invoice:			\$123.62

general CK # _____
\$19,932.67

utility CK # _____
\$ 123.62

<u>Pine Chase Grove Cul-De-Sac</u>	engineering	56585	
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓6.00	\$247.24	\$ 1,483.44
Total:		\$ 1,483.44	Total This Invoice: \$1,483.44

<u>Annual Ditch Cleaning</u>	engineering	56585	
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓3.50	\$247.24	\$ 865.34
Total:		\$ 865.34	Total This Invoice: \$865.34

<u>1233 Archlev</u>	drainage plan review	56583	HV-18-101
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓5.50	\$247.24	\$ 1,359.82
Mai Tran	✓2.50	\$95.71	\$ 239.28
Javier Vasquez	✓5.00	\$139.87	\$ 699.35
Total:		\$ 2,298.45	Total This Invoice: \$2,298.45

<u>TCEQ</u>	TCEQ	55563	
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓0.50	\$247.24	\$ 123.62
Total:		\$ 123.62	Total This Invoice: \$123.62

<u>1315 Pine Chase Grove</u>	drainage plan review and inspections	56583	HV-20-041
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓3.00	\$247.24	\$ 741.72
Javier Vasquez	✓5.00	\$139.87	\$ 699.35
Total:		\$ 1,441.07	Total This Invoice: \$1,441.07

56583 *440.80
55501 *1,000.27

<u>Ridgelev Drive</u>	engineering	56585	
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓1.00	\$247.24	\$ 247.24
Javier Vasquez	✓1.50	\$139.87	\$ 209.81
Total:		\$ 457.05	Total This Invoice: \$457.05

<u>1331 Friarcreek</u>	drainage (culvert) plan review	56583	HV-20-054
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓3.00	\$247.24	\$ 741.72
Javier Vasquez	✓2.50	\$139.87	\$ 349.68
Total:		\$ 1,091.40	Total This Invoice: \$1,091.40

<u>7906 N Villa Court</u>	drainage plan review	56583	HV-20-034
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓8.00	\$247.24	\$ 1,977.92
Mai Tran	✓7.00	\$95.71	\$ 669.97
Javier Vasquez	✓2.50	\$139.87	\$ 349.68
Total:		\$ 2,997.57	Total This Invoice: \$2,997.57

TOTAL DUE THIS INVOICE: \$20,056.29

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
5/26/20	Coord on 8009 Anadell Drainage Ditch & Driveway Culvert Revisions; & Driveway Drain Sleeves Inspection (ESC 03 - SB)	1.50 ✓
5/26/20	1315 Pine Chase Grove Secondary Drainage Plan Review (ESC 03 - SB)	1.50 ✓
5/27/20	Coord on 1301 Glourie Secondary Drainage Plan Revisions (ESC 03 - SB)	1.00 ✓
5/28/20	Coord and Conference Call w/ Mayor Herron and Susan Blevins on Pine Chase Grove Cul-De-Sac Drainage Improvements, City's Impervious Coverage Limit Revisions and Annual Ditch Maintenance (ESC 01 - Mayor RH)	2.00 ✓
5/29/20	Coord w/ City and City Attorney on 1323 Pine Chase Grove Ditch Restoration Issues (ESC 03 - SB)	1.50 ✓
5/29/20	Coord w/ Council Member Byrne on Pine Chase Grove Cul-De-Sac Improvements & Annual Ditch Maintenance (ESC 03 - SB)	1.00 ✓
5/29/20	Coord and Field Mtg w/ Henry Barreto (EBC Engineering) on 1123 Guinea Drainage and Impervious Coverage Requirements (ESC 03 - SB)	2.00 ✓
5/29/20	Coord Mtg w/ Mrs. Connie Castro on 1233 Archley Drainage Ditch Restoration (ESC 03 - SB)	0.50 ✓
6/1/20	Coord on 1315 Pine Chase Grove Drainage Trench Inspection (ESC 03 - SB)	0.50 ✓
6/1/20	Coord on 8009 Anadell Drainage Sleeves Cover Inspection (ESC 03 - SB)	0.50 ✓
6/1/20	Coord w/ City on MS4 Illicit Discharge Ordinance (ESC 03 - SB)	0.50 ✓
6/2/20	Coord w/ City on Pine Chase Grove Cul-De-Sac Improvements and Field Mtg (ESC 03 - SB)	1.00 ✓
6/3/20	Coord on 7906 N Villa Ct Drainage Plan Review (ESC 03 - SB)	1.00 ✓
6/3/20	Coord on 8009 Anadell Updated Survey (ESC 03 - SB)	0.50 ✓
6/3/20	Coord on 1301 Glourie Secondary Drainage Plan Review (ESC 03 - SB)	1.00 ✓
6/4/20	7906 N Villa Ct Drainage Plan Review (ESC 03 - SB)	2.00 ✓
6/4/20	Coord w/City, City Attorney and Mr. Jonathan Simon (1323 Pine Chase Grove) on Ditch Restoration and Cleaning Requirements (ESC 03 - SB)	2.00 ✓
6/4/20	Coord on 8013 Anadell Drainage Requirements for Outdoor Storage Shed (ESC 03 - SB)	0.50 ✓
6/5/20	Coord on 1315 Pine Chase Grove Final Drainage Inspection (ESC 03 - SB)	0.50 ✓
6/5/20	Coord on 8302 Creekston Drainage Plan Review (ESC 03 - SB)	1.00 ✓
6/8/20	Coord on 8302 Creekstone Drainage Plan Review (ESC 03 - SB)	1.00 ✓
6/8/20	1301 Glourie Secondary Drainage Plan Resubmittal Review (ESC 03 - SB)	1.00 ✓
6/9/20	Coord on 8009 Anadell Supplemental Survey for Proposed Ditch Re-Grading and Culvert Flow Line Elevations (ESC 03 - SB)	1.00 ✓
6/10/20	Coord on 1233 Archley As-Built Drainage Plan Review (ESC 03 - SB)	1.00 ✓
6/10/20	Coord w/ BJ King (DonMar Grading) on Annual Ditch Cleaning and Maintenance Plan (ESC 03 - SB)	1.50 ✓
6/11/20	Prep of Engineer's Report for Monthly City Council Mtg (ESC 01 - Mayor RH)	1.50 ✓
6/11/20	Coord w/ City on Leaning Tree on Mallie Court Ravine (ESC 03 - SB)	0.50 ✓
6/11/20	Coord on 1315 Pine Chase Grove Inspection Form (ESC 03 - SB)	0.50 ✓
6/12/20	8009 Anadell Drainage Plan Field Revisions Review (ESC 03 - SB)	1.00 ✓
6/12/20	Coord on 1331 Friarcreek Prop Sidewalk w/ Retaining Wall (ESC 03 - SB)	0.50 ✓
6/12/20	Prep of Engineer's Report for Monthly City Council Mtg (ESC 01 - Mayor RH)	1.50 ✓
6/15/20	Coord on 7906 North Villa Ct Drainage Plan Review (ESC 03 - SB)	0.50 ✓
6/15/20	Coord on 8009 Anadell Drainage Plan Field Revisions Review (1.0 Hr)(ESC 03 - SB)	1.00 ✓
6/15/20	1331 Friarcreek Prop Sidewalk w/ Retaining Wall Review (1.5 Hrs)(ESC 03 - SB)	1.50 ✓
6/16/20	Prep and Attendance of Virtual Monthly City Council Mtg (4.0 Hrs)(ESC 01 - Mayor RH)	4.00 ✓
6/16/20	Field Mtg w/ City and DonMar Grading, Inc. on Pine Chase Grove Cul-De-Sac Improvements (1.5 Hrs)(ESC 03 - SB)	1.50 ✓
6/16/20	Field Mtg w/ DonMar Grading, Inc. on Annual Ditch Cleaning and Re-Grading Plan (1.0 Hr)(ESC 03 - SB)	1.00 ✓
6/17/20	Coord on 8009 Anadell Drainage Plan Field Revisions Review (0.5 Hr)(ESC 03 - SB)	0.50 ✓
6/18/20	Coord w/ Mr. Taylor Johnson (Aspire Fine Homes) on 7906 North Villa Ct Drainage Plan Resubmittal Requirements (1.0 Hr)(ESC 03 - SB)	1.00 ✓
6/18/20	1233 Archley As-Built Drainage Plan Review (2.0 Hrs)(ESC 03 - SB)	2.00 ✓
6/18/20	Coord w/ City on Pine Chase Grove Cul-De-Sac Electrical Meter (0.5 Hr)(ESC 03 - SB)	0.50 ✓
6/18/20	Coord w/ City on TCEQ LCR Water Sampling Address Changes (0.5 Hr)(ESC 03 - SB)	0.50 ✓
6/19/20	7906 North Villa Ct Drainage Plan Resubmittal Review (2.0 Hrs)(ESC 03 - SB)	2.00 ✓
6/19/20	8009 Anadell Drainage Plan Field Revisions Review (0.5 Hr)(ESC 03 - SB)	0.50 ✓
6/19/20	Coord on 1331 Friarcreek Drainage and Impervious Coverage Requirements for Backyard Improvements (1.0 Hr)(ESC 03 - SB)	1.00 ✓
6/22/20	Coord on 1123 Guinea Drainage Plan Review (1.0 Hr)(ESC 03 - SB)	1.00 ✓
6/23/20	Coord on Traffic Signs for No Parking Striping Along Ridgeley Drive Curved Segment (1.0 Hr)(ESC 03 - SB)	1.00 ✓
6/24/20	Coord w/ City on 1217 Pine Chase Sign and Driveway Culvert Erosion Issue (0.5 Hr)(ESC 03 - SB)	0.50 ✓
6/24/20	Coord on 1233 Archley As-Built Drainage Inspection (ESC 03 - SB)	1.00 ✓
6/25/20	Coord w/ DonMar Grading on Quotes for City-Wide Ditch Cleaning and Re-Grading (1.0 Hr)(ESC 03 - SB)	1.00 ✓
6/25/20	Coord on 7906 N Villa Ct Drainage Plan Resubmittal Review (0.5 Hr)(ESC 03 - SB)	0.50 ✓
6/26/20	Coord on 7906 N Villa Ct Drainage Plan Resubmittal Review (1.0 Hr)(ESC 03 - SB)	1.00 ✓
6/26/20	Coord on 1233 Archley As-Built Drainage Plan Review (1.0 Hr)(ESC 03 - SB)	1.00 ✓

Total: 57.50

MAI TRAN		HOURS
DATE	TASK	
6/3/20	7906 N. Villa Ct Drainage Plan Review (2 hrs) (ESC 03 - SB)	2.00 ✓
6/4/20	7906 N. Villa Ct Drainage Plan Review (1.5 hrs) (ESC 03 - SB)	1.50 ✓
6/15/20	7906 N Villa Ct Drainage Plan Review (2.5 hrs) (ESC 03 - SB)	2.50 ✓
6/15/20	1233 Archley Drainage Plan Review (2.5 hrs) (ESC 03 - SB)	2.50 ✓
6/19/20	1123 Guinea Drive Remodel and Addition Plan Review (1 hrs) (ESC 03 - SB)	1.00 ✓
6/22/20	1123 Guinea Drive Drainage Plan Review (4 hrs) (ESC 03 - SB)	4.00 ✓
6/26/20	7906 N Villa Ct Drainage Plan Review (2 hrs) (ESC 03 - SB)	1.00 ✓
Total:		14.50

JAVIER VASQUEZ		HOURS
DATE	TASK	
5/26/20	ESC 03 - S. Blevins - 1301 Glourie Dr. Drainage Plan Review and Coordination	0.50 ✓
5/26/20	ESC 03 - S. Blevins - 1315 Pine Chase Dr. Drainage Plan Review and Coordination	0.50 ✓
5/26/20	ESC 03 - S. Blevins - 8009 Anadell - Review and coordination of driveway culverts	0.50 ✓
5/27/20	ESC 03 - S. Blevins - 8009 Anadell Street - Drainage Sleeve Inspection	1.00 ✓
6/1/20	ESC 03 - S. Blevins - 1315 Pine Chase Drive - Trench inspection and coordination	1.50 ✓
6/2/20	ESC 03 - S. Blevins - 1315 Pine Chase Drive - Cover inspection and coordination	1.50 ✓
6/2/20	ESC 03 - S. Blevins - 8009 Anadell Street - Review and coordination of ditch survey	0.50 ✓
6/3/20	ESC 03 - S. Blevins - 7906 N. Villa Ct - Drainage plan review and coordination	0.50 ✓
6/3/20	ESC 03 - S. Blevins - 1331 Friarcreek Ln Coordination with Contractor for culvert and sidewalk installation	0.50 ✓
6/4/20	ESC 03 - S. Blevins - 8013 Anadell St. - Review and coordination for proposed shed project	0.50 ✓
6/4/20	ESC 03 - S. Blevins - 1301 Glourie Drive Drainage plan review and coordination	0.50 ✓
6/4/20	ESC 03 - S. Blevins - 1323 Pine Chase - Correspondence coordination	0.50 ✓
6/5/20	ESC 03 - S. Blevins - 1315 Pine Chase Drive - Final inspection and coordination	1.50 ✓
6/5/20	ESC 03 - S. Blevins - 8302 Creekstone Cir Drainage Plan Review	0.50 ✓
6/8/20	ESC 03 - S. Blevins - 1301 Glourie Drive Drainage Plan Review and Coordination	1.00 ✓
6/9/20	ESC 03 - S. Blevins - 1233 Archley Drive As Built Drainage Review and Coordination	0.50 ✓
6/10/20	ESC 03 - S. Blevins - 1331 Friarcreek Lane - Proposed walkway plan review and coordination	1.00 ✓
6/10/20	ESC 03 - S. Blevins - 7906 N. Villa Ct Drainage Plan Review	0.50 ✓
6/10/20	ESC 03 - S. Blevins - 8009 Anadell Drainage Review (culverts/site drainage) and Coordination	1.00 ✓
6/12/20	ESC 03 - S. Blevins - 1233 Archley Drive As Built Drainage Inspection and Coordination	1.50 ✓
6/12/20	ESC 03 - S. Blevins - 8302 Creekstone Cir. site meeting and coordination	2.00 ✓
6/12/20	ESC 03 - S. Blevins - 8009 Anadell Drainage Review (culverts/site drainage) and Coordination	1.00 ✓
6/15/20	ESC 03 - S. Blevins - 8009 Anadell Street - Drainage plan coordination	0.50 ✓
6/16/20	ESC 03 - S. Blevins - 1331 Friarcreek Lane - Plan requirements coordination	0.50 ✓
6/16/20	ESC 03 - S. Blevins - 8009 Anadell Street - Drainage plan coordination	0.50 ✓
6/18/20	ESC 03 - S. Blevins - 1233 Archley Drive As-Built Drainage Plan Review	1.50 ✓
6/18/20	ESC 03 - S. Blevins - 1331 Friarcreek Lane - Plan requirements coordination	0.50 ✓
6/19/20	ESC 03 - S. Blevins - 7906 N. Villa Drive Drainage Plan Review	1.00 ✓
6/19/20	ESC 03 - S. Blevins - 1123 Guinea Drive plan review and coordination	0.50 ✓
6/19/20	ESC 03 - S. Blevins - 8009 Anadell Street - Drainage plan coordination	1.50 ✓
6/22/20	ESC 03 - S. Blevins - 1123 Guinea Drive Drainage Plan Review	0.50 ✓
6/22/20	ESC 03 - S. Blevins - 8302 Creekstone Cir Drainage Review	0.50 ✓
6/24/20	ESC 03 - S. Blevins - 1233 Archley Drive As Built - Review ditch restoration	1.50 ✓
6/24/20	ESC 03 - S. Blevins - Review sign requirements for Ridgeley Drive curve	1.00 ✓
6/25/20	ESC 03 - S. Blevins - 8302 Creekstone Cir Drainage Review	0.50 ✓
6/25/20	ESC 03 - S. Blevins - Review sign requirements for Ridgeley Drive curve	0.50 ✓
6/26/20	ESC 03 - S. Blevins - 1123 Guinea Drive Drainage Plan Review	0.50 ✓
6/26/20	ESC 03 - S. Blevins - 7906 N. Villa Cr Drainage Plan Review	0.50 ✓
Total:		31.00



