

**CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW  
HOUSTON, TEXAS 77055**

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

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

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

<https://zoom.us/j/97923443900?pwd=bWhhVlE5cmh0RjljL2dmU0R3OStmdz09>

Meeting ID: 979 2344 3900

Password: 890294

Or

You are also able to join the meeting telephonically by dialing any of the following numbers and entering the meeting ID and password: +1 346-248-7799(local); +1 253 215 8782 US; or +1 301 715 8592 US

Meeting ID: 979 2344 3900

Password: 890294

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

<http://www.hilshirevillagetexas.com>

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO [susan.blevins@hilshirevillagetexas.com](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 refer to the City’s Website**

CITY OF HILSHIRE VILLAGE  
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**TUESDAY, APRIL 21, 2020  
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**APRIL 21, 2020**

**REGULAR COUNCIL MEETING**

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

- 1.1 Invocation (Council Member Gordy)
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

**Recess the Regular Council Session**

**2. PUBLIC HEARING:** The purpose of the Public Hearing is to receive input from the public, either oral or written regarding Amendment No 1 to the Hilshire Villa Plat. The Amendment is for Lots 5, 6 and 10 of the Hilshire Villas Subdivision, which Lots are also known as 7907, 7911 and 7914 South Villa Court. The Proposed Amendment is to amend and correct setbacks according to the City of Hilshire Villages Zoning Ordinance. ....1

**3. Adjourn the Public Hearing and Re-Convene the Regular Council Meeting**

**4. ACTION ITEMS:**

**3.1** Discuss and possibly approve Amendment No 1 to the Hilshire Villa Plat. The Amendment is for Lots 5, 6 and 10 of the Hilshire Villas Subdivision, which Lots are also known as 7907, 7911 and 7914 South Villa Court. The Proposed Amendment is to amend and correct setbacks according to the City of Hilshire Villages Zoning Ordinance.

**5. 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.**

**All speakers are required to give their name and address prior to voicing their concerns.**

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**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 refer 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.**

**6. REPORTS TO COUNCIL:**

- 6.1 Engineers Report: (City Engineer Efrain Him) ..... 2**  
8009 Anadell Road  
1217 Pine Chase Drive  
5 Pine Creek Lane  
7910 North Villa Court  
1245 Ridgeley Drive  
Hilshire Villas S/D Plat Amendment No. 1  
Annual Backflow Preventer Testing and Certification  
TCEQ MS4 Annual Update
- 6.2 Police (City Administrator Blevins) ..... 3**

**Recess the Regular Council Session**

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

**7.1 None at the time of Posting.**

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

**Convene the Regular Council Session**

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

**8. DISCUSSION:**

**8.1 (Mayor Herron)**

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

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<b>9.1 Fire Commissioner .....</b>	<b>4</b>
<b>9.2 Building Reports (City Administrator .....</b>	<b>5</b>
<b>9.3 City Administrator .....</b>	<b>6</b>
Complaint & Issues Report	
Consent Agenda	
Verizon – Nodes	
COVID-19 City Office	

**10. 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.

<b>10.1 Disbursements: Summary, Deposits.....</b>	<b>7</b>
<b>10.2 Approving the Minutes from the Regular Council Meeting of March 17, 2020 .....</b>	<b>8</b>
<b>10.3 Approving the Check Register for March, 2020 .....</b>	<b>9</b>

**REPORTS FROM COUNCIL:**

**11. ADDITIONAL COUNCIL COMMENTS:**

**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 April 17, 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.

Public Hearing and Regular Council Meeting April 21, 2020







## CITY OF HILSHIRE VILLAGE

Plat / General Plan Submittal Application  
(Please type or print the following information)

Subdivision Name: Hilshire Villas Development: \_\_\_\_\_

Legal Description \_\_\_\_\_

HCAD Account Number \_\_\_\_\_

**Submittal Type:**

- ☐ Conceptional Site Plan  
☐ Preliminary Plat ☐ Final Plat  
☒ Amending Plat  
☐ Preliminary Replat ☐ Final Replat  
☐ Specific Use Permit  
☐ Specific Use Permit Amendment

Reason for Replat or Amending Plat:

TO LINE UP BUILDING LINES ON ORIGINAL  
PLAT WITH CITY OF HILSHIRE VILLAGE SETBACKS PER CITY  
ORDINANCES SETBACKS.

**Zoning District:**

**Applicant:** (Letter attached from Property Owner)

Representative/Authorized Agent:

DAVID SCHWAB

Contact Name: DAVID SCHWAB

Address: 60 N. CREEKSIDE CT.

Phone: 281-850-6778 Fax: 832-582-5407

Email: DAVID@Schwabdb.com

Owner: DAVID SCHWAB

Contact Name: DAVID SCHWAB

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Engineer or Planner:**

Company: MOMENTUM ENGINEERING <sup>Contact</sup> REFUGIO TREJO

Address: 12651 BRIAR FOREST Lane Suite 300

Phone: 281-741-1998 x 103 Fax: 281-741-2068

Email: rfu9y@momentumtx.com OR SAL@momentumtx.com

**Plat/PADD Location/Proposed Name:**  
**Survey/Abstract No.**

City \_\_\_\_\_

**Geographic Location** (List specific address, major streets, bayous, creeks, and adjacent subdivisions)  
1,339 1/2 522, 512

LOTS 5, 6, & 10 addresses: Lot 5 (7911) Lot 6 (7907) Lot 10 (7914)  
S. VILLA CT

**Jurisdictions:**

Utility District: \_\_\_\_\_

School District: \_\_\_\_\_

County Precinct: \_\_\_\_\_

HARRIS

Zoning District: \_\_\_\_\_

SPRING BRANCH 15D

**Plat/PADD Data:**

Total Acreage: \_\_\_\_\_

2.4

Typical Lot Size: \_\_\_\_\_

8000 SF

Number Lots: \_\_\_\_\_

3

Number of Streets: \_\_\_\_\_

1

Numbers and Types of Reserves: \_\_\_\_\_

1

Total Acres in Reserve: \_\_\_\_\_

2.4

**Authorization:**

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the undersigned is authorized to make this application.

PDSchwab  
Signature of Applicant

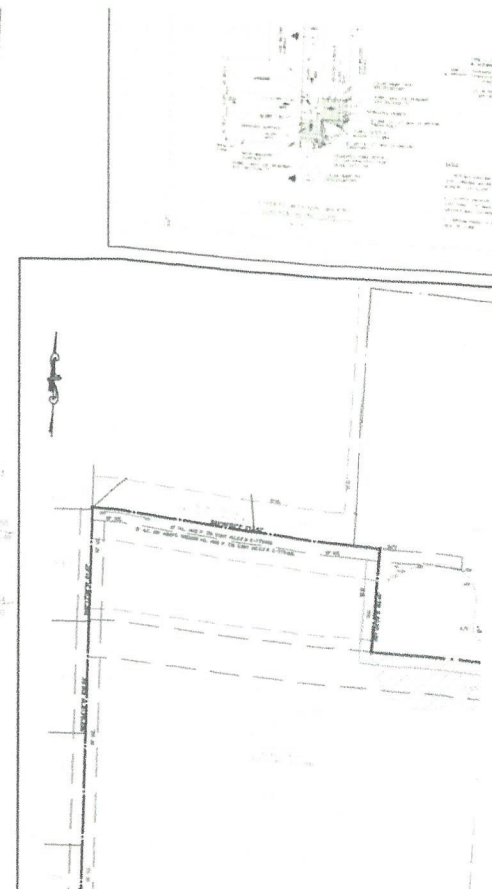
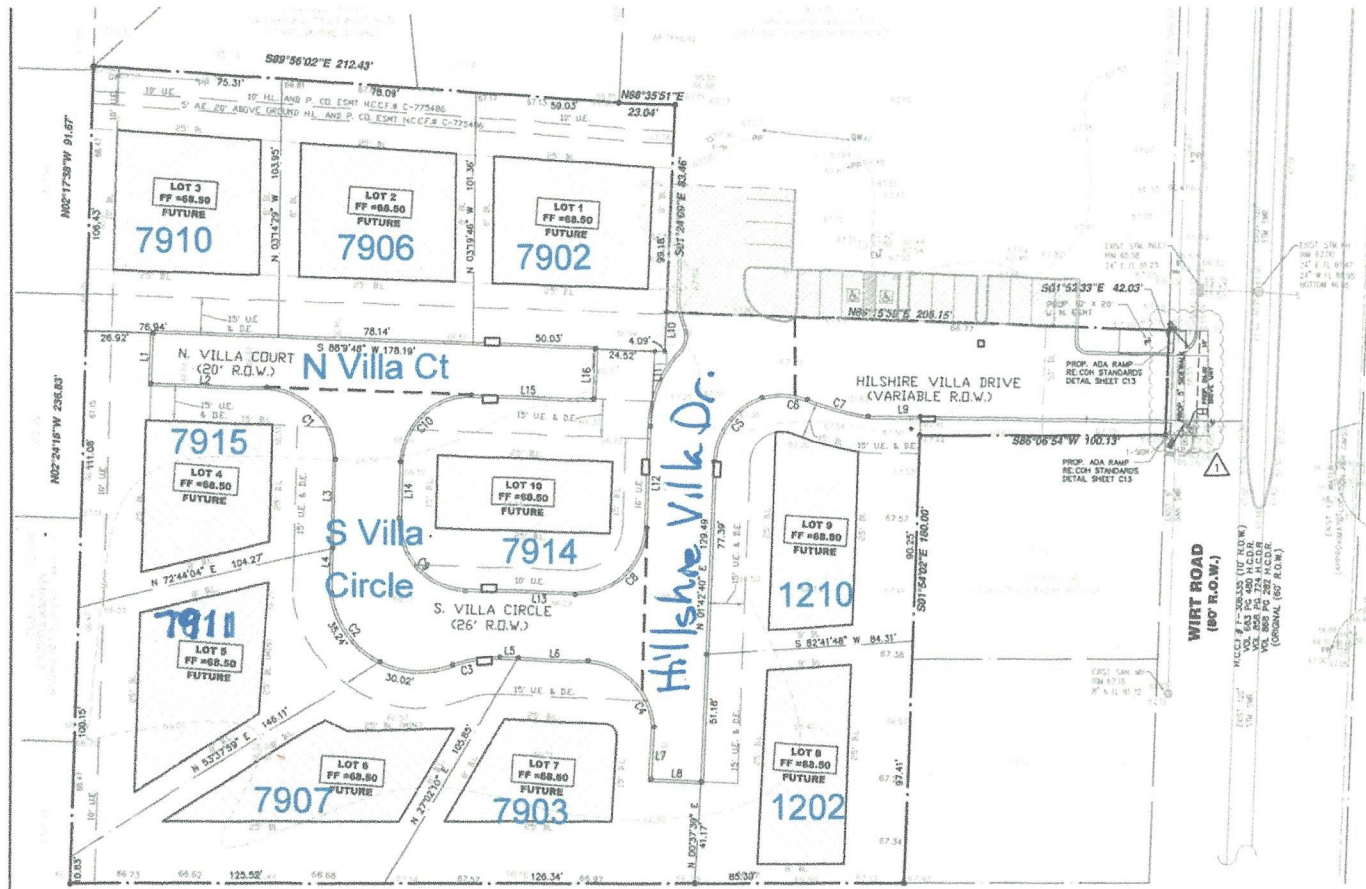
Date

3/17/20

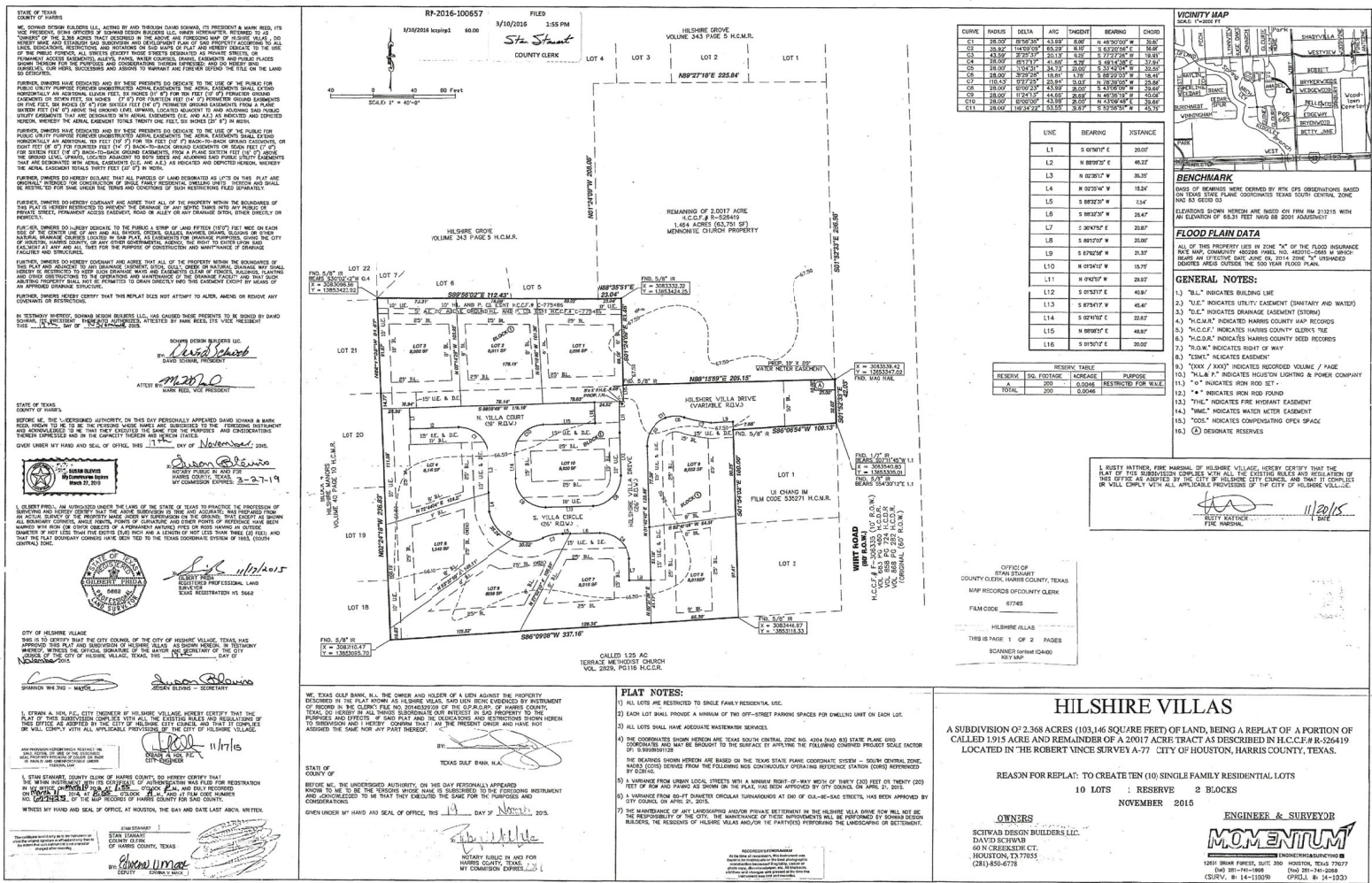
PDSchwab  
Signature of Owner or Agent

Date

3/17/20











April 17, 2020

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

Re: Engineer's Report for April 21, 2020 Council Meeting  
HDR Job No. 20-005

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from March 14, 2020 to April 17, 2020.

