

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TEXAS 77055

**TUESDAY, June 16, 2020
PUBLIC HEARING AND REGULAR
COUNCIL MEETING 6:30 P.M.**

TAB

The City Council of the City of Hilshire Village, Texas will hold a Public Hearing and Regular City Council Meeting on Tuesday, June 16, 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/92475953735?pwd=Mm05ZU9wdUxCajliU0hTYXNNR0tRUT09>

Meeting ID: 924 7595 3735
Password: 987945

Or

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

[One tap mobile](#)

Meeting ID: 924 7595 3735
Password: 987945

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

<http://www.hilshirevillagetexas.com>

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

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

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

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TAB

REGULAR COUNCIL MEETING

1. CALL TO ORDER REGULAR COUNCIL MEETING

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

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

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

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

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

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

3. REPORTS TO COUNCIL:

- 3.1 Police 1
 - Incident Report May
 - Up to date Incident Report for June
- 3.2 Building Officials Report (Kevin Taylor/Evan DuVall) 2
- 3.3 Engineers Report: (City Engineer Efrain Him) 3
 - 8009 Anadell Road
 - 8013 Anadell Road
 - 1233 Archley Drive
 - 8302 Creekstone Circle
 - 1331 Friarcreek Lane
 - 1301 Glourie Drive
 - 1230 Glourie Drive

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1330 Glourie Drive
1123 Guinea Drive
5 Hilshire Oaks Court
7906 North Villa Court
1315 Pine Chase Grove
1323 Pine Chase Grove
Pine Chase Grove Cul-De-Sac
Annual Ditch Cleaning and Maintenance Plan
Harris County Minimum Standards Recommendation

4. DISCUSSION AND POSSIBLE ACTION:

- 4.1** Discussion and possible authorization to City Staff to engage the services of a Contractor for the improvements to City's Right-of-Way at Pine Chase Grove with a not to exceed amount of \$5,000. (Engineer Him) **4**
- 4.2** Discussion and possible authorization of the covering of the ditch area at 1323 Pine Chase Grove for safety reasons as requested by property owner, Mr. Jonathan Simon (Engineer Him) **5**
- 4.3** Discussion and possible authorization to City Staff to engage the services of a Contractor for cleaning and grading ditches throughout the city to not exceed \$15,000 (Engineer Him) **6**

5. PUBLIC HEARING (Approximately 7:00 PM)

- 5.1** Call to order the Public Hearing regarding adopting changes to Chapter 12, Planning and Zoning, regarding carports, porte-cochere, setbacks and accessory buildings **7**

AMENDING CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING AND REPLACING DEFINITIONS 02:A-02 ACCESSORY BUILDING, 02:C-03 CARPORT, 02:P-04 PORTE-COCHERE, 02:S-01 SETBACK; BY DELETING AND REPLACING SECTION 11:00, 11:01, 11:02, 11:07, 11.11, 11.14, 11.15 IN THEIR ENTIRETY AND REPLACING WITH A NEW SECTION; AND AMENDING SECTION 12.25 BY ADDING 12.25.01 AND 12.25.02; AND AMENDING SECTION 12.5 BY ADDING 12.5.01 AND 12.5.02 OF CHAPTER 12 EXHIBIT "A", ZONING ORDINANCE

- 5.2** Public Hearing regarding adopting changes to Chapter 12, Planning and Zoning, regarding lot calculations regarding permeability. **8**

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TAB

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

5.3 Adjournment of Public Hearing

Reconvene the Regular Council Session

6. DISCUSSION AND POSSIBLE ACTION:

- 6.1** Discussion and possible approval of the City of Hilshire Village Ordinance Number 796-2020 adopting changes to Chapter 12, Planning and Zoning, regarding carport, porte-cochere, setbacks and accessory buildings. (Zoning Committee) **7**
- 6.2** Discussion of the City of Hilshire Village Ordinance Number 799 -2020 adopting changes to Chapter 12, Planning and Zoning, regarding Residential Districts regarding maximum lot coverage (Sec. 11:01.06) including non-permeable requirement in front of front building line, behind front building line, and for total lot. (Mayor Herron) **9**
- 6.3** Discussion of adopting changes to Chapter 12, Planning and Zoning, regarding Residential Districts regarding definition of Detached Garage **10**
- 6.4** Discussion and possible approval of the City of Hilshire Village Ordinance Number 798-2020 authorizing the acceptance of credit cards for payment of permit fees, plan check fees, licenses and other charges..... **11**

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

7. REPORTS TO COUNCIL: (Con't)

- 7.1** Fire Commissioner **12**

Recess the Regular Council Session

- 8. 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).

