

CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW  
HOUSTON, TEXAS 77055

**TUESDAY, SEPTEMBER 15, 2020  
REGULAR COUNCIL MEETING @ 6:30 PM  
PUBLIC HEARINGS @ 7:00 PM**

**TAB**

**On Tuesday, September 15, 2020, the City Council of the City of Hilshire Village, Texas will hold a Regular City Council Meeting at 6:30 PM, including a Public Hearing at 7:00 PM, at the City Hall located at 8301 Westview, Houston, Texas 77055. In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, the meeting will be conducted via telephonic conference (Zoom). Any person may participate and address the City Council at the meeting or public hearing by Zoom, telephone, personal appearance at City Hall, or by writing.**

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

Join Zoom Meeting

<https://zoom.us/j/94626525633?pwd=NXdwYytJbHR0VDhObXp1NzVNblh4UT09>

Meeting ID: 946 2652 5633

Passcode: 569667

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

Meeting ID: 946 2652 5633

Passcode: 569667

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

<http://www.hilshirevillagetexas.com>

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

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

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

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**REGULAR COUNCIL MEETING STARTS AT 6:30 PM**

**1. CALL TO ORDER REGULAR COUNCIL MEETING**

- 1.1 Invocation (Council Member Schwarz)
- 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 Report .....1
  - Incident Report August
  - Up to date Incident Report for September

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

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

- 3.3 Engineers Report: (City Engineer Efrain Him) .....3
  - 1220 Archley Drive
  - 1306 Bridle Spur Lane
  - 1331 Friarcreek Lane
  - 1330 Glourie Drive
  - 24 Hickory Shadows
  - 1217 Pine Chase Drive1323 Pine Chase Grove
  - 1324 Pine Chase Grove

**TUESDAY, SEPTEMBER 15, 2020  
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**TAB**

Hickory Shadows Meter Vault Replacement  
Annual Ditch Cleaning and Maintenance Plan  
Pine Chase Grove Cul-De-Sac Improvements  
Harris County Initiative – Development of Minimum Standards

**4. DISCUSSION AND POSSIBLE ACTION:**

- 4.1** Discussion and possible action to authorize the City Engineer to request quotes for the installation of an 8-inch sanitary sewer lateral to replace the existing sewer service line currently servicing 1324 Pine Chase Grove, 1322 Pine Chase Grove and 1327 Glourie Drive, including proposal for easement research verification and easement acquisition. (City Engineer Him) .....4

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

Recess the Regular Council Session

**5. PUBLIC HEARING (Approximately 7:00 PM)**

- 5.1** Call to order the Public Hearings  
**5.2** Public Hearing on the proposed Annual Budget for the Fiscal Year Ending 2021 .  
.....5  
**5.3 NOTICE OF PUBLIC HEARING ON TAX RATE INCREASE**

**A tax rate of \$0.590120 per \$100 valuation has been proposed by the governing body of Hilshire Village.**

PROPOSED TAX RATE	\$0.590120 per \$100
NO NEW REVENUE TAX RATE	\$0.577699 per \$100
VOTER APPROVAL TAX RATE	\$0.590120 per \$100

The no-new revenue tax rate is the tax rate for the 2020 tax year that will raise the same amount of property tax revenue for Hilshire Village from the same properties in both the 2019 tax year and the 2020 tax year. The voter-approval rate is the highest tax rate that Hilshire Village may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new revenue tax rate. This means that Hilshire Village is proposing to increase property taxes for the 2020 tax year. A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON SEPTEMBER 15, 2020, AT 7:00 PM at City Hall, 8301 Westview, Houston.

**TUESDAY, SEPTEMBER 15, 2020  
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The proposed tax rate is not greater than the voter-approval tax rate. As a result, Hilshire Village is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the Mayor and Councilmembers of Hilshire Village at their offices or by attending the public hearing mentioned above.

**YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:**

Property tax amount = (tax rate) x (taxable value of your property) / 100

**FOR** the proposal: Council Members Mike Gordy, Robert Byrne, David Schwarz and Mayor Pro Tem Paul Maddock

**AGAINST:** the proposal: NONE

**PRESENT:** and not voting: Mayor Russell Herron.

**ABSENT:** NONE

The 86<sup>th</sup> Legislature modified the manner in which the voter-approval tax rate is calculated to limit the growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by Hilshire Village last year to the taxes proposed to be imposed on the average residence homestead by Hilshire Village this year.

	2019	2020	Change	
Total Tax Rate (per \$100 of value)	\$0.559069	\$0.590120	<i>increase of</i>	\$0.031051 OR 5.55%
Average homestead taxable value	\$802,444	\$797,333	<i>decrease of</i>	-0.63%
Tax on average homestead	\$4,486	\$4,705	<i>increase of</i>	\$219 OR 4.88%
Total tax levy on all properties	\$1,456,488	\$1,508,524	<i>increase of</i>	\$52,037 OR 3.57%

For assistance with tax calculations, please contact the tax assessor for City of Hilshire Village at the Spring Branch ISD Tax Office 713-251-7960, email: [taxoffice@springbranchisd.com](mailto:taxoffice@springbranchisd.com), or visit <https://www.springbranchisd.com/about/departments/finance/tax-office> for more information.

#### **5.4 Adjournment of Public Hearing**

**Reconvene the Regular Council Session**



**TUESDAY, SEPTEMBER 15, 2020  
REGULAR COUNCIL MEETING @ 6:30 PM  
PUBLIC HEARINGS @ 7:00 PM**

**TAB**

**6. DISCUSSION AND POSSIBLE ACTION:**

6.1 Discussion only on FYE 2021 Budget, Water Rates and 2020 Tax Rates.....	5
6.2 Discussion and Possible nomination and appointment of Council Member Position 3, Alternate Board of Adjustment Member and Board Position for the Hilshire Village Cultural Education Finance Facility Corporation. Council Member Position 3 Resumes.....	6
Board of Adjustment Position Resumes.....	7
HVCEFFC Position Resumes .....	8
6.3 Discussion on priorities for Planning and Zoning, habitability and items located forward of front building line.....	9

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

**7. REPORTS TO COUNCIL: (Con't)**

7.1 Fire Commissioner.....	10
7.2 Mayor Herron	
7.3 City Administrator.....	11
Complaint & Issues Report	
Consent Agenda	
City Office	
Harris County Interlocal Agreement – debris management	
7.4 Treasurer.....	12
Investments	

**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 .....	13
8.2 Approving the Minutes from the Regular Council Meeting August 18, 2020.....	14
8.3 Approving the Check Register for August, 2020.....	15
8.4 Approving a Proclamation recognizing National Night Out to be held October 5, 2020 on Bromley between Pine Chase and Ridgeley Intersections. ....	16

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

**8.5** Approving a Proclamation recognizing Halloween Night to be held October 31, 2020 on Archley Drive. ....17

**9. ADDITIONAL COUNCIL COMMENTS:**

**10. FUTURE AGENDA TOPICS:**

**11. ANNOUNCEMENTS:** Special Council Meeting to be held on September 21, 2020 at 4:00 PM.

**12. 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 September 11, 2020 at 3:00 p.m.**

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

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

08\01\2020  
thru 08\31\2020  
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	5
23	AMBULANCE CALL	3
24	ANIMAL CALL	1
135	BUSINESS CHECK	19
53	DEBRIS IN ROADWAY	1
76	LOUD NOISE	1
81	OPEN DOOR	4
86	PUBLIC RELATIONS	4
96	SOLICITOR	2
99	STALLED VEHICLE	3
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	3
105	SUSPICIOUS VEHICLE	1
11	TRAFFIC STOP	10
111	VEHICLE BLOCKING ROADWAY	2
112	VEHICLE CHECK	3
117	WELFARE CONCERN	1
Total		64

## **MONTHLY BUILDING REPORT**

**July 2020**

**Plan Review:** One (1): 1330 Glourie Dr – New Construction & Drainage

**Permits:** Fifteen (15):

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

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

**Inspections:** Twenty-Two (22)

**Red Tag Stop Work Orders Issued:** None

**Building Finals / Certificates of Occupancy:** None

**Change of Occupancy Use:** None

**Extended Permit Request:** None

**CITY OF HILSHIRE VILLAGE PLAN REVIEW AND PERMIT LOG - August 2020**

<b>Date</b>	<b>Permit Number</b>	<b>Address</b>	<b>Issued To</b>	<b>Amount Received</b>	<b>Description / Scope</b>	<b># of Inspections</b>
8/6/20	HV-20-070GE	1025 Glourie	A&A GenPro	\$ 205.00	Generator & Electrical	2
8/6/20	HV-20-070GP	1025 Glourie	Tri Tek Plumbing	\$ 180.00	Gas Line for Generator	1
8/3/20	HV-20-067E	1111 Guinea Dr	Kirkwood Hunter Electric	\$ 160.00	Minor Electrical	1
8/6/20	HV-20-034B	7906 N Villa Ct	Whitestone Builders	\$ 5,853.17	New Construction Building Permit	9
8/10/20	HV-20-064E	7903 Hilshire Green	Copperfield Electric	See HV-20-064M	New Electrical Panel	1
8/10/20	HV-20-071P	1118 Guinea Dr	Modern Plumbing	\$ 180.00	Water Heater Replacement	1
8/12/20	HV-20-072P	8302 Creekstone Cir	Ray's Improve Plumbing	\$ 180.00	Exterior Sewer Line Repair	1
8/17/20	HV-20-034E	7906 N Villa Ct	Dynamic Electric Inc	\$ 405.00	New Construction Electrical	4
8/25/20	HV-20-073P	1324 Pine Chase	ARS of Houston North	\$ 180.00	Sewer Line Repair	1
8/25/20	HV-20-074F	12 Hickory Shadows	Rio Grande Fence	\$ 180.00	Fence Replacement	1
8/28/20	HV-20-059T	1330 Glourie Dr	Modern Concept Construction	\$ 25.00	Tree Removal	1

## INSPECTION LOG - August 2020

DATE	TIME	INSPECTION REQUEST DATE	LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
8/3/20	10:15 AM	8/4/20	20-184	8013 Anadell	HV-20-056B	Bathroom Remodel Final	Pass	8/4/20	BBG
8/4/20	2:45 PM	8/5/20	20-185	8302 Creekstone Cir	HV-20-044V	Patio Pre-Pour	Fail	8/5/20	BBG
8/3/20	2:15 PM	8/6/20	20-186	7906 N Villa Ct	HV-20-034B	Pre-Construction Inspection - Building Official	Fail	8/6/20	BBG
8/5/20	1:41 PM	8/6/20	20-187	8302 Creekstone Cir	HV-20-044V	Patio Pre-Pour Reinspection	Pass	8/6/20	BBG
8/3/20	2:15 PM	8/6/20	20-188	7906 N Villa Ct	HV-20-034B	Pre-Construction Inspection - Engineer	Pass	8/6/20	Javier Vasquez
8/6/20	11:45 AM	8/6/20	20-189	7902 N Villa Ct	HV-18-096D	As-Built Drainage Final	Fail	8/6/20	Javier Vasquez
8/6/20	1:15 PM	8/7/20	20-190	1025 Glourie Cir	HV-20-070GE	Electrical Underground - Generator	Pass	8/7/20	BBG
8/6/20	1:38 PM	8/7/20	20-191	1025 Glourie Cir	HV-20-070GP	Plumbing Underground - Generator	Pass	8/7/20	BBG
8/10/20	1:09 PM	8/11/20	20-192	8302 Creekstone Cir	HV-20-072P	Exterior Sewer Line Pre-Backfill	Pass	8/11/20	BBG
8/12/20	12:00 PM	8/12/20	20-193	7903 Hilshire Green	HV-20-064E	Meter Release for New Electrical Panel	Pass	8/12/20	BBG
8/12/20	12:35 PM	8/13/20	20-194	8302 Creekstone Cir	HV-20-044P	Plumbing Rough-In	Pass	8/13/20	BBG
8/12/20	12:00 PM	8/13/20	20-195	2 Pine Creek Ln	N/A	Construction without valid permits	N/A	8/13/20	BBG
8/17/20	2:28 PM	8/18/20	20-196	7906 N Villa Ct	HV-20-034E	T-Pole	Pass	8/18/20	BBG
8/20/20	12:51 PM	8/21/20	20-197	7906 N Villa Ct	HV-20-34P	Ground & Sewer	Pass	8/21/20	BBG
8/21/20	11:15 AM	8/24/20	20-190	1025 Glourie Cir	HV-20-070GE	Electrical final generator and not sure if release was done	Fail	8/24/20	BBG
8/24/20	12:00 PM	8/25/20	20-199	1025 Glourie Cir	HV-20-070GE	Electrical Reinspection	Pass	8/25/20	BBG
8/25/20	12:00 PM	8/26/20	20-200	7906 N Villa Ct	HV-20-034B	Foundation Pre-pour	Pass	8/26/20	BBG
8/25/20	12:00 PM	8/26/20	20-201	8302 Creekstone Cir	HV-20-036M	HVAC Ducts	Pass	8/26/20	BBG
8/25/20	12:00 PM	8/26/20	20-202	8302 Creekstone Cir	HV-20-036E	Electrical Cover	Pass	8/26/20	BBG
8/25/20	12:00 PM	8/26/20	20-203	8302 Creekstone Cir	HV-20-036B	Framing	Pass	8/26/20	BBG
8/28/20	1:00 PM	8/31/20	20-204	1306 Bridle Spur Ln	HV-19-062B	Driveway	Correct & Proceed	8/31/20	BBG
8/28/20	12:00 PM	8/28/20	20-210	1306 Bridle Spur Ln	HV-19-062C	Culvert	Pass	8/28/20	Javier Vasquez

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comments
8/1	14 Hilshire Grove Ln, Houston, TX 77055	No violations noted
8/1	7906 N Villa	Construction has not begun at the time of this inspection, warning given to put up fencing around site
8/1	7915 S Villa	Trash container has been enclosed
8/1	1023 Ridgeley Dr, Hilshire Village, TX	No violations noted
8/1	1111 Guinea Dr, Houston, TX 77055	No violations noted
8/1	1220 Archley Dr, Houston, TX 77055	Violation given: Grass is above city allowed ordinance height
8/1	1217 Pine Chase Dr, Hilshire Village, TX	No violations noted
8/1	1226 Glourie Dr, Hilshire Village, TX	Violation given to clean up pile of debris and cut grass to maintain control of Vermin, snakes and insects. Same issues as previously
8/1	1306 Glourie Dr, Hilshire Village, TX	No violation noted
8/1	1306 Bridle Spur St, Houston, TX 77055	Will check back on site's progress next week
8/1	2 Pine Creek Ln, Hilshire Village, TX	No violations noted
8/8	14 Hilshire Grove Ln, Houston, TX 77055	No violations noted
8/8	7906 N Villa	Construction has not begun at the time of this inspection: fencing has been added around site
8/8	7915 S Villa	Violation given: debris and trash must be picked up and disposed of into proper designated trash receptacle. Job site and the front of job site must be clean of debris and trash. Silt fencing needs to be repaired so as upright and not falling down.
8/8	1023 Ridgeley Dr, Hilshire Village, TX	No violations noted
8/8	1111 Guinea Dr, Houston, TX 77055	No violations noted
8/8	1220 Archley Dr, Houston, TX 77055	No violations noted
8/8	1217 Pine Chase Dr, Hilshire Village, TX	No violations noted
8/8	1226 Glourie Dr, Hilshire Village, TX	Violation given to clean up pile of debris and cut grass to maintain control of Vermin, snakes and insects. Same issues as previously
8/8	1306 Glourie Dr, Hilshire Village, TX	No violations noted

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comments
8/8	1306 Bridle Spur St, Houston, TX 77055	Violation given: Debris and Trash must be picked up and disposed of into proper designated trash receptacle. Front, right of way, and job site must be clean of debris and trash.
8/8	2 Pine Creek Ln, Hilshire Village, TX	No violations noted
8/15	1023 Ridgeley Dr, Hilshire Village, TX	No violations noted
8/15	1111 Guinea Dr, Houston, TX 77055	No violations noted
8/15	1220 Archley Dr, Houston, TX 77055	No violations noted
8/15	1217 Pine Chase Dr, Hilshire Village, TX	No violations noted
8/15	1226 Glourie Dr, Hilshire Village, TX	Violation given to clean up pile of debris and cut grass to maintain control of Vermin, snakes and insects. Same issues as previously
8/15	1306 Glourie Dr, Hilshire Village, TX	No violations noted
8/15	2 Pine Creek Ln, Hilshire Village, TX	No violations noted
8/15	8302 Creekstone Cir, Houston, TX 77055	No violations
8/15	1306 Bridle Spur St, Houston, TX 77055	No violations
8/15	14 Hilshire Grove Ln, Houston, TX 77055	No violations noted
8/15	7906 N Villa	Construction has begun, no violations noted at this time
8/15	7915 S Villa	No violations
8/23	1023 Ridgeley Dr, Hilshire Village, TX	No violations noted
8/23	1111 Guinea Dr, Houston, TX 77055	No violations noted
8/23	1220 Archley Dr, Houston, TX 77055	No violations noted
8/23	1217 Pine Chase Dr, Hilshire Village, TX	No violations noted
8/23	1226 Glourie Dr, Hilshire Village, TX	Property looks the same as last week, no changes
8/23	1306 Glourie Dr, Hilshire Village, TX	No violations noted
8/23	2 Pine Creek Ln, Hilshire Village, TX	No violations noted
8/23	8302 Creekstone Cir, Houston, TX 77055	No violations
8/23	1306 Bridle Spur St, Houston, TX 77055	No violations
8/23	14 Hilshire Grove Ln, Houston, TX 77055	No violations noted
8/23	7906 N Villa	No violations



Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comments
8/23	7915 S Villa	Violation given: Debris and trash must be removed from right-a-way and job site, then disposed of into designated trash receptacle. Silt fencing must be repaired. Grass height is above city ordinance.
8/29	1023 Ridgeley Dr	No violations noted
8/29	1111 Guinea Dr	No violations noted
8/29	1220 Archley Dr	Repair silt fencing, grass height above city ordinance, repair vinyl fencing, clean up job site of debris and trash
8/29	1217 Pine Chase Dr	No violations noted
8/29	1226 Glourie Dr	Property same as last week; debris in pile on driveway
8/29	1306 Glourie Dr	No issues noted
8/29	2 Pine Creek Ln	No violations noted
8/29	8302 Creekstone Cir	No violations
8/29	1306 Bridle Spur St	No violations, working on driveway
8/29	14 Hilshire Grove Ln	No violations noted
8/29	7906 N Villa	No violations
8/29	7915 S Villa	No violations



September 11, 2020

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

Re: Engineer's Report for September 15, 2020 Council Meeting  
HDR Job No. 20-005

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from August 15, 2020 to September 11, 2020.

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

a. 1220 Archley Drive –

- On September 4, 2020, HDR received the drainage plan amendment for 1220 Archley Drive. The drainage plan amendment is currently under review by HDR.

b. 1306 Bridle Spur Lane –

- On August 28, 2020, HDR performed a site visit to 1306 Bridle Spur to address concerns reported to the City on the driveway culvert installation being approximately 1-ft below the existing flowline of the ditch, the backfill around the culvert not being compacted, and not setting the culvert using survey equipment.
- Upon investigation and discussions with the Contractor, it was noted that the culvert was backfilled/embedded in cement stabilized sand therefore having little to no compaction should not be an issue. He noted that survey equipment was used to lay the culvert and the plan is to grout fill approximately the bottom half of the 24-inch RCP culvert and match existing ditch flowlines. This segment of the ditch will only drain a portion of 1306 Bridle Spur's front yard and the portion of the Bridle Spur Lane pavement in front of it, therefore, the remaining half of the 24-inch RCP culvert will provide adequate capacity to drain the storm water runoff from these areas.
- HDR also coordinated with the Contractor, City and BBG (City Building Official) regarding the driveway forms and rebar inspection requirements.

- c. 1331 Friarcreek Lane –
  - On September 10, 2020, HDR met in the field with Mr. Brian Weatherall (Oden Design & Contracting – Contractor) to discuss the proposed Patio Improvements Plan for 1331 Friarcreek Lane, as well as, the survey requirements to delineate the existing ravine/gully traversing the backyard area.
- d. 1330 Glourie Drive –
  - On August 21, 2020, HDR reviewed and returned to the City the drainage plan resubmittal for 1330 Glourie Drive. The drainage plan resubmittal was approved with exceptions noted.
  - HDR has also been coordinating with the City and requesting quotes from Contractors to install water and sewer services for the new lot/development at 1330 Glourie Drive, and the adjacent three (3) undeveloped lots from the Holy Cross Church replat.
- e. 24 Hickory Shadows Drive –
  - On September 8, 2020, HDR received the drainage plan for 24 Hickory Shadows Drive. The drainage plan is currently under review by HDR.
- f. 1217 Pine Chase Drive –
  - On September 2, 2020, HDR received the as-built drainage plan for 1217 Pine Chase Drive. The as-built drainage plan is currently under review by HDR.
- g. 1323 Pine Chase Grove –
  - HDR has been coordinating with the City and Mr. BJ King (Contractor – DonMar Grading, Inc.) on the ditch restoration work at 1323 Pine Chase Grove.
  - The Contractor started the work on September 2, 2020 and has completed the ditch restoration, cut and re-grading. Sodding is anticipated to be completed on September 17, 2020, weather permitting.
- h. 1324 Pine Chase Grove –
  - On August 20, 2020, the City received a report of a sanitary sewer service blockage at 1324 Pine Chase Grove. InfraMark (City's Operation and Maintenance Company) was on-site while the resident's plumber was investigating.
  - HDR provided record drawings information from the Pine Chase and Glourie Drive Reconstruction Project to InfraMark showing the sanitary sewers in this area.

- On September 1, 2020, HDR met in the field with Mr. Brock Griffith (1324 Pine Chase Grove) to discuss the findings of the sanitary sewer service blockage and the feasibility of re-routing his sewer service line to the Pine Chase Grove sanitary sewer line in lieu of the Glourie Drive sanitary sewer line.
- Mr. Griffith's plumber ran a camera through the 1324 Pine Chase Grove sanitary sewer service line. Digital copies of the videos were provided to InfraMark and shared with the City and HDR for review.
- The service line runs from the southeast corner of 1324 Pine Chase Grove due southeast, through 1322 Pine Chase Grove due east and connects to the existing 8-inch sanitary sewer on the east side of Glourie Drive.
- Based on reported observations noted by the plumber and relayed to HDR by Mr. Griffith, as the sewer service line leaves his property it appears to have a reverse grade (i.e. going uphill) and the pool drain line from 1322 Pine Chase Grove is tied to this segment of the service line causing the sewage and pool water contained in this line segment to block his service line. This was confirmed once they excavated the area to expose the service line on the southeast corner of 1324 Pine Chase Grove, and cut the service line to investigate. All the sewage and pool water accumulated in this line segment just drained into the pit and the blockage was removed. Immediately after the pool connection, the sewer service line begins to run downhill but with a shallow slope before it begins to drop, at the Glourie Drive west right-of-way, approximately 10-ft in order to connect to the deep 8-inch sanitary sewer line on the east side of Glourie Drive. The sanitary sewer services from 1322 Pine Chase Grove and 1327 Glourie Drive are tied to the 1324 Pine Chase Grove service line on the west side of Glourie Drive and outside the right-of-way.
- Another observation made on the videos is the number of sags on the service line, as well as, what appears to be a pipe joint separation at the right-of-way transition (i.e. private to public service line). However, based on the video review the separation is on the top of the pipe and not the bottom, so water is not being blocked and it is flowing freely. Furthermore, there is no evidence of sinkholes in this area which is what will normally happen when soils migrate into the pipe through a crack or joint separation. HDR's opinion is that the pipe joint transition is connected with a Fernco flexible coupling.
- HDR reviewed the record drawings for the Pine Chase Grove sanitary sewer and determine that the nearest clean-out and manhole are only 2.5-ft deep. Mr. Griffith's service line is approximately 4-ft deep so re-routing his service to Pine Chase Grove will not be feasible.
- In the course of reviewing record drawings and City documentation on file (i.e. a 1998 Survey of 1322 Pine Chase Grove), it appears that there is an existing 10-ft utility easement running east-west on 1322 Pine Chase Grove and next to its north property line. HDR recommends that the City conduct a records research to verify that this 10-ft utility easement exists and was conveyed/dedicated to the City.

- Due to the condition of the sewer service line (i.e. reverse grade, sags, flat grade, etc.) HDR recommends that this line be replaced. However, ownership of the service line in question shall be verified to determine who has the responsibility to replace the line, either the City or the three (3) impacted residents.

i. Hickory Shadows Meter Vault Replacement –

- On August 26, 2020, HDR coordinated with Mr. Fnu Besmellah (TxDOT) regarding the possibility of acquiring the portion of the land which is currently being encroached by the existing water meter vault at Hickory Shadows. Mr. Fnu noted that he only handles permitting issues but to contact Mr. Jim Teltschik (TxDOT ROW) for land/parcel acquisitions requests.
- HDR is currently coordinating with the City of Houston to determine and confirm what easement and access requirements they will have or need for future operation and maintenance of the proposed/new water meter vault. Once HDR receives confirmation from the City of Houston we will contact Mr. Teltschik to begin the land/parcel acquisition coordination.

j. Annual Ditch Cleaning and Maintenance Plan –

- HDR has been coordinating with the City and Mr. BJ King (Contractor – DonMar Grading, Inc.) on the annual cleaning and maintenance of ditches throughout the City.
- The Contractor started the work on September 2, 2020 and has completed all the ditch cutting and re-grading. Sodding is anticipated to be completed on September 17, 2020, weather permitting.

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

- On September 3, 2020, HDR met in the field with Mr. BJ King (Contractor – DonMar Grading, Inc.) to confirm the proposed Pine Chase Grove Cul-De-Sac improvements based on the recommendations developed during the June 16, 2020 field meeting with Council Members Byrne and Gordy and Mr. King.
- In general, the areas around the meter vaults will be leveled and graded towards the existing drainage inlets. The area between the drainage inlets and behind the cul-de-sac paving will be re-graded to properly drain to the drain inlets. The area directly to the east of the backflow preventers (where the flushing takes place) and the alleyway at 1324 Pine Chase Grove impacted by the flushing operations will be re-graded and gravel installed in lieu of sodding.
- Mr. Brock Griffith (1324 Pine Chase Grove) has confirmed his preference for the use of gravel in his alleyway instead of sodding due to concerns of sodding not setting or growing due to the tree coverage in this area.
- The Contractor has started some of the work in the cul-de-sac and anticipates completion by end of next week, weather permitting.

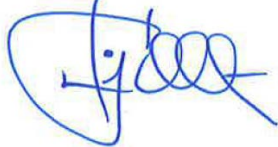
1. Harris County Initiative – Development of Minimum Standards –

- As previously reported during the June 16, 2020 Regular Council Meeting, the Harris County Engineering Department sent a letter to the City and other Municipalities regarding the County's Recommendation on Minimum Standards for Communities in Harris County and Draining to Harris County.
- Per Harris County's letter, 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 (HCFCD) Bond Projects and make Harris County more resilient to future flooding events.
- After the initial coordination meeting with Mr. Jonathan Steiber (Harris County Engineering Department), the County authorized and engaged the services of EHRA Engineering to review the City's current ordinances and policies, and provide recommendations on minimum standards for drainage regulations and development policies consistent with Harris County's recommendations.
- On September 10, 2020, the City and HDR received an e-mail from Mr. Andy Palermo, P.E. (EHRA Engineering) with the recommended revisions to the City's ordinances. HDR and Olson & Olson (City's Legal Counsel) are currently reviewing the information and will present their findings and recommendations to City Council in the October 2020 Regular Council Meeting.

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.