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

a. 8009 Anadell Road –

- On April 9, 2020, HDR coordinated with the City and Mr. Brian Smith (MHI Coventry Homes – Contractor) on a field modification to shift the west driveway at 8009 Anadell Road, approximately 2.5-ft east, due to a conflict with the existing gas service line and the driveway culvert.
- Contractor was informed that no revisions to the approved drainage plan are required for this field change as long as they maintain the driveway width and turnouts noted on the approved drainage plan. The Contractor will reflect this driveway field modification in the drainage plan as-built.

b. 1217 Pine Chase Drive –

- On April 17, 2020, HDR reviewed and returned to the City the Drainage Plan Amendment Resubmittal for 1217 Pine Chase Drive. The amendment revises the layout of the proposed driveway. The drainage plan amendment resubmittal was approved with exceptions noted.

c. 5 Pine Creek Lane –

- HDR has been coordinating with the City, Ms. Janis Hooker (5 Pine Creek Lane) and Ms. Lori Murphy (Architect) regarding the proposed backyard decking improvements at 5 Pine Creek Lane, as well as, the City and HCFCD floodplain regulation, restrictions and requirements for this work.

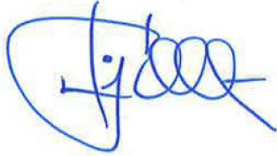
- As per HCFCF initial comments, construction of the proposed decking will not be allowed within Zone X (Shaded) which are areas of 1% annual (100-year) chance flood. However, construction of proposed decking will be permissible within Zone X (Unshaded) which are areas determined to be outside the 0.2% annual (500-year) chance floodplain, and shall not extend beyond the Spring Branch Creek top of bank.
- d. 7910 North Villa Court –
- On March 19, 2020, HDR performed a drainage cover inspection at 7910 North Villa Court. Minor issues were identified (i.e. missing clean-outs, downspouts connected to underground storm sewer system, etc.) and corrected by the Contractor on the same date, as verified by HDR on subsequent visit, therefore, it passed the cover inspection.
- e. 1245 Ridgeley Drive –
- On March 16, 2020, HDR reviewed and returned to the City the Drainage Plan As-Built Resubmittal for 1245 Ridgeley Drive. The drainage plan as-built resubmittal was approved with exceptions noted.
- f. Hilshire Villas S/D Plat Amendment No. 1 –
- HDR has been coordinating with the City, City Attorney, City Building Official and Developer (Schwab Design Builders) on the review and pre-approval of the Hilshire Villas S/D Plat Amendment No. 1. The amendment revises the 25-ft front building setback line for Lots No. 5, 6 and 7 to parallel their respective front property lines. The plat amendment will be presented to City Council for final review and approval on April 21, 2020.
- g. Annual Backflow Preventer Testing and Certification –
- HDR has coordinated with the City and Certification Plus, Inc. (Testing Contractor) the annual testing of the City's five (5) backflow preventer assemblies for re-certification and compliance with TCEQ requirements.
  - Certification Plus, Inc. is scheduled to perform the testing of these facilities on April 20, 2020.
- h. TCEQ MS4 Annual Update –
- As previously reported, the City submitted the MS4 Permit and Stormwater Management Program (SWMP) to TCEQ back in July 2019. On February 28, 2020, HDR received an e-mail from TCEQ requesting additional information to complete the application review. HDR submitted, via e-mail, the additional information to TCEQ on March 30, 2020.

- HDR also completed the Year 1 Annual Report under the MS4 general permit and submitted it to the City for final review and approval. Mayor Herron signed (original signature required by TCEQ) the report on March 31, 2020. The deadline to submit this annual report was March 31, 2020; however, due to the COVID-19 pandemic, TCEQ extended the deadline to April 30, 2020. HDR will be transmitting the report, via certified mail, to TCEQ before the new deadline.

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)


# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

03\01\2020  
thru 03\31\2020  
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	2
23	AMBULANCE CALL	3
24	ANIMAL CALL	2
43	ASSIST OUTSIDE AGENCY	1
135	BUSINESS CHECK	38
68	HOUSE CHECK	1
70	INFORMATION	3
71	INVESTIGATION	2
81	OPEN DOOR	3
86	PUBLIC RELATIONS	9
99	STALLED VEHICLE	1
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	2
11	TRAFFIC STOP	1
Total		70



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Total Number of Incidents 2020			Life Threatening (LT) EMS Incidents					Life Threatening (LT) Fire Incidents					% of fire type = fire alarm	
					Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	% of 2019 Calls are:		Fire Alarms	% of Fire Calls
	Fire	EMS	Total	# LT EMS	1st Resp. Time		ALS Resp Time			Response Time		Fire	EMS		
Bunker Hill Village	52	38	90	17	3:27	100%	6:08	100%	5	5:16	100%	58%	42%	24	46%
Hedwig Village	52	67	119	38	3:20	100%	3:11	100%	4	4:38	100%	44%	56%	26	50%
Hilshire Village	8	6	14	1	2:17	100%	6:19	100%	2	6:19	100%	57%	43%	3	38%
Hunters Creek Village	85	42	127	14	2:30	100%	4:27	100%	3	4:27	100%	67%	33%	25	29%
Piney Point Village	51	29	80	13	3:08	100%	4:54	100%	5	5:18	100%	64%	36%	20	39%
Spring Valley Village	41	55	96	21	2:03	100%	5:26	100%	3	2:41	100%	43%	57%	16	39%
Houston	78	0	78												
Totals	367	237	604	104	2:47	100%	5:10	100%	22	4:50	100%	61%	39%	114	40%

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.

## **MONTHLY BUILDING REPORT**

**March 2020**

**Plan Review:** None

**Permits:** Seventeen (17):

Demolition:	
Remodel / Add-On:	
New Construction:	
Accessory Building:	
Electrical:	3
HVAC:	2
Plumbing:	1
Fire Sprinklers:	2
30-Day Dumpster:	

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

**Inspections:** Twenty-Nine (29)

**Construction Site Maintenance Warnings Issued:** One (1)

- 1306 Bridle Spur Ln – cover port-o-let, clean-up site.

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

**Building Finals / Certificates of Occupancy:** One (1)

- 8116 Bromley Rd – Addition

**Change of Occupancy Use:** None

**Extended Permit Request:** None

**CITY OF HILSHIRE VILLAGE PLAN REVIEW AND PERMIT LOG - March 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>
3/2/20	HV-18-096D	7902 N Villa Dr	Leapfrog Landscaping	\$ 280.00	Drainage for New Construction	3
3/2/20	HV-20-016F	1242 Ridgeley Dr	Ortega Remodeling	\$ 175.00	Fence Section Replacement	1
3/3/20	HV-20-017P	1011 Ridgeley	Strutton Plumbing	\$ 160.00	Exterior Water Line Replacement	1
3/5/20	HV-20-018R	1126 Ridgeley Dr	New Image Roofing Houston	\$ 240.00	Roof Replacement	1
3/5/20	HV-18-096I	7902 N Villa Dr	Leapfrog Landscaping	\$ 240.00	Irrigation System	2
3/6/20	HV-20-019T	9 Hilshire Oaks Ct	ArborPro	\$ 25.00	Tree Removal	0
3/9/20	HV-20-020M	1229 Ridgeley Dr	J&K A/C & Heating	\$ 160.00	HVAC Replacement	1
3/10/20	HV-20-021F	1111 Glourie Dr	Ruiz Roofing	\$ 175.00	Fence Replacement	1
3/11/20	HV-19-077E	1306 Bridle Spur	E. DIAMOND ELECTRIC	\$ 405.00	ELECTRIC PERMIT NEW HOUSE	4
3/13/20	HV-20-022E	1315 Friarcreek Dr	Orlando Benavides	\$ -	Emergency Electrical Reconnect	1
3/13/20	HV-20-023T	1225 Pine Chase	Oak Tree Services	\$ 25.00	Tree Removal	1
3/17/20	HV-20-009E	1111 Guinea Dr	Highlander Electrical Services	\$ 265.00	Electrical - Accessory Building	3
3/18/20	HV-20-024D	7910 N Villa Ct	Gold Rose Landscaping	\$ 280.00	Area Drainage Amendment	2
3/19/20	HV-20-015SP	1233 Archley Dr	Atlantis Poolsapes	\$ 780.00	New Swimming Pool	4
3/25/20	HV-19-068FS	7915 S. Villa Court	Oasis Fire Protection	\$ 280.00	Fire Sprinkler	2
3/30/20	HV-20-025M	8 Hilshire Grove	Air & Heating Specialist	\$ 160.00	HVAC Replacement	1
3/31/20	HV-19-062FS	1306 Bridle Spur Ln	Urban Fire Protection	\$ 280.00	Fire Sprinkler	2

## INSPECTION LOG - March 2020

DATE	TIME	INSPECTION REQUEST DATE	LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
2/27/20	4:00 PM	3/3/20	20-040	8116 Bromley Rd	HV-18-062B	Addition Final	Pass	3/3/2020	BBG
2/27/20	4:00 PM	3/3/20	20-041	8116 Bromley Rd	HV-18-062P	Addition Plumbing Final	Pass	3/3/2020	BBG
2/28/20	10:45 AM	3/4/20	20-042	1220 Archley Dr	HV-19-080B	Slab Pre-Pour	Pass	3/4/2020	BBG
2/28/20	2:00 PM	3/2/20	20-043	8009 Anadell St	HV-19-042E	Electrical TCI	Pass	3/2/2020	BBG
3/2/20	2:00 PM	3/4/20	20-044	1011 Ridgeley Dr	HV-20-017P	Exterior Water Line Replacement Fin	Pass	3/4/2020	BBG
3/3/20	1:00 PM	3/4/20	20-045	7902 N Villa Ct	HV-18-096D	Drainage Cover	Fail	3/5/2020	Javier Vasquez
3/5/20	3:15 PM	3/6/20	20-046	7902 N Villa Ct	HV-18-096B	Structural Final	Fail	3/6/2020	BBG
3/5/20	3:15 PM	3/6/20	20-047	7902 N Villa Ct	HV-18-096P	Plumbing Final	Pass	3/6/2020	BBG
3/5/20	3:15 PM	3/6/20	20-048	7902 N Villa Ct	HV-18-096M	HVAC Final	Pass	3/6/2020	BBG
3/5/20	3:15 PM	3/6/20	20-049	7902 N Villa Ct	HV-18-096E	Electrical Final	Pass	3/6/2020	BBG
3/9/20	10:00 AM	3/10/20	20-050	1233 Archley	HV-18-101P	Gas Test	Pass	3/10/2020	BBG
3/9/20	1:00 PM	3/10/20	20-051	7902 N Villa Ct	HV-18-096I	Irrigation Cover	Pass	3/10/2020	BBG
3/13/20	7:30 AM	3/13/20	20-052	1126 Ridgeley	HV-20-018R	Roof Replacement Final	Pass	3/16/2020	BBG
3/13/20	10:48 AM	3/13/20	20-053	1315 Friarcreek Ln	HV-02-022E	Electrical Reconnect	Pass	3/13/2020	BBG
3/16/20	11:40 AM	3/17/20	20-054	8009 Anadell	HV-19-042P	GTO / Gas Test	Pass	3/17/2020	BBG
3/18/20	3:35 PM	3/19/20	20-055	1217 Pine Chase Dr	HV-18-099B	Driveway Pre-pour	Fail	3/23/2020	BBG
3/18/20	4:18 PM	3/19/20	20-056	7910 N Villa	HV-20-024D	Drainage Cover	Pass	3/19/2020	Javier Vasquez
3/18/20	4:48 PM	3/19/20	20-057	1233 Archley Dr	HV-20-015SP	Swimming Pool Stake Out	Pass	3/23/2020	BBG
3/23/20	9:16 AM	3/24/20	20-058	1229 Ridgeley Dr	HV-20-020M	Mechanical Final	Cancelled	3/24/2020	BBG
3/23/20		3/24/20	20-059	1306 Bridle Spur Ln	HV-19-062B	Wind Storm	Fail	3/24/2020	BBG
3/24/20	12:00 PM	3/25/20	20-060	7915 S Villa Circle	HV-19-068P	Plumbing Rough in	Fail	3/25/2020	BBG
3/26/20	3:00 PM	3/27/20	20-062	7915 S Villa Circle	HV-19-068P	Plumbing Reinspection	Fail	3/27/2020	BBG
3/27/20	9:00 AM	3/27/20	20-063	1306 Bridle Spur Ln	HV-19-062B	Wind Storm Reinspection	Fail	3/27/2020	BBG
3/27/20	12:00 PM	3/30/20	20-064	1306 Bridle Spur Ln	HV-19-062B	Wind-Storm Reinspection	Pass	3/30/2020	BBG
3/27/20	12:00 PM	3/30/20	20-065	1306 Bridle Spur Ln	HV-19-062P	Plumbing Rough-In & Water Line	Fail	3/30/2020	BBG
3/27/20	12:00 PM	3/30/20	20-066	7915 S Villa Circle	HV-19-068E	Electrical Rough-In	Pass	3/30/2020	BBG
3/30/20	12:00 PM	3/30/20	20-067	7915 S Villa Circle	HV-19-068P	Plumbing Top-Out	Pass	3/30/2020	BBG
3/30/20	1:00 PM	3/31/20	20-068	1306 Bridle Spur Ln	HV-019-062P	Plumbing Reinspection	Pass	3/31/2020	BBG
3/30/20	11:25 AM	3/31/20	20-069	1220 Archley Dr	HV-19-080B	Straps/Clips	Cancelled	3/31/2020	BBG