8.1 None at the time of Posting.

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

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TAB

Convene the Regular Council Session

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

9. DISCUSSION:

9.1 City Office (Mayor Herron)

10. REPORTS TO COUNCIL: (Con't)

10.1 City Administrator 13

Complaint & Issues Report
Consent Agenda
Cyber Security Course completed

10.2 Treasurer 14

Investments

11. 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.

11.1 Disbursements: Summary, Deposits..... 15

11.2 Approving the Minutes from the Regular Council Meeting of May 19, 2020. 16

11.3 Approving the Check Register for May, 2020..... 17

12. REPORTS FROM COUNCIL:

13. ADDITIONAL COUNCIL COMMENTS:

14. FUTURE AGENDA TOPICS:

15. ANNOUNCEMENTS:

16. ADJOURNMENT:

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

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 June 12, 2020 at 3:00 p.m.

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

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

05\01\2020
thru 05\31\2020
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
21	911 HANG UP	1
22	ALARM	4
23	AMBULANCE CALL	6
24	ANIMAL CALL	1
135	BUSINESS CHECK	41
48	CITY CREW REPAIRS	1
49	CIVIL MATTER	1
60	FIRE CALL	1
68	HOUSE CHECK	4
70	INFORMATION	2
71	INVESTIGATION	1
76	LOUD NOISE	2
81	OPEN DOOR	5
86	PUBLIC RELATIONS	2
103	SUSPICIOUS ACTIVITY	2
104	SUSPICIOUS PERSON	2
105	SUSPICIOUS VEHICLE	3
11	TRAFFIC STOP	1
112	VEHICLE CHECK	1
116	WATER LEAK	1
Total		82

MONTHLY BUILDING REPORT

May 2020

Plan Review: One (1): 7906 N Villa Ct – New Construction & Drainage

Permits: Sixteen (16):

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

Sign:	
Roof:	
Fence:	1
Tree Removal:	2
Irrigation:	1
Drainage:	3
Swimming Pool:	
Swimming Pool Demo:	
Other: Driveway	1

Inspections: Twenty-Nine (29)

Construction Site Maintenance Warnings/Violations Issued:

- 8009 Anadell – Job site cleanliness
- 1226 Glourie – Property is being mowed but debris pile remains
- 1306 Glourie – No response from contractor or property owner, legal action pending
- 1220 Archley – Job site cleanliness
- 1306 Bridle Spur – Job site cleanliness