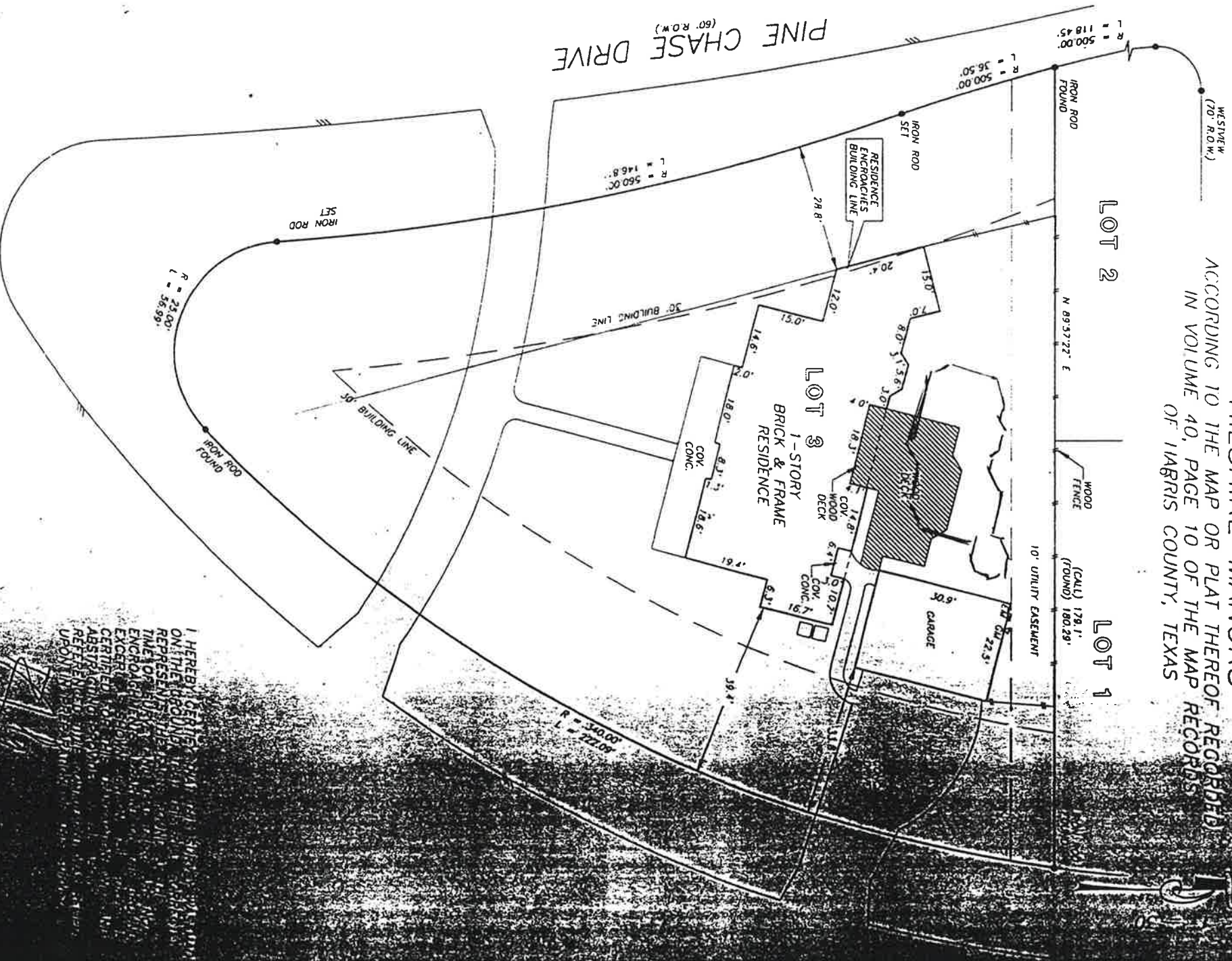
Efrain A. Him, P.E.  
Project Manager

cc: Files (20-005)



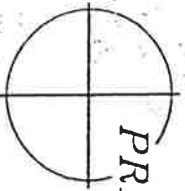
GF NO. 9836439 COMMONWEALTH LAND TITLE  
ADDRESS: 1322 PINE CHASE DRIVE  
HOUSTON, TEXAS 77055  
BORROWER: GIAN L BINDI AND  
ELIZABETH BINDI

LOT 3, BLOCK 1  
HILSHIRE MANORS  
ACCORDING TO THE MAP OR PLAT THEREOF RECORDED  
IN VOLUME 40, PAGE 10 OF THE MAP RECORDS  
OF HARRIS COUNTY, TEXAS



THIS PROPERTY DOES NOT LIE WITHIN THE  
100 YEAR FLOOD PLAIN AS ESTABLISHED  
BY THE U.S. DEPT. OF HOUSING & URBAN  
DEVELOPMENT.  
COMMUNITY/PANEL NO. 48201C 0665 J  
MAP REVISION: 11/6/96  
ZONE X

RECORD BEARING: VOL. 40, PG. 10



PRECISION SURVEYORS

PROFESSIONAL LAND SURVEYS

1-800-LANDSURVEY 281-496-1586  
1-800-526-3787 FAX 281-496-1867

14700 MEMORIAL DRIVE SUITE 109 HOUSTON, TEXAS 77079

1322 Pine Chase  
Barry L. Bindi  
Professional Land Surveyor  
No. 012715  
Drawing No. 012715  
May 12, 1998

I HEREBY CERTIFY THAT THE SURVEY  
ON THE ABOVE PROPERTY WAS  
REPRESENTED BY THE SURVEYOR  
TIME OF SURVEY AND THAT THE  
ENCROACHMENT WAS NOT  
EXCEPTED BY THE SURVEYOR  
CERTIFIED BY THE SURVEYOR  
ABSTRACTING TO THE  
UPON THE SURVEYOR'S RECORDS



This budget will raise more total property taxes than last year's budget by \$52,036 or 3.57%, and of that amount \$23,747 is tax revenue to be raised from new property added to the tax roll this year.



HARRIS COUNTY APPRAISAL DISTRICT  
HOUSTON, TEXAS

THE STATE OF TEXAS, }  
COUNTY OF HARRIS. }

2020  
CERTIFICATION OF APPRAISAL ROLL AND  
LISTING OF PROPERTIES UNDER SECS. 26.01(c) AND (d)  
FOR  
City of Hilshire Village

Pursuant to Section 26.01(a), Texas Tax Code, I hereby certify the 2020 appraisal roll of properties taxable by City of Hilshire Village. The roll is delivered in electronic form.

The total appraised value now on the appraisal roll for this unit is: \$316,503,000

The taxable value now on the appraisal roll for this unit is: \$235,947,545

As required by Section 26.01(c), Texas Tax Code, I have included with your roll a listing of those properties which are taxable by the unit but which are under protest and are therefore not included in the appraisal roll values approved by the appraisal review board and certified above. My estimate of the total taxable value which will be assigned to such properties if the owners' claims are upheld by the appraisal review board is: \$19,038,987

Pursuant to Section 26.01(d), Texas Tax code, the estimated value of taxable property not under protest and not yet included on the certified appraisal roll, after hearing loss, is \$915,414

Signed this 4th day of September, 2020



*Roland Altinger*

Roland Altinger, CAE, RPA, CTA  
Chief Appraiser

**ASSESSOR'S ACKNOWLEDGEMENT**

As tax assessor/collector of the above-named taxing unit, I hereby acknowledge receipt of the certified 2020 appraisal roll on this the \_\_\_\_\_ day of \_\_\_\_\_, 2020

CITY OF HILSHIRE VILLAGE  
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 09-15-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
1	UNRESTRICTED GENERAL FUND					UNRESTRICTED GENERAL FUND
2	Pass Through Cash Flow					Pass Through Cash Flow
3	Recycle & Trash Fees	42500	\$ 84,111	\$ 84,444	\$ 84,444	Recycle & Trash Fees 310 users (per ordinance \$45.40 bi month)
4	Sales Tax Discount Income	47000	\$ 34	\$ 33	\$ 33	Sales Tax Discount (same as last year's budget)
5	Total General Revenue - Garbage		\$ 84,146	\$ 84,477	\$ 84,477	Total General Revenue - Garbage
6	General Expense		\$ -			General Expense
7	Trash Service	52500	\$ 80,824	\$ 84,035	\$ 84,035	Trash Service (303 customers & 7 commercials ) SIGNED 3 YEAR CONTRACT (\$22.59 a user new contract effective 1-1-2019)
8	Total General Expense - Garbage		\$ 80,824	\$ 84,035	\$ 84,035	Total General Expense - Garbage
9	Building Permits/Plan Checks	47100	\$ 88,831	\$ 80,000	\$ 85,000	Building Permits-inspections/Plan Checks
10	Re-Inspections	47101	\$ 14,370	\$ 4,800	\$ 5,000	Inspection fees
11	Plan Check for Drainage	47105	\$ 10,100	\$ 14,000	\$ 10,500	Plan Check for Drainage (5houses @1500 and 2 swimming pools)
12	Total General Revenue -Permits		\$ 113,301	\$ 98,800	\$ 100,500	Total General Revenue -Permits
13	Bldg. Permit Administration	55000	\$ 49,314	\$ 35,000	\$ 38,000	Bldg. Permit Administration (2750*12)+extra \$5,000 just in case
14	Inspection	55501	\$ 16,935	\$ 11,000	\$ 12,000	Inspections - Includes Arborist and Drainage
15	Engineering - Drainage/Construction	56583	\$ 51,744	\$ 53,000	\$ 50,500	Engineering - Drainage/Construction
16	Total General Expense - Permits		\$ 117,993	\$ 99,000	\$ 100,500	Total General Expense - Permits
17	TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET		\$ (1,370)	\$ 242	\$ 442	TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET

CITY OF HILSHIRE VILLAGE  
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 09-15-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
18	<u>General Revenue</u>					<u>General Revenue</u>
19	Property Taxes - Current	42100	\$ 1,053,108	\$ 1,033,436	\$ 1,107,036	Using 2020 Votor Approval Rate
20	Property Taxes - Delinquent	42200	\$ 3,329	\$ -	\$ -	Property Taxes - Delinquent
21	Total Property Taxes		\$ 1,056,436	\$ 1,033,436	\$ 1,107,036	Total Property Taxes
22	Int. Income-Taxes	46700	\$ 4,607	\$ 3,850	\$ 3,850	Int. Income-Taxes - (same as last year)
23	Franchise Tax	43000	\$ 56,001	\$ 55,000	\$ 55,000	Franchise Tax - (same as last year)
24	City Sales Tax	44000	\$ 60,679	\$ 52,059	\$ 52,059	City Sales Tax (Same as last year's budget - actuals are high because of takeout and deliveries due to COVID)
25	Total Other Taxes		\$ 121,287	\$ 110,909	\$ 110,909	Total Other Taxes
26	<u>Total General Revenue - Taxes</u>		<u>\$ 1,177,724</u>	<u>\$ 1,144,345</u>	<u>\$ 1,217,945</u>	<u>Total General Revenue - Taxes</u>
27	<u>Other Income</u>					<u>Other Income</u>
28	Ambulance Income	48300	\$ -	\$ -	\$ -	Ambulance Income (none) (VFD keeps the funds now)
29	Court Fees	48200	\$ 2,383	\$ 7,215	\$ 3,608	Income (Court Fees) (1/2 of last year's budget due to COVID 19)
30	Int. Income CDARS - General Fund	46000	\$ 8,219	\$ 15,000	\$ 918	Int. Income CDARS - General Fund( interest rates are minimal)
31	Int. Income Gen Funds	46100	\$ 130	\$ 130	\$ -	Int. Income Gen Funds (interest rates are minimal)
32	Pet Permits	47200	\$ -	\$ -	\$ -	Animal Permits and License (combined with Alarm Permits)
33	Alarm and Pet Permits and Misc. Fees.	47201	\$ 2,128	\$ 1,800	\$ 1,800	Alarm Permits and Misc. Fees. (Same as last year's budget)
34	Other - Board of Adj, Specific Use Permits, Open Records	48100	\$ 10,353	\$ 400	\$ 400	Other - Board of Adj, Specific Use Permits, Open Records(same as last year's budget)
35	<u>Total General Revenue - Other Income</u>		<u>\$ 23,214</u>	<u>\$ 24,545</u>	<u>\$ 6,725</u>	<u>Total General Revenue - Other Income</u>
36	One time revenues(Exxon Grant)		\$ -	0	0	one time revenues(Exxon & HVCEFFC)
37	<u>Total of ALL General Revenue Excluding Pass Through-</u>		<u>\$ 1,200,937</u>	<u>\$ 1,168,890</u>	<u>\$ 1,224,670</u>	<u>Total of ALL General Revenue Excluding Pass Through-</u>

CITY OF HILSHIRE VILLAGE  
FYE 2021 PRELIMINARY BUDGET

	FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 09-15-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
38	<u>General Expense</u>						<u>General Expense</u>
39	<u>City Operations Expense</u>						<u>City Operations Expense</u>
40	Police Protection/Court		51500	\$ 501,845	\$501,845	\$536,974	Police Protection/Court (estimated 7% increase)
41	Fire Protection		52000	\$ 193,300	\$ 208,839	\$ 215,490	Fire Protection (per the actual VFD Approved Budget Oct-Nov-Dec 2020 Budget (\$50159.2) & Jan-September 2020
42	Fire Protection - extra item approved by Council - Prof Serv		52100	\$ 1,500		\$ -	
43	Fire Station Capital Improvement		52100	\$ 62,125	\$ 17,125	\$ 15,000	Fire Station Capital Improvement (Estimate of overage)
44	Increase in Budget for Fire Station Capital Improvement		52100		\$ 45,000	\$ -	requested by the Fire Commissioners
45	CERT Supplies		52400	\$ 1,000	\$ 1,000	\$ 1,000	CERT Supplies
46	Mosquito Spraying		53400	\$ 3,049	\$ 3,000	\$ 3,000	Mosquito Spraying (same as last year's budget)
47	Street Lights		53500	\$ 7,302	\$ 6,887	\$ 6,887	Street Lights (same as last year's budget)
48	<b>Total General Expense - City Operations Expense</b>			<b>\$ 770,121</b>	<b>\$783,696</b>	<b>\$778,352</b>	<b>Total General Expense - City Operations Expense</b>
49	<u>PROCEDURAL AND PROFESSIONAL EXPENSES</u>						<u>PROCEDURAL AND PROFESSIONAL EXPENSES</u>
50	Tax Collection Fees		54000	\$ 11,640	\$ 13,058	\$ 13,728	Tax Collection Fees (SBISD \$ 1,200+ 20% increase for HCAD
51	Audit Fees		54520	\$ 17,550	\$ 17,550	\$ 17,850	Audit Fees per the contract includes HVCEFFC, HVHEFFC, AND
52	GASB Audit Reporting		54520	\$ -	\$ 2,500	\$ 2,500	New government requirement separate audit
53	Legal Fees		54540	\$ 15,785	\$ 17,000	\$ 17,000	Legal Fees (same as last year's budget)
54	Legal Fees - Zoning		54545	\$ 1,925	\$ 3,000	\$ 3,000	Legal Fees - Zoning (same as last year's budget)
55	Board of Adjustment		56000	\$ 3,036	\$ 3,500	\$ 3,500	Board of Adjustment (same as last year's actuals)
56	Insurance		56510	\$ 4,998	\$ 5,000	\$ 5,000	Insurance - (same as last year's budget)
57	Bank Charges		56525	\$ 2,506	\$ 900	\$ 2,000	Bank Charges high due to COVID and low interest
58	Police -Council Meeting		51600	\$ -	\$ -	\$ -	Police Protection @ Council Meeting 16 Meetings @ \$140.00 a meeting- Not being done
59	Dues		56526	\$ 1,991	\$ 2,000	\$ 2,000	Dues
60	Public Notices- Newspaper Notices		56530	\$ 5,159	\$ 5,000	\$ 5,000	Public Notices ( requirement to publish ordinances in newspaper
61	Lobbyist Expense (or Legislative Consulting & Professional Serv.)			\$ -	\$ -	\$ -	Lobbyist Expense (or Legislative Consulting & Professional Ser
62	MuniCode Ordinance Codification		56560	\$ 3,920	\$ 4,000	\$ 4,000	MuniCode Ordinance Codification (same as last year's actuals)
63	Village Ind. Festival		56580	\$ -	\$ 3,000	\$ 3,000	Village Ind. Festival \$2500 plus \$500 for float (same as last year's
64	Books for Library		56581	\$ 250	\$ 250	\$ 250	Books for Library (Same as last year's budget)
65	Miscellaneous		56550	\$ 2,778	\$ 4,000	\$ 4,000	Miscellaneous (same as last year's budget)
66	Contingency		56570	\$ 4,933	\$ 15,000	\$ 15,000	Contingency (Same as last year's budget))
67	Hazard Mitigation Projects		56587	\$ 5,000	\$ 5,000	\$ 5,000	Hazard Mitigation Projects (need to plan on doing one or two projects so that FEMA will fund us if necessary)
68	Engineering for new Grant Money		56582	\$ -	\$ -	\$ 3,000	Engineering for new Grant Money
69	Engineering Services for Small Projects		56585	\$ 47,358	\$ 30,000	\$ 50,000	Engineering Services Estimated actuals
70	<b>Total General Expense - Procedural and Professional Expenses</b>			<b>\$ 128,829</b>	<b>\$ 130,758</b>	<b>\$ 155,828</b>	<b>Total General Expense - Procedural and Professional Expenses</b>

CITY OF HILSHIRE VILLAGE  
FYE 2021 PRELIMINARY BUDGET

	FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 09-15-20 USING VOTER APPROVAL RATE			2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
71	CITY HALL OPERATIONS						CITY HALL OPERATIONS
72	City Hall Expenses		56520	\$ 13,466	\$ 13,000	\$ 14,000	City Hall Operations (\$1,000 increase over last year's budget )
73	City Hall Building Maintenance		56521	\$ 2,930	\$ 3,000	\$ 3,000	City Hall Building Maintenance (same as last year's budget)
74	City Hall Paint - Interior		56517	\$ -	\$ 10,000	\$ 10,000	City Hall Paint - Interior -Same as last year due to COVID have
75	City Hall Flooring		56518	\$ -	\$ 15,000	\$ 15,000	City Hall Flooring - Same as last year due to COVID have not do
76	Office Supplies & Postage		56540	\$ 2,818	\$ 4,000	\$ 4,000	Office Supplies & Postage (same as last year's budget)
77	City Hall Equipment/Technology/Software		56545	\$ 5,936	\$ 6,000	\$ 6,000	City Hall Equipment/Technology/Software (same as last year's
78	New Server, warranty and Installation		56587	\$ 5,000	\$ 5,000	\$ -	New Server, warranty and installation
79	Website Hosting and Maintenance		56523	\$ 1,500	\$ 1,500	\$ 1,500	Website Hosting and Maintenance (same as last year's budget)
80	Generator Maintenance of Building		55600	\$ 950	\$ 1,245	\$ 1,245	Generator Maintenance (every other year reduces pay for a 2
81	Employee Wages and Benefits			\$ 197,057	\$ 197,164	\$ 204,158	Includes 5% increase, to 2-1 match on retirement and medical
82	Mayor/Council/City Administrator Expenses		56551	\$ 1,707	\$ 3,000	\$ 3,000	Mayor/Council/City Administrator (slight increase from last ye
83	Education		56515	\$ 2,829	\$ 5,000	\$ 5,000	Education (same as last year's budget training for 2 employees
84	Election/Voting Machine Rent		56541	\$ -	\$ 3,800	\$ 3,800	Election/Voting Machine Rent (Same as last year's budget)
85	Total General Expense -City Hall Operations			\$ 234,193	\$ 267,709	\$ 270,703	Total General Expense -City Hall Operations
86							
87	TOTAL GENERAL EXPENSE EXCLUDING PASS THROUGH			\$ 1,133,143	\$1,182,164	\$1,204,883	Total General Expense Excluding Pass Through
88	TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH			\$ 67,794	\$ (13,274)	\$ 19,787	TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH
	TOTAL UNRESTRICTED GENERAL						TOTAL UNRESTRICTED GENERAL
89	FUND - NET			\$ 66,424	\$ (13,032)	\$ 20,229	FUND - NET

CITY OF HILSHIRE VILLAGE  
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 09-15-20 USING VOTER APPROVAL RATE				2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
90	RESTRICTED GENERAL FUND						RESTRICTED GENERAL FUND
91	Child Safety Fees Revenue	48400	\$	864	\$ 864	\$ 864	Child Safety Fees Revenue (Same as last year's actuals)
92	Transfer from Child Safety Account		\$	-	\$ -	\$ -	Transfer from Child Safety account to pay for any projects req
93	Total Child Safety Revenues		\$	864	\$ 864	\$ 864	Total Child Safety Revenues
94	Total Child Safety Expenses	53700	\$	-	\$ 864	\$ 864	Total Child Safety Expenses (Same as revenue)
95	CHILD SAFETY - NET		\$	864	\$ -	\$ -	CHILD SAFETY - NET
96	Other Metro Revenue						Other Metro Revenue
97	Income-Metro 1	41000	\$	103,000	\$ 103,000	\$ 103,000	Income-Metro 1 (per contract will receive until 2025)
98	Interest-Metro 1	46500	\$	1,067	\$ -	\$ -	Interest-Metro 1
99	Interest Metro EST	46300	\$	-	\$ -	\$ -	Interest Metro EST
100	Interest-Metro 2	46400	\$	-	\$ -	\$ -	Interest-Metro 2
101	Income- Metro 2	41000	\$	-	\$ -	\$ -	Income- Metro 2
102	Transfer from Metro EST	41005	\$	-	\$ -	\$ -	Transfer from Metro EST
103	Transfer from Metro 1	41006	\$	-	\$ -	\$ -	Transfer from Metro 1
104	Transfer from Child Safety Account	41001	\$	-	\$ -	\$ -	Transfer from Child Safety to pay for street sign engineering
105	Total Other Revenue		\$	104,067	\$ 103,000	\$ 103,000	Total Other Revenue
106	Other Metro Expense						Other Metro Expense
107	Street Signs	53600	\$	2,000	\$ 2,000	\$ 2,000	Maintenance or damage
108	Engineering Services for Sign	53650	\$	2,000	\$ 1,000	\$ 1,000	Engineering -maintenance or damage or additional street sign
109	Metro Funded Misc. Expense	53000	\$	7,675	\$ 20,000	\$ 20,000	Metro Funded Misc. Expense (same as last year's budget)
127	Metro Funded Ditch/Ravine Cleaning	53002	\$	-	\$ 30,000	\$ 30,000	Metro Funded Ditch/Ravine Cleaning (yearly cleaning)
128	Metro - Curb and Gutter Street Repairs	53003	\$	-	\$ 20,000	\$ 50,000	Curb and gutter (increased number - used noise mitigation fur
129	Metro Funded TxDOT for noise mitigation	53100	\$	20,000	\$ 20,000	-	Metro Funded TxDOT for noise mitigation (assumes \$100 K contribution over 5 years)
130	Total Other Expense		\$	31,675	\$ 93,000	\$ 103,000	Total Other Expense
131	OTHER METRO - NET		\$	72,392	\$ 10,000	\$ -	OTHER METRO - NET

CITY OF HILSHIRE VILLAGE  
FYE 2021 PRELIMINARY BUDGET

	FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 09-15-20 USING VOTER APPROVAL RATE			2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
132	DEBT TAX						DEBT TAX
133	Debt Tax Revenue						Debt Tax Revenue
135	Property Taxes-Debt-Current	42101	\$	352,161	\$ 367,026	\$ 359,938	Property Taxes-Debt-Current - Amount needed to pay for loan
136	Property Taxes-Debt-Delinquent	42101	\$	652	\$ -	\$ -	Property Taxes-Debt-Delinquent
137	Int-Income-Debt Taxes-SBISD	46800	\$	1,392	\$ -	\$ -	Int-Income-Debt Taxes-SBISD(Same as actuals)
138	Int. Income Anticipation Note-BANK	46600	\$	24	\$ -	\$ -	Int. Income Anticipation Note-BANK
140	Transfer from General Utilities Acct		\$	-	\$ -	\$ -	Transfer from General Utilities Acct
141	Total Debt Tax Revenue		\$	354,229	\$ 367,026	\$ 359,938	Total Debt Tax Revenue
142	Debt Tax Expense						Debt Tax Expense
143	Transfer out to Metro		\$	-			Transfer out to Metro
144	Principal Due on 2014 Tax Note	57000	\$	130,000	\$ 130,000	\$ 135,000	Principal Due on 2014 Tax Note (10 year tax Note)
145	Interest Due on 2014 Tax Note	57500	\$	16,393.4	\$ 13,578	\$ 10,676	Interest Due on 2014 Tax Note
146	Principal Due on 2018 Tax Note		\$	175,000.0	\$ 180,000	\$ 185,000	Principal Due on 2018 Tax Note (7 year tax Note)
147	Interest Due on 2018 Tax Note		\$	36,738.8	\$ 31,574	\$ 26,263	Interest Due on 2018 Tax Note
148	Interest Due on on 2018 Tax Note due 9-30-18		\$	-	\$ -	\$ -	Expenses for 2018 Tax Note
149	Total Debt Tax Expense		\$	358,132	\$ 355,152	\$ 356,939	Total Debt Tax Expense
150	DEBT TAX - NET		\$	(3,903)	\$ 11,875	\$ 2,999	DEBT TAX - NET



CITY OF HILSHIRE VILLAGE  
FYE 2021 PRELIMINARY BUDGET

	FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 09-15-20 USING VOTER APPROVAL RATE			2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
151	RESTRICTED UTILITY FUND						UNRESTRICTED UTILITY FUND
152	Operating Revenues - Water						Operating Revenues - Water
153	Water Revenues	45000	\$	286,868	\$ 289,843	\$ 311,719	Water Revenues . - (Using \$6.75/1000/gal which is the suggest
154	New Construction Meter Installation	45009	\$	1,000	\$ 4,000	\$ 3,000	New Construction Meter Installation
155	Maintenance Revenues	45002	\$	41,489	\$ 41,880	\$ 41,880	Maintenance Revenues (349 connections @ \$20 bi monthly)
156	Total Operating Revenues - Water		\$	329,357	\$ 335,723	\$ 356,599	Total Operating Revenues - Water
157	Operating Expenses - Water						Operating Expenses - Water
158	City Water Supply (COH)	51001	\$	195,541	\$ 192,966	\$ 202,253	City Water Supply (COH)
159	Utilities- Pine Chase Grove	51006	\$	51	\$ 166	\$ 166	Utilities- Pine Chase Grove (Same as last year's budget)
160	Repairs to Water Lines	55501	\$	43,958	\$ 40,000	\$ 45,000	Repairs to Water Lines
161	Repairs to Water Vaults	55503	\$	-	\$ -	\$ -	Repairs to Water Vaults
162	Meter Reader	56000	\$	4,032	\$ 4,032	\$ 4,032	Meter Reader bi-monthly (Same as last year'sbudget)
163	Meter Replacement	55505	\$	2,720	\$ 4,550	\$ 4,550	replace approximately 20 replacement meters + new meters 3*350.00
164	New Construction Meter Installation	55507	\$	1,605	\$ 4,000	\$ 3,000	Same as Revenue
							Water Quality Testing (12 ~ 2000 plus 828.10 water system Fee(TCEQ) + 10 *40 copper and lead (have not heard from TCEQ on copper and lead
165	Water Quality Testing	56001	\$	24,945	\$ 25,228	\$ 25,228	
166	Total Operating Expenses - Water		\$	272,853	\$ 270,942	\$ 284,229	Total Operating Expenses - Water
167	OPERATING - WATER - NET		\$	56,504	\$ 64,781	\$ 72,370	OPERATING -WATER - NET
168	Operating Revenues - Sewer						Operating Revenues - Sewer
169	Sewer Revenues	45001	\$	136,482	\$ 139,020	\$ 139,020	Sewer Revenues (306 @ \$74.00 +1 @ 525.94 bi monthly)
170	Total Operating Revenues - Sewer		\$	136,482	\$ 139,020	\$ 139,020	Total Operating Revenues - Sewer
171	Operating Expenses Sewer						Operating Expenses Sewer
							The City pays \$24.71 per connection per month (306 connections ) and \$262.97 for Holy Cross
172	Wastewater Disposal (COH)	51002	\$	93,298	\$ 93,891	\$ 93,891	
173	Utilities -Lift Station	51003	\$	3,295	\$ 3,295	\$ 3,295	Utilities -Lift Station (Same as last year's actual)
174	Repairs to Sewer Lines	55502	\$	2,130	\$ 1,065.00	\$ 15,000.00	Repairs to Sewer Lines includes Pine Chase Grove
175	Repairs to Lift Station	55504	\$	12,722	\$ 6,361.19	\$ 12,000.00	Repairs to Lift Station
176	Replacement of Lift Station Pumps	55506	\$	-	\$ -	\$ -	Replacement of Lift Station Pumps
177	Engineering for Hickory Shadows Sewer Rehab		\$	-	\$ -	\$ -	Engineering for Hickory Shadows Sewer Rehab
178	Total Operating Expenses - Sewer		\$	111,445	\$ 104,612	\$ 124,186	Total Operating Expenses - Sewer
179	OPERATING - SEWER - NET		\$	25,037	\$ 34,408	\$ 14,834	OPERATING - SEWER - NET