Expense Report Rebilling Report

Employee Name: Vasquez, Javier
Supplier Number: 30862
Expense Report Number: 554251
Purpose: Mileage
Approver: Him, Efrain A
Project: 10205865
Task: 001
Project Expenditure Organization: 10190_ENG-Houston TX
Report Submitted Date: 01-Jun-20
Status: Ready for Payment
Expense Report Total: 82.80 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
22-Apr-20	22-Apr-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	1233 Archley Drive - Driveway and Culvert inspection	10205865	001	
24-Apr-20	24-Apr-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	8009 Anadell Street - Meeting to review drainage revisions	10205865	001	
07-May-20	07-May-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	8009 Anadell Street - Culvert and driveway inspection	10205865	001	
11-May-20	11-May-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	1233 Archley Drive - Culvert inspection; 1209 Pine Chase - Review ditch	10205865	001	
19-May-20	19-May-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	1323 Pine Chase Drive - Resident meeting	10205865	001	
21-May-20	21-May-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	1323 Pine Chase Drive - Resident meeting	10205865	001	
22-May-20	22-May-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	1233 Archley Drive - Cover inspection	10205865	001	
27-May-20	27-May-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	8009 Anadell Street - Drainage driveway sleeve inspection	10205865	001	



Expense Report Rebilling Report

Employee Name: Vasquez, Javier
Supplier Number: 30862
Expense Report Number: 555219
Purpose: Mileage
Approver: Hirn, Efrain A
Project: 10205865
Task: 001
Project Expenditure Organization: 10190_ENG-Houston TX
Report Submitted Date: 08-Jun-20
Status: Ready for Payment
Expense Report Total: 31.05 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
01-Jun-20	01-Jun-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	Trench Inspection at 1315 Pine Chase Drive	10205865	001	
02-Jun-20	02-Jun-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	Cover Inspection at 1315 Pine Chase Drive	10205865	001	
05-Jun-20	05-Jun-20	Mileage - Personal Auto	18 (MILES)	10.35 USD	0.575	Final Inspection at 1315 Pine Chase Drive	10205865	001	

ARC Premier Accounts

PRODUCTION
LOCATION

ARC S TX Stafford
12603 Executive Dr #806
Stafford, TX 77477

INVOICE

DATE REQUIRED 04/30/20

INVOICE NUMBER AFM7591535

DATE 05/06/20

Page 1

BILL TO HDR (NE) OMAHA
1917 s 67th Street
HQ 2nd Floor
Omaha, NE 68106

SHIP TO HDR (TX) HOUSTON - C&M
4828 Loop Central Dr
8th Floor
Houston, TX 77081

ORDER DATE		WORK ORDER		SHIP VIA		PURCHASE ORDER		REQUESTED BY	
04/30/20		AFM7591535		FM				On-Site Services	
PROJECT #		PROJECT NAME				TASK		DEPT	
10205865		20-005 Hilshire V. On-Going				001		10191	
LI#	PROD CODE	DESCRIPTION	ORIG	COPY QTY	SHEET SIZE	TOTAL UNITS	UM	UNIT PRICE	EXTENSION
1	3029	B&W 8.5x11	41	1		41	EACH	0.041	1.68
2	3036	COLOR 8.5x11	2	1		2	EACH	0.138	0.28
INVOICE									
BILLER		SUBTOTAL		SALES TAX		INVOICE TOTAL			
Phoi Huynh		1.96		0.16		2.12			



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

Client ID Number	1-00121
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Invoice Number	1130101
Invoice Date	6/30/2020
Due Date	7/30/2020

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

Service Description	Total
Maintenance Services	\$4,679.12

Please Pay This Amount

Subtotal	\$4,679.12
Sales Tax	\$0.00
Total	\$4,679.12

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

Please note our lockbox address has changed.

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

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1130101 - SUMMARY

INVOICE DATE: 6/30/2020

30 Jun 2020 10:21:52AM CST

Go Green! Think before you print.

Work Type / Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
Maintenance, Lift Station					
LS1					
General Maintenance & Repairs	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56
Preventative Maintenance	\$58.00	\$143.46	\$2.30	\$0.00	\$203.76
LS1 Total	\$66.00	\$174.02	\$2.30	\$0.00	\$242.32
LS Total	\$66.00	\$174.02	\$2.30	\$0.00	\$242.32
Maintenance, Water					
General Maintenance & Repairs	\$536.00	\$2,233.16	\$1,324.44	\$0.00	\$4,093.60
Lab Fees or Laboratory Sampling	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20
MW Total	\$536.00	\$2,233.16	\$1,667.64	\$0.00	\$4,436.80
Invoice Total	\$602.00	\$2,407.18	\$1,669.94	\$0.00	\$4,679.12

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1130101 - DETAIL

INVOICE DATE: 6/30/2020

30 Jun 2020 10:21:53AM 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
Maintenance, Lift Station										
LS1										
General Maintenance & Repairs										
	6/9/2020	2270323	COHV District Area	General Repair or Maintenance of an Asset at a Lift Station; Installed blocker (pine scent)	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56	N
				General Maintenance & Repairs Total	\$8.00	\$30.56	\$0.00	\$0.00	\$38.56	
Preventative Maintenance										
	5/19/2020	2239571	COHV District Area	Three Month Communication & Alarm System PM (Electrical); Sched#: 5860 SchedType: ELEC DateSched: 05/01/20	\$58.00	\$143.46	\$2.30	\$0.00	\$203.76	N
				Preventative Maintenance Total	\$58.00	\$143.46	\$2.30	\$0.00	\$203.76	
				LS1 Total	\$66.00	\$174.02	\$2.30	\$0.00	\$242.32	
				LS Total	\$66.00	\$174.02	\$2.30	\$0.00	\$242.32	
Maintenance, Water										
General Maintenance & Repairs										
	5/28/2020	2242708	COHV District Area	Flushing of a Water System; May monthly flush	\$312.00	\$983.58	\$0.00	\$0.00	\$1,295.58	N
	5/19/2020	2255305	COHV District Area	Purchase Supplies for a Water System; USA Bluebook	\$0.00	\$0.00	\$986.04	\$0.00	\$986.04	N
	5/24/2020	2256721	COHV District Area	Chlorine Residual in the Water System; Weekend Residuals 5/23-5/24	\$24.00	\$187.00	\$0.00	\$0.00	\$211.00	N
	5/31/2020	2261792	COHV District Area	Chlorine Residual in the Water System; weekend residuals 5/30-5/31	\$32.00	\$183.33	\$0.00	\$0.00	\$215.33	N

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1130101 - DETAIL

INVOICE DATE: 6/30/2020

30 Jun 2020 10:21:53AM 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
	6/7/2020	2267258	COHV District Area	Chlorine Residual in the Water System; weekend residuals 6/6-6/7	\$52.00	\$297.91	\$0.00	\$0.00	\$349.91	N
	6/7/2020	2267855	COHV District Area	Investigate Poor Water Quality of a Water System; Flush for nitrification	\$44.00	\$202.86	\$0.00	\$0.00	\$246.86	N
	6/9/2020	2269329	13 Hickory Shadows Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	6/9/2020	2269366	13 Hickory Shadows Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	6/11/2020	2271101	1315 Bridle Spur Ln	Replace, Adjust or Reset a Water Meter Box Lid; need meter box lid	\$12.00	\$36.88	\$8.40	\$0.00	\$57.28	N
	6/14/2020	2272200	COHV District Area	Chlorine Residual in the Water System; weekend residuals 6/13-6/14	\$56.00	\$320.82	\$0.00	\$0.00	\$376.82	N
	6/16/2020	2274008	9 Hickory Shadows Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	6/17/2020	2275118	1209 Archley Dr	Investigate a Water System Problem; Bee removable see Wo 2250298	\$4.00	\$20.78	\$270.00	\$0.00	\$294.78	N
				General Maintenance & Repairs Total	\$536.00	\$2,233.16	\$1,324.44	\$0.00	\$4,093.60	
Lab Fees or Laboratory Sampling										
	5/18/2020	2245697	COHV District Area	Purchase Laboratory Services for Water System Asset, Water Utility - monthly lab 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	\$536.00	\$2,233.16	\$1,667.64	\$0.00	\$4,436.80	
				Invoice Total	\$602.00	\$2,407.18	\$1,669.94	\$0.00	\$4,679.12	

INFRAMARK Work Order						
District: COHV		WO#: 2239571	Dept: 5725	WO Type: LS	Resp: MTX	Issued: 4/28/2020
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 110- West @ Wirt Rd at Ridgely Dr						
Activity Code/Description: PM3MADLR/Three Month Communication & Alarm System PM (Electrical)						
Address/Location: COHV District Area					Sched: 5/1/2020	
Additional Address/Location or Task Details: Sched#: 5860 SchedType: ELEC DateSched: 05/01/20						
Req By:		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: 5/19/2020 9:30 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>	
MS109		MISC. Towel Paper Roll		0.25	\$0.38	
SAF25		SAF. Glove. Disposable - 100 IN PK		4.00	\$1.92	
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
602849 - Shannon Anderson			5/19/2020	2.00	N	\$143.46
TX115033 - Electrical Truck		ELECTRK	5/19/2020	2.00	N	\$58.00
Milestone: Closed		Invoice#: 1130101	Date Invoiced: 6/30/2020	Total Price:		\$203.76
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:	Billing Notification:		No
Field Comments: Test all alarms on dialer for operation. Verify with manager that all callouts have proper numbers and names 3 month dialer Pm complete, checked and tested alarms, all ok						
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:						

INFRAMARK Work Order							
District: COHV		WO#: 2270323	Dept: 5755	WO Type: LS	Resp: OPS	Issued: 6/10/2020	
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 I10- West @ Wirt Rd at Ridgely Dr							
Activity Code/Description: LSGENREP/General Repair or Maintenance of an Asset at a Lift Station							
Address/Location: COHV District Area						Sched:	
Additional Address/Location or Task Details: Installed blocker (pine scent)							
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: 6/9/2020 9:40 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>	
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>	
605236 - James Najar			6/9/2020	0.50	N	\$30.56	
TX112407 - Utility Truck		UTLTRK	6/9/2020	0.50	N	\$8.00	
Milestone: Closed		Invoice#: 1130101	Date Invoiced: 6/30/2020		Total Price:		\$38.56
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification:		No
Field Comments: Installed new blocker at lift station, hung behind panel.							
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:							

Page 1 of 1

INFRAMARK Work Order						
District: COHV		WO#: 2242708		Dept: 5755	WO Type: MW	Resp: OPS
Issued: 5/1/2020						
Asset ID/Description: /						
Activity Code/Description: MWFLUSH/Flushing of a Water System						
Address/Location: COHV District Area						Sched:
Additional Address/Location or Task Details: May monthly flush						
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: 69,000.00		
Date Complete: 5/28/2020 5:00 PM			Attachments: 0		Backcharge To:	
L-B-S:						
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
<u>Labor / Equipment ID</u>		<u>Job Class</u>		<u>Date</u>	<u>Hours</u>	<u>OT?</u>
605678 - Mickayla Trombley				5/22/2020	4.00	N
605678 - Mickayla Trombley				5/22/2020	3.50	N
605678 - Mickayla Trombley				5/22/2020	0.50	Y
605678 - Mickayla Trombley				5/27/2020	4.75	N
605678 - Mickayla Trombley				5/28/2020	2.75	N
605678 - Mickayla Trombley				5/28/2020	3.50	N
605678 - Mickayla Trombley				5/28/2020	0.50	Y
TX112443 - Utility Truck		UTLTRK		5/22/2020	4.00	N
TX112443 - Utility Truck		UTLTRK		5/22/2020	4.00	N
TX112443 - Utility Truck		UTLTRK		5/27/2020	4.75	N
TX112443 - Utility Truck		UTLTRK		5/28/2020	2.75	N
TX112443 - Utility Truck		UTLTRK		5/28/2020	4.00	N
Milestone: Closed		Invoice#: 1130101		Date Invoiced: 6/30/2020		Total Price: \$1,295.58
Mgr Rev Req: No		BID/Est Cost: \$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#: 2245697	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/6/2020
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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:
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Additional Address/Location or Task Details:	Water Utility - monthly lab services
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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: 5/18/2020 12:40 PM	Attachments: 1	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1130101	Date Invoiced: 6/30/2020	Total Price: \$343.20
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Mqr Rev Req:	No	BID/Est Cost:	\$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:

[illegible]

INFRAMARK Work Order												
District: COHV		WO#: 2256721		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 5/22/2020		
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 5/23-5/24												
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: 5/24/2020 5:15 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>	
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>
008315 - James West						5/23/2020		0.75		Y		\$93.50
008315 - James West						5/24/2020		0.75		Y		\$93.50
TX119051 - Utility Truck			UTLTRK			5/23/2020		0.75		N		\$12.00
TX119051 - Utility Truck			UTLTRK			5/24/2020		0.75		N		\$12.00
Milestone: Closed			Invoice#: 1130101			Date Invoiced: 6/30/2020			Total Price: \$211.00			
Mgr Rev Req: No			BID/Est Cost: \$0.00			Manager Name:			Billing Notification: No			
Field Comments: 5-23 P 3.10 D 2.30/ 5-24 P 3.30 D 1.30												
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:												

Page 1 of 1

[illegible]

INFRAMARK Work Order						
District: COHV		WO#: 2267258	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/5/2020
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 6/6-6/7						
Req By: Carl West		Assigned To: Accounts Receivable			GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:		
OLD	Meter ID:	Read:	MIU:	Special Class:		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed: 3,750.00		
Date Complete: 6/7/2020 12:10 PM		Attachments: 0	Backcharge To:		L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605236 - James Najjar			6/6/2020	1.75	Y	\$160.41
605236 - James Najjar			6/7/2020	1.50	Y	\$137.50
TX112407 - Utility Truck		UTLTRK	6/6/2020	1.75	N	\$28.00
TX112407 - Utility Truck		UTLTRK	6/7/2020	1.50	N	\$24.00
Milestone: Closed		Invoice#: 1130101	Date Invoiced: 6/30/2020		Total Price: \$349.91	
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: No	
Field Comments: Monitor district residuals 6/6/20 - POE 4.106/7/20 - POE 3.70						
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:						

INFRAMARK Work Order						
District: COHV		WO#: 2267855		Dept: 5755	WO Type: MW	Resp: OPS
Issued: 6/5/2020						
Asset ID/Description: /						
Activity Code/Description: MWINVPWQ/Investigate Poor Water Quality of a Water System						
Address/Location: COHV District Area						Sched:
Additional Address/Location or Task Details: Flush for nitrification						
Req By: Clint A		Assigned To: Accounts Receivable			GL Code: 40500	
Utility Staking #:		UCC Start:			UCC End:	
OLD	Meter ID:	Read:	MIU:		Special Class:	
NEW	Meter ID:	Read:	MIU:		Gallons Flushed: 50,000.00	
Date Complete: 6/7/2020 7:20 PM		Attachments: 0		Backcharge To:		L-B-S:
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
<u>Labor / Equipment ID</u>		<u>Job Class</u>		<u>Date</u>	<u>Hours</u>	<u>OT?</u>
605678 - Mickayla Trombley				6/7/2020	2.75	Y
TX112443 - Utility Truck		UTLTRK		6/7/2020	2.75	N
Milestone: Closed		Invoice#: 1130101		Date Invoiced: 6/30/2020		Total Price: \$246.86
Mgr Rev Req: No		BID/Est Cost: \$0.00		Manager Name:		Billing Notification: No
Field Comments: Flushed area for nitrification report. Documented results.						
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:						