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
3/7	8116 Bromley St	No Violations noted	
3/7	14 Hilshire Grove Ln	No violations noted	
3/7	2 Pine Creek Ln	No violations noted	
3/7	1306 Glourie Dr	No violations. Lot still look clean	
3/7	1233 Archley Dr	No violations noted	
3/7	1226 Glourie Dr	Site looks the same as previously	
3/7	1220 Archley Dr	No violations noted	
3/7	8009 Anadell St	No violations noted. Silt fencing still needs to be repaired at sides of site.	
3/7	1217 Pine Chase Dr	No violations noted	
3/7	1111 Guinea Dr	Site looks clean. Porta Potty has been removed.	
3/7	1023 Ridgeley Dr	No violations noted	
3/7	1306 Bridle Spur	No violations noted	
3/7	7902 N Villa	No violations noted	
3/7	7915 S Villa	No violations noted	
3/14	8116 Bromley St	No Violations noted	
3/14	14 Hilshire Grove Ln	No violations noted	
3/14	1306 Glourie Dr	No violations. Lot still look clean	
3/14	2 Pine Creek Ln	No violations noted	
3/14	1233 Archley Dr	No Violations noted	
3/14	1226 Glourie Dr	Site looks the same as previously; locked gate for safety.	
3/14	8009 Anadell St	No violations noted	
3/14	1220 Archley Dr	No violations noted.	
3/14	1217 Pine Chase Dr	No violations noted. Site is a little messy due to setting up forms for driveway	
3/14	1111 Guinea Dr	Site looks clean. The dumpster is on wheels and is parked on the far back part of the driveway.	
3/14	1023 Ridgeley Dr	No violations	
3/14	1306 Bridle Spur St	No violations noted	
3/14	7902 N Villa	No violations noted	
3/14	7915 S Villa	No violations noted	
4/4	1306 Glourie Dr	No violations. Lot still look clean	
4/4	14 Hilshire Grove Ln	No violations noted	
4/4	8116 Bromley St	No violations noted	
4/4	2 Pine Creek Ln	No violations noted	
4/4	1226 Glourie Dr	Site has not changed from previous visits	

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
4/4	1233 Archley Dr	No Violations noted. Left warning to repair vinyl on perimeter fence.	
4/4	8009 Anadell St	No violations noted. Silt fencing falling a little due to the storm yesterday	
4/4	1220 Archley Dr	No violations noted.	
4/4	1217 Pine Chase Dr	No violations noted. Site is a little messy due to setting up forms for driveway	
4/4	1023 Ridgeley Dr	No violations	
4/4	1306 Bridle Spur St	Violation given to cover port a potty. Warning given to clean up dirt in front of site.	
4/4	7902 N Villa	No violations noted; house is almost complete	
4/4	7915 S Villa	No violations noted	
4/4	1111 Guinea Dr	No violations noted.	

## GENERAL FUND CDARS ACCOUNT

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

\$900,960.16

MATURED AND DEPOSITED INTO SAVINGS

-\$900,960.16

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023328808	12/19/2019	4 WEEK	1/16/2020	\$900,000.00	1.39%	
	12/31/2019					445.65
	1/16/2020					514.35
						<u>\$960.00</u>
						\$900,960.00
						<u>-\$900,960.00</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023415336	1/16/2020	13 WEEK	4/16/2020	\$1,000,000.00	1.38%	
	1/31/2020					605.09
	2/28/2020					1097.65
	3/31/2020					1174.71
						<u>2877.45</u>

## Disbursements Presented to Council 4/21/2020

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PROFESSIONAL SERVICE:	UTILITY	ANT NOTE	METRO	GEN FUND
HOUR MESSENGER				\$23.28
AMEGY CREDIT CARD				\$365.89
NORTHWEST PEST PATROL				\$275.00
OLSON & OLSON				\$1,493.00
BBG CONSULTING				\$2,500.00
HDR ENGINEERING (2/2/20 - 2/29/20)	\$578.98			\$6,463.21
USIC	\$450.00			
HDR ENGINEERING (3/1/20 - 3/28/20)	\$3,549.11			\$7,872.50
TEXAS 811	\$16.15			
INFRAMARK	\$7,234.85			
<b>TOTAL</b>	<b>\$11,829.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,992.88</b>



**HOURLMESSENGER.COM**

Payments also accepted by  
Credit Card and  
ACH Direct Deposit  
281-497-2218

**HOURLMESSENGER.COM**

Payments also accepted by  
Credit Card and  
ACH Direct Deposit  
281-497-2218

**CUSTOMER  
ACCOUNT NO.**

106500

**INVOICE  
NUMBER**

128094

**INVOICE  
DATE**

03/25/20

**CUSTOMER  
ACCOUNT NO.**

106500

**INVOICE  
NUMBER**

128094

**INVOICE  
DATE**

03/25/20

CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW  
HOUSTON TX 77055

CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW

BALANCE DUE UPON RECEIPT.  
AFTER 04/09/20, PAY \$26.28

**DELIVERY  
DATE**

03/16/20

**TICKET NUMBER**

3241104

**AMOUNT**

23.28

**DELIVERY  
DATE**

03/16/20

**TICKET NUMBER**

3241104

**AMOUNT**

23.28

**hourmessenger.com** **281-497-2218** **3241104**  
Toll Free: 800-659-7994  
11767 Katy Frwy #630, Houston, TX 77079

*Celebrating 39 Years of Delivering Quality Since 1980*

**DATE**

3-16-2020

FROM 713-973-1779 M53  
CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW  
HOUSTON TX 77055

**PREPAID****NO. PCS.****DESCRIPTION AND REMARKS**

1

March 2020 Council Order  
Folder

**JOB#****GF#****TRACKING #****3RD PARTY BILLING:****CHARGES**

AREA

TO Olson & Olson  
2727 Allen Pkwy #600  
Houston, TX 77019  
ATTN: Scott Bounds

**COLLECT**☐**TIME IN:****OUT:****WEIGHT:**

DECLARED VALUE \$50.00  
UNLESS OTHERWISE SPECIFIED

TIME IN: 1122

OUT: 1129

RECEIVED IN GOOD ORDER CONSIGNEE

CALLED IN: 9:00 AM

RECEIVED: : AM

X

DRIVER: 17

X

Mrs TREVINO

**TOTAL**

23.28

Payable Upon Receipt  
Past Due  
After 15 Days

11767 Katy Frwy.  
Suite 630  
Houston TX 77079

**TOTAL DUE**

23.28

Please return  
this portion with  
payment to:

11767 Katy Frwy.  
Suite 630  
Houston TX 77079

**TOTAL DUE**

23.28

NOT RESPONSIBLE FOR CONCEALED  
DAMAGE. NOT RESPONSIBLE FOR  
CLAIMS AFTER 24 HOURS. CUSTOMER  
AGREES TO TERMS AND CONDITIONS  
PRINTED ON BACK OF THIS DELIVERY  
TICKET.

## ACCOUNT SUMMARY

Account Number	xxxx xxxx xxxx 1719	Previous Balance	\$310.67
Credit Limit	\$2,000.00	Payments	\$310.67
Available Credit	\$1,634.00	Credits	\$0.00
Statement Closing Date	April 06, 2020	Purchases	\$365.89
Payment Due Date	April 26, 2020	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	32	New Balance	\$365.89

YOUR NEXT MONTHLY STATEMENT WILL CONTAIN YOUR ANNUAL FEE OF  
\$30.00. SEE THE STATEMENT BACK FOR CERTAIN TERMS THAT WILL  
APPLY AT RENEWAL.

## TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
03/09	03/09	2405522EM2DKF5ZEG	SMARTSIGN 718-797-1900 NY	\$150.01
03/10	03/10	2422638EPBLGZXSYV	SAMSClub #8274 HOUSTON TX	\$43.97
03/10	03/10	2424760EPEJAASYM3	ALTEX COMPUTER ELECTRONIC HOUSTON TX	\$79.90
03/10	03/10	2469216EN2XH3NZ7D	MERRY MAIDS HOUSTON 713-364-0094 TX	\$92.01
03/20	03/20	7476800F2BKDRPMSX	PAYMENT - THANK YOU	-\$310.67

See Reverse Side for Important Information About Your Account.

5543 0001 BAH 3 7 4 200406 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 3252

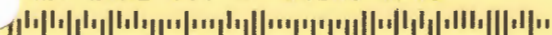
# AmegyBank of Texas

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

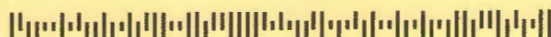


## PAYMENT INFORMATION

Account Number	xxxx xxxx xxxx 1719
Payment Due Date	04/26/20
New Balance	\$365.89
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



3252  
R204





A SmartSign Store  
300 Cadman Plaza West, Suite 1303  
Brooklyn, NY 11201  
Billing: (718) 797-1900 x117  
Sales: (800) 952-1457

# INVOICE

Order Date	Order #
3/6/2020	SMT-298560

Bill To	Ship To
<b>Cassie Stephens</b> Hilshire Village City Hall 8301 WESTVIEW DR HOUSTON, TX 77055 6737 United States	<b>Cassie Stephens</b> Hilshire Village City Hall 8301 WESTVIEW DR HOUSTON, TX 77055 6737 United States

Terms: <b>Due on Receipt</b>	PO Number: <b>Parking Permits &amp; Stickers</b>
CC: <b>VisaCard</b> Name: <b>Cassie Stephens</b>	Card #***** <b>1719</b> Expiry: <b>09/23</b>

	Item Description	Unit Price	Qty.	Amount
1.	Temporary Parking Pass, 10pt Fluorescent Cardstock - 4.25" x 7.75" Size: 7.75" x 4.25" • Part#: TG-1336-C	\$63.4100 /Pack Pkg: 50 Tags/Pack	1 Pack	\$63.41
2.	Fluorescent Paper Labels - 4.8" x 7.8" Size: 4.8" x 7.8" • Part#: LB-3364 -SH-FLOR-PP-4.8x7.8-C	\$0.8660 /Label Pkg: 1 Label	100 Labels	\$86.60
Thanks for purchasing from SmartSign .com				

The amount shown on this invoice are in **US Dollars**.

Please make checks payable to **SmartSign** Mail your checks to:  
**SmartSign**  
Accounts Department  
300 Cadman Plaza West, Suite 1303, Brooklyn, NY 11201

Product Subtotal:	\$150.01
Shipping Charges:	Free
Order Total (in US Dollars):	<b>\$150.01</b>

# INVOICE

**merry maids®**

**Date:** 04/17/2020  
**Work Order No:** WO-64050892

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

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

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

Description of Service	Service Date	Fee Amount
Regular Cleaning	03/09/2020	\$85.00
	Sales Tax	\$7.01
	<b>Total Amount</b>	<b>\$92.01</b>

©2020 Merry Maids L.P. All Rights Reserved



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

## STATEMENT

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 4/1/2020

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>										
3/1/2020	MOSQUITO FOGGING	353351		\$55.00	\$0.00	\$55.00	\$0.00	31	\$0.00	\$55.00
3/8/2020	WEEKLY 1X MOSQUITO FOGGING	353352		\$55.00	\$0.00	\$55.00	\$0.00	24	\$0.00	\$55.00
3/15/2020	WEEKLY 1X MOSQUITO FOGGING	353353		\$55.00	\$0.00	\$55.00	\$0.00	17	\$0.00	\$55.00
3/22/2020	WEEKLY 1X MOSQUITO FOGGING	353354		\$55.00	\$0.00	\$55.00	\$0.00	10	\$0.00	\$55.00
3/28/2020	WEEKLY 1X MOSQUITO FOGGING	353355		\$55.00	\$0.00	\$55.00	\$0.00	4	\$0.00	\$55.00

**PLEASE REMIT \$275.00**

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**

Northwest Pest Patrol

9330 Mills Rd  
Houston, TX 77070

Acct # 32604  
HILSHIRE VILLAGE  
Statement As of 4/1/2020

**PLEASE REMIT \$275.00**

Amt. Paid \_\_\_\_\_  
Check/Card # \_\_\_\_\_  
Exp. Date \_\_\_\_\_  
Signature \_\_\_\_\_  
Email \_\_\_\_\_  
Comments \_\_\_\_\_

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

April 3, 2020

City of Hilshire Village  
8301 Westview Drive  
Houston, Texas 77055

Invoice No. 9602  
Our File No. 1057-00000  
Billing Through: 3/31/2020

**City of Hilshire Village**

Total Legal Services	\$1,493.00
Total Reimbursable Expenses	\$ .00
Net Balances Forward	\$ .00
Total Charges for this Bill	\$1,493.00
Total Balance Now Due	\$1,493.00



## Olson & Olson LLP

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

April 3, 2020

City of Hilshire Village  
8301 Westview Drive  
Houston, Texas 77055

Invoice No. 9602  
Our File No. 1057-00000  
Billing Through: 3/31/2020

### City of Hilshire Village

Balance forward as of invoice 3/2/2020	\$4,020.00
Payments received since last invoice	(\$4,020.00)
Net Balance Forward	<u>\$0.00</u>