CITY OF HILSHIRE VILLAGE  
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 09-15-20 USING VOTER APPROVAL RATE				2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
180	Operating Revenues - Misc						Operating Revenues - Misc
181	Interest - Bank	45040	\$	-	0	0	Interest - Bank
182	Interest Utility Billing	45060	\$	2,452	\$ 2,452	\$ 2,452	Interest Utility Billing (Same as last year's actuals)
183	Utility Services Income	45008	\$	3,712	\$ 3,712	\$ 3,712	Utility Services Income (Same as last year's actual)
184	Garbage - holding account	45003	\$	-	\$ -	\$ -	Garbage - holding account
185	Garbage - Sales Tax - holding account	45004	\$	-	\$ -	\$ -	Garbage - Sales Tax - holding account
186	Transfer/Surpluses	45025	\$	-	\$ -	\$ -	Transfer/Surpluses
187	Total Misc. Revenues		\$	6,164	\$ 6,164	\$ 6,164	Total Misc. Revenues
188	Operating Expenses - Misc						Operating Expenses - Misc
189	On Call Engineering Services	60000	\$	5,000	\$ 5,000	\$ 5,000	On Call Engineering Services (Same as last year's budget)
190	Utility Line Locator Services	55508	\$	6,695	\$ 6,000	\$ 6,000	60 calls
191	Contingency	58000	\$	5,000	\$ 5,000	\$ 5,000	Contingency
192	Bank Charges	52000	\$	-	\$ -	\$ -	Bank Charges (Same as last year's actuals)
193	Utility Billing Costs	56002	\$	7,209	\$ 7,209	\$ 7,209	Utility Billing Costs bi-monthly billing (Same as last year's actuals)
194	Office Supplies & Postage	56003	\$	-	\$ 600	\$ 600	Office Supplies & Postage (Same as last year's budget)
195	Mayor & Council Expenses	56004	\$	125	\$ 125	\$ 125	Mayor & Council Expenses (Same as last year's budget)
196	Bad Debt	52000	\$	-	\$ 2,000	\$ 2,000	Bad Debt - Estimate (Same as last year's budget)
197	Total Operating Misc. Expenses		\$	24,029	\$ 25,934	\$ 25,934	Total Operating Misc. Expenses
198	TCEQ Expenses						
199	Extra TCEQ equipment	55561	\$	-	\$ -	\$ -	Extra TCEQ equipment (carry over from last year)
200	Harris County Flood Control (TCEQ)	55560	\$	395	\$ 395	\$ 395	Harris County Flood Control (TCEQ) (Same as last year's actuals)
201	Legal	55562	\$	625	\$ 3,000	\$ 3,000	Legal - TCEQ (half of last years actuals)
202	Legal - City Engineer	55563	\$	7,126	\$ 4,000	\$ 4,000	Engineer - TCEQ (half of last years budget)
203	Total TCEQ Expenses		\$	8,147	\$ 7,395	\$ 7,395	
204	OPERATING - MISC./TCEQ - NET		\$	(26,011)	\$ (27,165)	\$ (27,165)	OPERATING - MISC./TCEQ - NET
205	UTILITY FUND REVENUE OVER/UNDER		\$	55,530	\$ 72,023	\$ 60,040	UTILITY FUND REVENUE OVER/UNDER

CITY OF HILSHIRE VILLAGE  
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 09-15-20 USING VOTER APPROVAL RATE				2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
Water Vault - Revenue							Water Vault - Revenue
Transfer from General Fund					\$ 60,000	\$ 60,000	Transfer from General Fund
Total Water Vault Reveune				\$ -	\$ 60,000	\$ 60,000	Total Water Vault Revenue
Water Vault - Expense							Water Vault - Expense
Enginnering & Legal Fees to acquire Easements		55508		\$ -	\$ 5,000	\$ 5,000	Enginnering & Legal Fees to acquire Easements
Enginnering		55509		\$ -	\$ 5,000	\$ 5,000	Enginnering
Water Vault - Hickory Shadows		11023		\$ -	\$ 50,000	\$ 50,000	Construction
Total Water Vault Expenses				\$ -	\$ 60,000	\$ 60,000	Total Water Vault Expenses
WATER VAULT NET				\$ -	\$ -	\$ -	WATER VAULT NET

CITY OF HILSHIRE VILLAGE FYE 2021  
PRELIMINARY BUDGET - TAX RATES

FYE 2021 Budget  
PRELIMINARY USING ESTIMATED TAX RATES

1		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)
2	Certified Roll LINE 25	\$ 230,061,038	\$ 246,487,564		\$ 246,382,453				
3	M&O USING NO NEW REVENUE RATE	0.346892	0.399145		0.434122	\$ 1,069,600	\$ 302,611	\$ 1,389,418	\$ (17,206)
4	OPTION 3	0.412808							
5	M&O USING VOTER APPROVED RATE	0.473401	0.419265		0.449316	\$ 1,107,036	\$ 302,611	\$ 1,389,418	\$ 20,229

6	Prop Valuation including new personal property LINE 37	\$ 235,723,907			\$ 255,630,171	FYE 2020 Prop. Debt Tax Revenue
7	DEBT TAX FOR NO NEW REVENUE	0.155599			0.143577	\$ 367,026
	DEBT TAX IF USING VOTER APPROVED DE minimis rate				0.140804	\$ 359,938
					0.770521	\$ 1,898,428
8	VOTER APPROVAL TAX RATE LINE 47	0.629000	0.559069		0.590120	
9	NO NEW REVENUE RATE LINE 24	0.502491	0.538949		0.577699	
10	ACTUAL ADOPTED TAX RATE	0.568407	0.559069			

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

CITY OF HOUSTON <b>Actual</b> Billings fye 2020 (Expense)										WATER D/L	increase
	actual used below min Gals	MGD Gals	BILLED Gals	Rate/1000	Cost	Plus	Rate/1000	Cost	Total		
Sep-19		3,138,000	4,633,000	\$ 3.840	\$ 17,791	1,495,000	\$ 0.780	\$ 1,166	\$ 18,957		
Oct-19		3,242,600	4,025,000	\$ 3.840	\$ 15,456	782,400	\$ 0.780	\$ 610	\$ 16,066		
Nov-19	138,000	3,138,000	3,000,000	\$ 3.840	\$ 12,050		\$ 0.780	\$ -	\$ 12,050		
Dec-19	189,600	3,242,600	3,053,000	\$ 3.840	\$ 12,452		\$ 0.780	\$ -	\$ 12,452		
Jan-20	961,600	3,242,600	2,281,000	\$ 3.840	\$ 12,452		\$ 0.780	\$ -	\$ 12,452		
Feb-20	1,908,000	3,033,400	1,827,000	\$ 3.840	\$ 11,648		\$ 0.780	\$ -	\$ 11,648		
Mar-20		3,242,600	3,137,000	\$ 3.840	\$ 12,452		\$ 0.780	\$ -	\$ 12,452		
Apr-20		3,138,000	3,568,000	\$ 3.980	\$ 14,201	430,000	\$ 0.810	\$ 348	\$ 14,549		
May-20		3,242,600	4,466,000	\$ 3.980	\$ 17,775	1,223,400	\$ 0.810	\$ 991	\$ 18,766		
Jun-20		3,138,000	4,960,000	\$ 3.980	\$ 19,741	1,822,000	\$ 0.810	\$ 1,476	\$ 21,217		
Jul-20		3,242,600	5,626,000	\$ 3.980	\$ 22,391	2,383,400	\$ 0.810	\$ 1,931	\$ 24,322		
Aug-19		3,242,600	5,752,000	\$ 3.980	\$ 22,893	2,509,400	\$ 0.810	\$ 2,033	\$ 24,926		
										\$	199,855

CITY OF HOUSTON Budgeted Billings for FYE 2020(Expense)										using estimated inc
	MGD									
	Gals	Gals	Rate/1000	Cost	Plus	Rate/1000	Cost	Total		
Oct-20	3,242,600	3,795,000	\$ 3.980	\$ 15,104	552,400	\$ 0.810	\$ 447	\$ 15,552		
Nov-20	3,138,000	2,990,000	\$ 3.980	\$ 12,489		\$ 0.810	\$ -	\$ 12,489		
Dec-20	3,242,600	2,635,000	\$ 3.980	\$ 12,906		\$ 0.810	\$ -	\$ 12,906		
Jan-21	3,242,600	2,375,000	\$ 3.980	\$ 12,906		\$ 0.810	\$ -	\$ 12,906		
Feb-21	2,928,800	1,791,000	\$ 3.980	\$ 11,657		\$ 0.810	\$ -	\$ 11,657		
Mar-21	3,242,600	3,297,000	\$ 3.980	\$ 13,122	54,400	\$ 0.810	\$ 44	\$ 13,166		
Apr-21	3,138,000	3,751,000	\$ 4.091	\$ 15,347	613,000	\$ 0.833	\$ 510	\$ 15,857		
May-21	3,242,600	4,131,000	\$ 4.091	\$ 16,900	888,400	\$ 0.833	\$ 740	\$ 17,640		
Jun-21	3,138,000	4,632,000	\$ 4.091	\$ 18,950	1,494,000	\$ 0.833	\$ 1,245	\$ 20,194		
Jul-21	3,242,600	5,300,000	\$ 4.091	\$ 21,682	2,057,400	\$ 0.833	\$ 1,714	\$ 23,396		
Aug-21	3,242,600	6,000,000	\$ 4.091	\$ 24,546	2,757,400	\$ 0.833	\$ 2,297	\$ 26,843		
Sep-21	3,138,000	4,521,000	\$ 4.091	\$ 18,495	1,383,000	\$ 0.833	\$ 1,152	\$ 19,647		
		45,218,000							\$ 202,253	

BASE RATE

CITY OF HOUSTON		CITY OF HILSHIRE'S	
RATES PER		BILLING RATE	
1000 GAL	DATE	PER 1000 GAL	DATE
\$1.8840	Apr-09	\$4.65	Dec-09
\$2.1840	Jan-10		
\$2.1900	Apr-10		
\$3.0110	Jan-11		
\$3.0680	Apr-11	\$4.95	Oct-11
\$3.1690	Apr-12		
\$3.2836	Apr-13		
\$3.3382	Apr-14	\$5.50	Sep-14
\$3.4690	Apr-15		
\$3.5170	Apr-16	\$5.75	Sep-16
\$3.6370	Apr-17		
\$3.7390	Apr-18	\$6.00	Oct-17
\$3.8400	Apr-19	\$6.25	Oct-18
\$3.9800	Apr-20	\$6.50	Oct-19

“Sec. 7.200 Water Rates Established

- (a) Residential and Non-Residential, Bi-Monthly Charges:  
(1) The charge for water is \$6.50/1000 gallons – no minimum  
(2) The flat rate bi-monthly sewer charge is \$74.00 and the maintenance charge is \$10.00  
(b) Commercial “C”, Bi- Monthly Charges:  
(1) The charge for water is \$6.50/1000 gallons – no minimum  
(2) The flat rate bi-monthly sewer charge is \$74.00 and the maintenance charge is \$10.00

- (c) Commercial-Holy Cross Church, Bi-Monthly Charges:  
(1) The charge for water is \$6.50/1000 gallons – no minimum.

		RATE OF \$6.50/1000		RATE OF \$6.75/1000 (3% INCREASE)		RATE OF \$7.00/1000	
BILLING FROM	DATE TO	ACTUAL BILLED GALLONS	ACTUAL BILLED REVENUE	ACTUAL BILLED GALLONS	ACTUAL BILLED REVENUE	ACTUAL BILLED GALLONS	ACTUAL BILLED REVENUE
9/25/2018	11/28/2019	7,159,600	\$ 46,537.40	7,159,600	\$ 48,327.30	6,440,000	\$ 45,080.00
11/27/2019	1/24/2020	5,597,000	\$ 36,380.50	5,597,000	\$ 37,779.75	5,597,000	\$ 39,179.00
1/25/2020	3/24/2020	5,656,000	\$ 36,764.00	5,656,000	\$ 38,178.00	5,656,000	\$ 39,592.00
3/25/2020	5/26/2020	8,564,000	\$ 55,669.50	8,564,000	\$ 57,807.00	8,564,000	\$ 59,948.00
5/27/2020	7/26/2020	10,204,000	\$ 66,326.00	10,204,000	\$ 68,877.00	10,204,000	\$ 71,428.00
7/26/2020	9/30/2020	estimate 9,000,000	\$ 56,250.00	9,000,000	\$ 60,750.00	9,000,000	\$ 63,000.00
		46,180,600	\$ 297,927.40	46,180,600	\$ 311,719.05	45,461,000	\$ 318,227.00

estimates

RATE	REVENUE	DIFFERENCE
\$6.50	\$ 297,927.40	
\$6.75	\$ 311,719.05	\$ 13,791.65
\$7.00	\$ 318,227.00	\$ 20,299.60

## APPLICATIONS RECEIVED

### COUNCIL MEMBER POSITION 3

Melissa Blakeslee

Mark Bodron

Andy Carey

Keri Collins

Gerald Fitts

Brock Griffiths- Waiting to send after Approval from his Company (CPA Firm)

Kathleen Stafford

Sara Sommers Wilks

MELISSA N. BLAKESLEE  
24 HICKORY SHADOWS DR.  
HILSHIRE VILLAGE, TX 77055  
[mnblakeslee@gmail.com](mailto:mnblakeslee@gmail.com)

September 11, 2020

The Hon. Russell Herron, Mayor  
Mike Gordy, Council Member  
Robert Byrne, Council Member  
Paul Maddock, Council Member  
David Schwarz, Council Member  
Susan Blevins  
Cassie Stephens

Mayor Herron and City Council Members,

I'm writing to respectfully submit my name for consideration as Interim Council Member, Position 3 to fulfill the remainder of the current term, expiring in May 2021.

#### Background

In March 2020, our family purchased an existing home within Hilshire Village. The overall friendliness and welcoming nature of our neighbors, even during a global pandemic, has positively reinforced our decision to relocate here.

Over the past several months, I've had the opportunity to interact with the Hilshire Village City Council on multiple occasions, including during meetings and public hearings. Those positive and constructive experiences laid the foundation for my interest in serving Hilshire Village and its citizens in some capacity.

#### Attributes for Consideration

- My business focused undergraduate and graduate school studies, along with a career spanning accounting, finance, marketing and consulting has given me a depth and breadth of experience to draw on as I work to support effective, efficient and citizen-focused governing.
- I'm a strong proponent of the Council's positive interaction with Hilshire Village residents in order to enhance our community.
- Previous experience with the Board and Committees of a top Houston university established my ability to assimilate multiple voices and opinions to reach a consensus.
- As a current board member of a nearby private school, I have experience with fiscal oversight and management.
- I can provide added diversity and a varied perspective to the current Council voices.
- Our family's desire to remain in the Hilshire Village community long-term means I'm committed to being a positive voice within the City Council and for Hilshire Village citizens.

Finally, if appointed, I pledge my commitment to provide for the best interests of the City of Hilshire Village and its residents.

Sincerely,



Melissa N. Blakeslee  
24 Hickory Shadows Dr.

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**Melissa Blakeslee**  
24 Hickory Shadows Dr.  
Houston, TX 77055  
Phone: 713-725-5374 Email: [mnblakeslee@gmail.com](mailto:mnblakeslee@gmail.com)

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## **SUMMARY**

**Higher Education Executive** with unique complement of higher education and corporate leadership experience. Corporate experience includes financial analysis and brand management. Experienced in managing operations in both a higher education and corporate setting. Key skills include strategic and tactical planning, relationship management, project management, budgeting/forecasting and operations management.

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## **EXPERIENCE**

### **mbaMISSION**

#### **Senior Admissions Consultant**

**Houston, TX**  
**2015 – Present**

- Guide applicants through all aspects of the MBA admissions process, from profile preparation through to decision-making.
- Support clients in building their personal brands by identifying and showcasing the strongest aspects of their candidacy in their applications.
- Collaborate with clients to draw out what makes them unique and help them understand their strengths, weaknesses, vision, passion and potential contribution to top MBA programs.
- Develop strong bonds and connections with clients; determine how best to tell their story; guide them through school selection, essay topic determination, extensive essay editing, resume editing, interview preparation and general anxiety reduction.

### **RICE UNIVERSITY**

#### **JONES GRADUATE SCHOOL OF BUSINESS**

##### **Executive Director of Admissions**

##### **Associate Director of Admissions**

**Houston, TX**  
**2006 – 2015**  
**2004 – 2006**

- Led all aspects of admissions strategy and operations for the Full Time MBA, MBA for Professionals and MBA for Executives programs, managing a team of 8 professionals.
- Defined and implemented annual strategy for recruiting, admission, scholarship awards, and yield for the Full Time MBA, MBA for Professionals and MBA for Executives programs.
- Designed and instituted strategies that enhance Full Time MBA metrics in all areas including selectivity and average GMAT.
- Engaged with prospective, admitted, and incoming students across all three programs to provide guidance throughout the application and admission process.
- Worked directly with the marketing department to create written material for advertising and marketing collateral including admissions brochures; website content; admissions blog; and advertisements.
- Implemented initiatives that drove increased reputation in ranking publications; all Rice MBA Programs improved to a Top 30 US ranking or better in major publications.
- Created metrics based, data driven decision-making model that resulted in improved admission results, enhanced resource allocation, and more robust performance management.
- Recipient of “Award for Service Excellence” from the deans (given to one staff member each year).
- (Interim Role) Assistant Dean of Degree Programs: Directed all degree program operations for 700+ students, responsible for approximately \$35 million in revenue. Oversaw six operating departments with 30+ staff members: Admissions Office, Career Management Center, Full-Time MBA Office of Student Services (OSS), MBA for Professionals OSS, Executive MBA Program Office, and Strategic Benchmarking Office.

**THE COCA-COLA COMPANY****Houston, TX****Associate Brand Manager, Minute Maid Bottled Juice****2002 - 2003**

- Led cross-functional team through the development and launch of four new fruit drinks.
- Conducted flavor segmentation assessment that served as the foundation for new product flavor decisions.
- Analyzed monthly business results and presented to management team.
- Developed and managed annual marketing budget, volume analysis and competitive assessment.

**FORD MOTOR COMPANY****Dearborn, MI****Senior Financial Analyst, Consumer Driven Six-Sigma****2000 - 2001**

- Prepared corporate wide analysis and presentation of 6-Sigma results for senior level management review.
- Developed financial model to establish 2001 6-Sigma corporate-wide monthly targets, totaling \$692 million.
- Consolidated, evaluated, and reported monthly 6-Sigma financial reports to key contacts.

**Financial Analyst, Mercury Villager Product Development****1998 - 2000**

- Led investment analysis for financial milestones, including 1999 model year final status of \$472 million and 2001 model year program approval of \$27 million.
- Facilitated engine knock warranty recovery from Nissan Motor Co., totaling \$70 million.
- Served as finance lead on cross-functional team which included marketing, manufacturing, engineering, and operations.

**ACCENTURE****Chicago, IL****Financial Analyst****1997 - 1998**

- Managed Fiscal Year (FY) 1998 Payroll, Non-Payroll and Capital Budgets, totaling \$27 million.
- Analyzed monthly results and reported to budget holders and management on variances.
- Developed FY 1999 Payroll, Non-Payroll and Capital Budgets, totaling \$30 million.

**ERNST & YOUNG****Chicago, IL****Staff Auditor****1995 - 1997**

- Audited all balance sheet accounts and performed analytical procedures on the income statement.
- Generated and proposed ideas to improve the efficiency of client processes.
- Certified Public Accountant, State of Illinois, May 1996.

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**EDUCATION****NORTHWESTERN UNIVERSITY****KELLOGG SCHOOL OF MANAGEMENT****Evanston, IL****Master of Business Administration****June 2002**

Concentrations in Marketing and Strategy

Co-chair of GMA social committee; founding member of Creativa

**UNIVERSITY OF MICHIGAN****ROSS SCHOOL OF BUSINESS****Ann Arbor, MI****Bachelor of Business Administration, With Honors****April 1995**

Concentration in Accounting

Elected student government section representative for two years

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**ADDITIONAL**

- First Baptist Academy – Board of Trustees (2014-Present); Grade Parent (2009-2020)
- Interests: Running, baking, reading, and Michigan football



Mark A. Bodron  
1241 Ridgeley Drive  
Houston, Texas 77055

September 9, 2020

Ms. Susan Blevins  
City Administrator  
City of Hilshire Village  
8301 Westview  
Houston, Texas 77055  
[susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com)

Re: Council Member Position 3

Dear Ms. Blevins,

I am interested in being considered by the City Council to fulfill the remainder of the term for Council Member Position 3, which I understand ends in May 2021. Attached is my resume for review.

I reside at 1241 Ridgeley Drive and have resided at that address since July 29, 2010. I am able to attend the City Council meetings on the third (3<sup>rd</sup>) Tuesday of each month at 6:30 pm at City Hall.

Having lived in Hilshire Village for 10 years, I have an interest in the future of our city and would look forward to serving on the City Council. I appreciate the City Council's consideration. Please let me know if you or members of the City Council would like additional information or has questions about me.

Thank you,

Mark A. Bodron

Att: Resume

**MARK A. BODRON**  
1241 RIDGELEY DRIVE, HOUSTON, TEXAS 77055  
713.229.1742 (work)  
713.213.3816 (cell)  
mark.bodron@bakerbotts.com

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## **EMPLOYMENT**

06/98 - present

**BAKER BOTTS L.L.P., Houston, Texas.**

*Partner (01/2002 to present); Associate (06/1998 to 12/2001).*

Advising clients on (i) tax-qualified defined contribution and defined benefit retirement plans, including drafting of 401(k) plans and cash balance plans, nonqualified plans, non-qualified deferred compensation plans and other executive compensation arrangements, including issues related to Section 409A deferred compensation rules, Section 162(m) performance-based compensation and Section 280G parachute payments; (ii) health and welfare plan matters, including compliance and reporting issues related to the Affordable Care Act, HIPAA, Mental Health Parity Act and COBRA; (iii) ERISA fiduciary and prohibited transaction matters and other ERISA-related matters; (iv) matters before the IRS, DOL and PBGC on matters related to employee benefits, including determination letter filings and filings under the IRS's EPCRS and DOL correction programs; (v) employee benefit and executive compensation aspects of mergers and acquisitions, spin-offs and IPOs; (vi) issues relating to equity-based arrangements, including stock options, restricted stock and other equity instruments, MLPs, partnership capital and profits interests, executive contracts and severance agreements; and (vii) Dodd-Frank and Sarbanes-Oxley and other securities issues related to employee benefits.

02/97 – 06/98

**EXXON CORPORATION, Irving, Texas.**

*Senior Tax Attorney.*

Practiced in the employee benefits and executive compensation areas, with emphasis on defined contribution plans, equity-based plans, and federal and state income tax and FICA/FUTA reporting and withholding issues.

06/95 – 02/97

**EXXON COMPANY, U.S.A., Houston, Texas.**

*Tax Attorney.*

Practiced in the area of federal income taxation controversies, including drafting tax protests and refund claims, researching and preparing legal memoranda concerning tax litigation issues, and international taxation, which included foreign tax credit limitations, sourcing of income and expenses and Section 482 cost sharing arrangements.

10/92 – 06/95

**VINSON & ELKINS L.L.P., Houston, Texas.**

*Associate.*

Practiced in the areas of employee benefits and executive compensation, including drafting tax-qualified and nonqualified retirement plans and health and welfare benefit plans, and amendments thereto, and researching such issues as ERISA preemption, prohibited transactions, multiemployer withdrawal liability, federal income tax and FICA/FUTA reporting and

withholding, fiduciary duties, qualified domestic relations orders, and COBRA.

10/91 – 08/92

**ARNOLD & PORTER, Washington, D.C.**

*Associate.*

Practiced in the area of general federal income taxation, including tax issues related to non-profit organizations and employee benefits.

08/90 – 08/91

**HONORABLE FRANK J. POLOZOLA, United States District Court, Middle District of Louisiana, Baton Rouge, Louisiana.**

*Judicial Law Clerk.*

## **EDUCATION**

05/90

**JURIS DOCTORATE.**

LOUISIANA STATE UNIVERSITY, Paul M. Hebert Law Center, Baton Rouge, Louisiana.

Class Rank: 1 of 171; Order of the Coif; Member, Louisiana Law Review, Managing Editor (1989-1990); Phi Kappa Phi; Chancellor's List; Recipient of Dean Hebert Scholarship, Stone, Pigman, Walther, Wittman & Hutchinson Scholarship, and Liskow & Lewis Scholarship.

03/84

**BACHELOR OF SCIENCE, ACCOUNTING.**

LOUISIANA TECH UNIVERSITY, College of Business and Administration, Ruston, Louisiana.

08/82

**MASTER OF BUSINESS ADMINISTRATION, FINANCE.**

LOUISIANA TECH UNIVERSITY, College of Business and Administration, Ruston, Louisiana.

05/81

**BACHELOR OF SCIENCE, MARKETING.**

LOUISIANA TECH UNIVERSITY, College of Business and Administration, Ruston, Louisiana.

## **BAR ADMISSIONS, PROFESSIONAL LICENSES AND ORGANIZATIONS**

Chambers USA Band-1 Rank: Texas: Houston & Surrounds: Employee Benefits & Executive Compensation.

*The Legal 500 U.S.*

*The Best Lawyers in America* in practice area of Employee Benefits (ERISA) Law; named “Lawyer of the Year” by *The Best Lawyers in America* for 2014 and 2017 for Employee Benefits (ERISA) Law in Houston.

Admitted to practice law in Texas (active), Louisiana (inactive), Pennsylvania (inactive), and the District of Columbia (inactive).

Ranked Band 1 for Employee Benefits and Executive Compensation in Chambers USA, 2019

Fellow, American College of Employee Benefits Counsel; Member of Board of Directors; Chair, IRS Training Committee & Membership Committee.

Fellow, American Bar Foundation

Fellow, Houston Bar Association

Adjunct Professor, University of Houston Law School, Houston, Texas, teaching Taxation of Deferred Compensation.

Former Board Member, SouthWest Benefits Association; Former Chair, Education Committee.

Member, Employee Benefits Committee, Tax Section, American Bar Association (Chair, 2012-2013); Member, Nominating Committee, (2013-2015); Vice-Chair, Committee on Government Submissions for Employee Benefits Committee (2015-2017).

Former Chair, American Bar Association's Joint Committee of Employee Benefits (2011-2012).

Alumni, Gulf Coast Area TE/GE Council (Chair, 2008).

Member, Houston Bar Association.

Member, ERISA Industry Group (Houston).

Former Member, Panel 4F, State Bar of Texas Grievance Committee.

September 2020 (HV)

**From:** Andy Carey <

**Sent:** Thursday, September 10, 2020 2:31 PM

**To:** susan.blevins@hilshirevillagetexas.com

**Subject:** Re: City Council and Board Members Needed - Reminder

Susan thank you for taking my call yesterday and today. As discussed I'm interested in filling the City Council Member Position 3 vacancy through at least May 2021.

Over the roughly six years that my family has lived in Hilshire Village we've met some incredible people both through Civic Club activities and by attending council meetings.

I'm a firm believer that Hilshire Village remains well-positioned to continue to capitalize on strong underlying economic trends given its geographic location within the Houston MSA and zoning to SBISD schools.