INFRAMARK Work Order											
District: COHV		WO#: 2269329		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 6/9/2020	
Asset ID/Description: /											
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service											
Address/Location: 13 Hickory Shadows 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: 93853144			Read: 684.76		MIU:		Special Class:			
NEW	Meter ID:			Read:		MIU:		Gallons Flushed:			
Date Complete: 6/9/2020 2:35 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>	
CSTOFMVOUT								1.00		\$20.00	
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>		<u>Hours</u>		<u>OT?</u>	
605678 - Mickayla Trombley						6/9/2020		0.75		N	
TX112443 - Utility Truck			UTLTRK			6/9/2020		0.75		N	
Milestone: Closed			Invoice#: 1130101			Date Invoiced: 6/30/2020			Total Price: \$20.00		
Mgr Rev Req: No			BID/Est Cost: \$0.00			Manager Name:			Billing Notification: Yes		
Field Comments: read meter, turned service off											
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:											

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INFRAMARK Work Order					
District: COHV	WO#: 2269366	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/9/2020
Asset ID/Description: /					
Activity Code/Description: CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service					
Address/Location: 13 Hickory Shadows 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: 93853144	Read: 684.76	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 6/9/2020 2:40 PM		Attachments: 0	Backcharge To:	L-B-S:	
<u>Material / Inventory ID</u>	<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
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		6/9/2020	0.25	N	\$0.00
TX112423 - Utility Truck	UTLTRK	6/9/2020	0.25	N	\$0.00
Milestone: Closed	Invoice#: 1130101	Date Invoiced: 6/30/2020	Total Price:		\$20.00
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification:		Yes
Field Comments: read meter, turned service on, meter stopped					
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:					

INFRAMARK Work Order					
District: COHV	WO#: 2271101	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/10/2020
Asset ID/Description: /					
Activity Code/Description: MWRSTMTRLD/Replace, Adjust or Reset a Water Meter Box Lid					
Address/Location: 1315 Bridle Spur Ln				Sched:	
Additional Address/Location or Task Details: need meter box lid					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class: Meter Reading Dept	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 6/11/2020 8:35 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>
MB27	METER. Plas. DBL L/Only			1.00	\$8.40
<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		6/11/2020	0.75	N	\$36.88
TX112443 - Utility Truck	UTLTRK	6/11/2020	0.75	N	\$12.00
Milestone: Closed	Invoice#: 1130101	Date Invoiced: 6/30/2020		Total Price: \$57.28	
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:		Billing Notification: No	
Field Comments: replaced missing lid					
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:					

INFRAMARK Work Order						
District: COHV		WO#: 2272200	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/12/2020
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 6/13-6/14						
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: 6/14/2020 12:40 PM		Attachments: 0	Backcharge To:		L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>	
<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>	
605236 - James Najjar		6/13/2020	1.75	Y	\$160.41	
605236 - James Najjar		6/14/2020	1.75	Y	\$160.41	
TX112407 - Utility Truck	UTLTRK	6/13/2020	1.75	N	\$28.00	
TX112407 - Utility Truck	UTLTRK	6/14/2020	1.75	N	\$28.00	
Milestone: Closed	Invoice#: 1130101	Date Invoiced: 6/30/2020	Total Price:		\$376.82	
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification:		No	
Field Comments: monitor residuals 6/13- p.o.e = 3.606/14-p.o.e. = 3.30						
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:						

INFRAMARK Work Order					
District: COHV	WO#: 2274008	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/16/2020
Asset ID/Description: /					
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service					
Address/Location: 9 Hickory Shadows 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: 29569134	Read: 6026.41	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 6/16/2020 8:30 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>
605678 - Mickayla Trombley			6/16/2020	0.50	N
TX112443 - Utility Truck		UTLTRK	6/16/2020	0.50	N
Milestone: Closed		Invoice#: 1130101	Date Invoiced: 6/30/2020	Total Price: \$20.00	
Mgr Rev Req: No		BID/Est Cost: \$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:					
Page 1 of 1					

INFRAMARK Work Order

District: COHV	WO#: 2275118	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/17/2020
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Asset ID/Description: /

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

Address/Location: 1209 Archley Dr

Sched:

Additional Address/Location or Task Details: Bee removable see Wo 2250298

Req By: jcw

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: 6/17/2020 8:30 AM

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1130101	Date Invoiced: 6/30/2020	Total Price: \$294.78
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Mgr Rev Req: No

BID/Est Cost:

\$0.00

\$0.00	Manager Name:
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Billing Notif

lo

Field Comments: got with Katy Busy Bee and paid for bee removal

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:
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TUESDAY, June 16, 2020
PUBLIC HEARING AND REGULAR COUNCIL MEETING
6:30 P.M.

REGULAR COUNCIL MEETING

1. CALL TO ORDER REGULAR COUNCIL MEETING

1.1 Invocation was given by Council Member Schwarz

1.2 Pledge of Allegiance

1.3 Present were Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Swanson, Mayor Pro Tem Maddock, and Council Member Schwarz. Also present were City Administrator Blevins, City Attorney Bounds, City Engineer Him, Building Official Taylor, Deputy Building Official DuVall, and Assistant City Secretary Stephens.

2. CITIZEN'S COMMENTS: Vimal Patel, 8001 Anadell, asked Susan to notify Council that people need to trim their trees. Susan said that she will send out a city-wide reminder to have trim trees before hurricane season.

3. REPORTS TO COUNCIL:

3.1 Police Report: There were no significant issues to report. Mayor Herron asked if we should continue to wait to issue overnight street parking warnings and violations. Council agreed that another 30 days of grace period would be good.

3.2 Building Officials Report: Deputy Building Official DuVall said there are no outstanding items to report.

Mayor Pro Tem Maddock asked about taking the contractor to court over 1226 Glourie Dr. Administrator Blevins said the City might need to hire a contractor and place a lien on the property.

3.3 Engineers Report: Engineer Him said it is business as usual with construction drainage plan reviews.

Engineer Him said he is working with BJ with DonMar Grading on the annual ditch grading and maintenance plan. He said BJ is planning on retiring by the end of the year so we need to start looking for another contractor.

Engineer Him stated the Harris County Commissioner's Court has approved their recommendations for Minimum Standards for discharging water into their water shed. HDR will be making recommendations on to how to change the City's ordinance to accommodate. He stated that FEMA most likely will not fund any City that does not adopt changes. The most pertinent item is a requirement that the minimum finished floor elevation of new habitable structures be established or waterproofed to the 500-year flood elevation as shown on the effective Flood Insurance Study, which will significantly impact development or redevelopment in the City. He also recommended that the City Attorney review.

4. DISCUSSION AND POSSIBLE ACTION:

4.1 Mayor Pro Tem Maddock made a motion to discuss and possibly authorize City Staff to engage the services of a contractor for the improvements to City's Right-of-Way at Pine Chase Grove with a not to exceed amount of \$5,000, seconded by Council Member

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6:30 P.M.

Swanson.

Engineer Him said DonMar Grading was consulted for the erosion area. He stated that the ground surrounding the meter vaults can be graded so as to drain away from the vaults toward the street. He also stated that there are two (2) inlets on the West side of that area.

Administrator Blevins asked if we need a "No Dumping" sign for the area. Engineer Him said secured fencing and signs might be needed for safety. He said there is also a broken concrete bench and a concrete filled tire that need to be removed.

Council Member Gordy said the priority is to grade the area and clean it up.

Administrator Blevins asked if the eroded area of 1324 Pine Chase Grove was going to be repaired during this process. Engineer Him responded "yes".

Council Member Gordy asked if the surrounding neighbors will maintain grass if it is planted in the shady area or if low maintenance gravel is an option. Administrator Blevins said that children go in and out of the gate and the homeowners might like gravel. Engineer Him said it is a shady area and grass might not grow. Administrator Blevins will contact the homeowners to discuss options.

A roll call vote was taken to approve the motion authorizing City Staff to engage the services of a Contractor for the improvements to City's Right-of-Way at Pine Chase Grove with a not to exceed amount of \$5,000.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

- 4.2** Council Member Byrne made a motion to discuss and possibly authorize the covering of the ditch area at 1323 Pine Chase Grove for safety reasons as requested by property owner, Mr. Jonathan Simon, seconded by Mayor Pro Tem Maddock.

Engineer Him met with the homeowner and discussed the issues with the front yard grading and re-sodding that impacted the ditches due to a storm. Mr. Simon is concerned about the exposed culvert being a safety hazard.

Jonathan Simon, 1323 Pine Chase Grove, said four (4) homes are affected by the runoff of surface water from the cul-de-sac which travels across the front yards and creates ponding before being directed to the ditches. He reviewed several photographs of his and neighboring properties showing rain water ponding, sediment collection and street asphalt cracking. He also showed a neighboring property with existing stormwater inlets in the yard.

Engineer Him stated that the culvert crossing under the street is sloped at the wrong

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6:30 P.M.

angle. He also said that in the nearly 10 years since the drainage project, erosion and exposure of the culvert has occurred. He also stated that there is a lip between the edge of the pavement and the side of the grass intended to divert water into the swales and then into the ditch, however, accumulated sediment combined with grass that has encroached the pavement edge prevents the water from traveling as intended.

Mr. Simon stated that he doesn't just want the end segment treatment removed, he wants the ditch filled in completely for safety reasons.

Engineer Him said most of the City drainage is ditches similar to or deeper than his and per ordinance, ditches are not to be filled in.

Council Member Schwarz asked if the ditch was covered would it negatively affect the neighbors? Engineer Him said if additional street drains are installed then it shouldn't affect neighbors.

Council Member Byrne tabled his original motion until further analysis could be provided.

The Motion to discuss and possibly authorize the covering of the ditch area at 1323 Pine Chase Grove for safety reasons as requested by property owner, Mr. Jonathan Simon **was tabled.**

- 4.3** Mayor Pro Tem Maddock made a motion to discuss and possibly authorize City Staff to engage the services of a contractor for cleaning and grading ditches throughout the city to not exceed \$15,000, seconded Council Member Byrne.

Engineer Him said that Pine Chase Grove and Anadell are being treated as different quotes so that they can be done independently. City Administrator Blevins stated there was \$30,000 in the budget that could be used for this type project.

A roll call vote was taken to approve the motion authorizing City Staff to engage the services of a contractor for cleaning and grading ditches throughout the City to not exceed \$15,000.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

5. PUBLIC HEARING

- 5.1** Mayor Herron recessed the Regular Council Meeting and called to order the Public Hearing regarding adopting changes to Chapter 12 at 7:49 PM.

There were no citizen's comments.

- 5.2** Mayor Herron called to order the Public Hearing regarding adopting changes to Chapter

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6:30 P.M.

12, Planning and Zoning, regarding lot calculations regarding permeability at 7:51 PM.

Mayor Herron summarized several letters and emails submitted by Hilshire Village citizens unable to attend the meeting.

John Cooper, 1214 Ridgeley Dr, said he thinks the property calculations split between the area in front of the building line and the area behind the building line doesn't make sense. He said his lot has a creek in the front so all of the permeable space is in the front and he wouldn't be able to build in the rear. He stated that he would be in favor of allowing the option to reverse the permeability ratios as needed based on the individual lot topography.

Melissa Blakeslee, 24 Hickory Shadows Dr, said increasing the percentage allowed to be covered would solve the issues on her lot, but also allowing homeowners to decide whether to have the front or back be more permeable gives the homeowners flexibility. She stated that in her opinion, the best option is to allow the homeowners the choice of where to reserve space for permeability. Mrs. Blakeslee said the current ordinance is restrictive, preventing growth and property improvement. She stated that the proposed changes are comparable to what Spring Valley Village has in effect.

City Engineer Him stated that there would be minimal impact by going from 55 to 60.

Council Member Gordy said when the decision was made to reduce the percentage to 55%, it was noted that it could be reconsidered at a later date. He stated that there hasn't been any serious flooding since the changes were made and this has affected property owners who are developing their property.

Council Member Schwarz stated that he is in support of being able to flip the impervious coverage limits on either side of the building line, especially for those lots that have creeks or ravines on their lot. He stated that the Tree Ordinance and Driveway Ordinances will remain in place and have been designed to protect the image of the City.

Nancy Polis, 1210 Glourie Dr, said unique shaped lots that don't fit the rule should appeal to the Board of Adjustments. Administrator Blevins stated that swimming pools are not an eligible hardship for a Board of Adjustment decision.

Nancy Friedman, 1313 Pine Chase Grove, said she disagrees that property value increases by adding a swimming pool. She said bigger development does not always increase property value, there is value in the natural land.

Wally Partridge, 1301 Glourie Dr, asked how the allowed percentage of impervious coverage is determined. He said the purpose is to try to prevent flash flooding by limiting the covered area, but what is the actual percentage of absorbent ground required? He also asked if ditch grading needs to be reconsidered to allow for more rain collection. Mr. Partridge said that he added a pool and yard drains at the same time which helped more than the original drainage of his lot. He asked "what is the 500year floodplain and how do we use that data to optimize our drainage systems for it"?

Kathleen Stafford, 8205 Burkhardt Rd, said she doesn't think that development

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6:30 P.M.

necessarily increases value to the neighborhood. She stated that some people prefer trees and greenspace over covered properties. Mrs. Stafford said a lot more ground is being covered than used to and that needs to be taken into account.

Mayor Herron said everyone is interested in improving the quality of life while maintaining the character of the City. He said that City officials will make sure that ordinances are complied with during construction projects.

Lamar McCorkle, 1321 Glourie Dr, stated that he is not in support of changing the ordinances this often and wants uniform regulations for all properties. He said the Board of Adjustments should be consulted as a secondary option.

Mayor Herron adjourned the Public Hearing and reconvened the Regular Council Session at 8:30 PM.

6. DISCUSSION AND POSSIBLE ACTION:

- 6.1** Council Member Gordy made a motion to discuss and possibly approve the City of Hilshire Village Ordinance Number 796-2020 adopting changes to Chapter 12, Planning and Zoning, regarding carport, porte-cochere, setbacks and accessory buildings, seconded by Council Member Swanson.

A roll call vote was taken to approve the motion to approve the City of Hilshire Village Ordinance Number 796-2020 adopting changes to Chapter 12, Planning and Zoning, regarding carport, porte-cochere, setbacks and accessory buildings.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

- 6.2** Mayor Pro Tem Maddock made a motion to discuss the City of Hilshire Village Ordinance Number 799-2020 adopting changes to Chapter 12, Planning and Zoning, regarding Residential Districts regarding maximum lot coverage (Sec. 11:01.06) including non-permeable requirement in front of front building line, behind front building line, and for total lot, seconded by Council Member Schwarz.

City Attorney Bounds said that a Board of Adjustments qualifier is that a property must have a hardship that requires special consideration in order to develop, a condition on your lot that you have no control over. He stated that it is hard to justify that different impervious coverage allowances alleviates economic hardship for a variance. He said ultimately it is the property owner's right to appeal to the Board of Adjustments; however, that the Board of Adjustment isn't in place to allow different rules for every lot based on the property owner's desires. He said the Board is only authorized to make exceptions when unique situations cause the property owner to be unable to

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economically follow the rules set forth in ordinances.

Mayor Herron said new construction is able to plan their build according to existing ordinances. He said additions and major remodeling encounters more issues because they have to adhere to new rules with a structure built under old requirements. Council Member Gordy suggested new construction be limited to the strict coverage percentages and remodels which exceed the impervious coverage allowance be permitted to conform to a more lax percentage as long as the overall footprint is a reduced impact. Council Member Schwarz agreed but wanted to include the option to choose which side of the building line to have the more pervious area.