3/2/2020	LSB	Email from S. Blevins re zoning matter [.1] Telephone conference A. Celli re house plans/ zoning; Telephone conference S. Blevins re same; Telephone conference S. Blevins re same [.7].	0.80 hrs	250 / hr	200.00	legal-zoning
3/3/2020	LSB	Received telephone call S. Blevins re zoning issue [.3] Received telephone call Alex re house; Telephone conference S. Blevins re same; email Alex [.2].	0.50 hrs	250 / hr	125.00	legal-zoning
3/5/2020	LSB	Receive email from S. Blevins re sports equipment in front yard; research other zoning ordinances re same; research deed restrictions re same; email information to S. Blevins [.5].	0.50 hrs	250 / hr	125.00	
3/6/2020	DLP	Phone call re Verizon node applications.	0.20 hrs	150 / hr	30.00	
3/13/2020	LSB	Attention to various emails from S. Blevins re nuisance, zoning and other matters; email draft template for declaration of emergency arising out of covid 19; prepare and email to S. Blevins draft complaint for municipal court for dead brush on lot [1].	1.00 hrs	250 / hr	250.00	

3/16/2020	LSB	Email client info re emergency management; attention to same [.4] emails and conference with S. Blevins re agenda / meeting [.3].	0.70 hrs	250 / hr	175.00
3/17/2020	LSB	Telephone conferences and emails with S. Blevins and City regarding agenda items; meeting notices and other matters [1].	1.00 hrs	250 / hr	250.00
3/20/2020	LSB	Telephone conference S. Blevins re agenda and plat [.5].	0.50 hrs	250 / hr	125.00
3/23/2020	LSB	Email client re telephone conference rules [.1].	0.10 hrs	250 / hr	25.00
3/26/2020	LSB	Email client FFCRA poster [.1].	0.10 hrs	250 / hr	25.00
3/26/2020	JZ	Respond to and counsel client regarding emergency paid sick leave act.	0.20 hrs	190 / hr	38.00
3/30/2020	LSB	Email S. Blevins re open meetings act [.1].	0.10 hrs	250 / hr	25.00
3/31/2020	LSB	Receive call from Hilshire Village regarding meetings and plat [.2] review notice from S. Blevins and return with comments [.2].	0.40 hrs	250 / hr	100.00

Total fees for this matter

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\$1,493.00

Total

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\$1,493.00



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



## BBG CONSULTING, INC.

# INVOICE

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

**INVOICE #** 2114  
**DATE** 04/01/2020  
**DUE DATE** 05/01/2020  
**TERMS** Net 30

DATE	DESCRIPTION	#	RATE	FEE
03/31/2020	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

55000 - Building Official & Permits	\$ 1,625.00
55501 - Inspections	\$ 875.00
	<u>\$ 2,500.00</u>



BBG CONSULTING, INC.

Hilshire Village				
#	Permit	Date	Address	Inspection
1	HV-19-042E	3/2/2020	8009 Anadell St	Electrical TCI
2	HV-18-062B	3/3/2020	8116 Bromley Rd	Addition Final
3	HV-18-062P	3/3/2020	8116 Bromley Rd	Addition Plumbing Final
4	HV-19-080B	3/3/2020	1220 Archley Dr	Slab Pre-Pour
5	(Pending)	3/3/2020	1011 Ridgeley Dr	Exterior Water Line Replacement Final
6	HV-19-080B	3/4/2020	1220 Archley Dr	Slab Pre-Pour
7	HV-20-017P	3/4/2020	1011 Ridgeley Dr	Exterior Water Line Replacement Final
8	HV-18-096B	3/6/2020	7902 N Villa Ct	Structural Final
9	HV-18-096P	3/6/2020	7902 N Villa Ct	Plumbing Final
10	HV-18-096M	3/6/2020	7902 N Villa Ct	HVAC Final
11	HV-18-096E	3/6/2020	7902 N Villa Ct	Electrical Final
12	HV-18-101P	3/10/2020	1233 Archley	Gas Test
13	HV-18-096I	3/10/2020	7902 N Villa Ct	Irrigation Cover
14	HV-20-018R	3/13/2020	1126 Ridgeley Dr	Roof Replacement Final
15	HV-19-042P	3/17/2020	8009 Anadell	GTO / Gas Test
16	HV-18-099B	3/23/2020	1217 Pine Chase Dr	Driveway Pre-pour
17	HV-20-015SP	3/23/2020	1233 Archley Dr	Swimming Pool Stake Out
18	HV-20-020M	3/24/2020	1229 Ridgeley Dr	Mechanical Final
19	HV-19-062B	3/24/2020	1306 Bridle Spur	Wind Strap
20	HV-19-068P	3/25/2020	7915 S Villa Circle	Plumbing Rough-In
21	HV-19-062B	3/25/2020	1306 Bridle Spur	Wind Strap Reinspection
22	HV-20-007SP	3/26/2020	1220 Archley Dr	Swimming Pool Stake Out
23	HV-19-068P	3/27/2020	7915 S Villa Circle	Plumbing Re-Inspection
24	HV-19-062B	3/27/2020	1306 Bridle Spur	Wind Strap Reinspection
25	HV-19-062B	3/30/2020	1306 Bridle Spur Ln	Wind-Storm Reinspection
26	HV-19-062P	3/30/2020	1306 Bridle Spur Ln	Plumbing Rough-In & Water Line
27	HV-19-068E	3/30/2020	7915 S Villa Circle	Electrical Rough-In
28	HV-019-062P	3/31/2020	1306 Bridle Spur Ln	Plumbing Top-Out & Water Line Reinspection
29	HV-19-080B	3/31/2020	1220 Archley Dr	Straps/Clips
PLAN REVIEW				
1	1233 Archley	pool		
2	1123 Guinea	Legal Decision by attorney - Connection to Garage		
3	1011 Ridgeley Dr	driveway plan		



4	1242 Ridgeley Dr	section of fence replacement	
5	7902 N Villa	Irrigation Plans	
6	1233 Archley	Pool Resubmittal	
7	1111 Glourie	Fence Replacement	
8	1217 pine chase.	generator	
9	24 Hickory Shadows Dr	pool preliminary opinion	

gen fund \$6,463.21

utility \$578.98



## Invoice

Please send remittance with copy of invoice to

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

City of Hillshire Village  
 8301 Westview  
 Houston, Texas 77055

Attn: Ms. Susan Blevins

Invoice No. **1200256041**  
 Invoice Date 3/23/2020  
 Month Ending 2/29/2020  
 HDR Project No. 10205865 \$7,042.19  
 Job No. 20-005

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

Invoice for services from:		02/02/20	to	02/29/20
<b>1220 Archley</b>	<b>drainage plan review</b>	<b>56583</b>	<b>HV-19-080D</b>	
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Efrain Him	✓3.50	\$247.24	\$ 865.34	
Mai Tran	✓2.00	\$95.71	\$ 191.42	
Javier Vasquez	✓1.50	\$139.87	\$ 209.81	
Total:			\$ 1,266.57	Total This Invoice: \$1,266.57
<b>1233 Archley</b>	<b>drainage plan review</b>	<b>56583</b>	<b>HV-18-101D</b>	
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Efrain Him	✓1.00	\$247.24	\$ 247.24	
Javier Vasquez	✓1.00	\$139.87	\$ 139.87	
Total:			\$ 387.11	Total This Invoice: \$387.11
<b>1241 Archley</b>	<b>engineering</b>	<b>56585</b>		
<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>1249 Archley</b>	<b>inspection</b>	<b>55501</b>		
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Efrain Him	✓1.00	\$247.24	\$ 247.24	
Javier Vasquez	✓2.00	\$139.87	\$ 279.74	
Total:			\$ 526.98	Total This Invoice: \$526.98
<b>8206 Burkhardt Rd</b>	<b>engineering</b>	<b>56585</b>		
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Javier Vasquez	✓1.00	\$139.87	\$ 139.87	
Total:			\$ 139.87	Total This Invoice: \$139.87
<b>8210 Burkhardt Rd</b>	<b>drainage plan review</b>	<b>56583</b>	<b>HV-18-102D</b>	
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Javier Vasquez	✓1.00	\$139.87	\$ 139.87	
Total:			\$ 139.87	Total This Invoice: \$139.87
<b>1331 Friarcreek</b>	<b>inspection</b>	<b>55501</b>		
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Javier Vasquez	✓0.75	\$139.87	\$ 104.90	
Total:			\$ 104.90	Total This Invoice: \$104.90

Miscellaneous Engineering engineering 56585

Labor	Hours	Rate	Total		
Efrain Him	✓ 5.50	\$247.24	\$ 1,359.82		
Delivery: \$32.06 + 10%			\$ 35.27		
Reproduction: \$16.17 + 10%			\$ 17.79		
Mileage: 15.000 @		\$ 0.575	\$ 8.63		
Total:			\$ 1,421.51	Total This Invoice:	\$1,421.51

7902 N. Villa drainage plan review 56583 HV-18-096D

Labor	Hours	Rate	Total		
Efrain Him	✓ 1.00	\$247.24	\$ 247.24		
Javier Vasquez	✓ 1.00	\$139.87	\$ 139.87		
Total:			\$ 387.11	Total This Invoice:	\$387.11

7906 7905 N. Villa drainage plan review 56583 HV-

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

7906 N. Villa drainage plan review 56583 HV-

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

13 Pine Creek engineering 56585

Labor	Hours	Rate	Total		
Efrain Him	✓ 0.50	\$247.24	\$ 123.62		
Total:			\$ 123.62	Total This Invoice:	\$123.62

1206 Pine Chase drainage plan review 56583 HV-19-013D

Labor	Hours	Rate	Total		
Efrain Him	✓ 0.50	\$247.24	\$ 123.62		
Javier Vasquez	1.00	\$139.87	\$ 139.87		
Total:			\$ 263.49	Total This Invoice:	\$263.49

1217 Pine Chase drainage plan review 56583 HV-18-099D \$69.95

Labor	Hours	Rate	Total		
Efrain Him	✓ 1.00	\$247.24	\$ 247.24		
Presley Ann Lundquist	✓ 1.50	\$93.29	\$ 139.94		
Javier Vasquez	✓ 1.50	\$139.87	\$ 209.81		
Total:			\$ 596.99	Total This Invoice:	\$596.99

inspection 55501 \$521.05

1229 Ridgelev inspection 55501

Labor	Hours	Rate	Total		
Javier Vasquez	✓ 0.75	\$139.87	\$ 104.90		
Total:			\$ 104.90	Total This Invoice:	\$104.90

1245 Ridgelev drainage plan review 56583 HV-17-020D

Labor	Hours	Rate	Total		
Efrain Him	✓ 0.50	\$247.24	\$ 123.62		
Javier Vasquez	✓ 2.00	\$139.87	\$ 279.74		
Total:			\$ 403.36	Total This Invoice:	\$403.36



TCEQ MS4 TCEQ - 55563

<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓ 0.50	\$247.24	\$ 123.62
Aaron Croley	✓ 1.50	\$112.15	\$ 168.23
Mai Tran	✓ 3.00	\$95.71	\$ 287.13
Total:			\$ 578.98

Total This Invoice: \$578.98 utility

Pine Chase Grove 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

TOTAL DUE THIS INVOICE: \$7,042.19

**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
2/4/20	Coord on 1220 Archley Pool Drainage Plan Review (ESC 03 - SB)	1.00 ✓
2/12/20	1220 Archley Drainage Plan Resubmittal Review (ESC 03 - SB)	2.50 ✓
2/12/20	Coord on 1206 Pine Chase As-Built Drainage Plan Resubmittal Review (ESC 03 - SB)	0.50 ✓
2/13/20	Coord on 1217 Pine Chase Drainage Cover Inspection (ESC 03 - SB)	1.00 ✓
2/14/20	Prep of Engineer's Report for Monthly City Council Mtg (ESC 01 - Mayor RH)	2.50 ✓
2/14/20	Coord w/ John Boatman (TLC) on Proposal for 1241 Archley Drainage Improvements (ESC 03 - SB)	1.00 ✓
2/18/20	Coord w/City on Pine Creek Sanitary Sewer Record Drawings for 13 Pine Creek Clean-Out Location (ESC 03 - SB)	0.50 ✓
2/18/20	Prep and Attendance of Monthly Council Mtg (ESC 01 - Mayor RH)	3.00 ✓
2/19/20	Coord on 1249 Archley Inspection of Non-Permitted Improvements in HCFCD Ravine (ESC 03 - SB)	1.00 ✓
2/20/20	Coord on 1245 Ridgeley As-Built Drainage Plan Resubmittal Review (ESC 03 - SB)	0.50 ✓
2/20/20	Coord on 7902 N Villa Ct Drainage Plan Amendment Review (ESC 03 - SB)	1.00 ✓
2/25/20	Coord on City's MS4 Annual Update Report Preparation (ESC 03 - SB)	0.50 ✓
2/27/20	1233 Archley Drainage Plan Amendment Review (ESC 03 - SB)	1.00 ✓
<b>Total:</b>		<b>16.00</b>

DATE	MAI TRAN TASK	HOURS
2/13/20	1220 Archley Drainage Plan Review (ESC 03 - SB)	2.00 ✓
2/28/20	MS4 Annual Report (ESC 03 - SB)	3.00 ✓
<b>Total:</b>		<b>5.00</b>

DATE	JAVIER VASQUEZ TASK	HOURS
2/3/2020	ESC 03 - S. Blevins - 1220 Archley Drive Drainage Plan Review - Pool Plan	0.50 ✓
2/4/2020	ESC 03 - S. Blevins - 8210 Burkhart Road Erosion Control Plan As Built Review and Coordination	1.00 ✓
2/7/2020	ESC 03 - S. Blevins - 7902 N. Villa Ct Drainage Plan Amendment Review	0.50 ✓
2/7/2020	ESC 03 - S. Blevins - 1217 Pine Chase Drive Drainage Plan Amendment Review and Coordination	0.50 ✓
2/12/2020	ESC 03 - S. Blevins - 1220 Archley Drive Drainage Plan Review and coordination	1.00 ✓
2/12/2020	ESC 03 - S. Blevins - 7902 N. Villa Ct. Drainage Plan Amendment review	0.50 ✓
2/13/2020	ESC 03 - S. Blevins - 1217 Pine Chase Drive Cover Inspection coordination with surveyor	0.50 ✓
2/13/2020	ESC 03 - S. Blevins - 1206 Pine Chase Drive Pool Drainage As Built review and coordination with surveyor	0.50 ✓
2/14/2020	ESC 03 - S. Blevins - 1245 Ridgeley Drive As Built Drainage Plan Review and coordination	1.00 ✓
2/17/2020	ESC 03 - S. Blevins - 1249 Archley Drive Coordination and Inspection of resident complaint	1.50 ✓
2/17/2020	ESC 03 - S. Blevins - 1331 Friarcreek drainage inspection	0.25 ✓
2/17/2020	ESC 03 - S. Blevins - 1229 Ridgeley drainage inspection	0.25 ✓
2/17/2020	ESC 03 - S. Blevins - 1245 Ridgeley As Built Inspect	0.50 ✓