Red Tag Stop Work Orders Issued: None

Building Finals / Certificates of Occupancy: None

Change of Occupancy Use: None

Extended Permit Request: None

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

Date	Permit Number	Address	Issued To	Amount Received	Description / Scope	# of Inspections
5/1	HV-20-031T	8302 Creekstone Cir	AIMS Landscaping Etc	\$ 25.00	Tree Removal	0
5/4	HV-20-032V	7923 Hilshire Green Dr	JAT Home Services	\$ 380.00	Driveway Replacement / Expansion	2
5/7	HV-18-101D	1233 Archley Dr	Klein Nursery & Landscaping	\$ 280.00	New Construction Drainage	2
5/11	HV-20-033T	1202 Ridgeley	Johns Brothers Landscaping	\$ 25.00	Tree Removal	0
5/11	HV-20-034B	7906 N Villa Ct	Aspire Fine Homes	\$ 2,886.59	New Construction Plan Review	0
5/11	HV-20-034D	7906 N Villa Ct	Aspire Fine Homes	\$ 1,500.00	New Construction Drainage Plan Review	0
5/12	HV-20-035P	1118 Guinea Dr	New Abacus LLC	\$ 180.00	Sewer Line Repair	1
5/13	HV-20-036D	8302 Creekstone Cir	Pedro Cordova Co.	\$ 25.00	30-Day Dumpster	1
5/15	HV-20-037D	8373 Westview Dr	Cotton Commercial USA	\$ 280.00	Interior Demolition - Fire Damage	2
5/15	HV-18-101FS	1233 Archley Dr	Rio Grande Fence	\$ 175.00	New Perimeter Fence	2
5/19	HV-18-101I	1233 Archley Dr	Klein Nursery & Landscaping	\$ 240.00	Irrigation System	2
5/19	HV-20-038D	1315 Friarcreek Dr	TBD	\$ 25.00	30-Day Dumpster	1
5/21	HV-20-015SP	1233 Archley Dr	Gold Plumbing Co	\$ 280.00	Swimming Pool Plumbing	3
5/21	HV-19-042D	8009 Anadell	Site Solutions of Houston LLC	\$ 280.00	Area Drainage	3
5/27	HV-20-039M	8009 Bromley	Abacus Mechanical	\$ 160.00	Condenser Replacement	1
5/28	HV-20-040D	1315 Pine Chase Dr	Zodega-TIS	\$ 25.00	30-Day Dumpster	1
5/28	HV-20-041D	1315 Pine Chase Dr	Zodega-TIS	\$ 240.00	Drainage Improvement	3
5/29	HV-20-042P	1203 Wirt Rd	Aaron's Plumbing	\$ 180.00	Gas Test	1

INSPECTION LOG - May 2020

DATE	TIME	INSPECTION REQUEST DATE	LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
4/30/20	2:16 PM	5/4/20	20-098	1220 Archley Dr	HV-19-080E	Electrical Rough In	Fail	5/4/2020	BBG
5/1/20	9:35 AM	5/4/20	20-099	1233 Archley	HV-18-101P	Plumbing Final	Pass	5/4/2020	BBG
5/1/20	12:55 PM	5/4/20	20-100	7915 S Villa Circle	HV-19-068B	Framing	Fail	5/4/2020	BBG
5/1/20	1:30 AM	5/1/20	20-101	1230 Glourie	HV-20-030PP	Parking Pad Frame	Pass	5/1/2020	BBG
5/4/20	3:00 PM	5/5/20	20-102	1220 Archley Dr	HV-19-080E	Electrical Rough In Reinspection	Pass	5/5/2020	BBG
5/5/20	10:35 AM	5/6/20	20-103	7915 S Villa Circle	HV-19-068B	Framing	Pass	5/6/2020	BBG
5/7/20	4:30 PM	5/8/20	20-104	1306 Bridle Spur Ln	HV-19-062E	Electrical Rough-In	Pass	5/8/2020	BBG
5/7/20	4:30 PM	5/11/20	20-105	1233 Archley	HV-18-101D	Culvert	Pass	5/21/2020	HDR
5/8/20	12:00 PM	5/11/20	20-106	1230 Glourie Dr	HV-20-030PP	Parking Pad Final	Pass	5/11/2020	BBG
5/8/20	11:20 PM	5/11/20	20-107	7923 Hilshire Green	HV-20-023V	Driveway Pre-Pour	Pass	5/11/2020	BBG
5/13/20	9:00 AM	5/13/20	20-108	1118 Guinea Dr	HV-20-035P	Sewer Line Repair Cover	Pass	5/13/2020	BBG
5/12/20	12:43 PM	5/13/20	20-109	7923 Hilshire Green	HV-20-023V	Driveway Final	Pass	5/13/2020	BBG
5/12/20	2:30 PM	5/13/20	20-110	1233 Archley Dr	HV-18-101B	Driveway Apron	Pass	5/13/2020	BBG
5/12/20	2:48 PM	5/13/20	20-111	1220 Archley Dr	HV-19-080B	Brick Tie	Pass	5/13/2020	BBG
5/12/20	2:58 PM	5/13/20	20-112	8 Hilshire Grove	HV-20-025M	HVAC Condenser Only Final	Pass	5/13/2020	BBG
5/13/20	4:21 PM	5/14/20	20-113	1233 Archley Dr	HV-18-101P	Gas Test - Outdoor Kitchen	Pass	5/14/2020	BBG
5/14/20	12:00 PM	5/14/20	20-114	1220 Archley Dr	HV-19-080FS	Fire Sprinkler Hydro/Cover	Fail	5/14/2020	Rusty Kattner
5/18/20	8:26 AM	5/19/20	20-115	1220 Archley Dr	HV-19-080B	Framing	Pass	5/20/2020	BBG
5/18/20	3:49 PM	5/19/20	20-116	1306 Bridle Spur Ln	HV-19-062B	Framing	Fail	5/20/2020	BBG
5/18/20	12:00 PM	5/18/20	20-117	1220 Archley	HV-19-080FS	Fire Sprinkler Hydro/Cover	Pass	5/18/2020	Rusty Kattner
5/20/20	1:57 PM	5/22/20	20-118	1233 Archley	HV-18-101D	Drainage Cover	Cancelled	5/22/2020	N/A
5/21/20	2:49 PM	5/22/20	20-119	1233 Archley Dr	HV-20-015SPP	Swimming Pool Gas	Pass	5/22/2020	BBG
5/21/20	2:49 PM	5/22/20	20-120	1233 Archley Dr	HV-20-015SPP	Swimming Pool Final	Fail	5/22/2020	BBG
5/26/20	1:45 PM	5/27/20	20-121	8009 Anadell	HV-19-042D	Drain Sleeves	Pass	5/27/2020	Javier Vasquez
5/27/20	11:22 AM	5/28/20	20-122	1306 Bridle Spur Ln	HV-19-062B	Stucco post wrap	Fail	5/28/2020	BBG
5/27/20	2:15 PM	5/28/20	20-123	8373 Westview Dr	HV-20-037D	Interior Demo Final & Re-build Consultation	N/A	5/28/2020	BBG
5/28/20	3:19 PM	5/29/20	20-124	1306 Bridle Spur Ln	HV-19-062B	Stucco post wrap reinspection	Fail	5/29/2020	BBG
5/29/20	8:00 AM	5/29/20	20-125	1203 Wirt Rd	HV-19-042P	Gas Test	Pass	5/29/2020	BBG
5/29/20	4:25 PM	5/29/20	20-127	1233 Archley Dr	HV-18-101I	Irrigation Cover	Pass	5/29/2020	BBG