Mayor Herron said that the ground can only absorb a certain amount of water before it becomes runoff. He said that retention ponds hold excess water to allow time for the rain to cease and collected water to drain. Mayor Herron said Mennonite Church installed a significant retainage ditch and he proposed considering changes to the ditches throughout the City to alleviate flooding.

Engineer Him said the reason that the City does not allow downspouts is to not drain rain water directly into the storm water system it is to allow the water to percolate onto the ground first. That keeps from overloading the ditches early in a storm event.

Council Member Swanson said that he wouldn't have sold his house if the impervious coverage limits allowed him to build a swimming pool, which would have fit within the 60% rule. He stated that when they built their house, they had a small child and didn't want a swimming pool, but it would have been grandfathered had they put it in their original plans. He said there was also plenty of pervious area in front of his building line.

Council discussed the separation between new construction impervious coverage limits and an effort toward the footprint reduction on non-conforming houses built prior to the ordinance change. Deputy Building Official DuVall said if non-conforming houses, being those that exceed the covered square footage limits, undergo expansion then at least 5% net reduction in lot coverage should be required.

Council set July 21st as the next Public Hearing date.

6.3 A discussion was had regarding adopting changes to Chapter 12, Planning and Zoning, regarding Residential Districts regarding definition of Detached Garage.

Administrator Blevins said there is an issue with the language in the ordinance regarding the width of the walkway covering. She said that it doesn't identify how the covering is to be measured and therefore allows for detached garages to become connected to the main building by a fully covered walkway along the length of the area between the two structures.

Attorney Bounds said this problem occurs when the covering is installed parallel, attaching the garage to the main building.

6.4 Mayor Pro Tem Maddock made a motion to discuss and possibly approve the City of Hilshire Village Ordinance Number 798-2020 authorizing the acceptance of credit cards for payment of permit fees, plan check fees, licenses and other charges, seconded by

**TUESDAY, June 16, 2020
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6:30 P.M.**

Council Member Swanson.

A roll call vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 798-2020 authorizing the acceptance of credit cards for payment of permit fees, plan check fees, licenses and other charges.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

The City Engineer and Building Official were excused.

7. REPORTS TO COUNCIL: (Con't)

7.1 Fire Commissioner's Report: Fire Commissioner Byrne said the department responded to an apartment fire where no one was seriously injured but two (2) pets were lost. He advised everyone to remember their pets when making evacuation plans. Commissioner Byrne said barbeque pits have caused fires when embers were not completely cold when disposed of. He also informed Council that the fire station remodel work commences on July 6th and they are already sourcing materials.

8. CLOSED EXECUTIVE SESSION: None

9. DISCUSSION:

9.1 Mayor Herron said the City Office seems to be functioning well and considering the increase in Harris County COVID-19 cases, operations will continue as is for another month and we can reassess next month.

10. REPORTS TO COUNCIL: (Con't)

10.1 City Administrator's Report: Administrator Blevins said everyone finished their cyber security training and we are now in compliance. She said the Complaint and Issues Report is slowly making progress, we are trying to work with residents on resolutions.

10.2 Treasurer's Report: City Administrator Blevins stated that the City renewed the CDARS Fund for 26 weeks for .09%.

11. CONSENT AGENDA: Mayor Pro Tem Maddock made a motion to approve the Consent Agenda presented to Council including Disbursement Summary, Deposits, Minutes from the Regular Council Meeting of May 19, 2020, and Check Register for May, 2020, seconded by Council Member Byrne.

A roll call vote was taken to approve the motion approving the Consent Agenda presented to Council including Disbursement Summary, Deposits, Minutes from the Regular Council Meeting of May 19, 2020, and Check Register for May, 2020.

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Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

12. REPORTS FROM COUNCIL:

13. ADDITIONAL COUNCIL COMMENTS:

14. FUTURE AGENDA TOPICS:

15. ANNOUNCEMENTS:

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

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

The meeting was adjourned at 9:49 P.M.

Mayor Herron

ATTEST:

Susan Blevins, City Secretary

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

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8268	6/1/20	Waste Corporation of Tex	11114	6,028.55
8269	6/1/20	Villages Mutual Insurance	11114	1,782.13
8270	6/1/20	Village Fire Department	11114	20,063.68
8271	6/5/20	Cary M. Moran	11114	80.00
8272	6/8/20	Centerpoint-Energy	11114	22.30
8273	6/18/20	mess up check	11114	
8274	6/18/20	Sanchez Landscaping	11114	350.00
8275	6/18/20	Northwest Pest Patrol	11114	275.00
8276	6/18/20	Olson & Olson, Attys at L	11114	2,015.00
8277	6/18/20	BBG Consulting	11114	2,500.00
8278	6/18/20	Cary M. Moran	11114	80.00
8279	6/18/20	Hudson Energy Services L	11114	491.73
8280	6/18/20	A T & T	11114	75.00
8281	6/18/20	Protection One	11114	275.22
8282	6/18/20	Protection One	11114	257.60
8283	6/18/20	HDR	11114	12,406.62
8284	6/18/20	Amegy Bank	11114	515.86
ACH 06-01-20	6/1/20	Sprg.Valley GenFund- Pol	11114	41,820.42
ACH 06-16-20	6/15/20	Susan N. Blevins	11114	2,879.38
ACH 06-18-20	6/18/20	Harris County Appraisal	11114	2,613.00
ACH 06-26-20	6/26/20	A T & T	11114	354.74
ACH 06-30-20	6/30/20	Susan N. Blevins	11114	2,879.38
ACH1 06-15-20	6/15/20	Cassandra L. Stephens	11114	1,542.58
ACH1 06-30-20	6/30/20	Cassandra L. Stephens	11114	1,542.58
ELECTRONIC 06-	6/3/20	Texas Municipal Retireme	11114	2,494.14
ELECTRONIC 06-	6/15/20	Internal Revenue Service	11114	1,701.48
ELECTRONIC 06-	6/30/20	Internal Revenue Service	11114	1,701.48
Total				106,747.87

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

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

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
3874	6/1/20	Inframark, LLC	11012	1,792.45
3875	6/5/20	A T & T	11012	225.00
3876	6/8/20	DSHS Central Lab MC20	11012	106.96
3877	6/18/20	HDR	11012	593.69
3878	6/18/20	Texas Excavation Safety S	11012	9.50
3879	6/18/20	Inframark, LLC	11012	4,507.12
3880	6/18/20	Myriam Martinez	11012	116.25
3881	6/18/20	MJC Enterprise	11012	161.50
3882	6/25/20	Cityof Houston#7099-300	11012	18,765.63
Total				26,278.10

From: Robert Swanson
Sent: Friday, July 10, 2020 11:50 AM
To: Susan Blevins <susan.blevins@hilshirevillagetexas.com>
Subject: RE: COUNCIL POSITION

Susan,

We hope to move into our new house the weekend of July 24th.

Yes, I believe that we should announce that July will be my last HV City Council meeting.

Robert

From: Susan Blevins <susan.blevins@hilshirevillagetexas.com>
Sent: Friday, July 10, 2020 11:43 AM
To: Robert Swanson <
Subject: COUNCIL POSITION

I just wanted to touch base to see what your intent is. Will the July 21st be your last meeting or will you just give your notice and August will be your last meeting.

*Susan Blevins
City Administrator/City Secretary
City of Hilshire Village
8301 Westview, Houston, Texas 77055
713-973-1779
713-973-7793 FAX
susan.blevins@hilshirevillagetexas.com*

*Be advised that emails are subject to the **Texas Public Information Act**.
City emails should not be considered confidential.*

ELECTED OFFICIALS, BOARD AND COMMITTEE MEMBERS:
*Be advised that email communications could lead to violations of the **Texas Open Meetings Act**.*



**A PROCLAMATION OF
THE CITY OF HILSHIRE VILLAGE, TEXAS
RECOGNIZING COUNCIL MEMBER ROBERT SWANSON**

* * * * *

***WHEREAS**, the City of Hilshire Village recognizes and wishes to formally acknowledge the service and time **Robert Swanson** has devoted to our City and community, and*

***WHEREAS**, **Robert Swanson** served as President of the Hilshire Village Cultural Education Finance Facilities Corporation and the Hilshire Village Higher Education Facilities Corporation for five years, and*

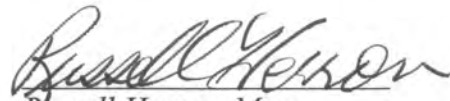
***WHEREAS**, **Robert Swanson** served the City as a dedicated Council Member for four years, and*

***WHEREAS**, **Robert Swanson's** expertise has been instrumental in actions, initiatives and policies to preserve the City's financial budget while improving the City's infrastructure, and*

***WHEREAS**, **Robert Swanson's** compassionate demeanor paired with his positive attitude has contributed to significant decisions to improve the City's zoning and new development while maintaining the City's urban characteristics, and*

***WHEREAS**, for his multitude of contributions to this City, **Council Member Robert Swanson** is deserving of our unending gratitude.*

***NOW THEREFORE**, be it proclaimed by the Mayor of Hilshire Village, Texas, that the City does hereby recognize and sincerely thank **Council Member Robert Swanson** for his service to the City of Hilshire Village.*


Russell Herron, Mayor
July 21, 2020

Attest:

Susan Blevins, City Secretary

Senate Bill 2 – Explanatory Q&A

Prepared by TML Staff

Questions? Contact Bill Longley, Legislative Counsel, at bill@tml.org

Last Updated January 20, 2020

Senate Bill 2, also known as the Texas Property Tax Reform and Transparency Act of 2019, was passed by the Texas Legislature in 2019. At its most fundamental level, S.B. 2 reforms the system of property taxation in three primary ways: (1) lowering the tax rate a taxing unit can adopt without voter approval and requiring a mandatory election to go above the lowered rate; (2) making numerous changes to the procedure by which a city adopts a tax rate; and (3) making several changes to the property tax appraisal process.

When does S.B. 2 go into effect?

The vast majority of the bill, including the new tax rate calculations, took effect on January 1, 2020. A few other provisions, including those related to the use of comptroller forms in calculating the tax rate and injunctive relief for failure to comply with statutory requirements, do not go into effect until January 1, 2021.¹

Are there any provisions that a city needed to comply with before January 1, 2020?

Yes, only one. Section 106 of the bill provides that, not later than 30 days after the section becomes effective, taxing units must submit to their county assessor-collectors the worksheets used by the taxing unit to calculate the effective and rollback tax rates for the 2015-2019 tax years. The county assessor-collector, in turn, must post the worksheets on the county's website. This section took effect on the 91st day after the last day of the legislation session, at which point cities had 30 days to submit their worksheets. Thus, the deadline for cities to submit their worksheets to the county assessor-collector was September 25, 2019.

What terminology was changed?

Prior to S.B. 2, the term “effective tax rate” referred to the benchmark tax rate needed to raise the same amount of maintenance and operations property taxes on existing property as the previous year, after taking into account changes in appraised values. S.B. 2 changed the terms “effective tax rate” and “effective maintenance and operations tax rate” to “no-new-revenue tax rate” and “no-new-revenue maintenance and operations tax rate,” respectively.

Additionally, the term “rollback tax rate” was changed to “voter-approval tax rate.” More significant than the change in terminology is the modification to both the voter-approval rate

¹ In addition to these sections, pursuant to Section 105 of S.B. 2, each taxing unit located wholly or primarily in an appraisal district established in a county with a population of less than 200,000 need not comply with Tax Code Secs. 26.04(e-2), 26.05(d-1) and (d-2), 26.17, and 26.18 until the 2021 tax year.

formula (discussed in the next question), and the requirement that cities hold automatic elections to approve tax rates exceeding the voter-approval tax rate.

How does S.B. 2 modify the calculation of a city's rollback tax rate?

Under pre-S.B. 2 law, a city's rollback rate was the rate necessary to raise precisely eight percent more maintenance and operations tax revenue as the year before after taking into account appraisal fluctuations. The debt service component of the tax rate is then added to the product of the effective maintenance and operations rate and 1.08.

In addition to changing the terminology from "rollback rate" "to "voter-approval rate," S.B. 2 lowers the multiplier used in the rate calculation from 8 percent to 3.5 percent for cities that aren't considered to be "special taxing units," which is nearly every Texas city. To illustrate, the old calculation of a city's rollback rate was as follows:

Rollback Rate = (Effective Maintenance and Operations Rate x 1.08) + current debt service tax rate

Under S.B. 2, that calculation now looks like this:

Voter-Approval Rate = (No-New-Revenue Maintenance and Operations Rate x 1.035) + current debt service tax rate

TEX. TAX CODE § 26.04(c).

There are some other adjustments as well. Most notably, under the new formula a city adds its "unused increment rate" to the 3.5 percent limit on maintenance and operations increases. Unused increment is discussed in greater detail below.

Does S.B. 2 modify the procedure for approval of a tax rate that exceeds the voter-approval rate?

Yes. Previously, any rate adopted that exceeded the 8 percent rollback rate triggered the ability of citizens to petition to hold an election to "roll back" the tax rate to the rollback rate. Generally speaking, S.B. 2 requires a city to hold an automatic election (i.e., the bill eliminates the petition requirement) on the November uniform election date if it adopts a rate exceeding the 3.5 percent voter-approval rate. *See* TEX. TAX CODE § 26.07. That said, some cities under 30,000 population are not subject to the automatic election requirement associated with adopting a rate exceeding the new voter-approval rate.

What is a special taxing unit?

Under S.B. 2, a special taxing unit is a taxing unit that remains subject to the 8 percent voter-approval rate and is not subject to the new 3.5 percent voter-approval rate. Two types of taxing units—junior college districts and hospital districts—are expressly considered to be “special taxing units” under the new legislation. TEX. TAX CODE § 26.012(19). Beyond that, only a taxing unit other than a school district with a proposed maintenance and operations tax rate of 2.5 cents or less per \$100 of taxable value is considered to be a special taxing unit. In other words, if a city is proposing a tax rate of only 2.5 cents or less, it could continue to calculate the voter-approval rate using 8 percent.

According to the Texas Comptroller’s property tax data, of the more than 1000 Texas cities that had adopted property taxes in 2017, only four of those cities had tax rates of less than 2.5 cents per \$100. (Website of Texas Comptroller of Public Accounts, Property Tax Survey Data and Reports – 2017 City Values, <https://comptroller.texas.gov/taxes/property-tax/reports/index.php>.)

What is the unused increment rate?

Included within the voter-approval rate calculation in S.B. 2 is a new term called the “unused increment rate.” The unused increment rate can be used to increase the voter-approval rate, depending upon the tax rates adopted by the city in the previous three years.

In essence, the “unused increment rate” is the 3-year rolling sum of the difference between the adopted tax rate and voter-approval rate. Put differently, the city has the ability to “bank” any unused amounts below the voter-approval rate to use for up to three years. Conversely, if the city adopts the voter-approval rate all years between 2020 and 2022, the unused increment rate would be zero. Under no circumstance can the unused increment rate be less than zero. *See* TEX. TAX CODE § 26.013(b)(1).

The legislature’s stated goal in relation to the unused increment rate is to discourage taxing units from adopting a rate equal to the 3.5 percent voter-approval rate every year. Under the new framework, a city that experiences exceptional growth in sales tax revenues in a year, for instance, may be able to adopt a rate less than the 3.5 percent voter-approval rate and bank the difference for a future year when sales taxes perform worse than expected. On the other hand, many cities will be forced to go up to the 3.5 voter-approval rate every year just to keep up with rising costs. For those cities, the unused increment rate will be a non-factor.

S.B. 2 provides that, for each tax year before the 2020 tax year, the difference between the taxing unit’s voter-approval tax rate and actual tax rate is considered to be zero. *Id.* § 26.013(c). This means that any difference between the 2019 rollback rate and adopted rate cannot be used to increase the unused increment rate in the three subsequent tax years.