2/19/2020	ESC 03 - S. Blevins - 1249 Archley Drive coord & correspondence of drainage inspection	0.50 ✓
2/20/2020	ESC 03 - S. Blevins - 1331 Friarcreek coord & correspondence of drainage inspection	0.50 ✓
2/20/2020	ESC 03 - S. Blevins - 1229 Ridgeley coord & correspondence of drainage inspection	0.50 ✓
2/20/2020	ESC 03 - S. Blevins - 1245 Ridgeley coord & correspondence	0.50 ✓
2/21/2020	7906 ESC 03 - S. Blevins - 7905 N. Villa Court Drainage Plan Amendment review & coord	0.50 ✓
2/21/2020	ESC 03 - S. Blevins - 7906 N. Villa Court Drainage Plan coord with engineer	0.50 ✓
2/24/2020	ESC 03 - S. Blevins - Pine Chase Grove Survey - Created proposal exhibit & coord with surveyor for topographic survey	1.50 ✓
2/26/2020	ESC 03 - S. Blevins - 1217 Pine Chase Drive cover inspection	0.50 ✓
2/27/2020	ESC 03 - S. Blevins - 1233 Archley Drive Drainage Plan Amendment Review	1.00 ✓
2/28/2020	ESC 03 - S. Blevins - 8206 Burkhart Rd discussion w/resident regarding drainage	1.00 ✓
2/28/2020	ESC 03 - S. Blevins - 1206 Pine Chase Drive Pool As Built Drainage Plan	0.50 ✓
	<b>Total:</b>	<b>16.00</b>

**PRESLEY ANNE LUNDQUIST**

DATE	TASK	HOURS
2/13/2020	1217 Pine Chase; drainage cover inspection	1.50 ✓
	<b>Total:</b>	<b>1.50</b>

**AARON CROLEY**

DATE	TASK	HOURS
2/28/2020	ESC 03 - S. Blevins - TCEQ MS4 Permit Annual Report	1.50 ✓
	<b>Total:</b>	<b>1.50</b>





# Expense Report Rebilling Report

Employee Name: Lundquist, Presley Anne  
 Supplier Number: 39838  
 Expense Report Number: 528738  
 Purpose: Mileage  
 Approver: Moore, Joseph E  
 Project: Multiple  
 Task: Multiple  
 Project Expenditure Organization: 10190\_ENG-Houston TX  
 Report Submitted Date: 19-Feb-20  
 Status: Ready for Payment  
 Expense Report Total: 127.10 USD  
 Header Attachment:

## Cash Expenses

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

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

## Mileage Expenses

Start Date	End Date	Expense Type	Trip Distance	Amount	Rate	Justification	Project	Task	Receipt
02-Jan-20	02-Jan-20	Mileage - Personal Auto	15 (MILES)	8.63 USD	0.575	Drainage Inspections	10205864	001	
03-Jan-20	03-Jan-20	Mileage - Personal Auto	20 (MILES)	11.50 USD	0.575	Drainage Inspections	10205864	001	
09-Jan-20	09-Jan-20	Mileage - Personal Auto	20 (MILES)	11.50 USD	0.575	Drainage Inspections	10205864	001	
16-Jan-20	16-Jan-20	Mileage - Personal Auto	20 (MILES)	11.50 USD	0.575	Drainage Inspections	10205864	001	
23-Jan-20	23-Jan-20	Mileage - Personal Auto	20 (MILES)	11.50 USD	0.575	Drainage Inspection	10205864	001	
28-Jan-20	28-Jan-20	Mileage - Personal Auto	15 (MILES)	8.63 USD	0.575	Picked up expedited plan, 11120 S Country Squire	10205864	001	
30-Jan-20	30-Jan-20	Mileage - Personal Auto	20 (MILES)	11.50 USD	0.575	Drainage Inspections	10205864	001	
05-Feb-20	05-Feb-20	Mileage - Personal Auto	16 (MILES)	9.20 USD	0.575	Dropped off contract documents for signatures	10163343	003	
06-Feb-20	06-Feb-20	Mileage - Personal Auto	10 (MILES)	5.75 USD	0.575	Marked point repairs in the field and checked driveway materials	10181866	003	
06-Feb-20	06-Feb-20	Mileage - Personal Auto	25 (MILES)	14.38 USD	0.575	Drainage Inspections	10205864	001	
13-Feb-20	13-Feb-20	Mileage - Personal Auto	10 (MILES)	5.75 USD	0.575	dropped off and picked up drainage plans per annette's request	10205864	001	
13-Feb-20	13-Feb-20	Mileage - Personal Auto	15 (MILES)	8.63 USD	0.575	Hilshire Village 1217 Pine Chase	10205865	001	
13-Feb-20	13-Feb-20	Mileage - Personal Auto	15 (MILES)	8.63 USD	0.575	Drove to all sites with Rogelio and checked saw cuts	10181866	003	

# ARC Premier Accounts

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

## INVOICE

DATE REQUIRED 01/30/20

INVOICE NUMBER AFM7431835

DATE 02/05/20

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		
01/30/20		AFM7431835		FM				On-Site Services		
PROJECT #		PROJECT NAME				TASK		DEPT		
10205865		20-005 Hilshire V. On-Going				001		10191		
LI#	PROD CODE	DESCRIPTION		ORIG	COPY QTY	SHEET SIZE	TOTAL UNITS	UM	UNIT PRICE	EXTENSION
1	3029	B&W 8.5x11		2	1		2	EACH	0.041	0.08
INVOICE										
BILLER		SUBTOTAL		SALES TAX		INVOICE TOTAL				
Phoi Huynh		0.08		0.01		0.09				



# ARC Premier Accounts

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

## INVOICE

DATE REQUIRED 02/06/20

INVOICE NUMBER AFM7449104

DATE 02/11/20

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
02/06/20	AFM7449104	FM		On-Site Services
PROJECT #	PROJECT NAME	TASK	DEPT	
10205865	20-005 Hilshire V. On-Going	001	10191	

LI#	PROD CODE	DESCRIPTION	ORIG	COPY QTY	SHEET SIZE	TOTAL UNITS	UM	UNIT PRICE	EXTENSION
1	3029	B&W 8.5x11	1	1		1	EACH	0.041	0.04
2	3036	COLOR 8.5x11	7	1		7	EACH	0.138	0.97
3	3037	COLOR 11x17	10	1		10	EACH	0.273	2.73
INVOICE									

BILLER	SUBTOTAL	SALES TAX	INVOICE TOTAL
Phoi Huynh	3.74	0.31	4.05

[8]

**INVOICE**

**DATE REQUIRED** 02/13/20

**INVOICE NUMBER** AFM7474472

**DATE** 02/17/20

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
02/13/20	AFM7474472	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	3002	PPC BOND PLOTS	4	1	24X30	20	SF	0.119	2.38
2	3002	PPC BOND PLOTS	6	1	24X36	36	SF	0.119	4.28
3	3029	B&W 8.5x11	20	1		20	EACH	0.041	0.82
4	3036	COLOR 8.5x11	2	1		2	EACH	0.138	0.28

**INVOICE**

BILLET	SUBTOTAL	SALES TAX	INVOICE TOTAL
Phoi Huynh	7.76	0.64	8.40



# ARC Premier Accounts

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

## INVOICE

DATE REQUIRED 01/23/20

INVOICE NUMBER AFM7418080

DATE 01/27/20

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	
01/23/20		AFM7418080		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	3002	PPC BOND PLOTS	2	1	24X36	12	SF	0.119	1.43
2	3036	COLOR 8.5x11	8	1		8	EACH	0.138	1.10
3	3037	COLOR 11x17	3	1		3	EACH	0.273	0.82
INVOICE									
BILLER		SUBTOTAL		SALES TAX		INVOICE TOTAL			
Phoi Huynh		3.35		0.28		3.63			

ourmessenger.com

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281-497-2218

Toll Free: 800-659-7994  
11767 Katy Frwy #630, Houston, TX 77079

3220190

CUSTOMER NO.  
051800

DATE  
11/21/2006

FROM 713-622-9264 M43  
HDR. INC.  
4828 LOOP CENTRAL #800  
HOUSTON TX 77081

PREPAID

NO. PCS.

DESCRIPTION AND REMARKS

JOB#

GF#

TRACKING #

3RD PARTY BILLING:

CHARGES

AREA

TO: CITY OF HILSHIRE VILLAGE  
8301 WEST VIEW  
HOUSTON, TX 77055

COLLECT

ATTN: SUSAN BLEVINS

TIME IN:

OUT:

WEIGHT:

DECLARED VALUE \$50.00  
UNLESS OTHERWISE SPECIFIED

TIME IN:

OUT:

RECEIVED IN GOOD ORDER BY CONSIGNEE

CALLED IN: : AM PM RECEIVED: : AM PM

DRIVER: 6

TOTAL

15.08  
15.08

- ☐ Extreme (20 min.)
- ☐ Super Special (30 min.)
- ☐ Super Direct (45 min.)
- ☐ (ASAP)
- ☐ DIRECT (1 HR.)
- ☐ RUSH (1 1/2 HR.)
- ☐ HOT (2 HR.)
- ☐ PRONTO (2 1/2 HR.)
- ☐ EXPRESS (3 HR.)
- ☒ REGULAR (4 HR.)
- ☐ ECONOMY (7 HR.)
- ☐ NEXT DAY (24 HR.)
- ☐ CONTRACT
- ☐ RETURN TRIP
- ☐ AFTER HOURS

NOT RESPONSIBLE FOR CONCEALED  
DAMAGE. NOT RESPONSIBLE FOR  
CLAIMS AFTER 24 HOURS. CUSTOMER  
AGREES TO TERMS AND CONDITIONS  
PRINTED ON BACK OF THIS DELIVERY  
TICKET.

# hourmessenger.com

Celebrating 38 Years of Delivering Quality Since 1980

## 281-497-2218

Toll Free: 800-659-7994

11767 Katy Frwy #630, Houston, TX 77079

## 3220199

CUSTOMER NO.

051800

DATE  
**2-14-20**

- ☐ Extreme (20 min.)
- ☐ Super Special (30 min.)
- ☐ Super Direct (45 min.)
- ☐ (ASAP)
- ☐ DIRECT (1 HR.)
- ☐ RUSH (1 1/2 HR.)
- ☐ HOT (2 HR.)
- ☒ **W/ PROMTO** (2 1/2 HR.)
- ☐ EXPRESS (3 HR.)
- ☐ REGULAR (4 HR.)
- ☐ ECONOMY (7 HR.)
- ☐ NEXT DAY (24 HR.)
- ☐ CONTRACT
- ☐ RETURN TRIP
- ☐ AFTER HOURS

NOT RESPONSIBLE FOR CONCEALED DAMAGE. NOT RESPONSIBLE FOR CLAIMS AFTER 24 HOURS. CUSTOMER AGREES TO TERMS AND CONDITIONS PRINTED ON BACK OF THIS DELIVERY TICKET.

FROM <b>713-622-9264 M43</b>		<input checked="" type="checkbox"/> PREPAID	NO. PCS. <b>1</b>	DESCRIPTION AND REMARKS <b>Envelope</b>																							
HDR. INC. 4828 LOOP CENTRAL #800 HOUSTON TX 77081			JOB# <b>20-005</b>																								
			GF#																								
			TRACKING #																								
TO <b>CITY OF HILSHIRE VILLAGE</b> <b>8301 WESTVIEW</b> <b>HOUSTON, TX 77055</b> ATTN: <b>SUSAN BLEVINS</b>		<input type="checkbox"/> COLLECT	3RD PARTY BILLING:	<table border="1" style="width: 100%;"><thead><tr><th colspan="2">CHARGES</th></tr><tr><th>AREA</th><th></th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>		CHARGES		AREA																			
		CHARGES																									
AREA																											
TIME IN:                      OUT:                      WEIGHT:                      DECLARED VALUE \$50.00 UNLESS OTHERWISE SPECIFIED																											
TIME IN:                      OUT:                      RECEIVER IN GOOD ORDER CONSIGNEE																											
CALLED IN: <b>10</b> AM RECEIVED: <b>11:03</b> AM <b>X</b>																											
DRIVER: <b>10</b> PM <b>X</b>				<b>TOTAL</b> <b>16.98</b>																							



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



Invoice No: 374300

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

Date of Invoice: 3/31/20  
Due Date: 4/30/20  
Period: 3/1/20 - 3/31/20

Grouping	Description	Quantity	Rate			Total
HLV	Per Ticket	5	\$	90.00	\$	450.00
HLV	Quarter Hour	4	\$	0.00	\$	0.00
Grand Total					\$	450.00



gen fund check # \_\_\_\_\_  
\$ 7,812.50

utility check # \_\_\_\_\_  
\$ 3,549.11



## Invoice

Please send remittance with copy of invoice to

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

City of Hillshire Village  
8301 Westview  
Houston, Texas 77055

Attn: Ms. Susan Blevins

Invoice No. **1200262096**  
Invoice Date 4/16/2020  
Month Ending 3/28/2020  
HDR Project No. 10205865 \$11,421.61  
Job No. 20-005

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

Invoice for services from: 03/01/20 to 03/28/20

<b>1331 Friarcreek</b>	<b>engineering</b>	<b>56585</b>	
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Javier Vasquez	✓ 0.75	\$139.87	\$ 104.90
Total:			\$ 104.90
		Total This Invoice:	\$104.90