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
5/16	1023 Ridgeley Dr	No violations	
5/16	1111 Guinea Dr	No violations noted	
5/16	1220 Archley Dr	Spoke to builder at job site and told them to cut the grass in the front of his job site	
5/16	1233 Archley Dr	No Violations noted.	
5/16	8116 Bromley St	No Violations noted	
5/16	1217 Pine Chase Dr	Gravel is being poured in driveway today; site looks appropriate for stage in construction	
5/16	8009 Anadell St	Violation given to clean up job site	
5/16	1226 Glourie Dr	Did not repeat violation but took picture. same as last week	
5/16	1306 Glourie Dr	Violation given to clean up piles of trash in front of lot. A for sale sign has been placed since last inspection	
5/16	2 Pine Creek Ln	No violations noted	
5/16	1306 Bridle Spur St	No violations noted	
5/16	14 Hilshire Grove Ln	No violations noted	
5/16	7902 N Villa	No Violations noted	
5/16	7915 S Villa	No Violations noted	
5/24	1023 Ridgeley Dr	No violations	
5/24	1111 Guinea Dr	No violations noted	
5/24	1220 Archley Dr	Violation given to pick up all trash and debris on site and all trash and debris must be disposed in a designated receptacle.	
5/24	1233 Archley Dr	No Violations noted.	
5/24	8116 Bromley St	No Violations noted	
5/24	1217 Pine Chase Dr	No violations noted. Site is a bit messy.	
5/24	8009 Anadell St	Site looks to be cleaned up from the week before. Driveway has still not been poured.	
5/24	1226 Glourie Dr	Same as last week, gate needs to be kept locked and closed	
5/24	1306 Glourie Dr	Same as last week	
5/24	2 Pine Creek Ln	No violations noted	
5/24	1306 Bridle Spur St	No violations noted	
5/24	14 Hilshire Grove Ln	No violations noted	
5/24	7902 N Villa	Construction is done; No Violations	
5/24	7915 S Villa	No Violations noted	
5/30	1023 Ridgeley Dr	No violations	
5/30	1111 Guinea Dr	No violations noted	