What is the de minimis rate?

The de minimis rate is a new tax rate calculation added by S.B. 2 that is designed to give smaller taxing units, including cities, some relief from the 3.5 percent voter-approval tax rate.

The de minimis rate is defined as the sum of:

1. a taxing unit's no-new-revenue maintenance and operations rate;
2. the rate that, when applied to a taxing unit's current total value, will impose an amount of taxes equal to \$500,000; and
3. a taxing unit's current debt rate.

TEX. TAX CODE § 26.012(8-a).

In a nutshell, the de minimis rate was added to S.B. 2 to allow smaller cities some flexibility to adopt a tax rate that generates \$500,000 more in property tax revenue than the previous year. The thinking was that applying a 3.5 percent voter-approval rate in some very small communities would unnecessarily restrict revenue growth to sometimes just a nominal amount, and the application of the lowered voter-approval rate created an unfair result for small towns.

Are all cities required to calculate and use the de minimis rate?

No. The provisions of S.B. 2 relating to the de minimis rate apply only to a city with a population of less than 30,000. *See* TEX. TAX CODE §§ 26.063 and 26.075. A city with a population of less than 30,000 must calculate a de minimis rate.² Cities with populations of 30,000 or more do not calculate the de minimis rate or receive any of the fiscal flexibility associated with the de minimis rate.

How does the de minimis rate work?

If the city with a population of less than 30,000 adopts a tax rate that exceeds the greater of the city's voter-approval tax rate or the de minimis tax rate, the city council must order an election to approve the adopted tax rate for the November uniform election date. TEX. TAX CODE § 26.07(b).

But what if a city with a population of less than 30,000 adopts a tax rate that exceeds the voter-approval rate but not the de minimis rate? It is possible, depending on the facts, that the voters would be required to petition for a tax approval election instead of the city being required to hold an automatic election.

A city's voters are required to submit a petition to hold a tax approval election if:

1. the city's de minimis rate exceeds the voter-approval rate; and

² Although nothing in S.B. 2 expressly requires a city under 30,000 in population to calculate the de minimis rate, the alternative notice provisions in Tax Code Sec. 26.063 and the petition requirements in Sec. 26.075 apply only to a city under 30,000 in population if the de minimis rate exceeds the voter-approval rate. Practically speaking, the only way for a city under 30,000 population to know if these statutes apply is to calculate the de minimis rate.

2. the city's adopted rate is: (a) equal to or lower than the de minimis rate; and (b) greater than the greater of the city's voter-approval tax rate (a 3.5 percent rate plus the unused increment rate) or the voter-approval tax rate calculated as if the city were a special taxing unit (an 8 percent rate).³

Id. § 26.075.

If the adopted rate is less than either the voter-approval tax rate or voter-approval tax rate for a special taxing unit, the city is not subject to the petition requirements. Essentially, one of these smaller cities that has a de minimis rate that exceeds the 3.5 percent voter-approval tax rate can adopt a rate all the way up to the de minimis rate without an automatic election in November. However, under the bill an 8 percent voter-approval rate (similar to pre-S.B. 2 law) still applies to them in a limited way. If the city's adopted rate exceeds an 8 percent voter-approval rate (but is lower than the de minimis rate) the city is subject to a petition from the voters to conduct a voter-approval election.

The bill's language regarding the de minimis rate is extremely complicated, so it may be helpful to map out the different scenarios for a city. If a city under 30,000 population has a de minimis rate that exceeds the 3.5 voter-approval rate the following rules apply:

- If the city's adopted rate exceeds de minimis rate – Automatic election in November.
- If the city's adopted rate is equal to or lower than de minimis rate but exceeds the greater of the 3.5 voter-approval tax rate or an 8 percent voter-approval tax rate applicable to a special taxing unit – Citizens may petition for an election.
- If the city's adopted rate is lower than de minimis rate and does not exceed the greater of the 3.5 voter-approval tax rate or an 8 percent voter-approval tax rate applicable to a special taxing unit – No election required (automatic or petition).

What is the petition and election process in a city under 30,000 that adopts a tax rate equal to or lower than the de minimis rate, but higher than an 8 percent voter-approval tax rate?

A petition for an election to determine whether to reduce the city's adopted tax rate is valid only if the petition:

1. states that it is intended to require an election in the city on the question of reducing the city's adopted tax rate for the current year;
2. is signed by at least three percent of the registered voters of the city determined according to the most recent list of those voters; and
3. is submitted to the city council not later than the 90th day after the date on which the city council adopts the tax rate.

³ How could the city's voter-approval tax rate exceed the voter-approval tax rate calculated as if the city were a special taxing unit? It is possible that a city's voter-approval tax rate is higher depending upon the amount of the unused increment rate. Even if it isn't likely, it is possible that a city could bank enough unused increment over a three year window for the 3.5 percent voter-approval rate to exceed the 8 percent voter approval rate for a special taxing unit.

TEX. TAX CODE § 26.075(d).

The city council shall determine whether the petition is valid not later than the 20th day after the date on which the petition is submitted. *Id.* § 26.075(e). If the petition is deemed valid, the city council shall order the election be held on the next uniform election date that allows sufficient time to comply with the requirements of other law. *Id.* § 26.075(f).

At the election, the ballots must be prepared to permit voting for or against the following proposition: “Reducing the tax rate in (name of city) for the current year from (insert tax rate adopted for current year) to (insert voter-approval tax rate).” *Id.* § 26.075(g). Note that, if approved, the tax rate would be reduced to the city’s actual voter-approval tax rate, not the 8 percent voter approval tax rate for a special taxing unit. *See Id.* § 26.075(c). If the tax rate is reduced and a property owner already paid taxes calculated using the higher tax rate, the city must refund the difference between the amount of taxes paid and the amount due under the reduced tax rate. *Id.* § 26.075(k).

Are there any other adjustments for cities that can be made to the 3.5 percent voter-approval rate?

Yes. S.B. 2 adds an adjustment to the no-new-revenue maintenance and operations rate—and therefore also the voter-approval rate—for eligible county hospital expenditures. TEX. TAX CODE § 26.0443. The definition of “eligible county hospital” includes a hospital that is owned or leased jointly by a city and a county, and an “eligible county hospital expenditure” includes the amount paid by a city in the tax year preceding the tax year for which the tax is adopted to maintain and operate an eligible county hospital. *Id.* If a city makes these expenditures, and the expenditures exceed the amount of the same expenditures from the preceding tax year, the city may increase its no-new-revenue maintenance and operations tax rate in accordance with an adjusted formula provided by statute. *Id.* § 26.0443(b).

Does the 3.5 percent voter-approval rate calculation include new property?

No. S.B. 2 modified the multiplier in the voter-approval tax rate calculation, reducing it from 8 percent to 3.5 percent. The new 3.5 percent multiplier is applied to the no-new-revenue maintenance and operations tax rate, which used to be called the effective maintenance and operations tax rate. Although the name of that tax rate changed, the calculation did not. The effective maintenance and operations tax rate excluded new property value from the calculation, and the no-new-revenue maintenance and operations rate calculation continues to do so.

Did S.B. 2 change the way cities finance certificates of obligation?

No. At one point during the legislative process, a version of S.B. 2 was considered that would have excluded all non-voter approved debt instruments payable from property taxes from the

definition of debt in the Tax Code. This would have forced cities to finance some certificates of obligation through the maintenance and operations tax rate instead of debt service. The result would have been having the lowered 3.5 voter-approval tax rate apply to all maintenance and operations expenses in addition to tax-supported certificates of obligation. Fortunately for Texas cities, the harmful certificate of obligation provision was stripped out of the bill in its final form.

How do the new tax rate calculations in S.B. 2 affect cities that have adopted the dedicated sales tax for property tax relief?

The changes made to the tax rate calculations by S.B. 2 also apply to the tax rate calculations for cities that have adopted the sales tax for property tax relief. *See* TEX. TAX CODE § 26.041. The sales tax for property tax relief (referred to in state statute as the “additional sales and use tax”) is designed to offset an equivalent amount of city property tax revenue by reducing a city’s voter-approval tax rate by the amount of sales tax revenue that corresponds with the portion of the sales tax rate dedicated to property tax relief. According to comptroller data⁴, 395 cities have adopted the sales tax for property tax relief.

The voter-approval tax rate calculation in cities that have adopted the sales tax for property tax relief contains a 3.5 percent multiplier and unused increment rate adjustment, just like the calculation for any other city. Before S.B. 2, cities with the sales tax for property tax relief were deducting sales tax revenue from a property tax rate formula that used an eight percent multiplier. Now, the baseline rate is lowered due to the 3.5 percent multiplier, and the sales tax revenue is deducted from that rate. The end result is that cities that have adopted the sales tax for property tax relief will see their voter-approval rates lowered by a greater amount than those cities without the sales tax for property tax relief.

Does a city get any relief from the lowered voter-approval rate during a disaster?

Yes, in two different ways. First, a city council may direct the designated officer or employee⁵ to calculate the voter-approval tax rate in the manner provided for a special taxing unit (8 percent) if any part of the city is located in an area declared a disaster area during the current tax year by the governor or by the president of the United States. TEX. TAX CODE § 26.04(c-1). The designated officer or employee shall continue calculating the voter-approval tax rate using 8 percent instead of 3.5 percent until the earlier of:

1. the second tax year in which the total taxable value of property in the city exceeds the total taxable value of property taxable by the city on January 1st of the tax year in which the disaster occurred; or

⁴ <https://comptroller.texas.gov/taxes/sales/city-additional-tax.php>.

⁵ The term “designated officer or employee” is not a new one added by S.B. 2. The city council has the ability to designate any officer or employee to calculate the tax rate. Tax Code § 26.04(c). The designated officer or employee is commonly a city finance officer or even a chief appraiser or county assessor-collector. Because of the increased responsibilities under S.B. 2, cities are encouraged to consult with their designated officer or employee about the changes well in advance of S.B. 2 taking effect. If that is the chief appraiser or county assessor-collector, the city may wish to revisit any written agreements currently in place.

2. the third tax year after the tax year in which the disaster occurred.

Id.

The other S.B. 2 provision pertaining to disasters gives cities the ability to avoid an automatic tax rate approval election following certain disasters. When an increased expenditure of money by a city is necessary to respond to a disaster, including a tornado, hurricane, flood, wildfire, or other calamity, but not including a drought, that impacted the city and the governor has declared any part of the city as a disaster area, an election (petitioned or automatic) is not required to approve the tax rate adopted by the governing body for the year following the year in which the disaster occurs. *Id.* § 26.07(b).

When must the tax rate be adopted?

While the Tax Code still requires a city to adopt its tax rate before the later of September 30th or the 60th day after the certified appraisal roll is received by the city, S.B. 2 moves up the date on which a city must adopt a tax rate that exceeds the voter-approval tax rate. TEX. TAX CODE § 26.05(a). If a city adopts a rate exceeding the voter-approval tax rate, it must do so not later than the 71st day before the November uniform election date, which is the first Tuesday following the first Monday in November. *Id.*; *See also* TEX. ELEC. CODE § 41.001(a)(3).

Because S.B. 2 is designed to have cities' automatic tax rate approval elections held on the November uniform election date, the legislature deemed it necessary to require cities to adopt their tax rates earlier to provide ample time to order the election. Indeed, S.B. 2 requires the city council to order the tax rate approval election not later than the 71st day before the date of the election. TEX. TAX CODE § 26.07(c). The 71st day will change every year depending upon when the November election date occurs, but generally it will occur in mid-to-late August.

Using the 71st day before election day as the deadline to order the election in S.B. 2 appears to be a drafting mistake by the legislature. The Election Code provides that, for an election held on a uniform election date, the election shall be ordered not later than the 78th day before election day. TEX. ELEC. CODE § 3.005(c). Further, the Election Code provides that the 78-day deadline supersedes any law outside the Election Code to the extent of any conflict. *Id.* § 3.005(b). Because the 78th day deadline for ordering the election expressly prevails over the 71st day deadline in S.B. 2, a city must order its election by no later than the 78th day before the November uniform election date. Even though the election must be ordered by the 78th day before the election, theoretically a city could push off the adoption of a tax rate exceeding the voter-approval tax rate until the 71st day before the election as provided by S.B. 2.

Interestingly, this expedited tax rate adoption calendar applies to a city under 30,000 that adopts a tax rate that exceeds the voter-approval rate, even if the city's adopted rate does not exceed the de minimis tax rate. *See* TEX. TAX CODE § 26.05(a). If *any* city adopts a tax rate that exceeds the voter-approval rate, it must do so by the 71st day before the November uniform election date.

Because state law provides that a city may levy taxes only in accordance with the budget, a city must adopt its budget before it adopts its tax rate, regardless of the deadline to do so. *See* TEX. LOC. GOV'T CODE § 102.009(a). If a city adopts a tax rate in August that exceeds the voter-approval tax rate, it must adopt its budget before doing so.

What is the election process for a city that must hold an automatic election to approve a tax rate?

A city with a population of 30,000 or more that adopts a tax rate exceeding the voter-approval tax rate, or a city with a population of less than 30,000 that adopts a tax rate exceeding the greater of the taxing unit's voter-approval tax rate or de minimis rate must hold an automatic election to approve the adopted tax rate as required by Texas Tax Code Sec. 26.07. As mentioned above, a city to which Sec. 26.07 applies must order its election by the 78th day before the November uniform election date. TEX. ELEC. CODE § 3.005(c).

The ballots must be prepared to permit voting for or against the following proposition: "Approving the ad valorem tax rate of \$____ per \$100 valuation in (name of taxing unit) for the current year, a rate that is \$____ higher per \$100 valuation than the voter-approval tax rate of (name of taxing unit), for the purpose of (description of purpose of increase). Last year, the ad valorem tax rate in (name of taxing unit) was \$____ per \$100 valuation." TEX. TAX CODE § 26.07(c).

Although most of the required ballot language is fairly straightforward, cities have raised questions about what exactly would satisfy the requirement to describe the purpose of the increase. For example, it may not be easy to discern if an increased expenditure is attributable to the revenue derived from the amount by which a city goes over the voter-approval tax rate, or if the expenditure was something the city prioritized in its budget that would have been covered by city's adoption of the voter-approval tax rate or even the no-new-revenue tax rate. Without any additional statutory guidance, cities would appear to maintain the discretion to make a reasonable determination under this provision. Cities are encouraged to consult with their city attorney about the ballot language describing the purpose of the increase.

What happens if voters don't approve a city tax rate exceeding the voter-approval rate?

If voters do not approve the city's adopted tax rate at a tax rate approval election, the city's rate for the current tax year is set at the voter-approval tax rate. TEX. TAX CODE § 26.07(e). If property owners pay their taxes using the originally adopted tax rate and the voters ultimately reject that rate at an election in November, the city must refund the difference between the amount of taxes paid and the amount of taxes due under the voter-approval tax rate. *Id.* § 26.07(g).

What happens if the city doesn't receive the certified appraisal roll on time?

Prior to the passage of S.B. 2, the law required the chief appraiser to submit the certified appraisal roll to the assessor for each taxing unit by July 25th. TEX. TAX CODE § 26.01(a). The certified roll could be certified once the appraisal review board has completed substantially all timely filed protests so that the amount of undetermined value is not more than five percent of the total appraised value of all taxable properties. *Id.* § 41.12(b). The deadline for appraisal review boards to complete substantially all of their work was July 20th, though appraisal districts located in counties with populations of one million or more could postpone this deadline until August 20th. *Id.* § 41.12(c).