I would like to contribute towards upholding the City's reputation as a preferred destination within the Memorial Villages and furthermore have a genuine interest in understanding the City's socioeconomic responsibilities to its residents.

Additionally I have a finance background and feel that I could contribute towards budgeting and municipal financing efforts as required.

A little bit about myself and family;

Both my wife, Megan, and I grew up in Houston. Her parents are from the Meyerland area and Megan attended Lee HS and then TCU and the Denver School of Design. My parents were raised in West U. and Bellaire before relocating to Memorial in the early 1960s, both of which graduated from Memorial HS. I was raised in the Sandalwood neighborhood near Knipp and Memorial, graduated from Memorial HS and then attended the University of Texas at Austin with a degree in economics. Megan has a career in the interior design industry while out of college I originally was involved in structured finance before transitioning to commercial real estate investment and development in 2010.

We have a daughter, Camryn, who just started kindergarten at Valley Oaks Elementary while her two-year-old brother, Colton, attends Terrace Methodist / Big Little School off Wirt in Hilshire Village.

We are members at the Houston Polo Club, where Megan and Camryn ride and train with horses and the Houston Dad's Club for exercise and cardio. We attend St. Cecilia Catholic Church.

I feel that this is a great opportunity to give back and contribute towards Hilshire Village's future and would like to submit the attached resume for the City Council Member Position 3 vacancy and if otherwise the Alternate Board of Adjustment. Please keep me posted on the Council's decision-making progress, otherwise will follow-up accordingly.

Appreciate the consideration and thank you for your time.

Kind regards,

Andy Carey

713.885.8272

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Professional with seventeen years of financial engineering, asset valuation, and risk management experience focused on the sourcing and structuring of investment vehicles in the commercial real estate and structured finance debt markets.

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**Madison Marquette / PM Realty Group** - [www.madisonmarquette.com](http://www.madisonmarquette.com)

Houston, TX.

**Investments - Vice President**

May 2015 - Present

Responsible for the origination of office investment opportunities considered on behalf of PM-Roseview Funds II and III. Assist with investment thesis execution and asset mgmt. efforts underlying PM-Madison's office and mixed-use development platform.

- Acquired and disposed of The Harbors (114K SF class A office, Sausalito, CA.). Generated a 34.7% IRR, 2.5x multiple, and \$15.6MM in project profit within PM-Roseview Fund II (JV - Dupont Pension). Investment hold from Q1, 2016 - Q2, 2019.
- Acquired Stonecreek Pointe (110K SF class A office, Scottsdale, AZ.) within PM-Roseview Fund III, Q1, 2019.
- Acquired Pennybacker Commons (129K SF class A office, Austin, TX.) within PM-Roseview Fund III, Q3, 2019.
- Instrumental in the refinancing of 3737 Buffalo Speedway (383K SF class A office, Houston, TX.). Secured a \$92.4MM loan from the PGIM U.S. Debt Fund REIT, Q1, 2018 (JV - NREA / IBEW).
- Modified financing terms underlying Sugar Creek on the Lake (515K SF class A office, Sugar Land, TX.) in coordination with Bank of America during both Q1, 2016 and Q1, 2019 (JV - PCCP).
- Support development and stabilization efforts associated with JV - NREA / IBEW mixed-use projects; 2929 Wesleyan (40 Floors - 254 Units, Houston, TX.) and The Confluence (34 Floors - 288 Units, Denver, CO.).
- Assist in the Travis' development (30 Floors - 314 Units, Houston, TX.), Co-GP - AECOM Capital / JV - CCCG.
- Reviewed one dozen mixed-use development opportunities inclusive of 4,500 MF units and \$1.7BN in project capitalization.
- Provided debt modeling / acquisition and disposition support on four additional office assets totaling one million SF and \$186MM in project capitalization located in Torrance, CA., Tampa, FL., Atlanta, GA., and Houston, TX.
- Coordinated with leasing brokerages and construction mgmt. to deliver retail tenancy in mixed-use projects (Roka Akor, Rocky & Maggie's, Blissful Nail Salon, and HaiDiLao Hotpot).

**M-M Properties, Inc.** - [www.mmprop.com](http://www.mmprop.com)

Houston, TX.

**Investments - Director**

Nov. 2010 - April 2015

Supported all office acquisition activity considered on behalf of M-M Properties, Inc.

- Instrumental in the acquisition of Plaza of the Americas (1.2MM SF Class A mixed-use project, Dallas CBD) with JV - Invesco in Q4, 2011 and Comerica Bank Tower (1.5MM square-foot Class AA office, Dallas CBD) with JV - CBREI in Q2, 2013.
- Directed all valuation related asset mgmt. procedures underlying Comerica Bank Tower and Bank of America Center (1.3MM SF Class AA office, Houston CBD).
- Assisted in the asset mgmt. and disposition of 919 Milam (543K SF Class B+ office, Houston CBD). Generated a 41.2% IRR, 1.8x multiple, and \$43.2MM in project profit on behalf of JV - Baupost Group. Investment hold from Q4, 2010 - Q2, 2013.
- Reviewed 159 office investment scenarios with an aggregate value in excess of \$15.4BN situated across 74.8MM SF within 18 subject markets throughout the United States.
- Coordinated with various capital sources and brokerage firms on investment strategies, financing scenarios, and general partnership / joint venture equity structures.
- Prepared and distributed all semi-annual partnership audits, quarterly asset performance reports, investment memorandums, and marketing materials. Stressed and quantified on-going leasing activity and administered the M-M Properties office pipeline (400 + asset profiles).

**Ernst & Young** - [www.ey.com](http://www.ey.com)

Houston, TX.

**Transaction Advisory Services - Senior III**

Mar. 2007 - Mar. 2009

Facilitated the securitization lifecycle on a transaction level basis through risk management and strategic advisory practices within the North American, European, and Asian structured finance debt markets.

- Engaged in, structured, and closed four separate multibillion dollar Structured Investment Vehicles in coordination with Goldman Sachs, London. Included collateral stratification and capital structure performance analysis.
- Executed multiple CDO closings securitized by ABS, RMBS, CMBS, Leveraged Loans, and Synthetic Instruments including Credit Default Swaps and Credit Linked Notes in coordination with JPMorgan and Goldman Sachs on behalf of multiple Asset Managers including PIMCO, HBK Investments, Aladdin Capital, Seneca Capital, and Eaton Vance Management.
- Administered the ongoing payment date reporting of more than twenty CDOs by providing cash flow modeling, asset valuation, operational reviews, and drafting and issuing E&Y Agreed Upon Procedures reports.
- Participated in preliminary discussions concerning the U.S Treasury's Master Liquidity Enhancement Conduit ("MLEC").

# Executive Profile



## Andy Carey

### Vice President Investments

As Vice President of Investments with PMRG, Andy Carey is responsible for sourcing and analyzing potential investment opportunities in addition to supporting asset management endeavors and operations. This includes executing capital programs to successfully finance venture activity as well as developing strategies to assist in stabilization and disposition efforts.

Prior to joining PMRG, Mr. Carey spent four years at M-M Properties, Inc. as a Director of Investments where he was involved in roughly \$300MM of office investment activity situated across 3.2MM square feet. Additional responsibilities included the review and pursuit of roughly \$15BN in office investment scenarios situated across 75MM square feet within 18 subject markets throughout the United States.

Prior to M-M Properties, Inc. Mr. Carey's career focused on the origination of structured products securitized by commercial real estate-related debt securities and the valuation of affiliated underlying assets. This included tenures with Ernst & Young's, Transaction Advisory Services and Redwood Trust's, Acacia Program where he was responsible for engaging market participants and executing closings associated with various multi-billion dollar structured investment vehicles and additional fixed-income mortgage-backed products. He began his career in the structured finance group at JP Morgan Chase & Co.

Mr. Carey is a graduate of the University of Texas at Austin where he earned a Bachelor of Science degree with a major in Economics and minor in Business Administration. He is an active member of the Houston NAIOP chapter.

[acarey@pmrg.com](mailto:acarey@pmrg.com) | 713.209.5739 | [pmrg.com](http://pmrg.com)

#### Education:

University of Texas

#### Years Experience:

14 Years

#### Affiliations/Memberships:

- Houston NAIOP
- TREC

CORPORATE

**Credit Based Asset Servicing & Securitization**

New York, NY.

**Capital Markets - Sr. Associate**

May 2006 - Dec. 2006

Managed a quantitative team supporting trade desk activities through the valuation of whole loan mortgage portfolio acquisitions.

- Evaluated, priced, and assessed the risks and processes underlying trade desk acquisition activity inclusive of Prime, Subprime, Alt-A, Second Lien, and Commercial Real Estate loan products.

**Redwood Trust, Inc. REIT - [www.redwoodtrust.com](http://www.redwoodtrust.com)**

Mill Valley, CA.

**CDO Structuring, Sales, and Trading - Associate**

Nov. 2004 - April 2006

Facilitated the warehousing periods of all CDOs issued by the Acacia shelf and managed RWT Holdings, Inc.

- Structured, marketed, and closed Acacia CDO 7 - Deutsche Bank \$300MM, Acacia CDO 8 - RBS Greenwich \$300MM, Acacia Commercial Real Estate CDO I - Wachovia \$300MM, and Acacia CDO 9 - Bank of America \$300MM.
- Created \$60MM in subordinate preference share positions retained in RWTs permanent investment portfolio at the single B (S&P / Moody's / Fitch) rating level and below generating roughly a 23% annualized compounded rate of return.
- Stressed and tied out all Intex / Trepp / BBRG generated cash flows per rating by asset class including ABS, RMBS, CMBS, and real estate CDOs to calculate Interest Coverage and Overcollateralization break even scenarios plus yield on retained equity positions given preliminary and finalized capital structures.
- Coordinated with and advised trade desks on acquisitions executed during ramp-up and that such were in compliance with the associated Warehouse Agreements and Offering Memorandums.
- Executed all RWT balance sheet trades, stressed master swap duration, and administered all investor requests.

**Standard & Poor's - [www.standardandpoors.com](http://www.standardandpoors.com)**

San Francisco, CA.

**Corporate Value Consulting - Associate**

Sept. 2003 - Oct. 2004

Provided valuation services on income producing properties through fairness opinion, M&A, and loan underwriting reports.

- Consulted on numerous valuation projects in subject markets throughout the United States. Conducted physical inspections, calculated present values, and supported pricing by analyzing replacement costs and comparable transactions.

**JPMorgan Chase - [www.jpmchase.com](http://www.jpmchase.com)**

Houston, TX.

**Capital Markets - Structured Finance - Analyst**

Sept. 2001 - Aug. 2003

Provided portfolio management services on seven cash flow arbitrage Collateralized Debt / Loan Obligations (CDOs / CLOs), securitized by more than \$4BN in assets including Leveraged Loans, Asset-Backed Securities, and Emerging Market and Corporate Bonds.

- Assessed risk and analyzed hypothetical return scenarios on all trades executed during reinvestment periods.
- Prepared and distributed monthly performance reports to Secured Parties as measured by the associated governing documents (Debt Indentures / Hedge Agreements / Offering Memorandums).

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**The University of Texas at Austin**

Austin, TX.

Major: Economics / Minor: Business Administration

August 2001

**Credentials**

Argus Enterprise Course Completion; February 2018.

Texas Real Estate License; September 2010.

NYU Stern School of Business, Dr. Ian Giddy - Structured Finance; July 2008.

Fitch Ratings Inc. - RMBS Credit Risk Workshop; April 2005.

Appraisal Institute - Income Capitalization, Sales Comparison, Market and Highest and Best Use Analysis, and Site Valuation and Cost Approach; May 2004.

Chartered Financial Analyst - Level II Candidate; Spring 2003.

Bloomberg Global Product Certification - Fixed Income; Spring 2003.

**Membership**

NAIOP, Houston Economics Club, Houston Dads and Polo Clubs.

**Interests**

University of Texas REFC and Urban Land Institute.



Dear Susan and Hilshire Village City Members,

I am applying for the partial term of Council Member Position 3. I have lived in Hilshire Village since November 2017. I have two children that attend Spring Branch Middle and Valley Oaks Elementary Schools. I have also worked in the oil and gas industry for the past 16 years holding various operational and leadership roles. I have greatly enjoyed living in the neighborhood and meeting the wonderful people that also call this small sanctuary home.

Although my professional experience does not directly tie to a civic leadership role, I have developed strengths that would transition well to a City Council Member including strong listening skills, business aptitude, and empathy. I am interested in working with the residents and city leadership to support this thriving community.

Best Regards,

Keri Collins

# Keri Collins

(832) 443 8176

1310 Ridgeley Dr

KeriCollins99@gmail.com

## EDUCATION

**University of Houston, C. T. Bauer College of Business**

Master of Business Administration, May 2015

**Texas A&M University** College Station, TX

Bachelor of Science in Chemical Engineering (Minor in Chemistry and Business), December 2003

## EXPERIENCE

**Phillips66 (2015 – present)**

Houston, TX

*Crude Optimization Director (2016 – present)*

- Operations role to supply the West Coast refineries with the most economic crude slate based on refinery operations and market conditions.
- Worked cross-functionally to communicate and drive crude strategy.

*Commercial Development (2015-2016)*

- Performed economic analysis for commercial initiated projects for assets in the central and western US regions.

**Rockwell Automation (2013-2015)**

Houston, TX

*Engineering Manager*

- Manage engineering team of 30 engineers focusing on talent optimization and team development.
- Support global resource strategy.

**Siemens Energy – Oil and Gas (2004 - 2013)**

Houston, TX

*Engineering Manager (April 2011 – Present)*

- Managed 18 senior engineers, ensuring maximum productivity and driving personal growth. Drove for a strong balance between billable work and personal development. Managed team budget and engaged team to support group initiatives.
- Reviewed and approved safety systems consulting proposals between 10 and 500 thousand dollars to ensure scope, cost, schedule, and resources were achievable and within risk tolerances.
- Worked with team that developed recruiting strategy for all engineer level including working to overcome organizational challenges to retain and build a strong execution team.
- Participated in relief systems project review meetings to evaluate project financials, resources, client satisfaction and project schedules in an effort to reduce project risk and drive opportunity.
- Supported international business development through meeting with new clients to explain our value proposition and provide feedback to internal upper management.
- Developed business case for entry into new market.

*Project Manager (Aug 2007 –April 2011)*

- Managed several projects for major US refineries totaling over \$3.5 million in annual revenue. Responsible for managing execution teams, project scope and budget.
- Led team sizes of 13 local engineers and 5 off site subcontractor. Excelled in maintaining the team morale and providing each team member with assignments that benefit the overall project goal while promoting individual team member development.
- Managed the challenges associated with several different project types including base line analysis, concern mitigation, heat and material balance development, and dynamic simulation.
- Maintained high client satisfaction and positive relationships, resulting in \$7 million of repeat business. Developed the ability to understand and manage both client and internal management expectations allowing for successful and transparent projects.
- Collaborated with new client to develop effective work processes and technical guidelines for mitigation project that would set the basis for future projects with the company.

Gerald Fitts  
1253 Archley Dr.  
Houston, TX 77055

September 9, 2020

Susan Blevins  
City Administrator/City Secretary  
City of Hilshire Village, TX  
8301 Westview  
Houston, Texas 77055

Dear Susan,

I am writing you to submit my resume for the open position of Council Member, Position 3. My resume is attached to this letter.

I am interested in serving our city in this capacity and hope to fulfil the needs and requirement of the position of Council Member, Position 3.

As a 20+ year resident of the City of Hilshire Village, I feel it is time I volunteered my time and talents in the business of the city. I have supported the Civic Club as an "assistant" to my wife, Jan for several years. We realize our quality of life as residents of this wonderful village has much value and we wish for this quality to be maintained and nurtured.

I bring experience in both residential and commercial construction with me to the Council. I know I certainly am not an expert in construction, but I do know quite a bit about the construction business. I believe both my "work" experience as well as my experience as a business owner bring benefits to the Council in decision-making for the benefit and good of the City of Hilshire Village.

Additionally, I have many years of experience as a volunteer at my church. Most of my church volunteer experience involves the Property Committee, but I also have experience as a Ruling Elder, Clerk of Session and serving on the board of the school our church operates (both as a board member and as president of the board).

Finally, I hope to bring not only my "experience" knowledge, but my common sense, sense of fairness and desire to maintain our city to its upmost capabilities.

Thank you for forwarding this letter and resume to the Mayor and Council for consideration of me for this position.

Sincerely,

Gerald Fitts

## **Gerald Fitts**

1253 Archley Dr., Houston, TX 77055, 713-973-0870 (home), 713-306-3282 (mobile),  
geraldfitts@sbcglobal.net

**Position: City of Hilshire Village, Council Member Position 3**, partial term ending in May 2021

### **Profile and Personal Information:**

- Retired (see work experience below)
- Resident of City of Hilshire Village since 1998
- Interested in supporting and maintaining the health, safety and welfare of residents of the City of Hilshire Village as well as the infrastructure of the City as per the responsibilities and functions of the Hilshire Village City Council.

### **Education:**

- BBA, University of Houston, 1968

### **Work Experience:**

- President/Owner, Gulf Coast Tile & Marble, Inc. (1983-2012). Full service commercial tile contracting company in the Greater Houston Area. Furnished and installed ceramic tile, stone tile, brick pavers, concrete pavers. Types of projects included institutional (church, school, hospitals), multifamily dwellings & office buildings.
- President/Owner, Thermal Concepts, Inc. (1980-1985). Residential Remodeling; Storm Windows (furnished and installed).
- Jobsite Superintendent, Millcreek Building Corporation (1973-1980). Supervised and coordinated construction of single family and multifamily residential construction projects from clearing sites to completed dwellings.

### **Volunteer Positions:**

- Ruling Elder, Spring Branch Presbyterian Church (3 yr. term), 1978-80; 1992-94; 2014-16
- Clerk of Session, Spring Branch Presbyterian Church, 2014-16
- Board Member, Spring Branch Presbyterian Academy (3 yr. term), 2000-02 (President 2 yrs.); 2005-2007 (President 1 yr.); 2014 (1 yr.)
- Property Committee Member, Spring Branch Presbyterian Church. 1978-80; 1988-present.
- Property Committee Moderator, Spring Branch Presbyterian Church. 1993-94, 2008-09; 2011-14.

FROM THE DESK OF  
**KATHLEEN L. STAFFORD**

September 10, 2020

To Whom It May Concern:

I would like to be considered for the position of Council Member, Position 3.

I appreciate the peaceful, natural setting in the Village. I am interested in ensuring the Village maintains that character and the long term value which it now enjoys, and which sets it apart from other neighborhoods in the surrounding city, while encouraging and accommodating responsible redevelopment.

Sincerely yours,

Kathleen L. Stafford

# **KATHLEEN L. STAFFORD**

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8205 BURKRHART RD

713.882.0268 [KLSTAFFORD888@GMAIL.COM](mailto:KLSTAFFORD888@GMAIL.COM)

## **PERSONAL**

I have been a resident of Hilshire Village for 38 years; my husband and I raised our son here.

Both my son and my daughter-in-law graduated from School of the Woods, and my two grandsons are now enrolled there.

I practiced law for 34 years, and retired in 2013 when my first grandchild was born.

I have been a member of the Hilshire Village's Planning and Zoning Committee since 2015, and a member of the Board of Adjustment since 2016. The Planning and Zoning Committee has made a number of recommendations to City Council, many of which have been adopted. Those experiences have helped familiarize me with Hilshire Village governance and City Council proceedings.

All issues considered by City Council potentially affect future as well as current residents of the Village, and for that reason I think all residents should stay informed about neighborhood issues and should participate as family and work obligations permit.

In addition, my experience negotiating commercial contracts for a large public company has given me an appreciation for the importance of including people with different areas of experience and expertise in the decision-making process.

**PROFESSIONAL**

I retired from the law department of KBR, Inc. (formerly Kellogg Brown & Root) in 2013 after 33 years. For most of my career, I handled international commercial transactions for various business units within the company. My last position in the law department was Director of Ethics Compliance.

**LICENSE**

I received a Doctor of Jurisprudence degree from University of Houston Law Center and was licensed to practice law in 1979.

# **SARA SOMMERS WILKS**

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

To City Council Members of Hilshire Village,

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

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

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

Thank you in advance for your consideration.

Sincerely,

Sara Sommers Wilks



# SARA SOMMERS WILKS

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

## EDUCATION

**Master of Business Administration**  
**Healthcare Administration Specialization**  
Baylor University

May 2012

**Bachelor of Arts, Speech Communication**  
**Minor in Business Administration**  
Baylor University, *magna cum laude*

May 2010

## WORK EXPERIENCE

**Director of Operations**  
**MEDNAX**  
**Houston, TX**

Mar 2018 - Present

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

**Practice Administrator, Newborn Center, Renal, Dialysis and Pheresis Services**  
**Texas Children's Hospital**  
**Houston, TX**

Feb 2016 - Mar 2018

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

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

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

Nov 2014 - Feb 2016  
 April 2014 - Nov 2014

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

**Consultant, North American Corporation**  
**Houston, TX**

Dec 2013 - April 2014

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

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

**Contract work, Baptist Health System**

July 2013 - Jan 2014

**Operations coordinator, Baptist Health System**

Sept 2012 - June 2013

**Administrative resident, Baptist Health System**

May 2011 - Sept 2012

**Birmingham, AL**

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

**Administrator, H Bruce Hamilton MD, PA, Neurosurgery**

June 2013 - Dec 2013

**Waco, TX**

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

## **HONORS/AWARDS/AFFILIATIONS**

Black Belt Certification, LEAN Six Sigma

Advanced Quality Improvement training, Texas Children's Hospital

Member, American College of Healthcare Executives

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

Completed and defended Honors College thesis on childhood obesity

National Merit Scholar

**References and additional information available upon request.**

## APPLICATIONS RECEIVED

### ALTERNATE BOARD OF ADJUSTMENT MEMBER

Craig Becker

Justin Crawford

Cali Schwarz

Alan Torregrossa

Brian Wilks

From: craig becker  
Sent: Tuesday, September 01, 2020 6:01 PM  
To: Susan Blevins <susan.blevins@hilshirevillagetexas.com>  
Subject: Council Member Position 3 or Board of Adjustment

Hello Susan,

Attached is my resume for the Position 3 interim spot and the Board of Adjustment.

I'm almost a home town boy...grew up in Spring Valley attending Spring Branch Jr. High and Spring Branch High School. My wife is also from the area growing up in Hunters Creek attending Spring Branch Jr. High and Memorial High School and we have parents that still live in the area! I know these streets and the creek very well from my childhood and teen years.

As you and I have discussed, I was on the board of directors for my former community, Lakes of Parkway. Its a guarded and gated private community with over 1,000 homes, seven lakes and wells, and inter-city MUD all privately maintained by the HOA. While serving as a director, I was also a director for a City of Houston Tax Reinvestment Committee.

I currently head up Worley's supply chain function for Americas, and as such I deal with subcontractors, vendors, logistics and expediting for all manner of engineering and construction projects.

At one point in my career, I ran the central region for a company call TRC, that had seven locations, all municipal engineering firms (competitors to HDR), so I'm very familiar with the municipal engineering and construction business.

I have a masters of law and MBA, so I think both with a logical business and legal frame of reference. I'd be proud to take up this role, should the city request my services, however before I officially put my hat in the ring, can you elaborate on the time commitment and meeting formats?

Best,

Craig Becker  
8009 Anadell

Craig A. Becker  
8009 Anadell Street, Hillshire Village, Texas  
Cell (281) 467-6370  
[c.dbecker@sbcglobal.net](mailto:c.dbecker@sbcglobal.net)

## **SUMMARY OF QUALIFICATIONS**

Twenty-five+ years in the Energy and E&C industry in increasingly responsible positions from a start in cost/finance, through Project Management, Business Management, Manager of Projects, VP Division Operations, to most recent posts as VP Contracts and Regional Director for international E&C companies handling projects in the \$500 million to over \$2 billion. Responsible for developing strategies, goals and practices for a multi-office company operating worldwide, leading an international group with over 200 professionals operating in offices globally. Master of Law, MBA, and BBA.

## **WORLEY (JACOBS ENGINEERING GROUP) 2017 – PRESENT**

### Regional Director Supply Chain Management – Americas, Central Region

Leads a team of over 200 Supply Chain professionals who specialize in contracts, procurement, logistics, expediting and inspection services for Worley's total spectrum of projects supporting all of Worley's businesses.

### Contracts Director - Contracts Management - Energy, Resources and Chemicals

Lead and focus on strategies to win and execute key projects with predictability, lower risks, and improved margins. The role manages multiple key client and strategic projects and contracting teams focusing on projects with the most complex contracting strategies, including lump sum EPC, joint ventures, and strategic alliances. The position utilizes a cradle to grave approach to contracting, by participating in the early identification of strategic contractors, contract negotiations and review, working with estimating during the bid phase, formulating strategies and key alliances during FEED, and implementation in the construction phases of the work. The TIC values of projects reporting through this position range from \$600M to over \$2B.

As part of the acquisition of Jacobs ECR assets, worked as part of the Transition Management Organization (TMO) brokering the largest and most complex international contracts that impact the new global operation of Worley. Anticipated synergies through these activities exceed \$10M and offer sustainable improvements in operations, functionality, and cost with reduced environmental impact.

## **WOOD (WOOD GROUP MUSTANG INC.) 2006 – 2017**

### Vice President, Global Contracting

Responsible for contracts and commercial services groups globally. The position reported directly to the CEO of Wood Group Mustang and a member of the Executive Leadership Team responsible for global corporate governance. In this capacity, has been instrumental in formulation and application of global strategies and policies. Accountable for the enforcement and governance of the contractual approval

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8009 Anadell Street, Hillshire Village, Texas  
Cell (281) 467-6370  
[c.dbecker@sbcglobal.net](mailto:c.dbecker@sbcglobal.net)

process, oversight and management of the corporate risk profile. This position is part of the executive team tasked with selection, due diligence, and integration of merger and acquisitions targets.

Key liaison between Wood Group Mustang and its parent's legal group. Participates group wide, through the Wood Group Corporate Contracts Leadership Team. This team sets the goals and practices regarding contractual risks and standard contracting practices for the entirety of Wood Group owned companies.

Functionally and operationally, the corporate contracts and subcontracts groups report to this executive position. These functional groups are organized by transaction type, prime contracts (sales transactions) and subcontracts (second tier operational). The groups are managed globally and are parsed by international regions (North America, Latin America, Europe/Mid East/ Africa/ India, and Asia Pacific) with a workforce comprised of legal, contracts, and subcontracts professionals tasked with consummating transactional deals. The group is responsible for review, negotiation and closing of all foreign and domestic agreements as they relate to Mustang's services. Provide due diligence and integration support for acquisitions. Participate in negotiation and development of joint ventures and teaming agreements.

#### Accomplishments:

- Negotiated, closed and executed Wood Group Mustang's two largest contracts in the history of the company, representing over four million man-hours of home office engineering services.
- Led the company's corporate entity consolidation effort.
- Established a global contracting practice, hiring key management and staff operating in multiple international locations and jurisdictions.
- Organized the contractual risk groups by lines of business to efficiently address unique market risks throughout the contracting life cycle.
- Formed and chaired the International Business Steering Committee. The committee is designed to offer guidance and direction regarding the most appropriate avenues to do business internationally, ensuring compliance, tax, and legal standards.
- Developed a best in class contract management training seminar and presented it annually to all global locations.
- Contributing author of the CII publication "Reimbursable Contracting Best Practices"

#### **TRC CORPORATION 2003 – 2006**

##### Regional Controls/Senior Vice President Division Operations

Dual role, both directly in the Infrastructure Division and corporate TRC. Regional responsibility for the overall operational, financial, and project performance of TRC's central region, as well as the Infrastructure Division. This region consists of three technical lines of business; Civil / Municipal Engineering, Environmental Engineering, and Cultural/Archeological Resources.

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Corporate responsibilities include the overall financial control, planning, and execution for TRC's central region. Heavily involved in decision support analysis, developing financial models to assess business opportunities, develop annual plans, monthly forecasts and reconciliations of actual vs. forecast. Lead region in identifying potential acquisition targets, evaluation, and integration. Implement controls to meet requirements stipulated in the Sarbanes Oxley act.