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comment	HV Response
5/30	1220 Archley Dr	No violations	
5/30	1233 Archley Dr	Reminder, not violation: Keep trash picked up and disposed properly on site	
5/30	8116 Bromley St	No Violations noted	
5/30	1217 Pine Chase Dr	No violations noted	
5/30	8009 Anadell St	No Violations noted	
5/30	1226 Glourie Dr	Violation given to clean up pile of debris and cut grass to maintain control of Vermin, snakes and insects. May 10: same as last week May 17,: did not repeat violation given but took picture. same as last week. Couldn't completely lock gate, lock did not close May 24: same as last week, gate needs to be closed May 31st: same as last week	
5/30	1306 Glourie Dr	Violation given to clean up piles of trash in front of lot. a for sale sign has been placed since last inspection May 24: same as last week May 31st: same as the week before, now tree limb in driveway	
5/30	2 Pine Creek Ln	No violations noted	
5/30	1306 Bridle Spur St	Violation given to repair screening, clean up debris from right of way and driveway	
5/30	14 Hilshire Grove Ln	No violations noted	
5/30	7915 S Villa	No Violations noted; reminder, check back this week to make sure pallet is picked up	



June 12 2020

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

Re: Engineer's Report for June 16, 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 May 16, 2020 to June 12, 2020.

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

a. 8009 Anadell Road –

- HDR has been coordinating with the City, Mr. Brian Smith (MHI Coventry Homes – Contractor) and Mr. Gary Beck, P.E. (Engineer of Record – Eco Holdings, LLC) on minor field modifications to the proposed driveway culvert elevations and necessary ditch cleaning and re-grading at 8009 and 8013 Anadell Road (next door neighbor) to allow for better drainage of the area.

b. 8013 Anadell Road –

- HDR coordinated with the City on drainage and impervious coverage requirements for the proposed storage sheds at 8013 Anadell Road. In general, a formal drainage plan will not be required for the proposed storage sheds; however, the property owner shall submit proposed plans to the City to verify drainage of the area is not adversely impacted and impervious coverage are not exceeded.

c. 1233 Archley Drive –

- On June 12, 2020, HDR received the as-built drainage plan for 1233 Archley Drive. The as-built drainage plan is currently under review by HDR.

d. 8302 Creekstone Circle –

- On June 8, 2020, HDR performed a cursory reviewed of the proposed patio addition and drainage plan for 8302 Creekstone Circle. The proposed drainage system does not meet current City requirements. In addition, they are proposing a storm sewer under the Creekstone Circle cul-de-sac.

- The topography of this lot is relatively flat and it does not have a ditch in the right-of-way either, therefore, HDR will set up a field meeting to coordinate with the Engineer of Record and property owner to discuss drainage options, including the extension of the City ditch across 8306 and 8302 Creekstone Circle.
- e. 1331 Friarcreek Lane –
 - HDR has been coordinating with the City and Mr. Brian Weatherall (Oden Design & Contracting) regarding the proposed culverts and headwall requirements for the proposed walkway at 1331 Friarcreek Lane.
- f. 1301 Glourie Drive –
 - On June 8, 2020, HDR reviewed and returned to the City the proposed secondary drainage plan for 1301 Glourie Drive. The drainage plan was approved with exceptions noted.
- g. 1230 Glourie Drive –
 - HDR coordinated with the City and BBG (City Building Official) regarding the removal of the non-compliant parking pad at 1230 Glourie Drive.
- h. 1330 Glourie Drive –
 - HDR coordinated with Mr. Faisel (BEC Engineers and Consultant) regarding the drainage and impervious coverage requirements for 1330 Glourie Drive.
- i. 1123 Guinea Drive –
 - On May 29, 2020, HDR had a field meeting with Mr. Henry Barreto, P.E. (EBC Engineering) to verify and discuss the City's drainage and impervious coverage requirements for 1123 Guinea Drive.
- j. 5 Hilshire Oaks Court –
 - On May 21, 2020, HDR had a field meeting with Mr. Mike Bischoff (5 Hilshire Oaks Court) regarding the erosion around his driveway culvert and the options to extend the culverts and/or install headwalls to stabilize the soils and mitigate the erosion in the area.
- k. 7906 North Villa Court –
 - On June 4, 2020, HDR reviewed and returned to the City and Ms. Danielle Nichols, AIA (Architect – Aspire Fine Homes) the drainage plan for 7906 North Villa Court. Additional information and corrections (i.e. missing natural ground elevations, drawing scale, impervious coverage calculations, etc.) are required, therefore, it must be revised and resubmitted.