<b>Miscellaneous Engineering</b>	<b>engineering</b>	<b>56585</b>	
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓ 11.00	\$247.24	\$ 2,719.64
Javie Vasquez	✓ 1.25	\$139.87	\$ 174.84
Carol Qu	6.50	\$95.23	\$ 619.00
Reproduction: \$18.04 + 10%			\$ 19.84
Mileage: 34.000 @		\$ 0.575	\$ 19.55
Total:			\$ 3,552.87
		Total This Invoice:	\$3,552.87

<b>7902 N. Villa</b>	<b>drainage plan review</b>	<b>56583</b>	<b>HV-18-096</b>
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓ 1.50	\$247.24	\$ 370.86
Javier Vasquez	✓ 1.75	\$139.87	\$ 244.77
Total:			\$ 615.63
		Total This Invoice:	\$615.63

<b>7910 N. Villa</b>	<b>inspection</b>	<b>55501</b>	<b>HV-17-106</b>
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓ 0.50	\$247.24	\$ 123.62
Javie Vasquez	✓ 1.50	\$139.87	\$ 209.81
Total:			\$ 333.43
		Total This Invoice:	\$333.43

<b>1206 Pine Chase</b>	<b>as-built drainage plan review</b>	<b>56583</b>	<b>HV-19-013</b>
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓ 1.50	\$247.24	\$ 370.86
Javier Vasquez	✓ 1.25	\$139.87	\$ 174.84
Total:			\$ 545.70
		Total This Invoice:	\$545.70

<b>1217 Pine Chase</b>	<b>drainage plan review</b>	<b>56583</b>	<b>HV-18-099</b>
<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Efrain Him	✓ 2.00	\$247.24	\$ 494.48
Mai Tran	✓ 3.00	\$95.71	\$ 287.13
Javier Vasquez	✓ 0.50	\$139.87	\$ 69.94
Total:			\$ 851.55
		Total This Invoice:	\$851.55



1245 Ridgelev AS-built drainage plan review 56583 HV-17-020

Labor	Hours	Rate	Total		
Efrain Him	✓2.00	\$247.24	\$ 494.48		
Mai Tran	✓2.00	\$95.71	\$ 191.42		
Javier Vasquez	✓0.50	\$139.87	\$ 69.94		
Total:			\$ 755.84	Total This Invoice:	\$755.84

TCEQ MS4 TCEQ	Hours	Rate	Total		55563
Efrain Him	✓5.50	\$247.24	\$ 1,359.82		
Aaron Croley	✓8.00	\$112.15	\$ 897.20		
Mai Tran	✓13.50	\$95.71	\$ 1,292.09		
Total:			\$ 3,549.11	Total This Invoice:	\$3,549.11

Pine Chase Grove engineering	Hours	Rate	Total		56585
Efrain Him	✓0.50	\$247.24	\$ 123.62		
Total:			\$ 123.62	Total This Invoice:	\$123.62

Hilshire Villas Plat engineering	Hours	Rate	Total		56585
Efrain Him	✓4.00	\$247.24	\$ 988.96		
Total:			\$ 988.96	Total This Invoice:	\$988.96

TOTAL DUE THIS INVOICE: \$11,421.61



**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

**EFRAIN HIM**

DATE	TASK	HOURS
3/2/20	7902 N Villa Ct Drainage Plan Amendment Review (ESC 03 - SB)	1.50 ✓
3/2/20	Coord w/ City and Review of Verizon Proposed Power Pole Replacements and Cabinet Installation (ESC 03 - SB)	1.50 ✓
3/4/20	Coord on Preparation of Driveway Ordinance Schematics/Exhibits (ESC 03 - SB)	2.00 ✓
3/6/20	Coord, Prep and Mtg w/ Mayor Russell Herron and City Administrator Susan Blevins on CIP Projects and Other City Issues (ESC 01 - Mayor RH)	3.00 ✓
3/9/20	Coord on TCEQ's Additional Information Request for City's MS4 Application (ESC 03 - SB)	1.00 ✓
3/10/20	1206 Pine Chase Pool As-Built Drainage Plan Resubmittal Review (ESC 03 - SB)	1.50 ✓
3/10/20	Coord w/ City on Survey Proposal for Pine Chase Grove Cul-De-Sac Improvements (ESC 03 - SB)	0.50 ✓
3/12/20	Coord on City's MS4 Annual Report Preparation (ESC 03 - SB)	1.00 ✓
3/13/20	Coord w/ City on TCEQ's Additional Information Request for City's MS4 Application (ESC 03 - SB)	0.50 ✓
3/13/20	Engineer's Report for Monthly City Council Mtg (ESC 01 - Mayor RH)	3.00 ✓
3/16/20	1245 Ridgeley As-Built Drainage Plan Resubmittal Review (ESC 03 - SB)	2.00 ✓
3/19/20	Coord on 7910 N Villa Ct Drainage Cover Inspection (ESC 03 - SB)	0.50 ✓
3/20/20	Coord on MS4 Application and Annual Update (ESC 03 - SB)	1.00 ✓
3/20/20	Coord and Review of Hilshire Villas Plat Amendment No. 1 (ESC 03 - SB)	1.00 ✓
3/23/20	Attendance of MAAnNext Phase 2 Updates & Community Coord Conference Call Mtg w/ HCFCFCD (ESC 03 - SB)	1.50 ✓
3/23/20	Coord on Hilshire Villas S/D Plat Amendment Review (ESC 03 - SB)	0.50 ✓
3/24/20	Coord on Hilshire Villas S/D Plat Amendment Review (ESC 03 - SB)	1.00 ✓
3/25/20	Coord on TCEQ MS4 Annual Update (ESC 03 - SB)	1.00 ✓
3/26/20	Coord on 1217 Pine Chase Drainage Plan Amendment (Driveway) (ESC 03 - SB)	1.00 ✓
3/26/20	Coord on TCEQ MS4 Annual Update (ESC 03 - SB)	1.00 ✓
3/27/20	Hilshire Villas S/D Plat Amendment Review (ESC 03 - SB)	1.50 ✓
3/27/20	1217 Pine Chase Drive Drainage Plan Amendment (Driveway) Review (ESC 03 - SB)	1.00 ✓
<b>Total:</b>		<b>28.50</b>

**MAI TRAN**

DATE	TASK	HOURS
3/16/20	1245 Ridgeley Drive As-Built Drainage Plan Review (ESC 03 - SB)	2.00 ✓
3/19/20	Annual Report - MS4 (ESC 03 - SB)	2.00 ✓
3/20/20	Annual Report - MS4 (ESC 03 - SB)	3.00 ✓
3/23/20	MS4 - Annual Report (ESC 03 - SB)	2.00 ✓
3/24/20	MS4 - Annual Report (ESC 03 - SB)	3.50 ✓
3/25/20	MS4 - Annual Report (ESC 03 - SB)	2.00 ✓
3/26/20	1217 Pine Chase Drainage Plan Review Driveway Revisions (ESC 03 - SB)	1.50 ✓
3/27/20	MS4 - Annual Report (ESC 03 - SB)	1.00 ✓
3/27/20	1217 Pine Chase Drainage Plan Review Driveway Revisions (ESC 03 - SB)	1.50 ✓
<b>Total:</b>		<b>18.50</b>



<b>DATE</b>	<b>JAVIER VASQUEZ TASK</b>	<b>HOURS</b>
3/2/2020	ESC 03 - S. Blevins - 1206 Pine Chase Dr. Pool As Built Drainage plan review and coordination	0.75 ✓
3/2/2020	ESC 03 - S. Blevins - Coordination for developing an exhibit for proposed driveway ordinance changes	0.75 ✓
3/3/2020	ESC 03 - S. Blevins - 7902 N. Villa Ct. drainage plan amendment review and coordination	1.00 ✓
3/5/2020	ESC 03 - S. Blevins 0.75 hrs - 7902 N. Villa Ct. cover inspection	0.75 ✓
3/5/2020	ESC 03 - S. Blevins - 1331 Friarcreek Lane inspect property for ditch restoration/potential improvements in ravine	0.75 ✓
3/6/2020	ESC 03 - S. Blevins - Meeting with Mayor - Project updates/Coordination for items to bring to meeting	0.50 ✓
3/10/2020	ESC 03 - S. Blevins - 1206 Pine Chase Drive Pool As Built Drainage Review	0.50 ✓
3/16/2020	ESC 03 - S. Blevins - 1245 Ridgeley Drive As Built Drainage Plan	0.50 ✓
3/18/2020	ESC 03 - S. Blevins - 7910 N. Villa Ct Cover Inspection	1.50 ✓
3/25/2020	ESC 03 - S. Blevins - 1217 Pine Chase Drive Driveway review coordination	0.50 ✓
	<b>Total:</b>	<b>7.50</b>

<b>DATE</b>	<b>CAROL QU TASK</b>	<b>HOURS</b>
3/3/2020	Preparing new driveway dimension exhibits (ESC 03 - SB)	5.00 ✓
3/5/2020	Preparing new driveway dimension exhibits (ESC 03 - SB)	1.50 ✓
	<b>Total:</b>	<b>6.50</b>

<b>DATE</b>	<b>AARON CROLEY TASK</b>	<b>HOURS</b>
3/3/2020	TCEQ MS4 Permit Annual Report (ESC 03 - SB)	1.00 ✓
3/12/2020	Response to TCEQ Comments on MS4 SWMP (ESC 03 - SB)	1.00 ✓
3/13/2020	Response to TCEQ Comments on MS4 SWMP (ESC 03 - SB)	2.00 ✓
3/20/2020	Response to TCEQ Comments on MS4 SWMP (ESC 03 - SB)	1.00 ✓
3/26/2020	Response to TCEQ Comments on MS4 SWMP (ESC 03 - SB)	2.00 ✓
3/27/2020	TCEQ MS4 Year 1 Annual Report (ESC 03 - SB)	1.00 ✓
	<b>Total:</b>	<b>8.00</b>





## Expense Report Rebilling Report

Employee Name: Vasquez, Javier  
Supplier Number: 30862  
Expense Report Number: 543731  
Purpose: Mileage  
Approver: Him, Efrain A  
Project: 10205865  
Task: 001  
Project Expenditure Organization: 10190\_ENG-Houston TX  
Report Submitted Date: 16-Mar-20  
Status: Ready for Payment  
Expense Report Total: 9.78 USD  
Header Attachment:

### Cash Expenses

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

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

Start Date	End Date	Expense Type	Trip Distance	Amount	Rate	Justification	Project	Task	Receipt
05-Mar-20	05-Mar-20	Mileage - Personal Auto	17 (MILES)	9.78 USD	0.575	Cover Inspection at 7902 N. Villa Court	10205865	001	





# Expense Report Rebilling Report

Employee Name: Vasquez, Javier  
Supplier Number: 30862  
Expense Report Number: 545235  
Purpose: Mileage  
Approver: Him, Efrain A  
Project: Multiple  
Task: Multiple  
Project Expenditure Organization: 10190\_ENG-Houston TX  
Report Submitted Date: 23-Mar-20  
Status: Ready for Payment  
Expense Report Total: 62.68 USD  
Header Attachment:

## Cash Expenses

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

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

Start Date	End Date	Expense Type	Trip Distance	Amount	Rate	Justification	Project	Task	Receipt
17-Mar-20	17-Mar-20	Mileage - Personal Auto	92 (MILES)	52.90 USD	0.575	Design Review Team Meeting, Project updates	10205906	001	
19-Mar-20	19-Mar-20	Mileage - Personal Auto	17 (MILES)	9.78 USD	0.575	Cover inspection at 7910 N. Villa Ct	10205865	001	



# ARC Premier Accounts

## INVOICE

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

**DATE REQUIRED** 02/20/20

**INVOICE NUMBER** AFM7483558

**DATE** 02/25/20

**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

Page 1

ORDER DATE		WORK ORDER		SHIP VIA		PURCHASE ORDER		REQUESTED BY	
02/20/20		AFM7483558		FM				On-Site Services	
PROJECT #		PROJECT NAME				TASK		DEPT	
10205865		20-005 Hilshire V. On-Going				001		10191	
LI#	PROD CODE	DESCRIPTION	ORIG	COPY QTY	SHEET SIZE	TOTAL UNITS	UM	UNIT PRICE	EXTENSION
1	3029	B&W 8.5x11	13	1		13	EACH	0.041	0.53
2	3036	COLOR 8.5x11	31	1		31	EACH	0.138	4.28
BILLER		SUBTOTAL		SALES TAX		INVOICE TOTAL			
Phoi Huynh		4.81		0.40		5.21			



PRODUCTION  
LOCATION

# ARC Premier Accounts

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

## INVOICE

DATE REQUIRED 03/05/20

INVOICE NUMBER AFM7523189

DATE 03/11/20

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		
03/05/20		AFM7523189	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	3002	PPC BOND PLOTS	7	1	24X36	42	SF	0.119	5.00
2	3029	B&W 8.5x11	2	1		2	EACH	0.041	0.08
3	3036	COLOR 8.5x11	14	1		14	EACH	0.138	1.93
4	3037	COLOR 11x17	4	1		4	EACH	0.273	1.09
INVOICE									
BILLER		SUBTOTAL		SALES TAX		INVOICE TOTAL			
Phoi Huynh		8.10		0.67		8.77			



# ARC Premier Accounts

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

PRODUCTION  
LOCATION

## INVOICE

**DATE REQUIRED** 03/12/20

**INVOICE NUMBER** AFM7544569

**DATE** 03/17/20

Page 1

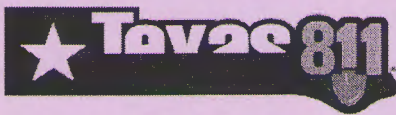
**BILL TO** HDR (NE) OMAHA  
 1917 s 67th Street  
 HQ 2nd Floor  
 Omaha, NE 68106

**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			
03/12/20		AFM7544569	FM				On-Site Services			
PROJECT #		PROJECT NAME				TASK		DEPT		
10205865		20-005 Hilshire V. On-Going				001		10191		
LI#	PROD CODE	DESCRIPTION	ORIG	COPY QTY	SHEET SIZE	TOTAL UNITS	UM	UNIT PRICE	EXTENSION	
1	3029	B&W 8.5x11	4	1		4	EACH	0.041	0.16	
2	3031	B&W 11x17	2	1		2	EACH	0.079	0.16	
3	3036	COLOR 8.5x11	11	1		11	EACH	0.138	1.52	
4	3037	COLOR 11x17	7	1		7	EACH	0.273	1.91	
INVOICE										
BILLER		SUBTOTAL		SALES TAX			INVOICE TOTAL			
Phoi Huynh		3.75		0.31			4.06			