Certifying the tax roll triggers the tax rate setting process, as a city may not calculate the tax rates without a firm grasp the appraised values contained in the certified roll. Because a city that adopts a rate exceeding the voter-approval rate must act quickly, the timely delivery of the certified tax roll becomes even more important under S.B. 2. Delivery of the certified appraisal roll by August 20th or later is completely untenable for cities given the new deadlines for adopting the tax rate under S.B. 2.

Instead of requiring all appraisal review boards to complete substantially all protests by July 20th so the roll can be certified by the chief appraiser by July 25th, S.B. 2 instead gives chief appraisers an alternative to submitting a certified roll to the assessor. S.B. 2 amends the Tax Code to provide that, if the appraisal review board has not approved the appraisal records by July 20th, the chief appraiser shall prepare and certify to the assessor for each taxing unit an *estimate* of the taxable value by not later than July 25th. *Id.* § 26.01(a-1). If a certified estimate is provided instead of a certified appraisal roll, the officer or employee designated by the city council shall calculate the no-new-revenue tax rate and voter-approval tax rate using the certified estimate of taxable value. *Id.* § 26.04(c-2).

What changes were made to how a city provides notice of its tax rate every year?

Prior to the passage of S.B. 2, most cities provided notice of their property tax rates pursuant to Local Government Code Section 140.010. That statute was repealed by S.B. 2 and replaced with a few different mechanisms for providing notice of the city's tax rate:

- By August 7th or as soon thereafter as practicable, the designated officer or employee of a city must post notice on the city's website, in the form prescribed by the comptroller, the following: (1) the no-new-revenue tax rate and the voter-approval tax rate, along with an explanation of how they were calculated; (2) the estimated amount of interest and sinking fund balances and the estimated amount of maintenance and operation or general fund balances remaining at the end of the current fiscal year that are not encumbered with or by corresponding existing debt obligations; and (3) a schedule of the city's debt obligations. TEX. TAX CODE § 26.04(e).
- New notice provisions for the public hearing on the tax rate, loosely based upon the tax rate notice located in Local Government Code Sec 140.010 that was repealed by S.B. 2, are included in the bill. A different notice is required for each of the following scenarios: (1) the proposed tax rate exceeds the no-new-revenue tax rate and the voter-approval tax rate; (2) the proposed tax rate exceeds the no-new-revenue tax rate but does not exceed

the voter-approval tax rate; and (3) the proposed tax rate does not exceed the no-new-revenue tax rate but exceeds the voter-approval tax rate; and (4) in a city with a population of less than 30,000 in which the de minimis tax rate exceeds the voter-approval tax rate, the proposed tax rate exceeds the voter-approval rate. *Id.* §§ 26.06(b-1) – (b-3), 26.063.

- S.B. 2 includes new notice provisions for the meeting to vote on a proposed tax rate that does not exceed the lower of the no-new-revenue tax rate or voter-approval tax rate. (Note: this notice is similar to the notice requirements related to the public hearing on the tax rate, except that no public hearing is required because the proposed rate doesn't exceed the lower of the no-new-revenue rate or voter-approval rate.) *Id.* § 26.061.
- S.B. 2 also requires a table to be included at the end of the notice of the hearing on the tax rate or meeting to adopt the tax rate, as applicable, that compares the taxes imposed on the average residence homestead in the city last year to the taxes proposed to be imposed on the average residence homestead this year.

How must the tax comparison table be formatted?

In addition to requiring specific language both before and after the table, S.B. 2 requires the table itself to be generally formatted as follows (example for 2020 tax year):

	2019	2020	Change
Total Tax Rate (per \$100 of value)	2019 adopted rate	2020 proposed rate	Statement of nominal and percentage difference
Average Homestead Taxable Value	2019 average taxable value of residence homestead	2020 average taxable value of residence homestead	Statement of percentage difference
Tax on Average Homestead	2019 Amount of taxes on average homestead	2020 amount of taxes on average homestead	Statement of nominal and percentage difference
Total tax levy on all properties	2019 Levy	(Proposed rate x current total value)/100	Statement of nominal and percentage difference

See TEX. TAX CODE § 26.062.

Are low-tax-levy cities exempt from the new notice requirements?

Mostly, yes. Just like the law prior to S.B. 2, cities with low tax levies have a simplified tax rate notice and are exempt from the other notice requirements in the Tax Code. A “low tax levy” city is one that levies under \$500,000 in total property taxes and has a tax rate under \$.50 per \$100 of valuation. *See* TEX. TAX CODE § 26.052(a). Under S.B. 2, any such city is exempt from both the requirement to post tax rate and debt notice on the city’s website under Tax Code Sec. 26.04(e),

and the new notices of the tax rate hearing or meeting to adopt the tax rate in Tax Code Secs. 26.06 and 26.063.

A low-tax levy city must, however, provide notice of the meeting to vote on a proposed tax rate that does not exceed the lower of the no-new-revenue or voter-approval tax rate pursuant to Tax Code Sec. 26.061. The notice may be delivered by mail or published in the newspaper. *See Id.* §§ 26.061(d) and 26.06(c). If the notice is published in the newspaper, the city must also post the notice prominently on the home page of the city's website from the date the notice is first published until the public hearing is concluded. *Id.* § 26.06(c).

If a low-tax-levy city publishes in the newspaper simplified notice as authorized under Tax Code Sec. 26.052(e), the city must also provide public notice of its proposed tax rate by posting the simplified notice prominently on the city's website. *Id.* § 26.052(f).

Does a city need to use a specific form to calculate its tax rate?

Yes. The comptroller is required to create tax rate calculation forms to be used by cities and other taxing units when calculating their property tax rates. TEX. TAX CODE § 5.07(f). The forms are required to be in an electronic format and have blanks that can be filled in electronically. *Id.* § 5.07(g). Further, the forms must be capable of being certified by the designated officer or employee of a city after completion as accurately calculating the applicable tax rates and using values that are the same as the values shown in either the city's certified appraisal roll or the certified estimate of taxable value. *Id.* The forms also must be capable of being electronically incorporated into the property tax database maintained by each appraisal district (discussed in greater detail below) and electronically submitted to the county assessor-collector. *Id.*

The designated officer or employee of the city is required to use the tax rate calculation forms prescribed by the comptroller to calculate the no-new-revenue tax rate and the voter-approval tax rate. *Id.* § 26.04(d-1). The designated officer or employee of the city may not submit the no-new-revenue tax rate and the voter-approval tax rate to the city council, and the city council may not adopt a tax rate, until the designated officer or employee certifies on the tax rate calculation forms that he or she has accurately calculated the tax rates and has used values that are the same as the values show in the city's certified appraisal roll in performing the calculations. *Id.* § 26.04(d-2).

As soon as practicable after the designated officer or employee calculates the no-new-revenue and voter-approval tax rates, he or she must electronically submit the tax rate calculation forms used in calculating the rates to the county assessor-collector for each county in which the city is located, and the assessor-collector must post the forms on the county's website. *Id.* §§ 26.04(d-3), 26.16(d-1). (Note: These statutory requirements are not effective until January 1, 2021.)

The city council must include as an appendix to the city's budget for a fiscal year the tax rate calculation forms used by the designated officer or employee of the city to calculate the no-new-revenue tax rate and the voter-approval tax rate of the city for the tax year in which the fiscal

year begins. *Id.* § 26.04(e-5). (Note: This statutory requirement is not effective until January 1, 2021.)

Is a city still required to hold two public hearings on the tax rate if the rate exceeds the no-new-revenue rate?

No. Before S.B. 2, when a city proposed a tax rate that exceeded the lower of the effective tax rate or the rollback rate, the city was required to hold two public hearings prior to adopting the tax rate. Due to the compressed timeframe for adopting a tax rate that exceeds the voter-approval rate, the drafters of S.B. 2 eliminated one of the existing tax rate hearings. Under S.B. 2, a city that adopts a rate exceeding the lower of the no-new-revenue tax rate or the voter-approval tax rate must only hold one public hearing. *See* TEX. TAX CODE § 26.05(d).

The lone public hearing under the new law may not be held before the fifth day after the date the notice of the public hearing is given. *See Id.* § 26.06(a). The city council also may not hold its public hearing or public meeting to adopt a tax rate until the fifth day after the date the chief appraiser of each appraisal district in which the city participates has delivered its tax estimate notice under Tax Code Sec. 26.04(e-2) and made various tax rate information and the tax rate calculation forms available on to the public via the property tax database under Tax Code Sec. 26.17(f) (discussed in greater detail below). *Id.* § 26.05(d-1). In fact, the city council is prohibited from adopting a tax rate until the chief appraiser has given notice and updated the property tax database. *Id.* § 26.05(d-2).

May the city council vote to approve the tax rate at the public hearing on the tax rate?

Yes. As opposed to prior law, which required a city to space out its two public hearings as well as the meeting to adopt the tax rate, the law as amended by S.B. 2 expressly authorizes the city council to vote on the proposed tax rate at the public hearing. *See* TEX. TAX CODE § 26.06(d). Again, this change reflects the reality that if a city council must adopt a tax rate that exceeds the voter-approval tax rate, it must act quickly to do so.

What is the property tax database?

S.B. 2 requires the chief appraiser of each appraisal district to create and maintain a property tax database that: (1) contains information that is provided by taxing units located in the appraisal district; (2) is continuously updated as preliminary and revised data becomes available and is provided by the designated officers or employees of taxing units; (3) is accessible to the public; and (4) is searchable by property address and owner. TEX. TAX CODE § 26.17(a).

The property tax database is required to include various types of information with respect to each property listed on the appraisal roll for the appraisal district. A city's designated officer or employee is required to electronically incorporate the following information into the database as the information becomes available:

1. the no-new-revenue tax rate and the voter-approval tax rate;
2. the proposed tax rate;
3. the date, time, and location of the public hearing, if applicable, on the proposed tax rate;
4. the date, time, and location of the public meeting, if applicable, at which the tax rate will be adopted; and
5. the tax rate calculation forms.

Id. § 26.17(e).

Does S.B. 2 require a city to create a website?

Not quite. S.B. 2 requires every taxing unit to either maintain an internet website or have access to a generally accessible Internet website that may be used for the purposes of posting tax rate and budget information. TEX. TAX CODE § 26.18. A “taxing unit” means any city “that is authorized to impose and is imposing ad valorem taxes on property... .” TEX. TAX CODE § 1.04(12). Thus, any city that has adopted a property tax rate must comply with the website requirements in S.B. 2.

The term “generally accessible Internet website” is not defined in the bill, but presumably refers to Facebook or some other website that is widely accessible and on which the city can post its information.

What is a city required to post on its website under S.B. 2?

The information required to be posted on a city’s website, or generally accessible Internet website, includes:

1. The name of each member of the city council;
2. The mailing address, email address, and telephone number of the city;
3. The official contact information for each member of the city council;
4. The city’s budget for the previous two years;
5. The city’s proposed or adopted budget for the current year;
6. The change in the amount of the city’s budget from the preceding year to the current year, by dollar amount and percentage;
7. The amount of property tax revenue budgeted for maintenance and operations for the current year and previous two years;
8. The tax rate for maintenance and operations adopted by the city for the current year and previous two years;
9. The tax rate for debt service adopted by the city for the current year and previous two years; and
10. The most recent financial audit of the city.

TEX. TAX CODE § 26.18.

Can a city reduce compensation to a first responder due to the enactment of S.B. 2?

No, at least not for the fiscal year beginning in 2020. Section 119 of the bill prohibits a city from adopting a budget for the fiscal year beginning in 2020 or taking any other action that has the effect of decreasing the total compensation to which a first responder (peace officer, firefighter, or certain licensed providers of emergency medical services) employed by the city was entitled in the preceding fiscal year. “Compensation” is defined to include a salary, wage, insurance benefit, retirement benefit, or similar benefit an employee receives as a condition of employment. A city is not legally prohibited by S.B. 2 from reducing first responder compensation in a budget other than the one adopted for fiscal year 2020.

What are the legal ramifications for a city that doesn’t comply with all of the new legal requirements in S.B. 2?

Just like the law prior to the passage of S.B. 2, a person owning taxable property in the city is entitled to an injunction either preventing the adoption of a tax rate or restraining the collection of taxes by the city if the city or designated officer or employee of the city, as applicable, has not complied with procedural certain requirements in the Tax Code. *See* TEX. TAX CODE §§ 26.04(g) and 26.05(e). In either scenario, the city has an affirmative defense in an action for an injunction that the failure to comply with the procedural requirements was in good faith. *Id.* The statutes authorizing injunctive relief, as amended by S.B. 2, are not effective until January 1, 2021.



Harris County Appraisal District

13013 Northwest Freeway
Houston TX 77040
Telephone: (713) 812-5800

P.O. Box 920975
Houston TX 77292-0975
Information Center: (713) 957-7800



Board of Directors

July 2, 2020

Honorable Russell Herron
City of Hilshire Village
8301 Westview Drive
Houston, TX 77055-

Board of Directors

Ann Harris Bennett, Chairman
Tax Assessor-Collector, Ex-Officio Director
Mike Sullivan, Secretary
Glenn E. Peters, Assistant Secretary
Al Odom, Director
Jim Robinson, Director
Martina Lemond Dixon, Director
Elizabeth Santos, Director

Re: 2019-2020 Market Value Change Maps

Chief Appraiser

Roland Altinger
Deputy Chief Appraiser
Jason Cunningham
Taxpayer Liaison Officer
Teresa S. Terry

Dear Mayor Herron:

As you may know, I serve as your representative on the Harris County Appraisal District Board of Directors. Elected to represent cities in Harris County, other than the City of Houston, my term runs from January 2020 through December 2021.

Enclosed are Market Value Change Maps for your taxing unit. One map pertains to residential property, another to commercial, and a third to both combined (2019 certified values are compared to 2020 noticed values). For your convenience, the maps are provided in both hard copy and travel drive formats.

As your voice on the HCAD board, I am absolutely here to help you, your city, and your constituents.

Thank you for the opportunity to serve and represent you.