- On June 12, 2020, HDR received the drainage plan resubmittal for 7906 North Villa Court. The drainage plan is currently under review by HDR.

l. 1315 Pine Chase Grove –

- On May 26, 2020, HDR reviewed and returned to the City the secondary drainage plan resubmittal for 1315 Pine Chase Grove. The drainage plan was approved with exceptions noted.
- On June 2, 2020, HDR performed the drainage cover inspection for 1315 Pine Chase Grove. No issues were identified, therefore it passed inspection.
- On June 5, 2020, HDR performed the final drainage inspection for 1315 Pine Chase Grove. No issues were identified, therefore it passed inspection.

m. 1323 Pine Chase Grove –

- On May 21, 2020, HDR met with Mr. Jonathan Simon (property owner) to discuss the drainage and ditch embankment erosion issues after the re-grading and re-sodding work performed by Mr. Simon's contractor washed off into the ditch by the heavy storm event that took place on May 15, 2020.
- HDR coordinated with the City and City Attorney (Mr. Scott Bounds) regarding ordinances and regulation requirements related to drainage ditches in the City rights-of-ways.
- On June 4, 2020, HDR informed Mr. Simon about Article 7.400 – Blockage of Right-of-Way, and Ordinance #782-2019 – Illicit Discharges; the Texas Water Code 11.086 – Overflow Caused by Diversion of Water; and the TCEQ MS4 regulations to prevent polluted stormwater runoff to be discharged, untreated into local water bodies.
- HDR requested Mr. Simon to address the cleaning and restoration of the ditch within two (2) weeks. If the ditch is not cleaned after this period, the City will hire a separate contractor to perform this work and bill Mr. Simon the cost associated with this work.
- Mr. Simon has requested to the City that the ditch in front of his property be covered due to safety concerns. This request has been included in the agenda for the May 16, 2020 Regular Council Meeting for discussion and possible action.

n. Pine Chase Grove Cul-De-Sac –

- A field meeting with Council Members Robert Byrne and Mike Gordy, BJ King (Contractor – DonMar Grading, Inc.) and HDR has been scheduled for June 16, 2020 to discuss and address the drainage and erosion issues in the Pine Chase Grove cul-de-sac.

o. Annual Ditch Cleaning and Maintenance Plan –

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

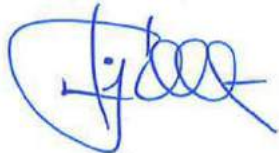
p. Harris County Minimum Standards Recommendation –

- On May 22, 2020, received an e-mail correspondence from Harris County Engineering Department regarding the County's Recommendation on Minimum Standards for Communities in Harris County and Draining to Harris County.
- Per Harris County's letter, the purpose of this policy is to provide a minimum set of drainage regulations and development policies that will allow all municipalities in Harris County to have a consistent set of standards that incorporate NOAA Atlas 14 rainfall rates. The proposed standards are intended to preserve the capacity and purpose of the ongoing Harris County Flood Control District (HCFCD) Bond Projects and make Harris County more resilient to future flooding events. Nothing in this policy is intended to reduce the level of current regulation within any municipality or to prevent any municipality from enacting more stringent standards.
- If a municipality chooses not to update their regulations to these minimum standards, the municipality would not be eligible for participation in the Partnership Projects funding with Harris County after December 31, 2020.
- One particular requirements that will significantly impact development/re-development in the City is to require the minimum Finished Floor Elevation (FFE) of new habitable structures be established at or waterproofed to the 500-year flood elevation as shown on the effective Flood Insurance Study.
- HDR is currently evaluating the overall impact of this policy to the City of Hilshire Village and will advise accordingly.

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.