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



# Invoice

#20-04110

3/31/2020

## AMOUNT DUE

### Bill To

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

# \$16.15

Due Date: 4/30/2020

Terms	Due Date	PO #	Additional Info	Status
Net 30	4/30/2020			Open

Quantity	Description	Rate	Amount
17	Message Fees for March 2020 / HLV	\$0.95	\$16.15

Total	\$16.15
Amount Paid	\$0.00
Amount Due	\$16.15



20-04110



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

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

Invoice Number	1129249
Invoice Date	3/27/2020
Due Date	4/26/2020

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

Service Description	Total
Maintenance Services	\$7,234.85

Subtotal	\$7,234.85
Sales Tax	\$0.00
Total	\$7,234.85

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. 1129249 - SUMMARY

INVOICE DATE: 3/27/2020

27 Mar 2020 02:07:34PM 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, Lift Station</b>					
<b>LS1</b>					
General Maintenance & Repairs	\$20.00	\$76.39	\$0.00	\$0.00	\$96.39
Maintenance	\$145.00	\$356.47	\$44.41	\$0.00	\$545.88
Other Maintenance	\$773.00	\$192.50	\$145.44	\$0.00	\$1,110.94
Preventative Maintenance	\$72.50	\$179.33	\$1.06	\$0.00	\$252.89
<b>LS1 Total</b>	<b>\$1,010.50</b>	<b>\$804.69</b>	<b>\$190.91</b>	<b>\$0.00</b>	<b>\$2,006.10</b>
<b>LS Total</b>	<b>\$1,010.50</b>	<b>\$804.69</b>	<b>\$190.91</b>	<b>\$0.00</b>	<b>\$2,006.10</b>
<b>Maintenance, Sewer</b>					
General Maintenance & Repairs	\$12.00	\$45.83	\$0.00	\$0.00	\$57.83
<b>MS Total</b>	<b>\$12.00</b>	<b>\$45.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$57.83</b>
<b>Maintenance, Water</b>					
General Maintenance & Repairs	\$916.00	\$3,802.96	\$108.76	\$0.00	\$4,827.72
Lab Fees or Laboratory Sampling	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20
<b>MW Total</b>	<b>\$916.00</b>	<b>\$3,802.96</b>	<b>\$451.96</b>	<b>\$0.00</b>	<b>\$5,170.92</b>
<b>Invoice Total</b>	<b>\$1,938.50</b>	<b>\$4,653.48</b>	<b>\$642.87</b>	<b>\$0.00</b>	<b>\$7,234.85</b>



INFRAMARK, LLC

27 Mar 2020 02:07:34PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1129249 - DETAIL

INVOICE DATE: 3/27/2020

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
Maintenance, Lift Station										
LS1										
General Maintenance & Repairs										
	2/21/2020	2185365	COHV District Area	Investigate a Problem at a Lift Station; pumps not pumping level down.	\$20.00	\$76.39	\$0.00	\$0.00	\$96.39	N
				<b>General Maintenance &amp; Repairs Total</b>	<b>\$20.00</b>	<b>\$76.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$96.39</b>	
Maintenance										
	2/24/2020	2184636	COHV District Area	General Repair of a Lift Station Asset; Repair pilot lights for pumps and pumps shutting off in hand	\$145.00	\$356.47	\$44.41	\$0.00	\$545.88	N
				<b>Maintenance Total</b>	<b>\$145.00</b>	<b>\$356.47</b>	<b>\$44.41</b>	<b>\$0.00</b>	<b>\$545.88</b>	
Other Maintenance										
	2/21/2020	2167683	COHV District Area	Lift Station Cleanup; Sched#: 6959 SchedType: CSEM DateSched: 02/03/20	\$773.00	\$192.50	\$145.44	\$0.00	\$1,110.94	N
				<b>Other Maintenance Total</b>	<b>\$773.00</b>	<b>\$192.50</b>	<b>\$145.44</b>	<b>\$0.00</b>	<b>\$1,110.94</b>	
Preventative Maintenance										
	2/18/2020	2165540	COHV District Area	Three Month Communication & Alarm System PM (Electrical); Sched#: 5860 SchedType: ELEC DateSched: 02/03/20	\$72.50	\$179.33	\$1.06	\$0.00	\$252.89	N
				<b>Preventative Maintenance Total</b>	<b>\$72.50</b>	<b>\$179.33</b>	<b>\$1.06</b>	<b>\$0.00</b>	<b>\$252.89</b>	
				<b>LS1 Total</b>	<b>\$1,010.50</b>	<b>\$804.69</b>	<b>\$190.91</b>	<b>\$0.00</b>	<b>\$2,006.10</b>	
				<b>LS Total</b>	<b>\$1,010.50</b>	<b>\$804.69</b>	<b>\$190.91</b>	<b>\$0.00</b>	<b>\$2,006.10</b>	

[3]

INFRAMARK, LLC

27 Mar 2020 02:07:34PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1129249 - DETAIL

INVOICE DATE: 3/27/2020

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
<b>Maintenance, Sewer</b>										
General Maintenance & Repairs										
	3/17/2020	2207247	1103 Glourie Dr	Investigate a Sewer System Problem; investigate back-up	\$12.00	\$45.83	\$0.00	\$0.00	\$57.83	N
				<b>General Maintenance &amp; Repairs Total</b>	<b>\$12.00</b>	<b>\$45.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$57.83</b>	
				<b>MS Total</b>	<b>\$12.00</b>	<b>\$45.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$57.83</b>	
<b>Maintenance, Water</b>										
General Maintenance & Repairs										
	2/14/2020	2178510	1115 Glourie Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	2/14/2020	2178537	1115 Glourie Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	2/19/2020	2181624	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;	\$68.00	\$198.13	\$0.00	\$0.00	\$266.13	N
	2/23/2020	2184008	COHV District Area	Chlorine Residual in the Water System; Weekend Residuals For 2/22/2020 - 2/23/2020	\$24.00	\$127.02	\$0.00	\$0.00	\$151.02	N
	2/22/2020	2184940	1134 Glourie Dr	Investigate Water System Leak; leak on both sides of meter, customer requests to be called when on route	\$12.00	\$52.38	\$0.00	\$0.00	\$64.38	N
	2/20/2020	2184948	1134 Glourie Dr	Meet and/or Assist Consultants or Contractors at a Water System; Met with contractor	\$8.00	\$34.92	\$8.76	\$0.00	\$51.68	N
	2/28/2020	2190282	1231 Wirt Rd Irrg	Check for Zero Usage; I-000	\$16.00	\$49.18	\$0.00	\$0.00	\$65.18	N

[4]



INFRAMARK, LLC

27 Mar 2020 02:07:34PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1129249 - DETAIL

INVOICE DATE: 3/27/2020

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
	2/27/2020	2190674	COHV District Area	Investigate a Water System Problem; Checked water pressure and got residuals	\$24.00	\$117.86	\$0.00	\$0.00	\$141.86	N
	3/1/2020	2190704	COHV District Area	Chlorine Residual in the Water System; Weekend Residuals For 2/29/2020 - 3/1/2020	\$20.00	\$155.83	\$0.00	\$0.00	\$175.83	N
	2/27/2020	2191117	COHV District Area	Meet and/or Assist Consultants or Contractors at a Water System; met with susan to discuss about 1-1/2 meter	\$20.00	\$61.47	\$0.00	\$0.00	\$81.47	N
	2/28/2020	2191763	COHV District Area	Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU); delivered boil water notices	\$152.00	\$463.19	\$0.00	\$0.00	\$615.19	N
	2/29/2020	2192783	COHV District Area	Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU); deliver BWN to residences in district	\$64.00	\$295.07	\$0.00	\$0.00	\$359.07	N
	3/3/2020	2194478	1027 Ridgeley Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	3/3/2020	2194901	1027 Ridgeley Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	2/29/2020	2196305	COHV District Area	Meet and/or Assist Consultants or Contractors at a Water System;	\$64.00	\$292.63	\$0.00	\$0.00	\$356.63	N
	3/4/2020	2196571	1123 Guinea Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	3/4/2020	2196835	1130 Ridgeley Dr	Investigate a Water System Problem; got correct meter information	\$32.00	\$98.36	\$0.00	\$0.00	\$130.36	N
	2/29/2020	2196910	COHV District Area	Meet and/or Assist Consultants or Contractors at a Water System; Assist techs to deliver tags.	\$168.00	\$642.67	\$0.00	\$0.00	\$810.67	N
	3/8/2020	2197639	COHV District Area	Chlorine Residual in the Water System; Weekend Residuals For 3/7/2020 - 3/8/2020	\$48.00	\$274.99	\$0.00	\$0.00	\$322.99	N

[5]



INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1129249 - DETAIL

INVOICE DATE: 3/27/2020

27 Mar 2020 02:07:34PM 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
	3/11/2020	2203321	8009 Anadell St	Meet and/or Assist Consultants or Contractors at a Water System; Meet with customer	\$28.00	\$86.06	\$0.00	\$0.00	\$114.06	N
	3/15/2020	2204044	COHV District Area	Chlorine Residual in the Water System; Weekend Residuals For 3/14/2020 - 3/15/2020	\$56.00	\$320.82	\$0.00	\$0.00	\$376.82	N
	3/12/2020	2204346	8009 Anadell St	Relocate, Repair, Replace or Recondition Water System Asset; unburied a meter	\$28.00	\$86.06	\$0.00	\$0.00	\$114.06	N
	3/16/2020	2206134	COHV District Area	Purchase Supplies for a Water System; Purchase new meter for 7915 S Villas Cir on PO: 98960	\$24.00	\$102.58	\$0.00	\$0.00	\$126.58	N
	3/22/2020	2209019	COHV District Area	Chlorine Residual in the Water System; Weekend Residuals For 3/21/2020 - 3/22/2020	\$60.00	\$343.74	\$0.00	\$0.00	\$403.74	N
				<b>General Maintenance &amp; Repairs Total</b>	<b>\$916.00</b>	<b>\$3,802.96</b>	<b>\$108.76</b>	<b>\$0.00</b>	<b>\$4,827.72</b>	
Lab Fees or Laboratory Sampling										
	2/19/2020	2169028	COHV District Area	Purchase Laboratory Services for Water System Asset; Water Utility Services, Inc	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20	N
				<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>\$916.00</b>	<b>\$3,802.96</b>	<b>\$451.96</b>	<b>\$0.00</b>	<b>\$5,170.92</b>	
				<b>Invoice Total</b>	<b>\$1,938.50</b>	<b>\$4,653.48</b>	<b>\$642.87</b>	<b>\$0.00</b>	<b>\$7,234.85</b>	

INFRAMARK Work Order						
District: COHV		WO#: 2165540	Dept: 5725	WO Type: LS	Resp: MTX	Issued: 1/28/2020
Asset ID/Description:		COHV-LS1/City of Hillshire Village Lift Station # 1 I10- West @ Wirt Rd at Ridgely Dr				
Activity Code/Description:		PM3MADLR/Three Month Communication & Alarm System PM (Electrical)				
Address/Location:		COHV District Area			Sched: 2/3/2020	
Additional Address/Location or Task Details:		Sched#: 5860 SchedType: ELEC DateSched: 02/03/20				
Req By:		Assigned To: Accounts Receivable		GL Code: 40800		
Utility Staking #:		UCC Start:		UCC End:		
OLD	Meter ID:	Read:	MIU:	Special Class: Planned Maintenance		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:		
Date Complete: 2/18/2020 12:00 AM		Attachments: 1	Backcharge To:		L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS109		MISC. Towel Paper Roll			0.25	\$0.38
SAF25		SAF. Glove. Disposable - 100 IN PK			4.00	\$0.68
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
602849 - Shannon Anderson			2/18/2020	2.50	N	\$179.33
TX115033 - Electrical Truck		ELECTRK	2/18/2020	2.50	N	\$72.50
Milestone: Closed		Invoice#: 1129249	Date Invoiced: 3/27/2020		Total Price: \$252.89	
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: No	
Field Comments: Test all alarms on dialer for operation. Verify with manager that all callouts have proper numbers and names 3 MTH dialer PM completed. Checked and tested alarm all ok						
<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



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# INFRAMARK Work Order

District: COHV WO#: 2184636 Dept: 5725 WO Type: LS Resp: MTX Issued: 2/21/2020

Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1  
110- West @ Wirt Rd at Ridgely Dr

Activity Code/Description: MTXLSREP/General Repair of a Lift Station Asset

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: Repair pilot lights for pumps and pumps shutting off in hand

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

Utility Staking #: UCC Start: UCC End:

OLD Meter ID: Read: MIU: Special Class: Planned Maintenance

NEW Meter ID: Read: MIU: Gallons Flushed:

Date Complete: 2/24/2020 12:00 AM Attachments: 1 Backcharge To: L-B-S:

Material / Inventory ID	Vendor / Description	PO# / P-Card	Qty	Price
SAF25	SAF. Glove. Disposable - 100 IN PK		4.00	\$0.68
MS109	MISC. Towel Paper Roll		0.25	\$0.38
MS80	MISC. Scrub Towel		0.25	\$4.31
SAF25	SAF. Glove. Disposable - 100 IN PK		4.00	\$0.68
MS109	MISC. Towel Paper Roll		0.25	\$0.38
MS80	MISC. Scrub Towel		0.25	\$4.31
PCard	Grainger		1.00	\$33.67

Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
604876 - Kyle Nepveux		2/21/2020	3.00	N	\$213.88
604876 - Kyle Nepveux		2/24/2020	2.00	N	\$142.59
TX112140 - Electrical Truck	ELECTRK	2/21/2020	3.00	N	\$87.00
TX112140 - Electrical Truck	ELECTRK	2/24/2020	2.00	N	\$58.00

Milestone: Closed Invoice#: 1129249 Date Invoiced: 3/27/2020 Total Price: \$545.88