Responsible for implementation and maintenance of strong project management and control processes. Ensure projects are executed according to industry standards. Direct oversight of office and division management. Ensure operating unit's financial and schedule performance targets are accomplished. Regional TRC and Division Project Controls, Contracts, Subcontracts, Purchasing, Accounting and Finance personnel directly report to this position. Serves as corporate liaison, working directly for TRC CEO, and dotted line to the COO and Division President.

Responsible for operations in Chicago, Kansas City, St. Louis, Dallas, Frisco, Fort Worth, Austin, Houston, El Paso, Albuquerque, Laramie and Alexandria as well as key financial oversight to TRC's Home Land Security project for the Port of Houston.

#### Accomplishments:

- Sarbanes Oxley implementation received 100% SOX pass rating without need for remediation
- Successfully integrated three struggling acquisitions into a single operation
- Identified, acquired, and integrated five new acquisitions
- Identified multimillion-dollar project over-runs and reversed trend
- Implemented a division wide re-organization
- Centralized accounting and human resource activity to two centers of excellence
- Conducted industry best practices seminars.
- Provided vision and business plan for the Infrastructure Division
- Developed and implemented project execution and project control procedures
- Implemented a process for technical, commercial and contract reviews

#### **TYCO FLOW CONTROL (RAYCHEM) 1997 – 2003**

Manager Marketing Services, Manager of Projects (North America), Global Business Manager

Had three distinct roles over the time of employment with unique and increasing responsibilities. As the Manager of Marketing Services duties included management of daily work activities for a combined staff of technical and business development professionals while participating in the strategic development of the most complex inquiries specializing in "Alliance/Joint Venture" bidding.

Established a proposal process that begins with the initial inquiry and culminating into a formal proposal document. As part of the process the company's existing estimating function was merged with the new proposal development activities to form a "turnkey" approach to proposal development all under a single management structure.



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As proof the new system worked, the contract hit-rate of awarded projects averages above sixty percent (60%). Through training of the national wholesale representative network, inquiry submittals increased six hundred percent (600%).

As Manager of Projects, responsibilities included the management of projects executed in North America, development of business supporting Raychem products and services, developing alliances and partnerships with clients and contractors. Responsibilities also include establishing cost and schedule parameters, as well as coordinating design, construction and subcontracting. Supervise North American Service center's project management, construction management, safety management and project control teams. Bid and executed over thirteen EPC turnkey projects in twenty-four months, all on schedule and within budget. Key accounts include Dupont, Dow, and Hovensa. Pioneered the execution of Raychem's first complete maintenance program and developed model for future opportunities.

Other responsibilities include the management of Raychem Services' new business opportunities through proposal development and pre-project sales.

As Global Business Manager, responsibilities were to develop and direct the overall business activities of Raychem's service organization. Responsibilities included the development and implementation of turnkey procedures on a global basis. Developed project control and proposal procedures, bid/no bid decision process as well as participated in the creation of overall project execution procedures.

Established a global project control group and defined reporting requirements and project management tools that mirrored EPC industry standards.

Original member of the startup team for the Raychem Services EPC division, was instrumental in establishing this new division's overall strategic marketing plan, organization, and budgets for the services business unit. Worked with Raychem Corporate to integrate a "turnkey" business approach within Raychem's established systems. Additionally, was responsible for overall coordination of legal, risk and tax issues as they relate to project service.

## **FLUOR CORPORATION 1988 – 1997**

Senior Marketing Coordinator, Business Services Manager, Senior Project Controls Engineer, Senior Project Cost Analyst, Information Systems Analyst, Financial Analyst

Had multiple roles with progressive responsibility beginning as a Financial Analyst, followed by developmental rotations in the Information Technology department and various project roles that ranged from Project Cost Analyst, Project Controls Engineer and finally Business Services Manager. The capstone was a rotational assignment through Fluor's renowned Marketing Coordination program which only a handful of candidates are selected every twenty-four months.

In the role of Senior Marketing Coordinator, provided overall new business opportunity management from prequalification, proposals, presentations, and final submittals for the Chemicals, Plastics, and Fibers

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[c.dbecker@sbcglobal.net](mailto:c.dbecker@sbcglobal.net)

Operating Company. Worked with proposal managers to produce sales documents that were responsive to the client's requirements and needs.

Supported the bid decision process to ensure thorough analysis of the RFPs and their relationship to the operating company's strategic plan. Analyzed strengths, weaknesses, opportunities, and threats of new business opportunities. Prepared competitor analysis and develop compliance checklists establishing responsibilities and milestones. Ensured quality production standards. Lead storyboard reviews process and provided prewriting feedback regarding responsiveness and technical integrity. Provided guidance and direction to junior Marketing personnel and handled the most complex projects requiring in-depth knowledge of the company, as well as client's, operating procedures and philosophy.

As the Business Services Manager for the DuPont Gulf Coast Alliance, was responsible for all business aspects of the venture including internal controls, overall alliance cost control, invoicing, budgeting, and forecasting. Assisted DuPont's development of annual capital and non-capital budget forecasts and allocations. Prepared project review documents along with monthly profit and loss data. Negotiated contractual amendments and provided supporting analysis.

The Senior Project Controls and Cost Analyst roles were primarily responsible for the monitoring and control of project progress and execution as compared to initial estimates and forecasts. Responsible for ensuring projects were executed per schedule and formulate mitigation plans to act before milestones were impacted. Prepared monthly budget reports analyze labor and expense to ensure contract compliance. Calculated progress, efficiency, margin and reserve control. Compiled data to support future estimates and participate in internal and client project review presentations.

## EDUCATION

<u>Baylor University</u>	1988
Bachelor of Business Administration - Finance	
<u>Houston Baptist University</u>	1995
Master of Business Administration – Business	
<u>Arizona State University – Sandra Day O'Connor College of Law</u>	2017
Master of Legal Studies – Law	

## PUBLICATIONS

"Reimbursable Contracting Best Practices" – CII contributing author

**From:** Justin

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

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

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

Susan,

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

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

Thank you,

Justin Crawford  
713-569-4656

**From:** Cali Schwarz  
**Sent:** Thursday, September 10, 2020 11:01 AM  
**To:** Susan Blevins <susan.blevins@hilshirevillagetexas.com>  
**Subject:** My Resume

Hi Susan! Here is my resume for consideration as an alternate on the Board of Adjustments.

Cali V. Schwarz, JD  
Attorney and Counselor at Law  
Tindall & England PC  
515 Post Oak Blvd., Suite 500  
Houston, TX 77027-9403  
Cell: (713) 412-3889  
[CaliSchwarz@gmail.com](mailto:CaliSchwarz@gmail.com)



**TINDALL ENGLAND, PC**  
*Dedicated to Matrimonial & Family Law*

**CALI V. SCHWARZ, J.D.**

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

**EDUCATIONAL BACKGROUND**

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

**PROFESSIONAL ASSOCIATIONS AND AWARDS**

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

**EMPLOYMENT BACKGROUND**

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

**PUBLICATIONS AND ARTICLES**

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

Presented 2020 TAFLS Trial Institute, (February, 2020)

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

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

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

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

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

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

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

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

Co- Authored "*Reimbursement*" – State Bar of Texas – 35<sup>th</sup> Annual Marriage Dissolution Institute, Dallas, TX (April. 2013)

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

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

Co- Authored "*Discovery*" – State Bar of Texas – 34<sup>th</sup> Annual Marriage Dissolution Institute, Dallas, TX (April. 2012)

Co- Authored "*Trying Your Property Case*" – South Texas College of Law-25<sup>th</sup> Family Law Conference, Houston, TX (March 2012)

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

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

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

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

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

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

**From:** Allan Torregrossa  
**Sent:** Friday, September 11, 2020 9:11 AM  
**To:** Susan Blevins <susan.blevins@hilshirevillagetexas.com>  
**Subject:** Board of Adjustment

Susan, I would be interested in helping out with this one. Thanks Allan

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

## RESUME

August 27, 2020

### **Summary of Qualifications**

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

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

### **Professional Experience**

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

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

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

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

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

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

### **Professional Licenses**

NMLS Individually #263766  
NMLS Company #867146



Texas Department of Savings and Mortgage Lending

**Education**

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

## **BRIAN D. WILKS**

2 Hilshire Grove Lane  
Houston, Texas 77055

bdwilks@gmail.com  
210-445-1167

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September 10, 2020

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

Mr. Mayor and Council:

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

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

Thank You,  
Brian Wilks

# BRIAN D. WILKS

2 Hilshire Grove Lane  
Houston, Texas 77055

bdwilks@gmail.com  
210-445-1167

## OBJECTIVE

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

## EXPERIENCE

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### SHELL EXPLORATION & PRODUCTION COMPANY

2008 – Present

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

2018 – Present

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

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

#### *Campus Recruitment Manager*

2016 – Present

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

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

2014 – 2018

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

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

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

*Contract Holder, Gulf of Mexico Well Tracing Technologies*

*2015 – 2018*

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

*Operations Supervisor, Auger TLP – Offshore, Gulf of Mexico*

*2012 – 2014*

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

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

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

*2008 – 2012*

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

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

## EDUCATION

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**TEXAS A&M UNIVERSITY**, College Station, TX

**2004 – 2008**

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

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

## COMPETENCIES

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

## APPLICATIONS RECEIVED

### HILSHIRE VILLAGE CULTURAL EDUCATION FINANCE FACILITIES MEMBER

JUSTIN CRAWFORD

MARCUS DOTSON

RANDY KEYS

**From:** Justin

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

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

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

Susan,

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

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

Thank you,

Justin Crawford  
713-569-4656

**From:**

**Sent:** Thursday, September 10, 2020 1:40 PM

**To:** susan.blevins@hilshirevillagetexas.com

**Subject:** Re: City Council and Board Members Needed - Reminder

Hello Susan,

Please find my CV attached for the City's review. I have interest in offering my time and experience in public/private funding and finance for the following position.

Board Member for the Hilshire Village Cultural Educational Finance Facility Corporation. (HVCEFFC) which is a conduit fund whereby private entities that would not normally be able to take advantage of public funding use the City's borrowing capacity to borrow public funds. The City is allocated a certain amount per year that it can access. There is no risk and the City receives a fee for the service. The committee only meets when needed. This position needs someone with a finance background.

Thank you,

Marcus

713-201-7577

# MARCUS L. DOTSON

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

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

## PROFESSIONAL EXPERIENCE

### Calpine Energy Solutions

#### Vice President

January 2019 to Present

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

#### Managing Director

December 2016 to December 2018

- Capital Markets, Mergers and Acquisitions, Strategic Origination

### Sempra Energy Solutions

#### Managing Director

July 2011 to December 2016

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

#### Director, Commodity Sales

July 2004 to July 2011

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

#### Director, Product and Market Management

March 2003 to June 2004

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

### CMS Energy Marketing, Services and Trading

#### Manager, Market Development & Product Management

June 2002 to February 2003

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

### Enron Energy Services

#### Manager (Market Lead) - Regional Products

July 2001 to December 2001

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

#### Commodity Structuring Senior Specialist

January 2001 to June 2001

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



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

#### **Commodity Structuring Specialist**

**August 2000 to December 2000**

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

DeWitt & Company Incorporated

#### **Quantitative Market Analyst**

**August 1999 to August 2000**

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

Chevron Chemical Company

#### **Research Analyst**

**March 1997 to August 1999**

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

Espey, Huston & Associates, Engineering Consultants

#### **Analyst**

**September 1994 to February 1997**

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

## **EDUCATIONAL BACKGROUND**

University of Houston - Houston, Texas

Bachelor of Science - Applied Mathematics, December 1999

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

## **SUMMARY OF QUALIFICATIONS**

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

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

**To:** susan.blevins@hilshirevillagetexas.com

**Subject:** Educational Finance Corp

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

**Randy Keys**

**(281) 620-4468**

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

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**Experience Summary and Skills:**

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

**Employment History:**

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

**Education and Other Affiliations:**

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

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

# Discussion of Approaches to the ordinances involving Habitability

City of Hilshire Village Texas

Regular Council Meeting - September 15, 2020

In previous Council meetings, proposed changes to the City Zoning Ordinances related to habitability of detached structures (aka accessory buildings) have been discussed. The objective of this document is to clearly describe the consensus of those discussions in plain language and provide guidance for writing the formal modifications to the City Zoning Ordinances which are to be submitted to the Council for approval.

Our ordinances currently define a **habitable room** as

*“any room meeting the requirements of the City Building Code for sleeping, living, cooking, or dining purposes, excluding such places as closets, pantries, bath or toilet rooms, hallways, laundries, storage spaces, utility rooms and similar places.”*

For this discussion, consider any structure that is detached from the main structure of the property as an **accessory building**. The requirements for accessory buildings have been thoroughly reviewed, revised, and seem to reflect the consensus of the Council and the residents as a whole.

The interpretation of how an accessory building is classified as habitable appears to need some clarification. Accessory buildings include but are not limited to the following:


**Storage Sheds, Green Houses, Pool Houses, Covered Outdoor Kitchens, Workshops, Detached Garages.**

To clarify the language, let us use the term “apartment” implies a space which meets all the criteria of a habitable room, i.e., sleeping, living, cooking, or dining purposes. I assume that “living” includes bath rooms, heating and air-conditioning. Also, “cooking” implies a kitchen with stove, sink, refrigerator, etc. The implication is that one or more persons could live in an apartment independent of the main house.

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## Questions:

1. From the earlier Council discussion, I think I understand that as a city, we do not want to permit “apartments” in accessory buildings. Please verify that this understanding is correct.
2. Provided that all building code and setback requirement are met, does the Council wish to permit the following in or associated with an accessory building:
  - A. electricity ?
  - B. running water ?
  - C. air-conditioning and heating ?
  - D. window air conditioners ?
  - E. refrigerators and freezers ?
  - F. washers and dryers ?
  - G. hot water heaters ?
  - H. sinks and wash basins ?
  - I. ovens, dishwashers, or other common kitchen appliances ?
  - J. bathing and/or sanitary facilities ?

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<div>  </div>	Total Number of Incidents 2020			Life Threatening (LT) EMS Incidents				Life Threatening (LT) Fire Incidents						
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	% of 2020 Calls are:		Fire Alarms
					1st Resp. Time		ALS Resp Time			Response Time		Fire	EMS	% of Fire Calls
Bunker Hill Village	124	107	231	37	3:56	100%	6:21	100%	8	5:39	100%	54%	46%	47
Hedwig Village	143	161	304	77	3:40	100%	3:40	100%	12	3:49	100%	47%	53%	56
Hilshire Village	14	28	42	5	4:29	100%	6:12	100%	2	5:37	100%	33%	67%	5
Hunters Creek Village	210	122	332	35	3:37	100%	3:42	100%	11	4:16	100%	63%	37%	67
Piney Point Village	173	89	262	33	2:41	100%	5:29	100%	10	5:09	100%	66%	34%	85
Spring Valley Village	148	123	271	45	2:26	100%	5:07	100%	12	4:29	100%	55%	45%	38
Houston	155	0	155											
Totals	967	630	1597	232	3:30	100%	5:21	100%	45	4:44	100%	61%	39%	298

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/8/19	Susan Blevins	Alan Wolfe	The street sign at the intersection of Pine Chase Dr. and Pine Chase Grove on the West side of the street has been damaged.	Pine Chase Dr & Pine Chase Grove intersection	We will need to order a new pole.	Contractor will weld extension on to existing pole underground. Purchase order has been issued. Sent contractor email asking for work to be done ASAP. Contractor has started scheduling jobs again and we are on their list.	
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. Corrections are needed.	
11/13/19	Cassie Stephens	Allison Griffiths	Flushing the hydrant has cause erosion and roots are exposed, they are tripping over them and are worried about the trees.	1324 Pine Chase Grove	Susan drove over to look at the erosion, confirmed there is an issue. Contacted James with Inframark to start using a hose or attachment to direct the water to the street from now on. Susan will work with Council to determine options for repair of the existing damage.	DonMar Grading has been scheduled.	
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.	9/1/2020

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	
3/15/20	Cassie Stephens	Mike Bischoff	His driveway and culvert are being washed out, asked if work is going to be done at the driveway next to him which leads to the lift station.	5 Hilshire Oaks Ct	Cassie sent photos to HDR. Efrain and Javier met with the homeowner 5/21.	DonMar Grading is being consulted, the homeowner needs to explain what he wants to do and get a quote.	
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.	Ditch was re-graded by DonMar.	9/3/20
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	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	Added to ditch grading project list.	Ditch was re-graded by DonMar.	9/3/20
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	Added to ditch grading project list.	Ditch was re-graded by DonMar.	9/3/20
7/23/20	Susan Blevins	Wally Partridge	Asking if he can pay DonMar Grading to install new sod in his ditch during the grading project to replace the grass that was damaged by his pool company.	1301 Glourie			

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
7/30/20	Cassie Stephens	Javier Vasquez	During inspection of the ditch work, he noticed that landscaping has been planted in or near the right-of-way.	1331 Friarcreek Ln	Cassie sent the homeowners a letter regarding items in the right of way and warning that the items may be removed and will not be replaced if the city has to dig in the area.		9/1/2020
7/31/20	Cassie Stephens	Cassie Stephens	Reflector stakes in the ROW preventing proper street parking.	8009 Anadell	Sent email to the homeowners with a 14-day deadline to remove the stakes or we will remove them and store at City Hall for 30 days.	Stakes were replaced with garden flags. Homeowners have asked for parking pad specifications, Cassie will coordinated a meeting with BBG on 9/11.	
8/6/20	Susan Blevins	Robert Byrne	Portable basketball hoop is in the street against the curb.	1319 Glenhilshire	Homeowners have been told in the past that the sports equipment needs to stay in their driveway and out of the right-of-way.	Susan contacted the homeowners.	
8/17/20	Cassie Stephens	Jennifer Townsen	She was taking the garbage to the curb as the truck was 2 houses away. The workers got back on the truck and drove past her. A jogger stopped to comment on how rude they were not to stop.	1102 Glourie Dr	Cassie told her to leave the bin at the curb and sent an email to Luis with WCA to have someone come back to pick up the trash. Also informed Luis of the reported behavior of the truck workers.	Garbage was collected.	8/20/2020
8/4/20	Susan Blevins	Mr. Moore	Said his culverts are holding water for more than 48 hours.	8002 Anadell	Susan sent the information to HDR for consideration during the ditch grading project.	Javier (HDR) drove by, it appears there is an accumulation of silt that has created a highpoint on the downstream end of the driveway culvert resulting in standing water in the roadside ditch north of 8002 Anadell Driveway. Additionally there are now ruts along the roadside ditch in the area of standing water. BJ (DonMar) will review and provide an update for maintenance to this ditch area.	
8/7/20	Cassie Stephens	Alex Martinez	Neighbor is parking his car on the street making it hard for street traffic to pass and visitors to park.	9 Pine Creek Ln	Advised homeowner to call police if there is an altercation.	No further action taken.	8/7/2020
8/11/20	Cassie Stephens	Susan Blevins	Yard is overgrown and against ordinance.	1302 Bridle Spur	Sent letter to homeowner to clean up the lot.		9/1/2020
8/24/20	Susan Blevins	Bill Bristow	Lost Cat signs taped to stop signs.	Multiple signs	The homeowner was asked to remove the signs.	Signs were removed.	9/1/2020
8/24/20	Susan Blevins	James Najjar	Feces was thrown onto the lift station lid and controls.	Ridgeley Lift Station	Susan contacted neighbors of the lift station, the activity has stopped.	No further action taken.	9/3/2020
8/25/20	Susan Blevins	Robert Byrne	Trailer was parked in the street.	1310 Glourie Dr	Susan called the homeowners and asked for the trailer to be moved.	The homeowners complied.	8/25/2020
8/28/20	Susan Blevins	Regina Giovanni	A small child was riding an electric cycle in the road without visible supervision.	Glourie and Pine Chase	Susan contacted the boy's parents and found that another parent had already spoken to him about the concern.	No further action taken.	8/28/2020
9/2/20	Susan Blevins	Zandra Anderson	CenterPoint truck was blocking the road at Ridgeley and Wirt, only one side of street open at intersection	Ridgeley & Wirt	Susan called SVPD to send an officer.	Officer handled.	9/2/2020



CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

<b>Date Notified</b>	<b>Person Taking Call</b>	<b>Resident Reporting Problem</b>	<b>Complaint/Issue</b>	<b>Address of Concern</b>	<b>Action</b>	<b>Results</b>	<b>Date Resolved</b>
9/10/20	Susan Blevins	Mary Maddock	Garbage trucks could not get through the street because there were cars parked on the street blocking access.	Hilshire Oaks cul de sac	Susan called SVPD to clear the congestion.	Officer handled.	9/10/2020
9/10/20	Susan Blevins	Colleen DeTata	Yard debris was collected, but not garbage.	1314 Bridle Spur Ln	Susan emailed Luis with WCA to collect the garbage.		9/10/2020

**Disbursements Presented to Council 9/15/2020**

<b>PROFESSIONAL SERVICE:</b>	<b>UTILITY</b>	<b>ANT NOTE</b>	<b>METRO</b>	<b>GEN FUND</b>
AMEGY CREDIT CARD				\$ 420.72
BOOKS FOR LIBRARY				\$ 250.00
HCAD				\$ 2,655.00
CDW-G				\$ 377.26
NORTHWEST PEST PATROL				\$ 495.00
OLSON & OLSON				\$ 1,512.50
HOUSTON CHRONICLE				\$ 1,897.70
PETTY CASH				\$ 63.74
REIMBURSEMENT - CASSIE FOR MILEAGE AND EDUCATION				\$400.43
REIMBURSEMENT - SUSAN FOR SAGE ACCOUTING SOFTWARE				\$ 1,753.95
BBG CONSULTING				\$ 2,500.00
HDR ENGINEERING	\$ 247.24			\$ 20,077.71
TEXAS 811	\$ 19.00			
USIC	\$ 834.30			
INFRAMARK	\$ 3,685.36			
<b>TOTAL</b>	<b>\$ 4,785.90</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,404.01</b>

### ACCOUNT SUMMARY

Account Number	xxxx xxxx xxxx 1719	Previous Balance	\$464.92
Credit Limit	\$2,000.00	Payments	\$464.92
Available Credit	\$1,579.00	Credits	\$0.00
Statement Closing Date	September 04, 2020	Purchases	\$420.72
Payment Due Date	September 24, 2020	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	29	New Balance	\$420.72

### TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
08/12	08/12	2469216KH2XX2JXLS	MERRY MAIDS HOUSTON 713-364-0094 TX	\$92.01
08/21	08/21	2475542KV4DWFVLZ	OMNI AUSTIN SOUTHPARK 512-4482222 TX	\$236.70
08/21	08/21	7476800KWBKDRMDWV	PAYMENT - THANK YOU	-\$464.92
08/26	08/26	2469216KZ5SRNVVVB	MERRY MAIDS HOUSTON 713-364-0094 TX	\$92.01

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 200904 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 2921

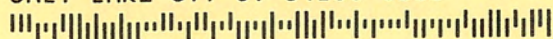
# AmegyBank of Texas

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	09/24/20
New Balance	\$420.72
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





# OMNI HOTELS & RESORTS

## southpark | austin

Cassie Stephens  
8301 WESTVIEW DR  
Houston TX 77055  
United States

Room No. : 0512  
Arrival : 08/19/20  
Departure : 08/21/20  
Folio No. :  
Conf. No. : 5017285  
Cashier No. :  
Custom Ref. :  
Page No. : 1 of 1

### INFORMATION

#### INVOICE

Membership No :  
A/R Number :  
Company Name :

Date	Description	Charges	Payment
08/19/20	Room Charge	101.15	
08/19/20	6% State Occupancy Tax	6.07	
08/19/20	11% City Occupancy Tax	11.13	
08/20/20	Room Charge	101.15	
08/20/20	6% State Occupancy Tax	6.07	
08/20/20	11% City Occupancy Tax	11.13	
08/21/20	Visa XXXXXXXXXXXX1719 XX/XX		236.70
<b>Total</b>		236.70	236.70
<b>Balance</b>			0.00

Thank you for staying at Omni Hotels & Resorts

**City of Hilshire Village**  
**Friends of the Library Donation**

The Spring-Branch memorial Library is a community branch that serves the Memorial Villages and Spring Branch area providing programming and services for all ages.

The Spring Branch Memorial library has served the community for many years. Its earliest location was an empty classroom at St. Francis Episcopal Church on Piney Point Road. In 1959 the library moved to a small cottage located near the library's current location. The current library opened in 1975.

In 1963 the Friends of Spring Branch-Memorial Library (FOL) was formed to advocate for the library.

For more information visit: [//www.friendsofsbml.org](http://www.friendsofsbml.org)

**FYE 2021 annual Friends of the Library Donation**

<b>56582 – Books for Library</b>	<b>\$250.00</b>
----------------------------------	-----------------





HARRIS COUNTY APPRAISAL DISTRICT  
BUDGET AND FINANCE DIVISION  
ACCOUNTS RECEIVABLE  
PO BOX 920975  
HOUSTON, TX 77292-0975  
PHONE 713-957-7470  
FAX 713-957-7410

## INVOICE

Invoice Number: PSI20002092  
Invoice Date: 8/17/2020

CITY OF HILSHIRE VILLAGE  
MAYOR RUSSELL HERRON  
8301 WESTVIEW  
HOUSTON, TX 77055-6737

CITY OF HILSHIRE VILLAGE  
MAYOR RUSSELL HERRON  
8301 WESTVIEW  
HOUSTON, TX 77055-6737

Customer ID 060

Due Date 9/30/2020  
Terms DUE LAST BUSINESS DAY OF QTR

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Qtr 4 QUARTERLY ASSESSMENT		1	1	2,655.00	2,655.00

<b>Subtotal:</b>	<b>2,655.00</b>
Invoice Discount:	0.00
Tax:	0.00
<b>Total:</b>	<b>2,655.00</b>

**PENALTY AND INTEREST APPLY IF  
NOT PAID BY DUE DATE.**

\* SEC 6.06(e), TEXAS PROPERTY TAX CODE

### MAIL TO:

HARRIS COUNTY APPRAISAL DISTRICT  
BUDGET AND FINANCE DIVISION  
ACCOUNTS RECEIVABLE  
PO BOX 920975  
HOUSTON, TX 77292-0975



REMIT PAYMENT TO:

## INVOICE

## ACH INFORMATION:

THE NORTHERN TRUST  
50 SOUTH LASALLE STREET  
CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com

ROUTING NO.: 071000152  
ACCOUNT NAME: CDW GOVERNMENT  
ACCOUNT NO.: 91057



**CDW Government**  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515

RETURN SERVICE REQUESTED



INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
ZVS1794	08/24/20	12967324
SUBTOTAL	SHIPPING	SALES TAX
\$377.26	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
09/23/20		\$377.26

1236 1 MB 0.439 E0296X I0495 D6522910547 S2 P7643617 0001:0001



CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

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

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS				DUE DATE
08/24/20	ZVS1794	Net 30 Days				09/23/20
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER				CUSTOMER NUMBER
08/24/20	ELECTRONIC DISTRIBUTION	LPNR970				12967324
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
5303492	MS MBG WINSVRESSNTLS 2019 ENG OLP NL Manufacturer Part Number: G3S-01272 Electronic distribution - NO MEDIA	1	1	0	377.26	377.26
3799985	MS MBG IDMGR ENG SA UCAL Manufacturer Part Number: NK7-00057 Electronic distribution - NO MEDIA	4	4	0	0.00	0.00

## GO GREEN!

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at [paperlessbilling@cdw.com](mailto:paperlessbilling@cdw.com). Please include your Customer number or an Invoice number in your email for faster processing.

## REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email [credit@cdw.com](mailto:credit@cdw.com) with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	\$377.26
BRANDON MIZE 312-547-2661 <a href="mailto:branmiz@cdwg.com">branmiz@cdwg.com</a>	CITY OF HILSHIRE VILLAGE ACCTS PAYABLE 8301 WESTVIEW DR HOUSTON TX 77055-6737	SHIPPING	\$0.00
SALES ORDER NUMBER		SALES TAX	\$0.00
LPPG207		AMOUNT DUE	\$377.26

Cage Code Number 1KH72  
DUNS Number 02-615-7235

HAVE QUESTIONS ABOUT YOUR ACCOUNT?  
PLEASE EMAIL US AT [credit@cdw.com](mailto:credit@cdw.com)

VISIT US ON THE INTERNET AT [www.cdwg.com](http://www.cdwg.com)

ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 36-4230110

Page 1 of 1





## 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 8/31/2020

Date	Description	Invoice	PO #	Amount	Tax	Total	Adjustment	Days Old	Finance Charge	Amount
<b>For service at 8301 Westview Dr Houston, TX 77055-6737</b>										
8/2/2020	MOSQUITO FOGGING	361952		\$55.00	\$0.00	\$55.00	\$0.00	29	\$0.00	\$55.00
8/6/2020	WEEKLY 2X MOSQUITO FOGGING	361953		\$55.00	\$0.00	\$55.00	\$0.00	25	\$0.00	\$55.00
8/9/2020	WEEKLY 2X MOSQUITO FOGGING	361954		\$55.00	\$0.00	\$55.00	\$0.00	22	\$0.00	\$55.00
8/13/2020	WEEKLY 2X MOSQUITO FOGGING	361955		\$55.00	\$0.00	\$55.00	\$0.00	18	\$0.00	\$55.00
8/16/2020	WEEKLY 2X MOSQUITO FOGGING	361956		\$55.00	\$0.00	\$55.00	\$0.00	15	\$0.00	\$55.00
8/20/2020	WEEKLY 2X MOSQUITO FOGGING	361957		\$55.00	\$0.00	\$55.00	\$0.00	11	\$0.00	\$55.00
8/23/2020	WEEKLY 2X MOSQUITO FOGGING	361958		\$55.00	\$0.00	\$55.00	\$0.00	8	\$0.00	\$55.00
8/27/2020	WEEKLY 2X MOSQUITO FOGGING	361959		\$55.00	\$0.00	\$55.00	\$0.00	4	\$0.00	\$55.00
8/30/2020	WEEKLY 2X MOSQUITO FOGGING	361960		\$55.00	\$0.00	\$55.00	\$0.00	1	\$0.00	\$55.00

**PLEASE REMIT \$495.00**

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**

Northwest Pest Patrol

9330 Mills Rd  
Houston, TX 77070

Amt. Paid \_\_\_\_\_

Check/Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Email \_\_\_\_\_

Comments \_\_\_\_\_

Acct # 32604  
HILSHIRE VILLAGE  
Statement As of 8/31/2020

**PLEASE REMIT \$495.00**



**Olson & Olson LLP**

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

September 4, 2020

City of Hilshire Village  
8301 Westview Drive  
Houston, Texas 77055

Invoice No. 10008  
Our File No. 1057-00000  
Billing Through: 8/31/2020

**City of Hilshire Village**

Total Legal Services	\$1,512.50
Total Reimbursable Expenses	\$ .00
Net Balances Forward	\$ .00
Total Charges for this Bill	\$1,512.50
Total Balance Now Due	\$1,512.50

**Utility Account**

55562 - Legal TCEQ \$ -

**General Fund Account**

54540 - Legal \$ 1,155.00  
54545 - Zoning \$ -  
56000 - BOA \$ -

Total Invoice: **\$ 1,155.00**



## Olson & Olson LLP

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

September 4, 2020

City of Hilshire Village  
8301 Westview Drive  
Houston, Texas 77055

Invoice No. 10008  
Our File No. 1057-00000  
Billing Through: 8/31/2020

### City of Hilshire Village

Balance forward as of invoice 8/5/2020	\$1,155.00
Payments received since last invoice	<u>(\$1,155.00)</u>
Net Balance Forward	\$ .00

8/4/2020	LSB	Review budget agenda; c. S. Blevins re open meetings notice [.2].	0.20 hrs	250 / hr	50.00
8/10/2020	LSB	Review emails from K. Taylor and S. Blevins re appeal of building sprinkler issue; review city ordinances regarding the same; email response [.6].	0.60 hrs	250 / hr	150.00
8/13/2020	LSB	Email response to S. Blevins re agenda [.1] review agendas and email S. Blevins re same; Telephone conference S. Blevins re same [.3].	0.40 hrs	250 / hr	100.00
8/14/2020	LSB	Review revised agenda; email S. Blevins re same [.3].	0.30 hrs	250 / hr	75.00
8/14/2020	JDP	Communications regarding proposed Tax Rate Hearing Notice [0.6].	0.60 hrs	185 / hr	111.00
8/18/2020	LSB	Prepare for and attend city council meeting by conference call [1.5].	1.50 hrs	250 / hr	375.00



8/19/2020	JDP	Initial drafting of and research regarding tax rate and budget adoption ordinances, and budget hearing notice [1.9].	1.90 hrs	185 / hr	351.50
8/21/2020	LSB	Work on response to S. Blevins re habitability - change in single family dwelling regulations [1.1].	1.10 hrs	250 / hr	275.00
8/31/2020	LSB	Email response to S. Blevins re agenda [.1].	0.10 hrs	250 / hr	25.00
Total fees for this matter					<hr/> \$1,512.50
Total					<hr/> \$1,512.50

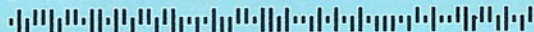




**THE COURIER**  
OF MONTGOMERY COUNTY

Return Service Requested

1478000224 PRESORT PBPS001 &lt;&gt;



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: 08/31/20  
Payment Terms: By 25th of Month  
Current Net Amount: \$1,897.70  
**Total Amount Due: \$1,744.90**  
Amount Enclosed: \$

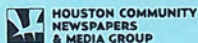
Please make your checks payable to HOUSTON CHRONICLE

HOUSTON CHRONICLE  
PO BOX 80075  
PRESCOTT, AZ 86304-8075



3341202008312200168600200168600010000000000001744904

HOUSTON★CHRONICLE



**THE COURIER**  
OF MONTGOMERY COUNTY

Please detach and return above portion with your payment

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	08/01/20 - 08/31/20	Notices HOU-Legal	<b>\$1,744.90</b>

Date	Newspaper Reference Number	Description/Other Comments and Charges	SAU Size Billed Units	Times Run Rate	Gross Amount	Net Amount
08/03/20	P18868	LB Payment <i>ck # 8298 7/21/20</i>				(152.80)
08/12/20	Inv#34044039	HCN Legal Liner SW ORDINANCE NUMBER 795-2020 OF THE CITY OF				\$217.80
08/23/20	Inv#34047472	HCN Legal Display SW 08/26/20 Notice of Public Hearing				\$834.00
08/26/20	Inv#34047478	HCN Memorial Examiner	Qtr Pg V			\$845.90
08/27/20	P22322	LB Payment <i>ck#8312 8/18/20</i>				(240.60)

## Summary of Current Activity

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

Previous Balance: \$240.60  
Current Net Charges: \$1,897.70  
Current Payments/Credits: (\$393.40)

Current	30 days	60 days	90 days	120 days	Unapplied Amount	Total Amount Due
\$1,744.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$1,744.90</b>



City of Hilshire Village Texas  
8301 Westview  
Houston, Texas 77055

**CHECK REQUEST**

**PETTY CASH SHOULD BE**

**\$250.00**

DATE: 8/30/20

TO: SUSAN BLEVINS

PETTY CASH

REQUESTED BY: SUSAN BLEVINS

ACCOUNT NAME malware bytes

50545 AMOUNT \$63.74

ACCOUNT NAME \_\_\_\_\_

city hall equipment <sup>computer</sup> AMOUNT \$0.00

ACCOUNT NAME \_\_\_\_\_

\_\_\_\_\_ AMOUNT \$0.00

ACCOUNT NAME \_\_\_\_\_

\_\_\_\_\_ AMOUNT \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

\_\_\_\_\_ AMOUNT \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

\_\_\_\_\_ AMOUNT \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

\_\_\_\_\_ AMOUNT \_\_\_\_\_

TOTAL AMOUNT \$63.74

Date of Invoice <u>8-30-2020</u>	Date of Check <u>(cash pd)</u> <u>9-1-2020</u>
Check Number <u>Petty Cash PD</u>	Check Amount <u>\$63.74</u>
Account Number <u>50545</u>	Account Name <u>City Hall Equipment</u>
CK Signatory #1 <u>[Signature]</u>	CK Signatory #2 _____
Initiator's Notes and Initials <u>[Signature]</u>	

AUDITED BY [Signature]

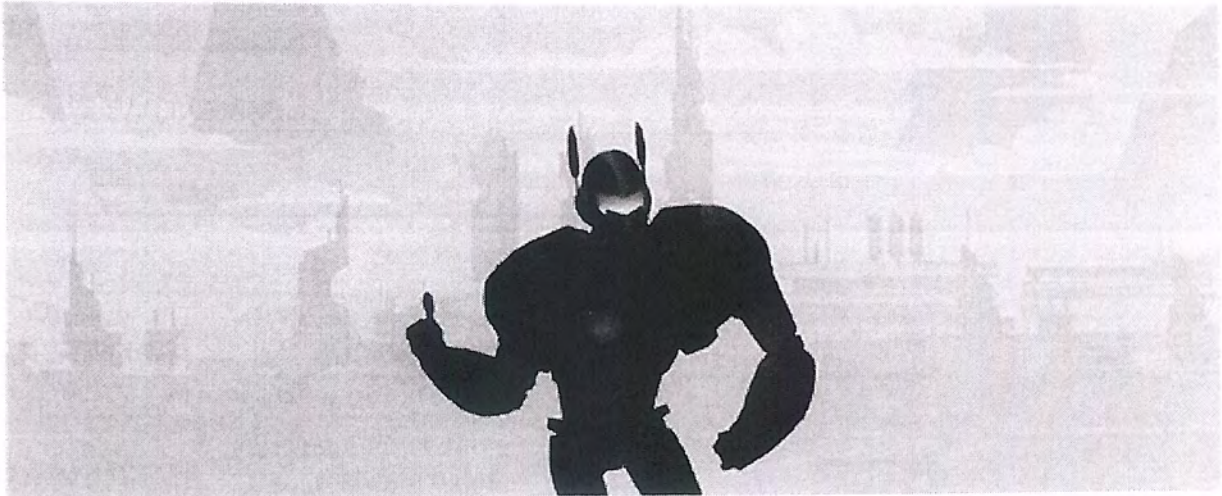
DATE 9/2/2020

AMOUNT IN PETTY CASH \$186.26

## Susan Blevins

---

**From:** Malwarebytes <noreply@malwarebytes.com>  
**Sent:** Saturday, August 29, 2020 7:02 PM  
**To:** secretary@hilshirevillagetexas.com  
**Subject:** Malwarebytes Renewal Notice



Hi Susan,

Your Malwarebytes Premium, Malwarebytes Premium order, Reference # 236021804, is set to automatically renew itself on September 28, 2020, for \$63.74 using the credit card ending in -8885 we have on file for you.

Please know that as long as you keep your subscription active and payment up-to-date, you are locking in the lowest possible price for being our loyal customer.

Also, in light of recent Petya or WanaCrypt0r ransomware attacks that locked up hundreds of thousands computers across the globe, we want to re-assure that you are automatically protected against this ransomware and other advanced threats as long as you run the latest Malwarebytes Premium\* with real-time protection turned on.

Thank you for using our product. We look forward to continuing to crush malware on your behalf.

If you would like to manage your subscription, click [here](#).

To update your payment, click [here](#).

Cheers,

The Malwarebytes Team

*charged on  
Susan's card*

*reimburse via  
petty  
cash*



**Cassie Stephens**

**From:** Texas Municipal Clerks <donotreply@z2systems.com>  
**Sent:** Thursday, May 07, 2020 9:47 AM  
**To:** Cassandra Stephens  
**Subject:** Texas Municipal Clerks has received your order



**TEXAS MUNICIPAL CLERKS  
ASSOCIATION, INC.**

**Order #: 21708**  
**Order Date: 05/07/2020**

Thank you for your order from Texas Municipal Clerks Association, Inc.!

If you have any questions about your order, please feel free to contact us: 940-565-3488 or municlerks@unt.edu.

DO NOT RESPOND TO THIS EMAIL--this email is being sent from an unmonitored account.

#### **Purchasing Information:**

**E-mail Address:** cassie.stephens@hilshirevillagetexas.com

**Phone:** 713 973-1779

**Billing Address:**  
 8301 Westview Dr  
 Houston, TX 77055

**Shipping Address:**

**Order Grand Total: \$175.00**

#### **Order Summary:**

**Order #: 21708**

<b>TMCCP Course 1 Enrollment (1x)</b>	\$75.00
<b>Book Loan Library Fee (1x)</b>	\$100.00

Tax:	\$ .00
Shipping:	\$ .00

**Total for this Order: \$175.00**

Thank you for your purchase.

Please save this email for your records. If you have any questions, please contact us: 940-565-3488 or municlerks@unt.edu.

NOTE: All publication sales are final. TMCA membership dues are non-refundable. Event registration sales are final after their respective deadlines; see event information for full details.



Cassie's Mileage Log			
Date	Destination	Mileage (Round Trip)	Rate (¢/mi.)
10/16/19	Amegy Bank - Credit Card Payment	2	58
10/25/19	Bank Deposit	2	58
10/30/19	Bank Deposit	2	58
1/10/20	Bank Deposit	2	57.5
1/31/20	Bank Deposit	2	57.5
2/3/20	Post Office	2	57.5
2/14/20	Bank Deposit, (1) address inspection, Council Books	5	57.5
2/24/20	Bank Deposit, City Inspection	6	57.5
3/25/20	Permit Delivery to 1233 Archley	1	57.5
3/27/20	Bank Deposit	2	57.5
4/9/20	Post Office	2	57.5
4/13/20	Bank Deposit	2	57.5
4/15/20	Post Office	2	57.5
4/24/20	Bank Deposit & Post Office	4	57.5
5/1/20	Bank Deposit	2	57.5
5/8/20	Bank Deposit, Violation Updates - 14 addresses	6	57.5
5/15/20	Bank Deposit	2	57.5
5/22/20	Bank Deposit	2	57.5
5/29/20	Bank Deposit, Complaint Log Updates - 7 addresses	5	57.5
6/5/20	Bank Deposit	2	57.5
6/12/20	Bank Deposit, Complaint Log Update	4	57.5
6/19/20	Bank Deposit	2	57.5
6/26/20	Bank Deposit	2	57.5
7/2/20	Bank Deposit	2	57.5
7/10/20	Bank Deposit	2	57.5
7/14/20	Complaint Log Updates - 7 addresses	5	57.5
7/17/20	Bank Deposit	2	57.5
7/23/20	Bank Deposit	2	57.5
7/31/20	Bank Deposit & Walgreens - Batteries	2	57.5
8/7/20	Bank Deposit	2	57.5
8/19, 8/21	Round Trip Travel to TMCCP Seminar - Austin	308	57.5
8/28/20	Bank Deposit	2	57.5
9/11/20	Bank Deposit	2	57.5
Totals:		392	\$225.43



# Auto Renew Notification

**Order Number:** 1006117049  
**Account ID:** 4001624228  
**Payment Terms:** A92 - Prepaid - Credit Card/e-check  
**Payment Method:** Credit Card  
**Renewal Date:** 09/29/2020



Sage 50 US Edition  
800-626-8634

Susan Blevins  
City of Hilshire Village  
8301 Westview Drive  
Houston, TX 77055-6737  
USA  
713-973-1779  
susan.blevins@hilshirevillagetexas.com

Thank you for your continued business. This notification serves to inform you that your annual plan will be automatically renewed using the payment processing information that is currently on file for you. If you have provided us with an American Express, Mastercard or Visa card number for payment, Sage may receive automatic updates to your card account status from your issuer, including card cancellations and changes to your card number and expiration date. You may contact your card issuer to determine if they participate in this service - not all do. For convenience, Sage will use this updated information to process your renewal.

The current amount of the annual plan is shown below. If you need to revise your payment method or have questions about this notification, please call Sage at the phone number above prior to the service plan renewal date.

Please refer to **Sage Knowledgebase article 81008** for instructions on updating or adding a new credit card on the Sage Customer Portal.

If you have multiple products and/or services, including any third-party products, or make changes to your service plan, additional charges could apply.

Ln	Qty	Item	Description	SLP (in USD)	Total Price (in USD)
10	1	SBC230014S	EMN SAGE 50C ANNUAL SUBSCRIPTION (09/29/2020 - 09/28/2021)		
11	1	SBC230014SSP	EMN SAGE 50C ANNUAL SUBSCRIPTION SP	\$1,753.95	\$1,753.95
Net:				\$1,753.95	\$1,753.95
Subtotal:					\$1,753.95
Sales Tax:					\$0.00
Total:					\$1,753.95

This notice confirms your authorization, verbal or pursuant to your written agreement with Sage, to debit your checking account or charge your credit card as detailed above. You will be charged the full renewal rate up to seven (7) days prior to your renewal date.

The sales tax amount is estimated based on the current rates and regulations at the time this notice was generated and is subject to regulatory change between now and the date of sale.

Please refer to <https://www.sage.com> for the up-to-date information regarding our current product and service offerings.



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 # 2415

DATE 09/01/2020

DUE DATE 10/01/2020

TERMS Net 30

---

DATE	DESCRIPTION	#	RATE	FEE
08/31/2020	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-20-056B	8/4/2020	8013 Anadell St	Bathroom Remodel Final - Plumbing & Electrical
2	Add-On	8/4/2020	8013 Anadell St	Building Final
3	HV-20-044V	8/5/2020	8302 Creekstone Cir	Patio Pre-pour
4	HV-20-044V	8/6/2020	8302 Creekstone Cir	Patio Pre-pour Reinspection
5	HV-20-034B	8/6/2020	7906 N Villa Ct	Pre-Construction Inspection - Building Official
6	HV-20-070GE	8/7/2020	1025 Glourie	EL Underground-Generator
7	HV-20-070GP	8/7/2020	1025 Glourie	PL Underground-Generator
8	HV-20-072P	8/7/2020	8302 Creekstone Cir	Exterior Sewer Line Pre-Backfill
9	HV-20-072P	8/13/2020	8302 Creekstone Cir	PL Topout
10		8/13/2020	2 Pine Creek	construction without valid permit
11	HV-20-034E	8/18/2020	7906 N Villa Ct	T-Pole
12	HV-20-34P	8/21/2020	7906 N Villa Ct	PL Ground and Sewer
13	HV-20-070GE	8/24/2020	1025 Glourie Cir	Electrical final generator and not sure if release was done
14	HV-20-070GE	8/25/2020	1025 Glourie Cir	Electrical final generator and not sure if release was done
15	HV-20-034B	8/26/2020	7906 N Villa Ct	Foundation Pre-Pour
16	HV-20-036M	8/26/2020	8302 Creekstone Circle	HVAC Ducts
17	HV-20-036E	8/26/2020	8302 Creekstone Circle	Electrical Cover
18	HV-20-036B	8/26/2020	8302 Creekstone Circle	Framing
19	HV-19-062B	8/31/2020	1306 Bridle Spur Ln	Driveway
PLAN REVIEW				
1	1330 Glourie	Revisions		
2	1331 Friarcreek	patio extention		
3	1330 Glourie	Resubmittal - New Home		



susan.blevins@hilshirevillagetexas.com

City of Hilshire Village  
8301 Westview  
Houston, Texas 77055

Attn: Ms. Susan Blevins

## Invoice

Please send remittance with copy of invoice to

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

Invoice No. 1200289356  
Invoice Date 8/21/2020  
Month Ending 8/1/2020  
HDR Project No. 10205865 \$20,324.95  
Job No. 20-005

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

Invoice for services from: 06/28/20 to 08/01/20

<b>Miscellaneous Engineering</b> engineering 56585			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓15.50	\$247.24	\$ 3,832.22
Printing: \$.44 + 10%			\$ 0.48
Mileage:	@	\$ 0.575	\$ -
Total:			\$ 3,832.70
Total This Invoice:			\$3,832.70

<b>8009 Anadell</b> as-built drainage plan review & inspection HV-19-042			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓2.50	\$247.24	\$ 618.10 56583
Javier Vasquez	✓4.00	\$139.87	\$ 559.48 56501
Total:			\$ 1,177.58
Total This Invoice:			\$1,177.58

<b>24 Hickory Shadows</b> engineering 56585			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓1.00	\$247.24	\$ 247.24
Total:			\$ 247.24
Total This Invoice:			\$247.24

<b>7901 Westview</b> engineering 56585			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Javier Vasquez	✓1.50	\$139.87	\$ 209.81
Total:			\$ 209.81
Total This Invoice:			\$209.81

<b>1330 Glourie</b> drainage plan review 56583 HV-20-059			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓4.00	\$247.24	\$ 988.96
Mai Tran	✓5.50	\$95.71	\$ 526.41
Javier Vasquez	✓1.50	\$139.87	\$ 209.81
Total:			\$ 1,725.18
Total This Invoice:			\$1,725.18

<b>8301 Creekstone</b> drainage plan review 56583 HV-20-044			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Javier Vasquez	✓0.50	\$139.87	\$ 69.94
Total:			\$ 69.94
Total This Invoice:			\$69.94

<b>8302 Creekstone</b> drainage plan review 56583 HV-20-044			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
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

<b>1302 Pine Chase</b> engineering 56585			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓1.00	\$247.24	\$ 247.24
Total:			\$ 247.24
Total This Invoice:			\$247.24

<b>1123 Guinea</b> drainage plan review 56583 HV-20-051			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓6.00	\$247.24	\$ 1,483.44
Javier Vasquez	✓1.75	\$139.87	\$ 244.77
Mai Tran	✓2.75	\$95.71	\$ 263.20
Total:			\$ 1,991.41
Total This Invoice:			\$1,991.41

8302



<u>Annual Ditch Cleaning</u> <i>engineering 56585</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓4.50	\$247.24	\$ 1,112.58
Total:		\$ 1,112.58	Total This Invoice: \$1,112.58
<u>1233 Archley</u> <i>drainage plan review 56583 HV-18-101</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓2.50	\$247.24	\$ 618.10
Javier Vasquez	✓6.50	\$139.87	\$ 909.16
Total:		\$ 1,527.26	Total This Invoice: \$1,527.26
<u>TCEQ</u> <i>55563</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓1.00	\$247.24	\$ 247.24
Total:		\$ 247.24	Total This Invoice: \$247.24
<u>1315 Pine Chase Grove</u> <i>engineering 56585</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓0.50	\$247.24	\$ 123.62
Javier Vasquez	✓1.50	\$139.87	\$ 209.81
Total:		\$ 333.43	Total This Invoice: \$333.43
<u>Ridgeley Drive</u> <i>engineering 56585</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓2.50	\$247.24	\$ 618.10
Total:		\$ 618.10	Total This Invoice: \$618.10
<u>1303 Friarcreek</u> <i>engineering 56585</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓1.00	\$247.24	\$ 247.24
Javier Vasquez	✓0.25	\$139.87	\$ 34.97
Total:		\$ 282.21	Total This Invoice: \$282.21
<u>1331 Friarcreek</u> <i>inspections 55501 HV-20-054</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓1.50	\$247.24	\$ 370.86
Javier Vasquez	✓4.25	\$139.87	\$ 594.45
Total:		\$ 965.31	Total This Invoice: \$965.31
<u>7902 N Villa</u> <i>drainage plan review 56583 HV-18-096</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓2.00	\$247.24	\$ 494.48
Javier Vasquez	✓0.50	\$139.87	\$ 69.94
Total:		\$ 564.42	Total This Invoice: \$564.42
<u>7906 N Villa Court</u> <i>drainage plan review 56583 HV-20-034</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓9.50	\$247.24	\$ 2,348.78
Mai Tran	✓6.00	\$95.71	\$ 574.26
Javier Vasquez	✓4.50	\$139.87	\$ 629.42
Total:		\$ 3,552.46	Total This Invoice: \$3,552.46
<u>7910 N Villa</u> <i>inspections 55501 HV-20-024</i>			
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓2.00	\$247.24	\$ 494.48
Javier Vasquez	✓0.75	\$139.87	\$ 104.90
Total:		\$ 599.38	Total This Invoice: \$599.38

TOTAL DUE THIS INVOICE: \$20,324.95

**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
06-29-2020	ESC 03 - SB - Coord w/ City on No Parking Signs for Ridgeley Drive Curved Segment	0.50 ✓
06-29-2020	ESC 03 - SB - Coord w/ DonMar Grading on Ditch Cleaning/Re-Grading Proposals	0.50
06-29-2020	ESC 03 - SB - 1123 Guinea Drainage Plan Review	2.00 ✓
06-30-2020	ESC 03 - SB - Coord w/ City and Mr. Jorge Lefebvre on 1303 Friarcreek Erosion Issue	1.00 ✓
07-01-2020	ESC 03 - SB - Coord on 7906 N Villa Ct Drainage Plan Resubmittal Review	1.50 ✓
07-02-2020	ESC 03 - SB - Coord on 1233 Archley As-Built Drainage Plan Review and Inspection	1.00 ✓
07-06-2020	ESC 03 - SB - Coord on 7902 N Villa Ct As-Built Drainage Plan Requirements	1.00 ✓
07-06-2020	ESC 03 - SB - Coord w/ DonMar Grading on Annual Ditch Cleaning and Regrading Work Questions	1.00
07-07-2020	ESC 03 - SB - 7906 N Villa Ct Drainage Plan Resubmittal Review	2.00 ✓
07-08-2020	ESC 03 - SB - Coord on 1233 Archley Corrective Ditch Work	1.00 ✓
07-08-2020	ESC 03 - SB - Coord on 1331 Friarcreek Sidewalk Culvert Form/Cover Inspection	0.50 ✓
07-08-2020	ESC 03 - SB - Coord on 8302 Creekstone Drainage Plan Resubmittal Review	1.00 ✓
<del>07-09-2020</del>	<del>ESC 03 - SB - Coord w/ City and Review of 10501 GOR Water Sampling Test Results</del>	<del>1.00 ✓</del>
07-09-2020	ESC 03 - SB - Coord w/ City on No Parking Traffic Signs Specs and Order for Ridgeley Drive Curved Segment	2.00 ✓
07-10-2020	ESC 03 - SB - Coord w/ City and DonMar Grading on Annual Ditch Cleaning and Regrading Plan and Proposals	1.00
07-13-2020	ESC 03 - SB - Review of As-Built and Post-TV Tapes to Locate Sanitary Sewer Service and Clean-Out at 24 Hickory Shadows	1.00 ✓
07-13-2020	ESC 03 - SB - Coord w/ City and David Schwab on 7906 N Villa Court Approved Drainage Plan Revisions	0.50 ✓
07-14-2020	ESC 03 - SB - Coord on 1123 Guinea Drainage Plan Resubmittal Review	1.00 ✓
07-14-2020	ESC 03 - SB - Coord on 7910 N Villa Ct As-Built Secondary Drainage Plan Review	1.00 ✓
07-15-2020	ESC 03 - SB - Coord on 8009 Anadell As-Built Drainage Plan Review	1.00 ✓
07-15-2020	ESC 03 - SB - Coord on Water and Sewer Services for 1330 Glourie and Holy Cross Re-Plat Parcels	1.50 ✓
07-16-2020	ESC 01 - Mayor RH - Prep of Engineer's Report for Monthly City Council Mtg	1.00
07-16-2020	ESC 03 - SB - Coord on 7906 N Villa Ct Approved Drainage Plan Revisions	0.50 ✓
07-17-2020	ESC 01 - Mayor RH - Prep of Engineer's Report for Monthly City Council Mtg	2.00
07-17-2020	ESC 03 - SB - Coord on 7906 N Villa Ct Approved Drainage Plan Revisions	1.00 ✓
07-17-2020	ESC 03 - SB - Coord on 1331 Friarcreek Walkway/Curvet Inspection	0.50 ✓
07-17-2020	ESC 03 - SB - Coord on 8009 Anadell As-Built Drainage Plan Inspection	0.50 ✓
07-17-2020	ESC 03 - SB - Coord on 7910 N Villa Court As-Built Secondary Drainage Plan Inspection	0.50 ✓
07-20-2020	ESC 03 - SB - Coord w/ DonMar Grading on Proposals for Pine Chase Grove Cul-De-Sac and Annual Ditch Cleaning and Re-Grading Maintenance Plan	1.00
07-20-2020	ESC 03 - SB - Coord on 7906 N Villa Ct Street Inlet Connection Requirements	1.00 ✓
07-21-2020	ESC 03 - SB - Coord w/Scott Bounds (Olson & Olson) & Review of Draft Impervious Coverage Ordinance Rev	1.00
07-21-2020	ESC 01 - Mayor RH - Prep and Attendance of Monthly Video Conference Council Mtg	3.00
07-22-2020	ESC 03 - SB - Coord w/ City on 1302 Pine Chase Complaint Against 8010 Bromley Illegal Excavation and Drainage	1.00 ✓
07-22-2020	ESC 03 - SB - Coord on 1331 Friarcreek As-Built Walkway Culverts Inspection Form	0.50
07-22-2020	ESC 03 - SB - Coord on 7910 N Villa Court As-Built Secondary Drainage Inspection Form	0.50 ✓
07-22-2020	ESC 03 - SB - 8302 Creekstone Circle Drainage Plan Review	2.00 ✓
07-22-2020	ESC 03 - SB - Coord on 1330 Glourie Drainage Plan Review	1.00 ✓
07-22-2020	ESC 03 - SB - Coord on 8009 Anadell As-Built Drainage Plan Review and Inspection Form	1.00 ✓
07-23-2020	ESC 03 - SB - Coord w/ City and HDR Review Team on Adopted/Revised Ordinances for Driveways, Impervious Coverage and Accessory Buildings	1.00
07-23-2020	ESC 01 - Mayor RH - Coord w/ City and Information on GLO CDBG-MIT GrantB	2.00
07-23-2020	ESC 03 - SB - Coord w/ City and BBG on 500-Year Floodplain Requirement by HC/HCFCD	0.50
07-23-2020	ESC 03 - SB - Coord on 1123 Guinea Drainage Plan Resubmittal Review	1.00 ✓
07-23-2020	ESC 03 - SB - Coord on 1330 Glourie Drainage Plan Review	0.50 ✓
07-24-2020	ESC 03 - SB - Coord w/ City and BBG on 500-Year Floodplain Requirement by HC/HCFCD	1.00
07-24-2020	ESC 03 - SB - Coord on 1233 Archley As-Built Drainage Resubmittal Inspection	0.50 ✓
07-27-2020	ESC 03 - SB - Coord on 1123 Guinea Drainage Plan Resubmittal Review	1.00 ✓
07-27-2020	ESC 03 - SB - Coord on 7906 N Villa Ct Drainage Plan Amendment Review	1.00 ✓
07-28-2020	ESC 03 - SB - Coord on 1330 Glourie Plan Resubmittal	1.00 ✓
07-29-2020	ESC 03 - SB - Coord w/ City & DonMar Grading on Purchase Orders for Annual Ditch Cleaning & Regrading Plan	1.00
07-30-2020	ESC 03 - SB - Coord on 7906 N Villa Ct Drainage Plan Amendment Review	1.00 ✓
07-30-2020	ESC 03 - SB - Coord on 7902 N Villa Ct As-Built Drainage Plan Review	1.00 ✓
07-30-2020	ESC 03 - SB - Coord w/ City on Information for GLO CDBG-MIT Grant Program	2.00
07-30-2020	ESC 03 - SB - Coord on 1313 Pine Chase Drainage Issues due to 1315 Pine Chase Completed Drainage Improvements	0.50 ✓
07-31-2020	ESC 03 - SB - 7906 N Villa Ct Drainage Plan Amendment Review	1.00 ✓
07-31-2020	ESC 03 - SB - 1123 Guinea Drainage Plan Resubmittal Review	1.00 ✓
07-31-2020	ESC 03 - SB - Coord and Video Conference Call Mtg w/ City and Mr. Jonathan Steiber (Harris County) on HC Development of Minimum Standards for Drainage Regulations and Development Policies	2.00
		<b>Total: 60.00</b>