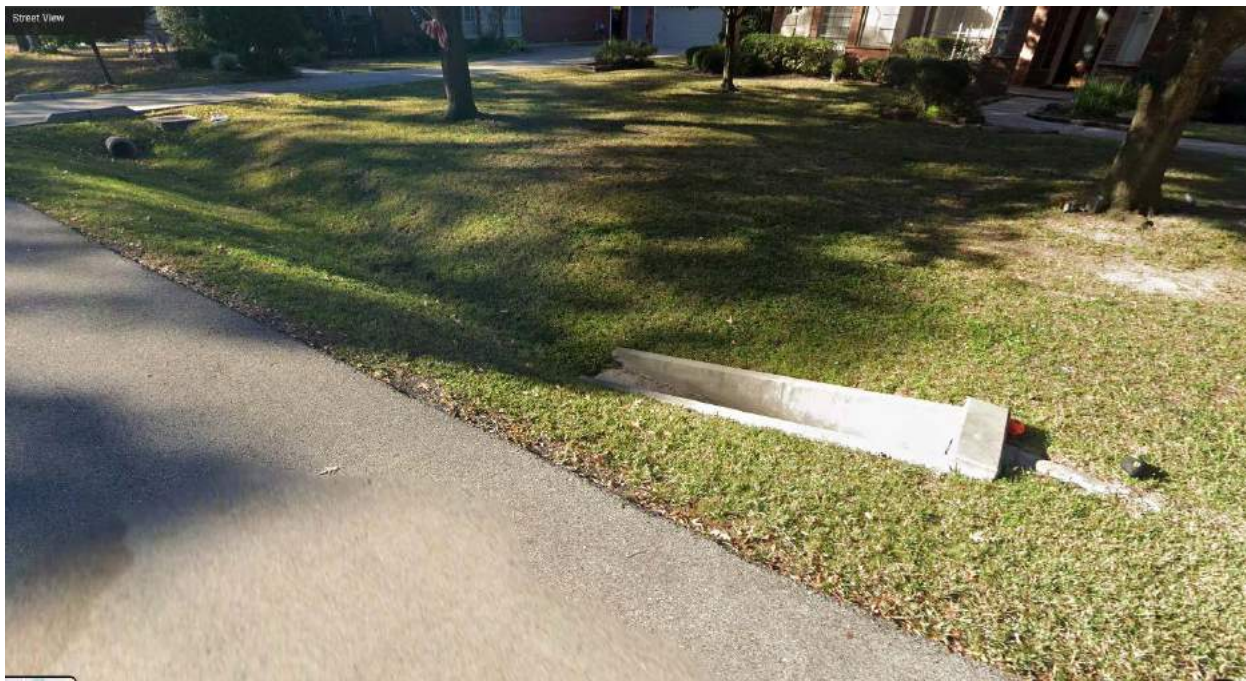
Efrain A. Him, P.E.
Project Manager

cc: Files (20-005)





From: [Russell Herron](#)
To: [Susan Blevins](#)
Subject: Pine Chase Ct - pictures
Date: Friday, June 12, 2020 1:48:41 PM





BUDGET FYE 2020

Metro Funded Ditch/Ravine Cleaning	\$30,000.00
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ORDINANCE NO. 796-2020

AN ORDINANCE AMENDING CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING AND REPLACING DEFINITIONS 02:A-01 ACCESSORY USE, 02:A02 ACCESSORY BUILDING, 02:C-03 CARPORT, 02:P-04 PORTE-COCHERE, 02:S-01 SETBACK; BY DELETING AND REPLACING SECTION 11:00, 11:01.01, 11:01.02, 11:01.03, 11:01.04, 11:01.05~~11:01~~, 11:02.01, 11:02.03, 11:07.02, 11.11.01, 11.14, 11.15 -IN THEIR ENTIRETY AND REPLACING WITH A NEW SECTION; AND AMENDING SECTION 12.25 BY ADDING 12.25.01 AND 12.25.02; AND AMENDING SECTION 12.5 BY ADDING 12.5.01 AND 12.5.02 OF CHAPTER 12 EXHIBIT "A", ZONING ORDINANCE; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH OCCURRENCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Council, acting as the City's Zoning Commission, provided a preliminary report as required by Section 211.007 of the Texas Local Government Code, on January 21, 2020; and

WHEREAS, a public hearing on this preliminary report at which parties in interest and citizens had an opportunity to be heard was held before the City Council, acting as the Zoning Commission, on February 18, 2020; and

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

WHEREAS, a public hearing on this final report was held by City Council on ~~March 17~~June 16, 2020; and

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

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

Section 1. Definition 02: A-01 Accessory Use, A-02 Accessory building, 02:C-03 Carport, 02:P-04 Porte-cochere, 02:S-01 Setback of Section 02:00, Zoning Ordinance Definitions, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

02:A-01 Accessory use: "Accessory use" shall mean any use which serves and is subordinate and incidental to the principal use of any building or lot.