Mgr Rev Req: No BID/Est Cost: \$0.00 Manager Name: Billing Notification: No

Field Comments: 2/21 found low level float set too high + shutting off pumps. adjusted low level float + tested pumps ok. ordered new pilot light bulbs to replace bad ones. will return to install new ones 2/24 Installed pilot light bulbs all ok

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



[illegible]





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INFRAMARK Work Order										
District:	COHV	WO#:	2178510	Dept:	5755	WO Type: MW	Resp:	OPS	Issued:	2/14/2020
Asset ID/Description: /										
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service										
Address/Location: 1115 Glourie Dr									Sched:	
Additional Address/Location or Task Details:										
Req By: Billing		Assigned To: Accounts Receivable				GL Code:		40500		
Utility Staking #:				UCC Start:		UCC End:				
OLD	Meter ID:	60888434	Read:	360.2	MIU:	Special Class:				
NEW	Meter ID:		Read:		MIU:	Gallons Flushed:				
Date Complete: 2/14/2020 9:05 AM			Attachments: 0		Backcharge To:		L-B-S:			
Material / Inventory ID		Vendor / Description			PO# / P-Card		Qty	Price		
CSTOFMVOUT							1.00	\$20.00		
Labor / Equipment ID		Job Class		Date	Hours	OT?	Price			
605678 - Mickayla Trombley				2/14/2020	1.25	N	\$0.00			
TX112443 - Utility Truck		UTLTRK		2/14/2020	1.25	N	\$0.00			
Milestone: Closed		Invoice#: 1129249		Date Invoiced: 3/27/2020		Total Price:		\$20.00		
Mgr Rev Req: No		BID/Est Cost: \$0.00		Manager Name:		Billing Notification:		Yes		
Field Comments: Read meter, turned service off										
No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:						
Page 1 of 1										



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District: COHV	WO#: 2181624	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 2/19/2020
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Asset ID/Description: /

<b>Activity Code/Description:</b>	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
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**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:** 2/19/2020 12:00 PM

**Attachments:** 0

**Backcharge To:**

**L-B-S:**

Material / Inventory ID

### Vendor / Description

**PO# / P-Card**

Qty

Price

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
604797 - James Horace		2/19/2020	4.25	N	\$198.13
TX119016 - Utility Truck	UTLTRK	2/19/2020	4.25	N	\$68.00

<b>Milestone:</b> Closed	<b>Invoice#:</b> 1129249	<b>Date Invoiced:</b> 3/27/2020	<b>Total Price:</b> \$266.13
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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>	Yes
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**Field Comments:** Cleaned out meter box. Read meter and checked for usage. No usage.

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



# **INFRAMARK Work Order**

**District:** COHV **WO#:** 2181624 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 2/19/2020

**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:**

<u>Address</u>	<u>Meter No</u>	<u>Reading</u>	<u>MIU</u>	<u>Time</u>	<u>Comments</u>
1306 Friarcreek Ln Irrg	49016720	1003.08			S-003 House line broke.
1130 Ridgeley Dr	50322636	0			R-000 Not stuck
1245 Ridgeley Dr	93854132	111.33			R-111 Not stuck
8383 Westview Dr	50744876	0			C-000 Not stuck
1323 Ridgeley Dr Irr1	17881190	160			S-160 Not connected.
7902 N Villa Ct	18238465	7			B-000 Not stuck.

Page 2 of 2

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[illegible]

# **INFRAMARK Work Order**

**District:** COHV      **WO#:** 2184948    **Dept:** 5755    **WO Type:** MW    **Resp:** OPS    **Issued:** 2/22/2020

**Asset ID/Description:** /

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

**Address/Location:** 1134 Glourie Dr

**Sched:**

**Additional Address/Location or Task Details:** Met with contractor

**Req By:** Charles Lowe

**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:** 2/20/2020 5:47 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>
MW8	GSKT. FLG Meter 2 X 1/8		2.00	\$2.28
HL4	HDW. Bolt Anch&Fastner 5/8x3-1/2		4.00	\$4.08
HL23	HDW. Nut. 5/8 - 25 IN PK		4.00	\$2.40

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
700366 - Charles Lowe		2/22/2020	0.50	Y	\$34.92
TX116022 - Utility Truck	UTLTRK	2/22/2020	0.50	N	\$8.00

**Milestone:** Closed    **Invoice#:** 1129249    **Date Invoiced:** 3/27/2020    **Total Price:** \$51.68

**Mgr Rev Req:** No

**BID/Est Cost:**

\$0.00

**Manager Name:**

**Billing Notification:** No

**Field Comments:** Assisted plumber with meter repair from w/o 2184940.

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



[illegible]

[illegible]



[illegible]

[illegible]



[illegible]

[illegible]



[illegible]

# INFRAMARK Work Order

District: COHV WO#: 2194901 Dept: 5755 WO Type: MW Resp: OPS Issued: 3/3/2020

Asset ID/Description: /

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

Address/Location: 1027 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: 47291629

Read: 7307.06

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 3/3/2020 11:45 AM

Attachments: 0

Backcharge To:

L-B-S:

Material / Inventory ID	Vendor / Description	PO# / P-Card	Qty	Price
CSTONMVIN			1.00	\$20.00

Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
605678 - Mickayla Trombley		3/3/2020	0.25	N	\$0.00
TX112443 - Utility Truck	UTLTRK	3/3/2020	0.25	N	\$0.00

Milestone: Closed Invoice#: 1129249 Date Invoiced: 3/27/2020 Total Price: \$20.00

Mgr Rev Req: No

BID/Est Cost: \$0.00

Manager Name:

Billing Notification: Yes

Field Comments: Read meter, turned service on, meter stopped

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



[illegible]

[illegible]



[illegible]

[illegible]



[illegible]

[illegible]



[illegible]





[illegible]

District: COHV	WO#: 2209019	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 3/19/2020
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Activity Code/Description: DCL2RES/Chlorine Residual in the Water System

**Sched:**

Req By: James West

**Assigned To:** Accounts Receivable

GL Code: 40500

### Utility Staking #:

### UCC Start:

**UCC End:**

**OLD Meter ID:**

## Read:

**MIU:**

### Special Class:

NEW Meter ID:

**Read:**

**MIU:**

Gallons Flushed: 3,750.00

**Date Complete:** 3/22/2020 1:20 PM

Attachments: 0

## Backcharge To:

**L-B-S:**

Material / Inventory ID

**Vendor / Description**

PO# / P-Card

Qty

### Price

<b>Milestone:</b> Closed	<b>Invoice#:</b> 1129249	<b>Date Invoiced:</b> 3/27/2020	<b>Total Price:</b> \$403.74
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Mqr Rev Req: No

Invoice#: 1129249

Date Invoiced: 3/27/2020

Total Price:

\$403.74

Mqr Rev Req: No

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

**Manager Name:**

**Billing Notification:** No

**Field Comments:** Monitored District Residuals 3/21 - POE = 3.803/22 - POE = 3.90

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



**TUESDAY, March 17, 2020  
REGULAR COUNCIL MEETING  
6:30 P.M.**

**REGULAR COUNCIL MEETING**

- 1. CALL TO ORDER REGULAR COUNCIL MEETING** Mayor Pro Tem Maddock called the City of Hilshire Village Regular Council Meeting to order at 6:30 P.M. at 8301 Westview Drive, Houston, Texas 77055.

**1.1 Invocation** was given by Mayor Pro Tem Maddock.

**1.2 Pledge of Allegiance**

**1.3 Present** were Mayor Pro Tem Maddock and Council Member Swanson. Also present was City Administrator Blevins. Council Member Byrne and Council Member Schwarz were present via teleconference. Mayor Herron, Council Member Gordy, City Attorney Bounds and City Engineer Him were absent. This meeting was held in accordance with the Declared State of Disaster issued by the Governor of Texas on March 13, 2020. In order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19), meetings may be conducted by video conference or telephone conference.

- 2. CITIZEN'S COMMENTS:** None

**3. REPORTS TO COUNCIL:**

**3.1 Police Report:** As a precaution during the COVID-19 outbreak Captain Newman did not attend this meeting. His report was provided to Council in the meeting packets.

**3.2 City Auditor's Report:** As a precaution during the COVID-19 outbreak a representative from Belt Harris Pechacek did not attend this meeting. City Administrator Blevins stated that Council was given the audit via email.

Council Member Swanson stated that the General Fund was in good shape but the Utility Account was a concern. He stated the City did increase the rates but the account needed to be carefully watched.

**4. DISCUSSION AND POSSIBLE ACTION:**

**4.1** Council Member Swanson made a motion to accept the Fiscal Year Ending 2019 Audit, seconded by Mayor Pro Tem Maddock.

**A vote was taken to approve the motion to accept the Fiscal Year Ending 2019 Audit. The vote was unanimous.**

Due to precautions taken during the COVID-19 outbreak, some items on the Regular Council Meeting Agenda have been postponed to an undetermined date.

**7. DISCUSSION AND POSSIBLE ACTION:**

**TUESDAY, March 17, 2020  
REGULAR COUNCIL MEETING  
6:30 P.M.**

**7.4** Council Member Swanson made a motion to discuss and possibly approve the City of Hilshire Village Ordinance 797-2020 declaring the unopposed candidates for Mayor and Council Member Positions 1 and 2 elected, providing that the May 2, 2020 General Municipal Officer Election shall not be held, seconded by Mayor Pro Tem Maddock.

**City Administrator Blevins certified that all candidates were running unopposed. The following positions were certified:**

**Mayor – Russell Herron**

**Council Position Number 1 – Mike Gordy**

**Council Position Number 2 – Robert Byrne**

**A vote was taken to approve the City of Hilshire Village Ordinance 797-2020 declaring the unopposed candidates for Mayor and Council Members Positions 1 and 2 elected, providing that the May 2, 2020 General Municipal Officers elections shall not be held. The vote passed unanimously.**

**10. CONSENT AGENDA:** Council Member Swanson made a motion to approve the Consent Agenda including Disbursements, Minutes from the Regular Council Meeting of February 18, 2020, Check Register for February, 2020 and a Proclamation for the Spring Family Event, seconded by Council Member Byrne.

**A vote was taken to approve the motion approving the Consent Agenda including Disbursements, Minutes from the Regular Council Meeting of February 18, 2020, Check Register for February, 2020 and a Proclamation for the Spring Family Event. The vote passed unanimously.**

**11. ADJOURNMENT:** Council Member Swanson 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.**

The meeting was adjourned at 6:42 P.M.

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Mayor Pro Tem Paul Maddock

ATTEST:

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Susan Blevins, City Secretary



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

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8212	3/2/20	Waste Corporation of Tex	11114	6,799.59
8213	3/2/20	Villages Mutual Insurance	11114	1,782.13
8214	3/2/20	Village Fire Department	11114	20,063.68
8215	3/5/20	Sanchez Landscaping	11114	400.00
8216	3/11/20	Cary M. Moran	11114	80.00
8217	3/11/20	Centerpoint-Energy	11114	35.62
8218	3/16/20	Cirro Energy	11114	117.06
8219	3/17/20	Olson & Olson, Attys at L	11114	2,525.00
8220	3/17/20	HDR	11114	6,513.91
8221	3/17/20	Harris County Appraisal	11114	2,603.00
8222	3/17/20	Hour Messenger Service	11114	18.38
8223	3/17/20	Belt Harris Pechacek, LLL	11114	17,550.00
8224	3/17/20	Municipal Code Corporati	11114	1,195.00
8225	3/16/20	BBG Consulting	11114	2,500.00
8226	3/17/20	Susan Blevins	11114	600.00
8227	3/17/20	Amegy Bank	11114	310.67
8228	3/17/20	Spring Branch ISD	11114	1,200.00
8229	3/16/20	Protection One	11114	275.22
8230	3/16/20	Protection One	11114	257.60
8231	3/16/20	A T & T	11114	75.09
8232	3/17/20	Olshan Foundation Solutio	11114	280.00
8235	3/30/20	CDW Government	11114	2,539.82
ACH 03-02-20	3/2/20	Sprg.Valley GenFund- Pol	11114	41,820.42
ACH 03-13-20	3/13/20	Susan N. Blevins	11114	2,879.38
ACH 03-31-20	3/31/20	Susan N. Blevins	11114	2,879.38
ACH1 03-13-20	3/13/20	Cassandra L. Stephens	11114	1,408.22
ACH103-31-20	3/31/20	Cassandra L. Stephens	11114	1,676.91
ELECTRONIC 03-	3/13/20	Internal Revenue Service	11114	1,654.28
METRO 1 2106	3/17/20	TLC Trucking & Contracti	11120	4,275.00
SAVINGS 272	3/2/20	City of Hilshire Village	11116	75,000.00
SAVINGS 273	3/17/20	City of Hilshire Village	11116	100,000.00
Total				<u>299,315.36</u>

## CITY OF HILSHIRE VILLAGE - UTILITY FUND

## Check Register

For the Period From Mar 1, 2019 to Mar 31, 2019

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
3058V	3/27/19		11012	-109.38
3213V	3/20/19	John Ottaviano	11012	-157.81
3677	3/1/19	Cirro Energy	11012	36.74
3682	3/4/19	City of Houston, Public W	11012	7,774.81
3683	3/5/19	A T & T	11012	213.52
3684	3/12/19	DSHS Central Lab MC20	11012	8.49
3685	3/20/19	Olson & Olson, L.L.P	11012	48.00
3686	3/20/19	HDR	11012	5,933.30
3687	3/20/19	Cityof Houston#7099-300	11012	10,950.78
3688	3/20/19	Inframark, LLC	11012	9,384.35
3689	3/20/19	Lloyd Gosselink	11012	4,296.00
3690	3/20/19	TLC Trucking & Contracti	11012	1,080.00
3691	3/20/19	John Ottaviano	11012	157.81
3692	3/27/19	Christopher Barteau	11012	109.38
3693	3/27/19	Cirro Energy	11012	29.52
3694	3/27/19	Inframark, LLC	11012	1,744.55
3695	3/28/19	City of Houston, Public W	11012	7,774.81
3696	3/28/19	Inframark, LLC	11012	2,000.00
3847	3/30/19	Cityof Houston#7099-300	11012	11,648.26
Total				62,923.13