DATE	MAI TRAN TASK	HOURS
06-29-2020	7906 N. Villa Court Drainage Plan Review (1.5 hr) (ESC 03 - SB)	1.50 ✓
07-17-2020	1330 Glourie Drive Drainage Plan Review (1.5 hrs) (ESC 03 - SB)	1.50 ✓
07-17-2020	1123 Guinea Drive Drainage Plan Review (1 hr) (ESC 03 - SB)	1.00 ✓
07-20-2020	1330 Glourie Drive Drainage Plan Review (1 hr) (ESC 03 - SB)	1.00 ✓
07-21-2020	1330 Glourie Drive Drainage Plan Review (3 hrs) (ESC 03 - SB)	3.00 ✓
07-23-2020	1123 Guinea Drive Drainage Plan Review (1 hr) (ESC 03 - SB)	1.00 ✓
07-27-2020	1123 Guinea Drive Drainage Plan Review (0.5 hr) (ESC 03 - SB)	0.50 ✓
07-28-2020	1123 Guinea Drive Drainage Plan Review (0.25 hr) (ESC 03 - SB)	0.25 ✓
07-30-2020	7906 N Villa Court Drive Drainage Plan Review (4 hrs) (ESC 03 - SB)	4.00 ✓
07-31-2020	7906 N Villa Court Drive Drainage Plan Review (0.5 hrs) (ESC 03 - SB)	0.50 ✓
<b>Total:</b>		<b>14.25</b>

DATE	JAVIER VASQUEZ TASK	HOURS
06-29-2020	ESC 03 - S. Blevins - 1233 Archley Drive As Built Drainage - Site visit ditch survey	1.50 ✓
06-29-2020	ESC 03 - S. Blevins - 7906 N. Villa Ct. Drainage Plan Review	0.50 ✓
06-30-2020	ESC 03 - S. Blevins - 1303 Friarcreek Ln. Erosion Control resident coordination	0.25 ✓
06-30-2020	ESC 03 - S. Blevins - 1123 Guinea Drive Drainage Plan Review	0.75 ✓
07-02-2020	ESC 03 - S. Blevins - 1233 Archley Drive As Built Drainage - Review ditch survey	0.50 ✓
07-02-2020	ESC 03 - S. Blevins - 1331 Friarcreek Lane ditch walkway construction coordination	0.50 ✓
07-06-2020	ESC 03 - S. Blevins - 1331 Friarcreek Ln - Cover inspection for proposed walkway drainage culvert	1.00 ✓
07-07-2020	ESC 03 - S. Blevins - 8009 Anadell Street - Cover Inspection and Coordination	1.50 ✓
07-08-2020	ESC 03 - S. Blevins - 1331 Friarcreek Ln - Coordination for proposed walkway drainage	1.00 ✓
07-08-2020	ESC 03 - S. Blevins - 7906 N. Villa Ct Drainage Plan Review and Coordination	1.00 ✓
07-09-2020	ESC 03 - S. Blevins - 8302 Creekstone Circle - Drainage Plan Review Coordination	1.00 ✓
07-09-2020	ESC 03 - S. Blevins - 1233 Archley Drive As Built Drainage - Ditch and culvert review and coordination	1.50 ✓
07-14-2020	ESC 03 - S. Blevins - 7906 N. Villa Ct. Drainage Plan Correspondence	0.50 ✓
07-15-2020	ESC 03 - S. Blevins - 7901 Westview (New Glourie Drive Lots) utility service review and coordination	1.00 ✓
07-16-2020	ESC 03 - S. Blevins - <del>8301</del> Creekstone Cir. plan review <b>8302</b>	0.50 ✓
07-16-2020	ESC 03 - S. Blevins - 7901 Westview (New Glourie Drive Lots) utility service review and coordination	0.50 ✓
07-16-2020	ESC 03 - S. Blevins - 7906 N. Villa Ct. Drainage Plan Discussion and Correspondence	1.00 ✓
07-17-2020	ESC 03 - S. Blevins - 8009 Anadell St As Built Drainage review & inspection	1.50 ✓
07-17-2020	ESC 03 - S. Blevins - 1331 Friarcreek Ln. Walkway - Final inspection and coordination	0.75 ✓
07-17-2020	ESC 03 - S. Blevins - 7910 N. Villa Ct As Built Inspection	0.75 ✓
07-20-2020	ESC 03 - S. Blevins - 8302 Creekstone Cir. Drainage Plan Review	1.00 ✓
07-20-2020	ESC 03 - S. Blevins - 1331 Friarcreek Ln walkway and culvert	0.50 ✓
07-20-2020	ESC 03 - S. Blevins - 7906 N. Villa Ct. Drainage Plan coordination	0.50 ✓
07-21-2020	ESC 03 - S. Blevins - 8009 Anadell As Built Drainage Plan Review	1.00 ✓
07-21-2020	ESC 03 - S. Blevins - 1123 Guinea Drive Drainage Plan Review	0.50 ✓
07-23-2020	ESC 03 - S. Blevins - 1330 Glourie Drive Drainage Plan Review	1.50 ✓
07-23-2020	ESC 03 - S. Blevins - 1123 Guinea Drive Drainage Plan Review	0.50 ✓
07-24-2020	ESC 03 - S. Blevins - 1233 Archley Drive As Built ditch and culvert inspection and as built review	1.50 ✓
07-27-2020	ESC 03 - S. Blevins - 1331 Friarcreek Ln - Drainage Review (Patio)	0.50 ✓
07-28-2020	ESC 03 - S. Blevins - 1233 Archley Drive As Built Drainage Review	0.50 ✓
07-29-2020	ESC 03 - S. Blevins - 1233 Archley Drive As Built Inspection	1.00 ✓
07-30-2020	ESC 03 - S. Blevins - 7902 N. Villa Ct. - As Built Drainage Review	0.50 ✓
07-30-2020	ESC 03 - S. Blevins - 7906 N. Villa Ct Drainage Plan Review and Coordination	1.00 ✓
07-31-2020	ESC 03 - S. Blevins - Resident meeting and coordination (1313 & 1315 Pine Chase)	1.50 ✓
<b>Total:</b>		<b>29.50</b>

# ARC Premier Accounts

PRODUCTION LOCATION  
**ARC S TX Stafford**  
**12603 Executive Dr #806**  
**Stafford, TX 77477**

## INVOICE

**DATE REQUIRED** 06/18/20

**INVOICE NUMBER** AFM7627434

**DATE** 06/24/20

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		
06/18/20		AFM7627434		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	3036	COLOR 8.5x11	1	1		1	EACH	0.138	0.14	
2	3037	COLOR 11x17	1	1		1	EACH	0.273	0.27	
INVOICE										
BILLER		SUBTOTAL		SALES TAX			INVOICE TOTAL			
Phoi Huynh		0.41		0.03			0.44			



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



# Invoice

#20-15791

8/31/2020

## Bill To

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

## AMOUNT DUE

# \$19.00

Due Date: 9/30/2020

Terms	Due Date	PO #	Additional Info	Status
Net 30	9/30/2020			Open

Quantity	Description	Rate	Amount
20	Message Fees for August 2020 / HLV	\$0.95	\$19.00

Total	\$19.00
Amount Paid	\$0.00
Amount Due	\$19.00



20-15791



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

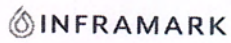


Invoice No: 396785

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

Date of Invoice: 8/31/20  
Due Date: 9/30/20  
Period: 8/1/20 - 8/31/20

Grouping	Description	Quantity	Rate		Total
HLV	Per Ticket	9	\$	92.70	\$ 834.30
HLV	Quarter Hour	4	\$	0.00	\$ 0.00
Grand Total				\$	834.30



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

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

Invoice Number	1130587
Invoice Date	8/25/2020
Due Date	9/24/2020

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

Service Description	Total
Maintenance Services	\$3,685.36

55563 - TCEQ	-
55504 - Lift Station	-
55502 - Sewer	-
55501 - Water	3,347.82
55507 - New Meter	337.54
55505 - Meter Replacement	-
Total Invoice	3,685.36

Subtotal	\$3,685.36
Sales Tax	\$0.00
Total	\$3,685.36

Please Pay This Amount

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. 1130587 - SUMMARY

INVOICE DATE: 8/25/2020

25 Aug 2020 01:12:20PM CST

Go Green! Think before you print.

Work Type / Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
<b>Maintenance, Water</b>					
General Maintenance & Repairs	\$568.00	\$2,049.97	\$724.19	\$0.00	\$3,342.16
Lab Fees or Laboratory Sampling	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20
<b>MW Total</b>	<b>\$568.00</b>	<b>\$2,049.97</b>	<b>\$1,067.39</b>	<b>\$0.00</b>	<b>\$3,685.36</b>
<b>Invoice Total</b>	<b>\$568.00</b>	<b>\$2,049.97</b>	<b>\$1,067.39</b>	<b>\$0.00</b>	<b>\$3,685.36</b>

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1130587 - DETAIL

INVOICE DATE: 8/25/2020

25 Aug 2020 01:12:20PM 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, Water										
General Maintenance & Repairs										
	6/18/2020	2263324	COHV District Area	Flushing of a Water System; Monthly Flushing	\$200.00	\$614.75	\$0.00	\$0.00	\$814.75	N
	7/31/2020	2287178	COHV District Area	Flushing of a Water System; Monthly flushing	\$120.00	\$349.64	\$1.08	\$0.00	\$470.72	N
	7/15/2020	2295521	1306 Bridle Spur Ln	Purchase Supplies for a Water System; Purchase and pick up 1 1/2" meter, and flange kit	\$32.00	\$136.77	\$446.51	\$0.00	\$615.28	N
	7/26/2020	2302703	COHV District Area	Chlorine Residual in the Water System; weekend residuals 7/25-7/26	\$36.00	\$206.24	\$1.08	\$0.00	\$243.32	N
	7/27/2020	2303471	COHV District Area	Check for Zero Usage (Stuck or Broken Meter, Separate WO to Replace) Multi-Address WO - See Bulk Accounts tab for list of Addresses;	\$12.00	\$34.96	\$0.54	\$0.00	\$47.50	N
	7/27/2020	2303693	1306 Friarcreek Ln Irrg	Water Meter Replacement Program; meter change out	\$16.00	\$46.62	\$133.15	\$0.00	\$195.77	N
	7/27/2020	2304764	2 Hickory Shadows Dr	Water Meter Replacement Program; Replace stuck meter	\$16.00	\$46.62	\$79.15	\$0.00	\$141.77	N
	8/2/2020	2308955	COHV District Area	Chlorine Residual in the Water System; weekend residuals 8/1-8/2	\$36.00	\$206.25	\$0.54	\$0.00	\$242.79	N
	8/3/2020	2310279	1311 Pine Chase Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	8/3/2020	2310368	1311 Pine Chase Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	8/9/2020	2314663	COHV District Area	Chlorine Residual in the Water System; weekend residuals 8/8-8/9	\$52.00	\$198.60	\$0.54	\$0.00	\$251.14	N
	8/13/2020	2318572	COHV District Area	Investigate Poor Water Quality of a Water System; Flush due to nitrification	\$20.00	\$58.27	\$0.54	\$0.00	\$78.81	N
	8/14/2020	2319391	1226 Ridgeley Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N



INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1130587 - DETAIL

INVOICE DATE: 8/25/2020

25 Aug 2020 01:12:20PM 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
	8/16/2020	2319493	COHV District Area	Chlorine Residual in the Water System; weekend residuals 8/15-8/16	\$28.00	\$151.25	\$1.08	\$0.00	\$180.33	N
				<b>General Maintenance &amp; Repairs Total</b>	<b>\$568.00</b>	<b>\$2,049.97</b>	<b>\$724.19</b>	<b>\$0.00</b>	<b>\$3,342.16</b>	
Lab Fees or Laboratory Sampling										
	7/22/2020	2292401	COHV District Area	Purchase Laboratory Services for Water System Asset; Water Utility Service	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20	N
				<b>Lab Fees or Laboratory Sampling Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$343.20</b>	<b>\$0.00</b>	<b>\$343.20</b>	
				<b>MW Total</b>	<b>\$568.00</b>	<b>\$2,049.97</b>	<b>\$1,067.39</b>	<b>\$0.00</b>	<b>\$3,685.36</b>	
				<b>Invoice Total</b>	<b>\$568.00</b>	<b>\$2,049.97</b>	<b>\$1,067.39</b>	<b>\$0.00</b>	<b>\$3,685.36</b>	

INFRAMARK Work Order						
District: COHV		WO#: 2263324	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/1/2020
Asset ID/Description: /						
Activity Code/Description: MWFLUSH/Flushing of a Water System						
Address/Location: COHV District Area					Sched:	
Additional Address/Location or Task Details: Monthly Flushing						
Req By: Clint A		Assigned To: Accounts Receivable		GL Code: 40500		
Utility Staking #:		UCC Start:		UCC End:		
OLD	Meter ID:	Read:	MIU:	Special Class:		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed: 322,500.00		
Date Complete: 6/18/2020 5:00 PM		Attachments: 3	Backcharge To:		L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley			6/16/2020	3.50	N	\$172.13
605678 - Mickayla Trombley			6/17/2020	1.50	N	\$73.77
605678 - Mickayla Trombley			6/17/2020	3.50	N	\$172.13
605678 - Mickayla Trombley			6/18/2020	3.00	N	\$147.54
605678 - Mickayla Trombley			6/17/2020	0.50	N	\$24.59
605678 - Mickayla Trombley			6/18/2020	0.50	N	\$24.59
TX112443 - Utility Truck		UTLTRK	6/16/2020	3.50	N	\$56.00
TX112443 - Utility Truck		UTLTRK	6/17/2020	1.50	N	\$24.00
TX112443 - Utility Truck		UTLTRK	6/17/2020	4.00	N	\$64.00
TX112443 - Utility Truck		UTLTRK	6/18/2020	3.50	N	\$56.00
Milestone: Closed		Invoice#: 1130587	Date Invoiced: 8/25/2020		Total Price: \$814.75	
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: No	
Field Comments: monthly flushing district area						
<div> No Problem Found Customer Responsibility New WO New Asset Void WO/Reason: </div>						



INFRAMARK Work Order												
District: COHV		WO#: 2287178		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 7/2/2020		
Asset ID/Description: /												
Activity Code/Description: MWFLUSH/Flushing of a Water System												
Address/Location: COHV District Area										Sched:		
Additional Address/Location or Task Details: Monthly flushing												
Req By: Clint A			Assigned To: Accounts Receivable				GL Code: 40500					
Utility Staking #:				UCC Start:				UCC End:				
OLD	Meter ID:		Read:		MIU:		Special Class:					
NEW	Meter ID:		Read:		MIU:		Gallons Flushed:					
Date Complete: 7/31/2020 12:00 AM			Attachments: 2		Backcharge To:			L-B-S:				
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>		
SAF9			SAF. Dust Masks					0.13		\$0.54		
SAF9			SAF. Dust Masks					0.13		\$0.54		
<u>Labor / Equipment ID</u>			<u>Job Class</u>		<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>	
604797 - James Horace					7/27/2020		2.50		N		\$116.55	
604797 - James Horace					7/28/2020		3.50		N		\$163.16	
604797 - James Horace					7/31/2020		1.50		N		\$69.93	
TX119016 - Utility Truck			UTLTRK		7/27/2020		2.50		N		\$40.00	
TX119016 - Utility Truck			UTLTRK		7/28/2020		3.50		N		\$56.00	
TX119016 - Utility Truck			UTLTRK		7/31/2020		1.50		N		\$24.00	
Milestone: Closed			Invoice#: 1130587			Date Invoiced: 8/25/2020			Total Price: \$470.72			
Mgr Rev Req: No			BID/Est Cost: \$0.00			Manager Name:			Billing Notification: No			
Field Comments: Monthly flush; INCOMPLETE												
<div> <div>No Problem Found</div> <div>Customer Responsibility</div> <div>New WO</div> <div>New Asset</div> <div>Void WO/Reason:</div> </div>												
Page 1 of 1												



## INFRAMARK Work Order

District: COHV	WO#: 2292401	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/10/2020
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Asset ID/Description: /

**Activity Code/Description:** MWLAB/Purchase Laboratory Services for Water System Asset

**Address/Location:** COHV District Area

**Sched:**

**Additional Address/Location or Task Details:** Water Utility Service

**Req By:**

**Assigned To:** Accounts Receivable

GL Code: 40400

Utility Staking #:

**UCC Start:**

**UCC End:**

OLD	Meter ID:
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**Read:**

**MIU:**

**Special Class:**

NEW Meter ID:

**Read:**

**MIU:**

**Gallons Flushed:**

Date Complete: 7/22/2020 10:34 AM

**Attachments:** 1

**Backcharge To:**

**L-B-S:**

[illegible][illegible]

**Milestone:** Closed

**Invoice#:** 1130587

**Date Invoiced:** 8/25/2020

<b>Total Price:</b>	<b>\$343.20</b>
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**Mgr Rev Req:** No

<b>BID/Est Cost:</b>	<b>\$0.00</b>
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**Manager Name:**

**Billing Notification:** No

Field Comments:

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:
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## INFRAMARK Work Order

<b>District:</b> COHV	<b>WO#:</b> 2295521	<b>Dept:</b> 5755	<b>WO Type:</b> MW	<b>Resp:</b> OPS	<b>Issued:</b> 7/15/2020
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Asset ID/Description: /

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

<b>Address/Location:</b>	1306 Bridle Spur Ln	<b>Sched:</b>
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**Additional Address/Location or Task Details:** Purchase and pick up 1 1/2" meter, and flange kit

<b>Req By:</b> Clint A	<b>Assigned To:</b> Accounts Receivable	<b>GL Code:</b> 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID:	Read:	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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<b>Date Complete:</b> 7/15/2020 11:30 AM	<b>Attachments:</b> 2	<b>Backcharge To:</b>	<b>L-B-S:</b>
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[illegible][illegible]

<b>Milestone:</b> Closed	<b>Invoice#:</b> 1130587	<b>Date Invoiced:</b> 8/25/2020	<b>Total Price:</b> \$615.28
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<b>Mgr Rev Req:</b>	No	<b>BID/Est Cost:</b>	\$0.00	<b>Manager Name:</b>		<b>Billing Notification:</b>	No
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**Field Comments:** picked up 1 1/2" meter and flange kit from accurate. PO is attached to the WO.

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



INFRAMARK Work Order						
District: COHV		WO#: 2302703	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/24/2020
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 7/25-7/26						
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: 7/26/2020 3:50 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>
SAF9		SAF. Dust Masks			0.25	\$1.08
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605236 - James Najar			7/25/2020	1.75	Y	\$160.41
605236 - James Najar			7/26/2020	0.50	Y	\$45.83
TX112407 - Utility Truck	UTLTRK		7/26/2020	0.50	N	\$8.00
TX112407 - Utility Truck	UTLTRK		7/25/2020	1.75	N	\$28.00
Milestone: Closed		Invoice#: 1130587	Date Invoiced: 8/25/2020		Total Price: \$243.32	
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: No	
Field Comments: Monitor residuals 7/25/20 poe=3.70 7/26/20 poe = 4.40						
No Problem Found   Customer Responsibility   New WO   New Asset   Void WO/Reason:						

Page 1 of 1

INFRAMARK Work Order						
District: COHV		WO#: 2303471	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/27/2020
Asset ID/Description: /						
Activity Code/Description: I-CKZERO-M/Check for Zero Usage (Stuck or Broken Meter, Separate WO to Replace) Multi-Address WO - See Bulk Accounts tab for list of Addresses						
Address/Location: COHV District Area					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:	Read:	MIU:	Special Class: Meter Reading Dept		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:		
Date Complete: 7/27/2020 12:00 PM			Attachments: 0	Backcharge To:		L-B-S:
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
SAF9		SAF. Dust Masks			0.13	\$0.54
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
604797 - James Horace			7/27/2020	0.75	N	\$34.96
TX119016 - Utility Truck		UTLTRK	7/27/2020	0.75	N	\$12.00
Milestone: Closed		Invoice#: 1130587	Date Invoiced: 8/25/2020		Total Price: \$47.50	
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: Yes	
Field Comments: Cleaned out meter box, read meter, checked usage to see if meter is stuck.						
No Problem Found   Customer Responsibility   New WO   New Asset   Void WO/Reason:						

Page 1 of 2



INFRAMARK Work Order					
District: COHV	WO#: 2303471	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/27/2020
Asset ID/Description: /					
Activity Code/Description: I-CKZERO-M/Check for Zero Usage (Stuck or Broken Meter, Separate WO to Replace) Multi-Address WO - See Bulk Accounts tab for list of Addresses					
Address/Location: COHV District Area					
Additional Address/Location or Task Details:					
Address	Meter No	Reading	MIU	Time	Comments
1119 Guinea Dr	94874615	248.8			R-248
2 Hickory Shadows Dr	51234511	1309.7			R-309
1323 Ridgeley Dr Irr1	17881190	160.3			S-160
Page 2 of 2					

INFRAMARK Work Order					
District: COHV	WO#: 2303693	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/27/2020
Asset ID/Description: /					
Activity Code/Description: MWMRP/Water Meter Replacement Program					
Address/Location: 1306 Friarcreek Ln Irrg					Sched:
Additional Address/Location or Task Details: meter change out					
Req By: AVR Report		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 49016720	Read: 1003.0	MIU:	Special Class:	
NEW	Meter ID: 50891331	Read: 0	MIU:	Gallons Flushed:	
Date Complete: 7/27/2020 11:15 AM		Attachments: 0		Backcharge To:	
L-B-S:					
Material / Inventory ID	Vendor / Description	PO# / P-Card	Qty	Price	
SAF9	SAF. Dust Masks		0.13	\$0.54	
MB2	METER. Badger 1 X 10 3/4		1.00	\$132.00	
MW35	GSKT. Rubber Meter Washer 1 X 1/8		2.00	\$0.36	
MS31	MISC. Customer Service Tag		1.00	\$0.25	
Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
604797 - James Horace		7/27/2020	1.00	N	\$46.62
TX119016 - Utility Truck	UTLTRK	7/27/2020	1.00	N	\$16.00
Milestone: Closed	Invoice#: 1130587	Date Invoiced: 8/25/2020	Total Price: \$195.77		
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: Yes		
Field Comments: Clean out meter box, read meter, replaced meter over one million gallons. Flushed sys, check for leak and leak in on customer's side.					
No Problem Found   Customer Responsibility   New WO   New Asset   Void WO/Reason:					



INFRAMARK Work Order					
District: COHV	WO#: 2304764	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/28/2020
Asset ID/Description: /					
Activity Code/Description: MWMRP/Water Meter Replacement Program					
Address/Location: 2 Hickory Shadows Dr					Sched:
Additional Address/Location or Task Details: Replace stuck meter					
Req By: James Horace		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 51234511	Read: 1309.7	MIU:	Special Class:	
NEW	Meter ID: 50891329	Read: 0	MIU:	Gallons Flushed:	
Date Complete: 7/27/2020 1:00 PM		Attachments: 0		Backcharge To:	
L-B-S:					
Material / Inventory ID	Vendor / Description	PO# / P-Card	Qty	Price	
SAF9	SAF. Dust Masks		0.13	\$0.54	
MB5	METER. Badger 5/8 X 3/4 - 3/4 Bore		1.00	\$78.00	
MW35	GSKT. Rubber Meter Washer 1 X 1/8		2.00	\$0.36	
MS31	MISC. Customer Service Tag		1.00	\$0.25	
Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
604797 - James Horace		7/27/2020	1.00	N	\$46.62
TX119016 - Utility Truck	UTLTRK	7/27/2020	1.00	N	\$16.00
Milestone: Closed	Invoice#: 1130587	Date Invoiced: 8/25/2020	Total Price: \$141.77		
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: Yes		
Field Comments: Cleaned out meter box, read meter, replaced stuck meter, flush sys, checked for leak and left door tag.					
No Problem Found   Customer Responsibility   New WO   New Asset   Void WO/Reason:					

## INFRAMARK Work Order

District: COHV	WO#: 2308955	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/31/2020
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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 8/1-8/2

Req By: Carl West

**Assigned To:** Accounts Receivable

GL Code: 40500

Utility Staking #:

**UCC Start:**

**UCC End:**

OLD	Meter ID:
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**Read:**

**MIU:**

**Special Class:**

NEW Meter ID:

**Read:**

**MIU:**

Gallons Flushed:

**Date Complete:** 8/2/2020 12:30 PM

**Attachments:** 0

**Backcharge To:**

**L-B-S:**

[illegible][illegible]

<b>Milestone:</b> Closed	<b>Invoice#:</b> 1130587	<b>Date Invoiced:</b> 8/25/2020	<b>Total Price:</b> \$242.79
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Mgr Rev Req: No

**BID/Est Cost:** \$0.00

**Manager Name:**

**Billing Notification:** No

Field Comments: 8/1/20- POE 4.40 8/2/20 POE 4.20

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



INFRAMARK Work Order					
District: COHV	WO#: 2310279	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 8/3/2020
Asset ID/Description: /					
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service					
Address/Location: 1311 Pine Chase Dr					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 389555095	Read: 2476.4	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 8/3/2020 10:15 AM		Attachments: 0	Backcharge To:	L-B-S:	
<b>Material / Inventory ID</b>		<b>Vendor / Description</b>	<b>PO# / P-Card</b>	<b>Qty</b>	<b>Price</b>
SAF9		SAF. Dust Masks		0.13	\$0.00
CSTOFMVOUT				1.00	\$20.00
<b>Labor / Equipment ID</b>		<b>Job Class</b>	<b>Date</b>	<b>Hours</b>	<b>OT? Price</b>
604797 - James Horace			8/3/2020	0.75	N \$0.00
TX119016 - Utility Truck		UTLTRK	8/3/2020	0.75	N \$0.00
Milestone: Closed		Invoice#: 1130587	Date Invoiced: 8/25/2020		Total Price: \$20.00
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: Yes
Field Comments: Clean out meter box, read meter, turn service off.					
No Problem Found   Customer Responsibility   New WO   New Asset   Void WO/Reason:					

INFRAMARK Work Order					
District: COHV	WO#: 2310368	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 8/3/2020
Asset ID/Description: /					
Activity Code/Description: CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service					
Address/Location: 1311 Pine Chase Dr					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 389555095	Read: 2476.4	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 8/3/2020 10:30 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>
SAF9		SAF. Dust Masks		0.13	\$0.00
CSTONMVIN				1.00	\$20.00
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>
604797 - James Horace			8/3/2020	0.25	N
TX119016 - Utility Truck		UTLTRK	8/3/2020	0.25	N
Milestone: Closed		Invoice#: 1130587	Date Invoiced: 8/25/2020	Total Price: \$20.00	
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:		Billing Notification: Yes	
Field Comments: Read meter, turn service on, check for leaks, no leaks meter stopped					
No Problem Found   Customer Responsibility   New WO   New Asset   Void WO/Reason:					



INFRAMARK Work Order					
District: COHV		WO#: 2314663	Dept: 5755	WO Type: MW	Resp: OPS
Issued: 8/7/2020					
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 8/8-8/9					
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: 8/9/2020 1:15 PM		Attachments: 0	Backcharge To:		L-B-S:
<b>Material / Inventory ID</b>		<b>Vendor / Description</b>		<b>PO# / P-Card</b>	<b>Qty Price</b>
SAF9		SAF. Dust Masks			0.13 \$0.54
<b>Labor / Equipment ID</b>		<b>Job Class</b>	<b>Date</b>	<b>Hours</b>	<b>OT? Price</b>
605236 - James Najar			8/8/2020	1.75	N \$106.94
605236 - James Najar			8/9/2020	1.50	N \$91.66
TX112407 - Utility Truck		UTLTRK	8/9/2020	1.50	N \$24.00
TX112407 - Utility Truck		UTLTRK	8/8/2020	1.75	N \$28.00
Milestone: Closed		Invoice#: 1130587	Date Invoiced: 8/25/2020		Total Price: \$251.14
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: No
Field Comments: 8/8/20 POE 3.60 & 8/9/20 POE 3.70					
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:					

[illegible]



INFRAMARK Work Order					
District: COHV	WO#: 2319391	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 8/14/2020
Asset ID/Description: /					
Activity Code/Description: CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service					
Address/Location: 1226 Ridgeley Dr					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 83772549	Read: 420.86	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 8/14/2020 11:20 AM		Attachments: 0	Backcharge To:	L-B-S:	
<u>Material / Inventory ID</u>	<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
SAF9	SAF. Dust Masks			0.13	\$0.00
CSTONMVIN				1.00	\$20.00
<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
700366 - Charles Lowe		8/14/2020	1.00	N	\$0.00
TX116022 - Utility Truck	UTLTRK	8/14/2020	1.00	N	\$0.00
Milestone: Closed	Invoice#: 1130587	Date Invoiced: 8/25/2020	Total Price: \$20.00		
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: Yes		
Field Comments: Cleaned meter box, read meter, restored service, waited for meter to stop.					
No Problem Found   Customer Responsibility   New WO   New Asset   Void WO/Reason:					

INFRAMARK Work Order						
District: COHV		WO#: 2319493	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 8/14/2020
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 8/15-8/16						
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: 8/16/2020 3:12 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>	
SAF9		SAF. Dust Masks		0.13	\$0.54	
SAF9		SAF. Dust Masks		0.13	\$0.54	
<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>	
604339 - Juan C Lara		8/15/2020	0.75	Y	\$64.82	
604339 - Juan C Lara		8/16/2020	1.00	Y	\$86.43	
TX112069 - Utility Truck	UTLTRK	8/16/2020	1.00	N	\$16.00	
TX112069 - Utility Truck	UTLTRK	8/15/2020	0.75	N	\$12.00	
Milestone: Closed	Invoice#: 1130587	Date Invoiced: 8/25/2020		Total Price:	\$180.33	
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:		Billing Notification:	No	
Field Comments: Monitor residuals on weekend. 8/15/20 poe 2.00 dr 2.70 / 8/16/20 poe 3.60 dr 3.20						
No Problem Found   Customer Responsibility   New WO   New Asset   Void WO/Reason:						

Page 1 of 1



**TUESDAY, AUGUST 18, 2020**  
**SPECIAL COUNCIL MEETING @ 6:00 – 6:30 PM**  
**REGULAR COUNCIL MEETING @ 6:30 PM**

**SPECIAL COUNCIL MEETING**

- 1. CALL TO ORDER SPECIAL COUNCIL MEETING** Mayor Herron called the City of Hilshire Village Special Council Meeting to order at 6:00 P.M. via teleconference due to COVID-19 and the need for social distancing.

**1.1 Present** were Mayor Herron, Mayor Pro Tem Maddock, Council Member Gordy, Council Member Byrne and Council Member Schwarz. Also present was City Attorney Bounds and City Administrator Blevins.

- 2. CITIZEN'S COMMENTS FOR SPECIAL COUNCIL MEETING:** None

**3. CLOSED EXECUTIVE SESSION:**

**3.1** Mayor Pro Tem Maddock made a motion to enter into executive session per Texas Government Code Sec. 551.074 to deliberate the appointment of a public officer, seconded by Council Member Gordy.

**4. ADJOURNMENT OF SPECIAL COUNCIL MEETING**

Mayor Herron adjourned the Special Council Meeting at 6:30 P.M. and called to order the Regular Council Meeting.

**5. CALL TO ORDER REGULAR COUNCIL MEETING**

**5.1 Invocation** was given by Council Member Gordy.

**5.2 Pledge of Allegiance**

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

**6. REPORTS TO COUNCIL:**

**6.1 Building Official's Report:** Deputy Building Official DuVall said there are no outstanding items to discuss.

**7. DISCUSSION AND POSSIBLE ACTION:**

**7.1** The Council discussed a request for a variance for the requirement of a fire sprinkler system for 8373 Westview Drive.

**TUESDAY, AUGUST 18, 2020**  
**SPECIAL COUNCIL MEETING @ 6:00 – 6:30 PM**  
**REGULAR COUNCIL MEETING @ 6:30 PM**

Building Official Taylor stated that the amount and type of repairs required to the building triggers the requirement of a fire sprinkler system per City ordinance. He said the repairs include plumbing, electrical and mechanical as well as framing, roofing and accessibility updates to the facilities to comply with current building codes.

Mayor Herron said there is a point at which the amount of changes to the building requires compliance with the updated setback rules as opposed to the rules in place when the building was constructed. Building Official Taylor said it was determined that the building did not meet the requirements to update to the current setback ordinance because there will be no changes to the original foundation location or size.

City Attorney Bounds said the fire sprinkler system requirement is defined by the International Fire Code, whereas the set backs are a City Zoning Ordinance requirement. City Attorney Bounds said under the fire code there is no appeal process included, it is within the discretion of the building official and/or fire marshal.

Council Member Gordy said he supports the building official's decision based on the provided damage report. He said the language of the code allows for consideration of variance on an aspect or feature of the fire system as appropriate to the building, but not to eliminate the system altogether.

Building Official Taylor said the International Fire Code supports a judgement on where it is not possible to have a fire sprinkler system such as no access to a water line, but this building does not have such a hardship.

Dan McCoy, 8373 Westview Dr, said they are committed to making the building safer but time and money are an obstacle. He stated that they have already spent money on asbestos removal and are planning to convert one of the bathrooms to be handicap accessible. Mr. McCoy said that the building is only 2,000 square feet with 3 main conference rooms, 5 egress doors with 5 commercial grade fire extinguishers and exit lights. He said the total estimate for the fire sprinkler system including the upgraded plumbing was \$65,000 and asked council for ideas or alternatives to help with the cost.

Mayor Herron said that he recently spoke with the Village Fire Marshal who said that the department has not responded to a fire call where a suppressant system was activated and already extinguishing the fire upon their arrival. Mayor Herron reminded council that the fire at 8373 Westview started when no one was at the building and was called in by a passerby. He also stated that installing the system while the walls are exposed will be easier than doing it later.

**TUESDAY, AUGUST 18, 2020**  
**SPECIAL COUNCIL MEETING @ 6:00 – 6:30 PM**  
**REGULAR COUNCIL MEETING @ 6:30 PM**

Council Member Byrne said he also spoke with the Fire Marshal regarding concerns due to the building's proximity to the rear property line, residential homes and the cedar fence between them.

Mayor Pro Tem Maddock said he agrees that the building is unsafe without the automatic suppressant system.

Council Member Schwarz said the cost does seem excessive but the system is needed, especially being so close to the residential properties.

Council Member Gordy said he is surprised at the cost estimate. He said commercial systems are typically more expensive but a building this size shouldn't cost as much as the quote provided. Building Official Taylor said there is a difference between commercial and residential systems but he doesn't know the exact specifications.

Mayor Herron said that from the discussion it seems like the Council agrees that a fire suppression system needs to be installed but the commercial grade requirements make it more expensive than the non-profit organization can afford. He suggested exploring appropriate modifications to the design or materials for a less expensive but still effective system.

Dan McCoy asked for specific suggestions on reducing the cost. City Administrator Blevins said there was a similarly sized commercial building that recently had a new meter installed for their fire suppressant system and recommended to Mr. McCoy that he reach out to them for a reference and new estimate.

Council Member Gordy made a motion to table the request for variance until further discovery can be made by Mr. McCoy on the options for alternative fire suppressant systems, seconded by Council Member Schwarz.

**A vote was taken to table the variance request until further discovery can be made by Mr. McCoy on the options for alternative fire suppressant systems. The vote passed unanimously.**

The City Building Official was excused.

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

**9. REPORTS TO COUNCIL:**

**9.1 Police Report:** There were no outstanding issues to discuss with Council.

Mayor Pro Tem Maddock asked for the Spring Valley Police Department to work with the

**TUESDAY, AUGUST 18, 2020**  
**SPECIAL COUNCIL MEETING @ 6:00 – 6:30 PM**  
**REGULAR COUNCIL MEETING @ 6:30 PM**

City of Houston Police to reduce the excessive speeding on Wirt and at the freeway. City Administrator Blevins said she would speak with Captain Newman.

Mayor Herron asked if there will be any future issues caused by delaying the enforcement of the Overnight Street Parking Ordinance. City Attorney Bounds said the City has the right to enforce approved ordinances at any time and only encounters a problem when selective enforcement is based upon an inappropriate basis. Mayor Herron said Spring Valley Police is still in limited personal contact mode due to the pandemic.

Council Member Byrne asked about the basketball goal that is continuously left in the street on Glenhilshire Drive. City Administrator Blevins said she will call the homeowners and ask BBG to tag it if it is not moved to private property. She said the homeowners have pulled it into the driveway after past requests from the City but their family continues to use the equipment regularly so it ends up back in the street.

## **9.2 Engineer's Report:**

Engineer Him said he has been working with contractors on quotes for water and sewer services to the four (4) new residential lots on Glourie Drive.

Engineer Him stated that work has not started on the Annual Ditch Cleaning and Maintenance Plan because of the contractor's medical condition. He said weather permitting they plan on starting work on Thursday of this week. Council Member Byrne asked if the Pine Chase Grove area around the water vault will be addressed on Thursday. Engineer Him said the two residential addresses in Pine Chase Grove are scheduled first.

Engineer Him said he spoke with Mr. Steiber with the Harris County Engineering Department regarding the letter received about developing minimum standards for the 500-year Floodplain. He said most of the recommended items will have minimal impact on the City because the areas that are developable in Hilshire Village are above the 500-year Floodplain Elevation.

Council Member Byrne asked if there was any progress on the overgrown ravine at **1209 Pine Chase Drive**, he is concerned about both the visible area from the street and also what is further into the property as it is part of the City's drainage system. Administrator Blevins said that the homeowner confirmed that he would have his lawn contractor clean it up.

**Nancy Friedman, 1313 Pine Chase Grove**, said that per the Engineer's Report the pooling in her back yard was not caused by the landscaping done at her next-door neighbor's yard, even though rain water had never collected there before. Engineer Him responded that Javier Vasquez, HDR Engineering, performed a site inspection and reviewed homeowner submitted photographs and video. He stated it was found that



**TUESDAY, AUGUST 18, 2020**  
**SPECIAL COUNCIL MEETING @ 6:00 – 6:30 PM**  
**REGULAR COUNCIL MEETING @ 6:30 PM**

there a one (1) inch gap remains under the fence and there was no evidence that the landscaping changes made to 1315 Pine Chase Grove had a detrimental impact to the drainage at 1313 Pine Chase Grove. **Mark Taub, 1313 Pine Chase Grove**, said they have lived at this address for over 20 years and have never had an issue with pooling water until the landscaping changes next door. Engineer Him said that the photos and video submitted were taken during a rain event and showed the water sheet flow but there was no evidence that the water was blocked. He stated that they are likely observing localized low spots in their yard. Mrs. Friedman said they will continue to monitor the area during upcoming storms.

The City Engineer was excused.

**10. DISCUSSION:**

- 10.1** Mayor Herron said the Planning and Zoning Committee prepared this amendment to the Zoning Ordinance to allow for certain conditions to an accessory building that would make it a habitable space so long as it complies with the lot setbacks.

Council Member Byrne said he wasn't sure why the topic was brought to the Planning and Zoning Committee. Mayor Herron said he brought the ordinance to the Committee's attention because there were rules that did not make sense to him. He said that the term "habitable" includes electricity and plumbing which could make an outdoor kitchen a "habitable space".

Mayor Pro Tem Maddock said this amendment would make it possible for two (2) families to live on one (1) lot and that is not what he wants. Mayor Herron said there is a separate ordinance that prohibits more than one (1) family per lot. Mayor Pro Tem Maddock said per the City Attorney's comments there is an enforcement problem because it is hard to determine who is actually considered family unit.

Council Member Schwarz asked if the City has had an issue in the past with multiple families dwelling on one (1) lot. City Administrator Blevins said that they have had a house where several college students have lived together and another where sisters rented a house and several people lived together. The City has also heard about an accessory building that was occupied by one (1) of the homeowner's parent.

Kathleen Stafford, Planning and Zoning Committee Chair, said a group of roommates are currently allowed to cohabitate. She said this amendment is not intended to allow a 3<sup>rd</sup> party to rent the property, but to allow a nanny, caregiver or elderly parent to live in a separate building or to allow an office above the garage. She stated that enforcement is difficult as officials cannot enter private property and would rely on reports from neighbors. City Administrator said that if a caregiver is permitted to live in an accessory building then they would likely bring their family with them. Chair Stafford said that the language can be amended to be more specific.

**TUESDAY, AUGUST 18, 2020**  
**SPECIAL COUNCIL MEETING @ 6:00 – 6:30 PM**  
**REGULAR COUNCIL MEETING @ 6:30 PM**

Council Member Schwarz said he doesn't think it creates a situation different than adding onto the main building. He said he is concerned about parking and traffic issues also. Chair Stafford said that the current parking ordinance would remain in place and it would be the responsibility of the homeowners to abide by it.

City Attorney Bounds said there are certain standards that are required for a space to be qualified as a habitable space including running water, electricity, air conditioning, a restroom facility and a space to sleep. Mayor Herron said those qualifications provide a better idea of what a habitable space looks like.

City Administrator Blevins said she is concerned about occupied garages close to the property lines with windows facing the neighbors. Chair Stafford said the setbacks and height requirements were not changed, a detached garage that sits at the ten-foot setback cannot be a habitable building nor have a second story built. She said the building must be within the 25-foot setback and its footprint will count toward the lot's permeability ratio.

Council Member Byrne said the Planning and Zoning Committee, which includes himself, was asked to work on this topic specifically. He said the Committee strives to work on ordinances that are in the best interest of the citizens. Mayor Herron said several years ago he reviewed the ordinances with the City Administrator and prioritized the ones to be addressed based on the issues within the ordinances. He said making these changes is a lengthy process and that the original list is still being worked on.

- 10.2** Mayor Pro Tem Maddock made a motion to send an immediate memo to the Hilshire Village residents notifying of the openings in the governing bodies and soliciting input from those interested in filling the positions, seconded by Council Member Schwarz.

**A vote was taken to approve the motion to send an immediate memo to the Hilshire Village residents notifying of the openings in the governing bodies and soliciting input from those interested in filling the positions.**

**The vote passed unanimously.**

The City Attorney was excused.

- 10.3** Mayor Herron began the dialogue of FYE 2021 Budget and 2020 Tax Rates. He said that the federal budget deficit has grown due the emergency pandemic situation, and that government at all levels should be considering the effects of that on citizens when establishing their own budgets and tax rates.

City Administrator Blevins said the budget is basically the same as last year. One item in question would be the capital improvement fund if Council decides to proceed with a new project. She said she added the anticipated 7% increase to the Spring Valley Police Department fund but did not have final figures from them at that time.

**TUESDAY, AUGUST 18, 2020**  
**SPECIAL COUNCIL MEETING @ 6:00 – 6:30 PM**  
**REGULAR COUNCIL MEETING @ 6:30 PM**

Council Member Gordy suggested switching the street lights to LED to save on usage costs. City Administrator Blevins said Council has discussed this in the past and concerns were raised about some citizens disliking the LED lights. She also said she has had requests for decorative street lights. Council Member Byrne said the initial cost to change the lighting type was outstanding a few years ago, however the cost may be more affordable now. He also said there may be programs available to help with the cost of the installation. City Attorney Bounds said the Texas Local Government Code allows for financing of projects like these and there are specialized companies who work with the cities. Council Member Schwarz said he supports the replacements of the existing lights with LED for energy efficiency and reduced costs.

Council Member Byrne said the line item for the Fire Department needs to be changed from \$10,000 to \$15,000 being 3% of 500,000 to account for the anticipated costs for the fire station renovation. City Administrator Blevins said she will make that adjustment.

City Administrator Blevins said that she increased the line item for curb and gutter streets from \$30,000 to \$50,000 using the \$20,000 from the noise mitigation fund from the previous budget.

City Administrator Blevins said according to the Harris County Appraisal District, the average home value in Hilshire Village is between \$800,000 to \$900,000. Using those numbers, the voter approval tax rate would increase taxes by an average of \$248 per household.

City Administrator Blevins said the utility account stays at a low balance and maintains itself.

**11. REPORTS TO COUNCIL: (Con't)**

**11.1 Fire Commissioner's Report:** Commissioner Byrne said that as of the end of July the is 2.4% under budget. The EMS calls for the month averaged 3:30, well below the national standard of 6:30. No COVID calls in the last 3 weeks and no in house COVID cases since March. A new fire engine is expected in October and then they will sell the old one. Computer dispatch is installed and up and running, the job site is on schedule or ahead on some things.

**11.2** Mayor Herron had nothing additional to report.

**11.3 City Administrator's Report:** City Administrator Blevins advised Council that Assistant City Secretary Stephens would be out of town at a training seminar as part of the Texas Municipal Clerks Association program to become a certified clerk. She said the functions at the City Office have run smoothly through the pandemic and staff will continue to practice safety habits.

**TUESDAY, AUGUST 18, 2020**  
**SPECIAL COUNCIL MEETING @ 6:00 – 6:30 PM**  
**REGULAR COUNCIL MEETING @ 6:30 PM**

**11.4 Treasurer's Report:** City Treasurer Blevins said that the interest on the 1,000,000 investment was low, only \$76 since the rates have gone down significantly.

**12. CONSENT AGENDA:** Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented to Council including the Disbursements, Deposits, Minutes from the Regular Council Meeting of June 16, 2020, Minutes from the Public Hearing and Regular Council Meeting of July 21, 2020, Minutes for the Special Council Meeting of August 5, 2020, and the Check Register for July, 2020, seconded by Council Member Schwarz.

**A vote was taken to approve the motion approving the Consent Agenda as presented to Council including the Disbursements, Deposits, Minutes from the Regular Council Meeting of June 16, 2020, Minutes from the Public Hearing and Regular Council Meeting of July 21, 2020, Minutes for the Special Council Meeting of August 5, 2020, and the Check Register for July, 2020.**

**The vote passed unanimously.**

**13. ADDITIONAL COUNCIL COMMENTS:** Council Member Byrne asked about the status of the ditch grading at Pine Chase Grove. City Administrator Blevins said the only contact she has received from the homeowner was asking when the work would begin.

Council Member Gordy said he is still concerned with the meter vault at Hickory Shadows and the City of Houston. He stated that the City's water pressure could be improved with a new meter. City Administrator Blevins said she recently was given a new Texas Department of Transportation contact from another City and she will reach out to them this week.

**14. FUTURE AGENDA TOPICS:**

**15. ANNOUNCEMENTS:** None

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

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



**TUESDAY, AUGUST 18, 2020**  
**SPECIAL COUNCIL MEETING @ 6:00 – 6:30 PM**  
**REGULAR COUNCIL MEETING @ 6:30 PM**

**The meeting was adjourned at 8:27 P.M.**

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Mayor Herron

ATTEST:

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Susan Blevins, City Secretary

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

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8302	8/3/20	Village Fire Department	11114	20,063.68
8303	8/3/20	Villages Mutual Insurance	11114	1,782.13
8304	8/3/20	Waste Corporation of Tex	11114	6,799.59
8305	8/3/20	Gulf Coast Coalition of Ci	11114	22.26
8306	8/7/20	Cary M. Moran	11114	80.00
8307	8/12/20	Centerpoint-Energy	11114	23.66
8308	8/18/20	Amegy Bank	11114	464.92
8309	8/18/20	Olson & Olson, Attys at L	11114	1,155.00
8310	8/18/20	TML Intergovernmental R	11114	591.00
8311	8/18/20	Northwest Pest Patrol	11114	495.00
8312	8/18/20	Houston Chronicle	11114	240.60
8313	8/18/20	BBG Consulting	11114	2,500.00
8314	8/18/20	A T & T	11114	75.95
8315	8/18/20	Hudson Energy Services L	11114	517.93
8316	8/18/20	Vital Records Control	11114	61.89
8317	8/19/20	State Comptroller	11114	111.83
8318	8/19/20	Petty Cash	11114	95.01
8319	8/28/20	MH Brothers	11114	365.00
8320	8/28/20	Alex Celli	11114	10,181.41
ACH 08-03-20	8/3/20	Sprg. Valley GenFund- Pol	11114	41,820.42
ACH 08-10-20	8/10/20	Texas Municipal Retireme	11114	1,963.84
ACH 08-14-20	8/14/20	Susan N. Blevins	11114	2,879.38
ACH 08-28-20	8/28/20	A T & T	11114	339.83
ACH 08-31-20	8/31/20	Cassandra L. Stephens	11114	1,542.58
ACH1 08-14-20	8/14/20	Cassandra L. Stephens	11114	1,408.22
ACH1 08-31-20	8/31/20	Susan N. Blevins	11114	2,879.38
ANT NOTE 1045	8/19/20	Amegy Bank	11117	14,375.40
ANT NOTE 1046	8/19/20	The Independent Bankers	11117	6,045.62
ELECTRONIC 08-14-20	8/14/20	Internal Revenue Service	11114	1,654.24
ELECTRONIC 08-31-20	8/31/20	Internal Revenue Service	11114	1,701.48
ELECTRONIC TRANSFER	8/28/20	City of Hilshire Village	11116	100,000.00
Metro 1	8/6/20	Texas Department of Tran	11120	20,000.00
Total				242,237.25

## CITY OF HILSHIRE VILLAGE - UTILITY FUND

## Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
3894	8/3/20	Hudson Energy Services L	11012	29.05
3895	8/3/20	Inframark, LLC	11012	2,000.00
3896	8/7/20	City of Houston, Public W	11012	7,774.82
3897	8/7/20	Inframark, LLC	11012	1,848.48
3898	8/7/20	Lower Colorado River Aut	11012	400.00
3899	8/7/20	A T & T	11012	229.89
3900	8/12/20	Cityof Houston#7099-300	11012	21,216.62
3901	8/18/20	USIC Locating Services	11012	370.80
3902	8/18/20	Texas Excavation Safety S	11012	19.00
3903	8/18/20	Inframark, LLC	11012	4,473.13
3904	8/28/20	Hudson Energy Services L	11012	21.14
Total				38,382.93



*A PROCLAMATION RECOGNIZING NATIONAL NIGHT OUT  
OCTOBER 6, 2020 5:30 -7:30 P.M.*

*WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime and drug prevention program on October 6, 2020, called "National Night Out"; and*

*WHEREAS, the 35<sup>th</sup> Annual National Night Out provides an opportunity for the City of Hilshire Village to join forces with communities across the country promoting cooperation with the police and the community to promote joint crime and drug prevention; and*

*WHEREAS, it is essential that all citizens of Hilshire Village, Texas be aware of the importance of crime prevention programs and impact that their participation can have on reducing crime, drugs and violence; and*

*WHEREAS, police-community partnerships and neighborhood safety and awareness and cooperation are important themes of the "National Night Out" program, and*

*WHEREAS, the Hilshire Village Civic Club is sponsoring "National Night Out" and it will be held at 1232 Ridgeley Drive. Bromley Drive will have limited access between Pine Chase and Ridgeley Drive intersections for this event between 5:30 P.M. and 7:30 P. M. Awareness of social safety will be observed by physical distancing, facemasks and good hygiene practices.*

*FURTHER, LET IT BE PROCLAIMED THAT October 6, 2020 is designated as "National Night Out" in the City of Hilshire Village, Texas.*

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*Russell Herron, Mayor*

*ATTEST:*

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*Susan Blevins, City Secretary*





*A PROCLAMATION RECOGNIZING HALLOWEEN NIGHT  
THURSDAY, OCTOBER 31, 2020 5:30 PM TO 7:30 PM*

***WHEREAS**, the Hilshire Village Civic Club is sponsoring a unique, Halloween Night, Saturday, October 31, 2020, and*

***WHEREAS**, the Halloween Night provides an opportunity for the children and parents to enjoy the participation of "Trick or Treating", and*

***WHEREAS**, it is essential that all citizens of Hilshire Village, Texas be aware of the importance of pedestrian safety and of the importance of pedestrian safety and hygienic safety by means of physical distancing, and*

***WHEREAS**, police-community partnerships and neighborhood safety and awareness and cooperation are important themes, and*

***FURTHER, LET IT BE PROCLAIMED**, the Hilshire Village Civic Club is sponsoring the Halloween Night on Archley Drive from 5:30 to 7:30 P.M. Archley Drive will have limited access for this event, during these hours.*

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*Russell Herron, Mayor*

*ATTEST:*

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*Susan Blevins, City Secretary*