Respectfully,

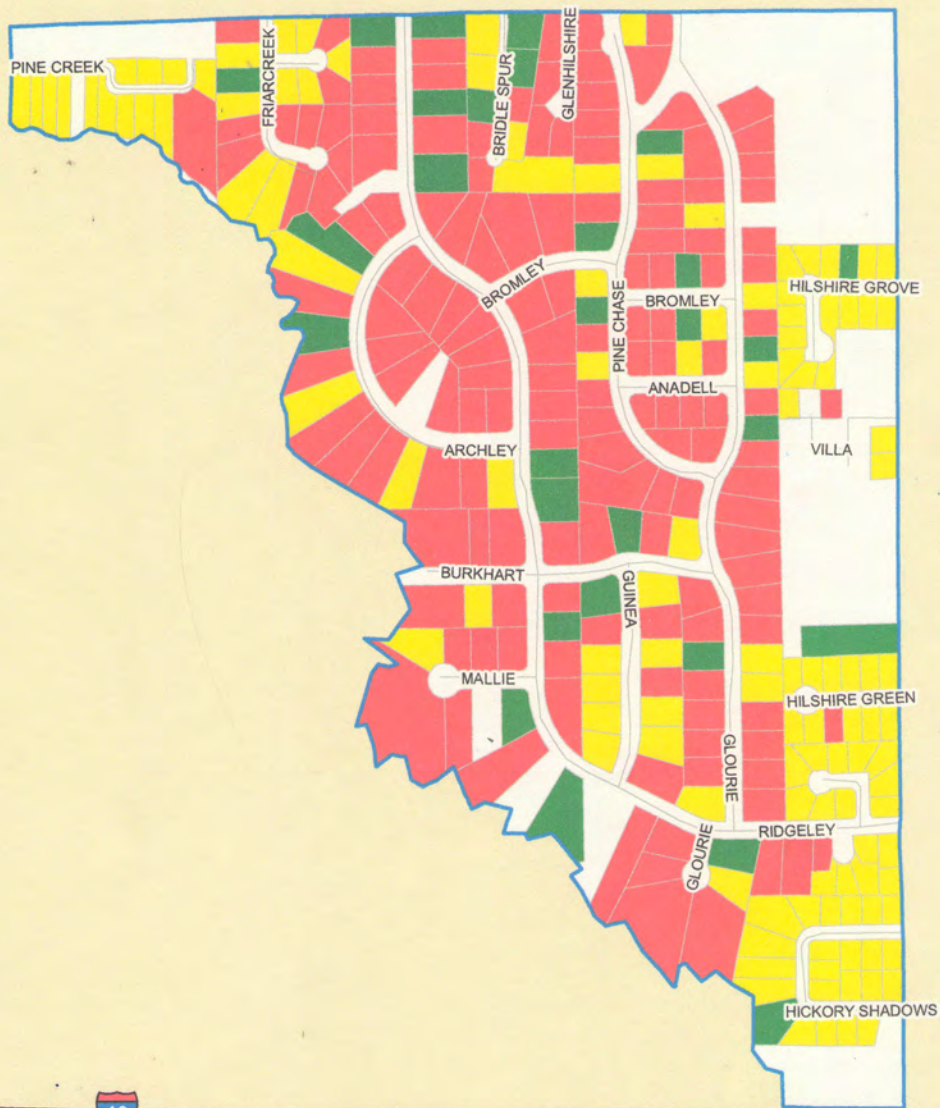
Mike Sullivan
Board Member



Decrease
9.64%

No Change
40.53%

Increase
49.83%



Residential Values

Decrease	County
No Change	City
Increase	Highway

Data as of May 28, 2020
2020 Noticed Values

Value Changes From 2019 - 2020 Residential Values City of Hilshire Village

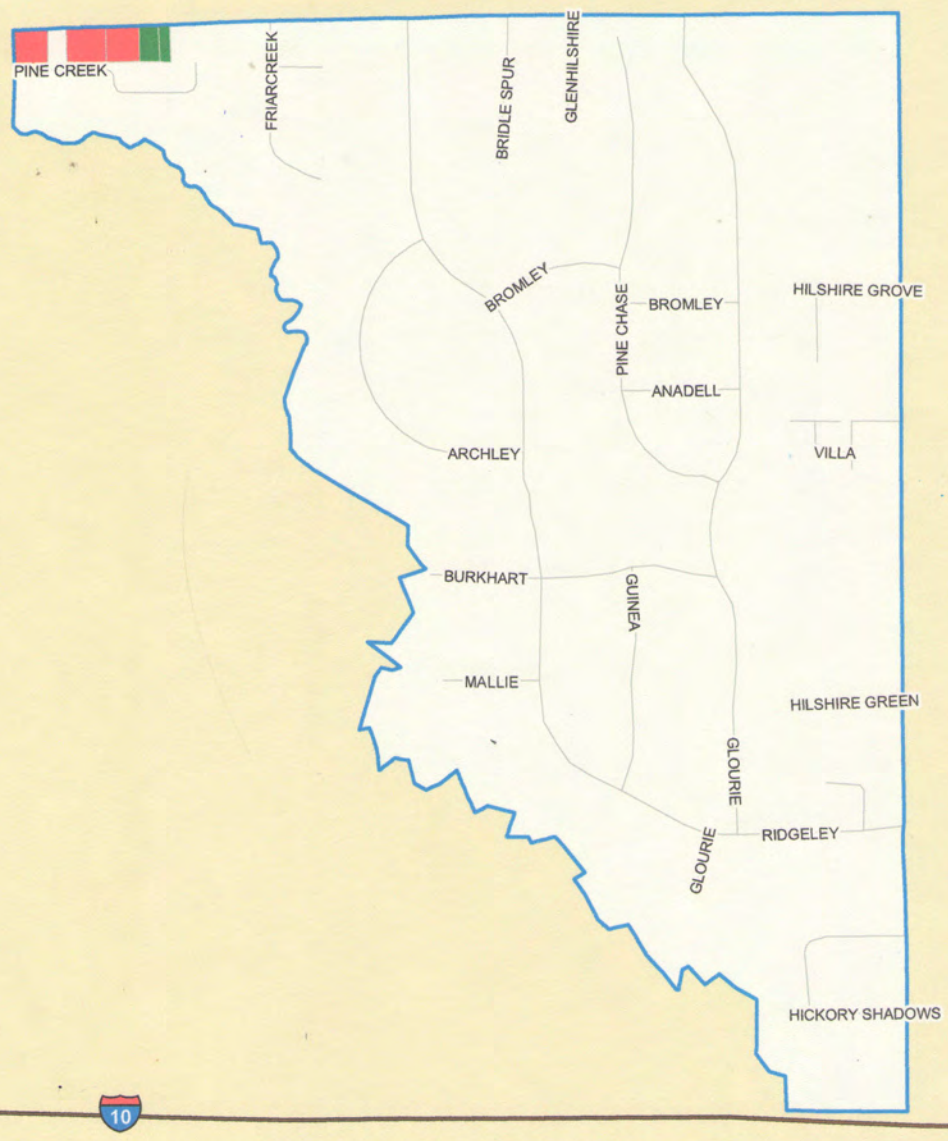
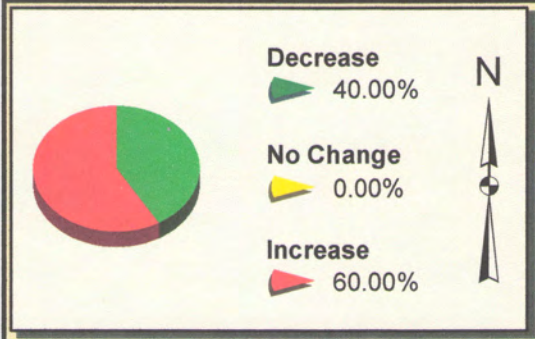


Harris County Appraisal District - 13013 Northwest Fwy - Houston, TX 77040-6305



Scale: Not To Scale
Plot Date: 5/28/2020
GIS User: GIS/tnguyen
Data Source: A.O.D.

Geospatial or map data maintained by the Harris County Appraisal District is for informational purposes and may **not** have been prepared for or be suitable for legal, engineering, or surveying purposes. It does **not** represent an on-the-ground survey and only represents the approximate location of property boundaries.




Commercial Values


Decrease	County
No Change	City
Increase	Highway

Data as of May 28, 2020
2020 Noticed Values

Value Changes From 2019 - 2020
Commercial Values
City of Hilshire Village



Harris County Appraisal District - 13013 Northwest Fwy - Houston, TX 77040-6305



Scale: Not To Scale
Plot Date: 5/28/2020
GIS User: GIS/tnguyen
Data Source: A.O.D.

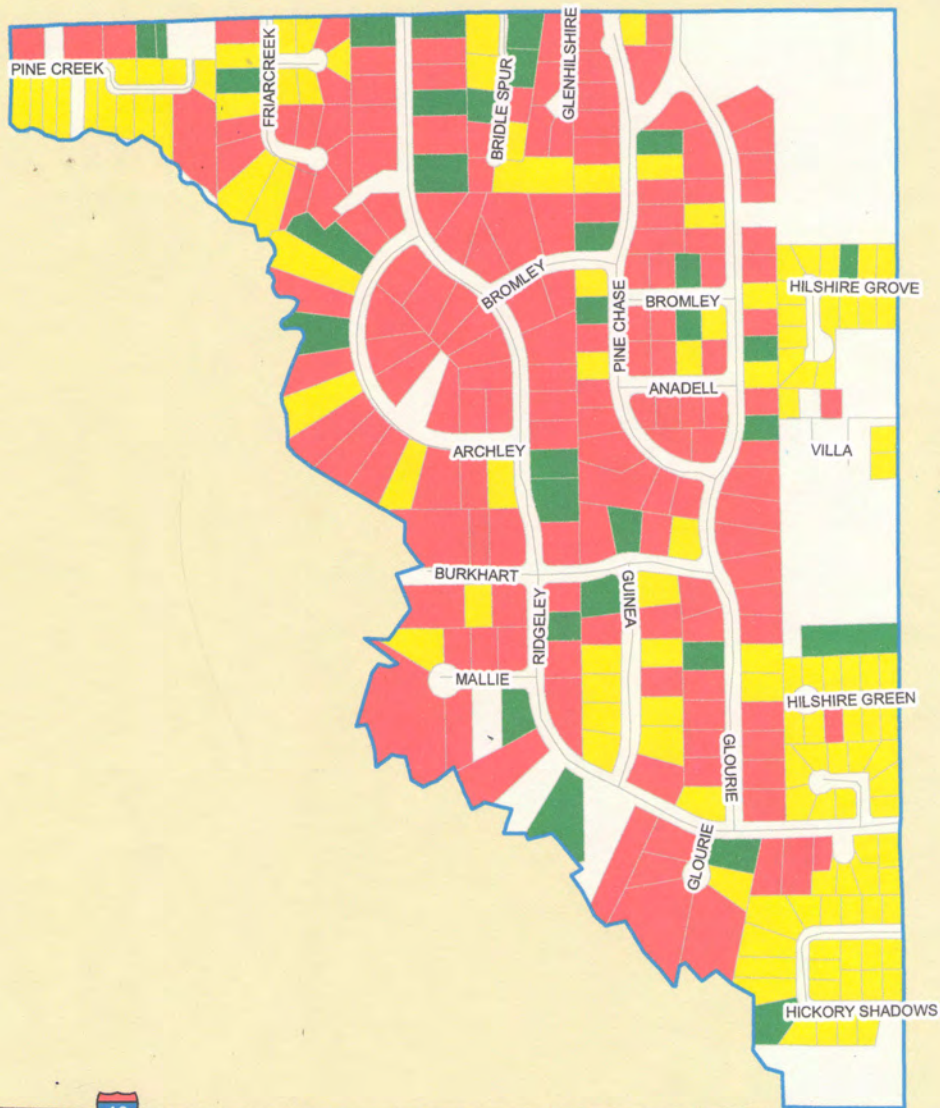
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Decrease
10.13%

No Change
39.87%

Increase
50.00%



Residential & Commercial

Decrease	County
No Change	City
Increase	Highway

Data as of May 28, 2020
2020 Noticed Values

Value Changes From 2019 - 2020 Residential & Commercial Values City of Hilshire Village



Harris County Appraisal District - 13013 Northwest Fwy - Houston, TX 77040-6305



Scale: Not To Scale
Plot Date: 5/28/2020
GIS User: GIS/tnguyen
Data Source: A.O.D.

Geospatial or map data maintained by the Harris County Appraisal District is for informational purposes and may **not** have been prepared for or be suitable for legal, engineering, or surveying purposes. It does **not** represent an on-the-ground survey and only represents the approximate location of property boundaries.

CITY OF HILSHIRE VILLAGE FYE 2020
PRELIMINARY BUDGET - TAX RATES

FYE 2021 Budget

PRELIMINARY USING ESTIMATED TAX RATES

	TAX YEAR 2018 FYE 2019	TAX YEAR 2019 FYE 2020		TAX YEAR 2020 FYE 2021	FYE 2021 Prop. Tax Revenue	FYE 2021 Other Revenue	FYE 2021 Total Expense	Surplus/ (Deficit)
1								
2	Certified Roll LINE 23	\$ 230,061,038	\$ 246,487,564	\$ 256,027,930				
3	M&O USING NO NEW REVENUE RATE	0.346892	0.399145	0.418516	\$ 1,071,518	\$ 291,738	\$ 1,369,190	\$ (5,934)
4	OPTION 3	0.412808						
5	M&O USING VOTER APPROVED RATE	0.473401	0.419265	0.429104	\$ 1,098,626	\$ 291,738	\$ 1,369,190	\$ 21,175

6	Prop Valuation including new personal property LINE 37	\$ 235,723,907		\$ 256,027,930	FYE 2020 Prop. Debt Tax Revenue
7	DEBT TAX LINE 38	0.155599		0.138009	\$ 353,342

8	VOTER APPROVAL TAX RATE LINE 39	0.629000	0.559069	0.567113
9	NO NEW REVENUE RATE LINE 24	0.502491	0.538949	0.556525
10	ACTUAL ADOPTED TAX RATE	0.568407	0.559069	

Total tax rate consist of Debt Tax plus M & O Tax

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.	
9/20/19	Susan Blevins	Mrs. Gray	Rain water is backed up in the ditch due to a walkway that was installed next door.	1331 Friarcreek Ln	Susan contact the homeowner and informed of the issue, the walkway was not permitted and is blocking normal drainage. She set up an appointment between the homeowner and the City Engineer to discuss remediation.	Permit was issued for the work, HDR is monitoring and performing inspections.	
11/13/19	Cassie Stephens	Allison Griffiths	Flushing the hydrant has cause erosion and roots are exposed, they are tripping over them and are worried about the trees.	1324 Pine Chase Grove	Susan drove over to look at the erosion, confirmed there is an issue. Contacted James with Inframark to start using a hose or attachment to direct the water to the street from now on. Susan will work with Council to determine options for repair of the existing damage.	Inframark flushing in a different direction, council working with HDR on a plan for landscaping.	
11/27/19	Cassie Stephens	Robert Byrne	Stop signs on Archley are bent, looks like a box truck might have hit them.	Archley, both access points	City will replace the stop sign	A purchase order has been sent for replacement. Contacted contractor again. Contractor is scheduling jobs again, we are on their project 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.	
1/2/20	Cassie Stephens	Graham Neuhaus	Previously reported a dead tree in her neighbor's yard, was told it was still alive but now appears very dead and is a possible hazard.	8001 Bromley	Contacted the homeowner again with photos of tree to remediate.	City arborist inspected the tree, found that it and a second tree on the property to be a hazard, issued a report stating both need to be removed. Susan sent the arborists opinion to the property owner to take action, also sent to City Attorney. The Water Oak in the front has been trimmed, no action has been taken on the leaning Pine as far as I can tell.	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
1/27/20	Susan Blevins	Ann Gray	Neighbors still have not removed rock in ditch and she is concerned with spring and rain showers. She also said that the neighbor's son came over and said he had removed rock from the ditch but he said he did not understand that the problem was between their houses and not their house and the McDuffie's.	1327 Friarcreek Ln	Sent email to Efrain asking him to inspect when he is in the city.	Permit was issued for the work, HDR is monitoring and performing inspections.	
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	
5/5/20	Susan Blevins	Robert Byrne	Sand has been dumped in the front yard.	1323 Pine Chase Dr	Susan called the homeowner who said that he was using the sand in the front yard to level the uneven ground then he will install sod on top of that. He said the divots in the dirt were created by flushing of the nearby hydrant.	SPVD was called to the address because contractors were preparing the sand for sod installation past allowed hours. Susan asked HDR to inspect the area. HDR Engineering is involved, homeowner will need to remove the sand.	
5/8/20	Cassie Stephens	Paul Maddock	The drainage ravine is overgrown and might become a flooding issue if not maintained.	1209 Pine Chase	Cassie sent an email to Javier and Efrain asking them to investigate the area and what actions if any need to be taken.	5/11 Javier inspected the site and found that the overgrowth has the potential to cause drainage issues if not maintained. Cassie sent the details of the report including photos to the property owner.	
5/15/20	Susan Blevins	Diana & Joerg Meyer	Neighbor at 1125 Ridgeley's tree is leaning toward their house.	8206 Mallie Ct	Cassie contacted the homeowner to investigate his trees.	Homeowner does not want to remove the tree, it is in the drainage ravine between the two houses. - The City Arborist was asked to investigate, was able to locate the tree and recommended that it be removed. - Susan contacted Harris County Flood Control to see if they will take care of the leaning tree. - City paid for removal as it is in a drainage ravine.	7/15/2020
5/15/20	Susan Blevins	Jon Simon	The homeowner recently had sand and sod installed in an attempt to repair ruts that he said were a result from hydrant flushing. The homeowner says the cul-de-sac still drains onto his property and wants the City to address it.	1323 Pine Chase Grove		HDR Engineering is involved. City will remove sand and bill homeowner	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
5/24/20	Susan Blevins	Regina Giovannini	Branches in the ditch of the residential vacant lots at the North end of Glourie.	Glourie Drive	Susan sent an email to Holy Cross Lutheran Church asking them to have the ditch cleaned. She also sent an email to the contractor for 1330 Glourie Dr.	Property owners of 1330 Glourie Drive said they would clean up the ditch. Debris has been moved to the top of the bank.	7/15/2020
5/25/20	Susan Blevins	Ana Short	Neighbor re-sodded with a sand base and now has a culvert full of sand since the rain with more rain to come.	1323 Pine Chase Grove		HDR Engineering is involved, City will remove sand and bill homeowner	
6/10/20	Cassie Stephens	Cassie Stephens	Landscaping needs attention, is starting to grow into the road and obstructing street view.	8373 Westview	Emailled the main contact for 8373 group Inc, Dan, who said he would have it taken care of.	Vegetation was removed and replaced with sod. Regular mowing service is scheduled.	6/15/2020
6/16/20	Susan Blevins	Carla Martinez	Plants in the median were removed and replaced with grass. She liked that the plants blocked the view of Pine Creek Lane and wants something planted back.	8373 Westview	The commercial ordinance states only 10% of the lot needs to be landscaped. They are still in compliance. Once occupancy is re-established we will ask if there are plans to add anything to the area.	No further action taken.	6/16/2020
6/24/20	Susan Blevins	Robert Byrne	Non-conforming sign in the driveway of a house under construction.	1217 Pine Chase	Cassie sent an email to the contractor, he is attempting to keep the gravel sections of the driveway from being disturbed as the project is nearing completion.	The sign will be removed and if needed, replaced with caution or construction ribbon. Sign removed.	6/30/2020
6/24/20	Susan Blevins	Robert Byrne	Culvert and grading appear incorrect, wants to make sure it is inspected.	1217 Pine Chase	There is still an open permit for drainage among other permits pending completion. The contractor has not completed work and will have the proper inspections when they are ready.	No further action taken.	6/24/2020
6/25/20	Susan Blevins	Robert Byrne	Two trees are tied to supports with rope or string that is cutting into the tree causing girdling damage.	8002 Burkhart	Susan conferred with the City Arborist, then sent an email to the homeowners to remove the string or rope tied to the tree and the supports.	Ties were removed from the tree.	7/15/2020
6/25/20	Susan Blevins	Robert Byrne	Realtor advertising with flags in ROW	Bridle Spur Ln	Susan called the realtor and asked them to remove the flags and apply for a solicitor permit if they want to distribute material.	No further action required.	6/25/2020
6/29/20	Susan Blevins	Karin Donovan	Tree in neighbors yard was struck by lightning and is visibly damaged.	1317 Ridgeley	Cassie called the homeowners who live part time out of state and were not aware. They said they would have someone come out to look at it.	A permit was issued to remove the tree. Tree was taken down.	7/4/2020
7/6/20	Cassie Stephens	Cassie Stephens	Overgrown grass and vegetation at vacant building.	8373 Westview	Cassie emailed the manager of the property to mow and trim.	Mowing has now been regular.	7/15/2020
7/7/20	Susan Blevins	David Sanders	Garbage was not collected.	1206 Glourie	Susan sent an email to Luis asking to make sure it is collected. There is putrid material in the can and it cannot wait until Thursday.	Garbage was removed.	7/9/2020
7/13/20	Susan Blevins	Susan Blevins	For sale sign in ROW	1003 Ridgeley	Cassie called the listing agent, explained where the sign needs to be moved to. They said they would handle it.		

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
7/15/20	Susan Blevins	Mr. Ghosh	He stumbled on a crack in the street and fell, wants to know when the repairs will be made.	Hilshire Green			
7/15/20	Cassie Stephens	Cassie Stephens	Reflector stakes in the ROW preventing proper street parking.	8009 Bromley	Sending notice to the homeowners.		
7/15/20	Cassie Stephens	Cassie Stephens	Reflector stakes in the ROW preventing proper street parking.	8201 Westview Dr	Homeowner has been previously contacted. No response was received so Susan removed reflector poles. We will send another notice then remove the new set of reflectors if no action taken by homeowners.		

Google Maps 2 Hilshire Green Dr

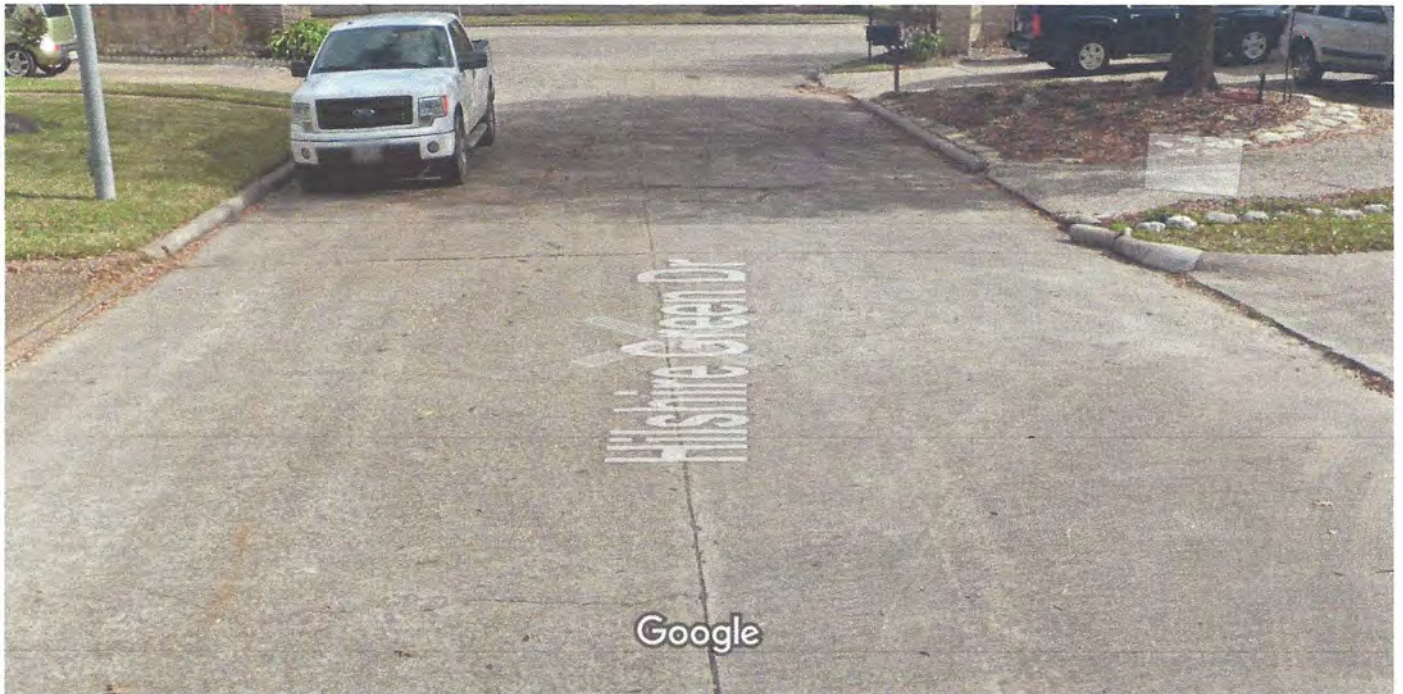


Image capture: Jan 2019 © 2020 Google

Houston, Texas

Google

Street View

As discussed with you earlier today, attached is a Google Map photo at the entrance to Hilshire Green Drive.

I walk every morning with a walker from my house to the end of the road. Last Monday morning, there was a big lawnmower truck parked on the north side at the same location as the pickup truck shown in the photo. While maneuvering my way past the truck, I fell down with the walker. Luckily, I was not injured badly. These cracks on both the north and south sides are there for a long time. It is particularly bad on the south side where you can see exposed cracked rocks. For the safety of all using this road, please get the road repaired at this location.

Sushanta Ghosh
7922 Hilshire Green

GENERAL FUND CDARS ACCOUNT

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023243527	11/21/2019	4 WEEK	12/19/2019	\$900,000.00	1.39%	
	11/29/2019					\$342.76
	12/19/2019					\$617.40
						<u>\$960.16</u>
						\$900,960.16
			MATURED AND DEPOSITED INTO SAVINGS			<u>-\$900,960.16</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023328808	12/19/2019	4 WEEK	1/16/2020	\$900,000.00	1.39%	
	12/31/2019					445.65
	1/16/2020					514.51
						<u>\$960.16</u>
						\$900,960.16
			MATURED AND DEPOSITED INTO SAVINGS			<u>-\$900,960.16</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023415336	1/16/2020	13 WEEK	4/16/2020	\$1,000,000.00	1.38%	
	1/31/2020					605.09
	2/28/2020					1097.65
	3/31/2020					1174.71
	4/16/2020					568.93
						<u>3446.38</u>
						\$1,003,446.38
			MATURED AND DEPOSITED INTO SAVINGS			<u>-\$1,003,446.38</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023721836	4/16/2020	4 WEEK	5/14/2020	\$1,000,000.00	0.2%	
	4/30/2019					\$82.17
	5/14/2020					\$71.27
						<u>\$1,000,153.44</u>
						<u>-\$1,000,153.44</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1023811924	5/14/2020	4 WEEK	6/11/2020	\$1,000,000.00	0.05%		\$1,000,000.00
	5/30/2020					\$13.73	
	6/11/2020					\$24.62	
						<u>\$1,000,038.35</u>	
			MATURED AND DEPOSITED INTO SAVINGS			<u>-\$1,000,038.35</u>	

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

HARRIS COUNTY

OFFICE OF THE COUNTY ENGINEER

1001 Preston, Suite 500
Houston, Texas 77002
(713) 755-5370

May 22, 2020

Honorable Mayors of Cities Located Within Harris County

SUBJECT: Recommendation on Minimum Standards for Communities in Harris County and Draining to Harris County

Dear Honorable Mayors of Harris County Cities:

On Tuesday, May 19, 2020, Harris County Commissioners Court adopted the attached letter to encourage a minimum level of flood resiliency across all of Harris County. Adoption of the minimum standards listed in the letter by communities across Harris County will result in an increased flood resiliency for the entirety of Harris County.

We will be hosting an online information session on **June 2, 2020 at 3:00pm** concerning the initiative for you and any of your staff. The meeting can be accessed at: <https://harriscounty.webex.com/harriscounty/j.php?MTID=m7f419f25deacef15e76825cbfbb32732> or you may call in to the meeting at (408) 418-9388 (meeting access code: 966 199 817).

The purpose of this policy is to provide a minimum set of drainage regulations and development policies that will allow all municipalities in Harris County to have a consistent set of standards that incorporate NOAA Atlas 14 rainfall rates. The proposed standards are intended to preserve the capacity and purpose of the ongoing Harris County Flood Control District (District) Bond Projects and make Harris County more resilient to future flooding events. Nothing in this policy is intended to reduce the level of current regulation within any municipality or to prevent any municipality from enacting more stringent standards.

These recommendations will NOT affect the status or scheduling of projects included on the 2018 Bond Project List. All 2018 Bond Projects will be completed as planned with the funding shown in the bond program.

If a municipality chooses not to update their regulations to these minimum standards, the municipality would not be eligible for participation in the Partnership Projects funding included in the 2018 Bond (Bond Project ID Z-02 – Partnership Projects with Municipalities, Authorities, and Other Districts in Harris County) projects until they do so. This fund amount is authorized at \$175,000,000 and allows for joint funding of unidentified future projects between the District and a participating municipality. If the participating municipality chooses not to update their standards and they currently have

HARRIS COUNTY

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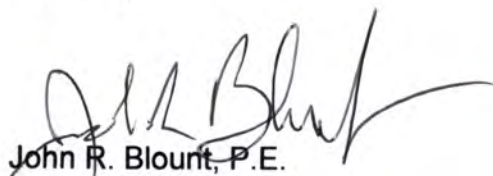
an active partnership project or projects with the District funded through Z-02, the project would be cancelled if not completed by December 31, 2020, and any remaining bond funds will be refunded to the Bond Project ID Z-02. Additionally, Harris County roadway partnership projects that have not begun construction prior to December 31, 2020 will be similarly impacted. Ongoing partnership projects can continue as long as the partnering municipality is actively working toward updating their standards.

If your city has interest, Harris County has engaged an engineering consultant that can assist in updating your regulations to meet the minimum standards listed in the attached letter at no cost to your city.


If you have any questions concerning the update of your regulations or would like assistance from Harris County's engineering consultant, please contact Alisa Max, P.E., Harris County Engineering Department, at alisa.max@eng.hctx.net. If you have any questions concerning your District Bond projects or partnership projects, please contact Matthew Zeve, P.E., Harris County Flood Control District, at matthew.zeve@hcfcd.hctx.net.

We are here to assist your city in becoming more flood resilient.

Sincerely,



John R. Blount, P.E.
County Engineer
Office of the County Engineer



Russell A. Poppe, P.E.
Executive Director
Harris County Flood Control District

Attachment

JB/AM

HARRIS COUNTY
OFFICE OF THE COUNTY ENGINEER

**1001 Preston, Suite 500
Houston, Texas 77002
(713) 755-5370**

May 12, 2020

Honorable County Judge
& Commissioners

SUBJECT: Recommendation on Minimum Standards for Communities in Harris County and Draining to Harris County

Dear Court Members:

At the April 28, 2020, Commissioners Court, we were directed to recommend minimum standards for adoption by communities located in Harris County to ensure the benefits achieved by the 2018 Harris County Flood Control Bond Program are protected.

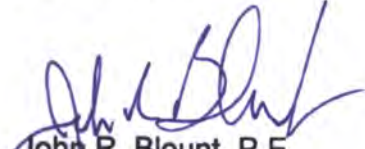
Our recommendation is that all cities within Harris County, and those entities located outside of Harris County but drain to Harris County, adopt the following minimum standards by December 31, 2020, and be effective within their municipal boundaries and extraterritorial jurisdiction:

- Use Atlas 14 rainfall rates for sizing storm water conveyance and detention systems.
- Require a minimum detention rate of 0.55 acre feet per acre of detention for any new development on tracts one acre or larger in size. However, a single family residential structure and accessory buildings proposed on an existing lot is exempt from providing detention.
- Prohibit the use of hydrograph timing as a substitution for detention on any project, unless it directly outfalls into Galveston Bay.
- Require no net fill in the current mapped 500-year floodplain, except in areas identified as coastal zones only
- Require the minimum Finished Floor Elevation (FFE) of new habitable structures be established at or waterproofed to the 500-year flood elevation as shown on the effective Flood Insurance Study.


It is further recommended that the County Engineer extend the current agreement with EHRA Engineering to assist communities in evaluating and updating their policies and ordinances upon their request at no cost to the community. As part of this process, these communities may identify additional requirements or criteria to implement depending on their flood risk and storm water infrastructure capacity.

To help reinforce participation, we also recommend that no partnership projects, including flood control or county roadway projects, be constructed in these communities after December 31, 2020, until such time their criteria is updated to reflect the above minimum standards. Partnership projects that are currently scheduled for construction in these communities before December 31, 2020, may continue as scheduled provided the communities are actively working with us to update their criteria. It should be noted that this effort is part of a larger Fix Flooding First initiative that will be presented to Commissioners Court for an official roll out in June 2020.

Sincerely,



John R. Blount, P.E.
County Engineer



Russell A. Poppe, P.E.
Executive Director
Harris County Flood Control District

JRB/RP/ed