02: A-02 Accessory building: "Accessory building" shall mean a subordinate building, not including a carport or garage, the use of which building is clearly an accessory use, ~~as defined above, to that of the main or principal use of the building or lot.~~

02:C-03 Carport: Carport shall mean a roofed structure that is open on at least two (2) sides and designed for the primary purpose of storing the residents' vehicles.

02:P-04 Porte-cochere: Porte-cochere shall mean a projection of the main building which is a component part of and a continuation of the main building, of the same construction as the main building, open on two or more sides, and designed to drive vehicles through for the purpose of allowing persons and property protection from the elements.

02:S-01 Setback (or set back): "Setback" shall mean the required distance between the outermost portion of any structure and the property line, exclusive of allowed overhang.

Section 2, Section 11:00, 11:01, ~~11:01.01, 11:01.02, 11:01.03, 11:01.04, 11:01.05~~ AND 11:02.01, 11:02.03 of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:00 DISTRICT R-1

No lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered except as provided in this section 11:

11:01 RESIDENTIAL LOT

11:01.01 Minimum lot area: The minimum area of any lot shall be twelve thousand (12,000) square feet exclusive of any portion that lies within the dedicated portion of a street or drainage easement.

11:01.02 Minimum lot width: No lot shall be less than fifty-five (55) feet wide at the front street property line or less than seventy-five (75) feet wide at the front building line.

11:01.03 Front building line: No part of a building shall be closer than thirty (30) feet to a front property ~~lot~~ line that adjoins a street other than Wirt Road or Westview Drive or closer than forty (40) feet to a front property ~~lot~~ line that adjoins either Wirt Road or Westview Drive.

11:01.04 Side yard building setbacks: Except as provided in 11:07, no building shall be closer than:

Eight (8) feet to any side property ~~lot~~ line;

Fifteen (15) feet to any side property ~~lot~~ line adjacent to a street other than Wirt Road or Westview Drive;

Twenty-five (25) feet to any side property ~~lot~~ line that is adjacent to Wirt Road or Westview Drive.

A second story or half story shall be set back a minimum of two (2) additional feet from the applicable side yard ~~lot~~ setback line ~~listed above except t where~~ unless the side yard setback line on the same side of the building is fifteen (15) feet or greater.

11:01.05 Rear building line: Except as provided in 11:07, no main building, including an attached carport or attached garage, shall be closer than twenty-five (25) feet to the rear prop-erty ~~lot~~ line, and no accessory building detached carport or detached garage shall be closer than ten (10) feet to any rear property ~~lot~~ line.

11:02 STRUCTURES

11:02.01 Maximum height:

a. No structure shall exceed thirty-five (35) feet in height including chimney(s) and any and all attachments to the structure.

b. At ten (10) feet from the rear property line, neither an accessory building; nor a detached carport ~~or~~ detached garage shall ~~not~~ exceed ten (10) feet high. The height of such building may increase by three (3) feet for each additional five (5) feet of distance from the rear property line (e.g., at fifteen (15) feet from the rear property line, such building may be thirteen (13) feet high. At twenty (20) feet from the rear property line, such building may be sixteen (16) feet high). At twenty-five (25) feet from the rear property line, such building may be thirty-five (35) feet high.

c. At the side setback line, a building may be up to thirty-five (35) feet high ~~at the side setback line.~~

11:02.03 Overhang: No part of a structure may extend over the building line or setback line except that an eave, roof, or roof extension may extend up to twenty-four (24) inches over the building line.

Section 3. Section 11:07.02, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:07 ACCESSORY BUILDING.

11:07.02 Location:

a. An accessory building shall be constructed on the same lot as the dwelling to which it is accessory and shall not be constructed ~~in forward of the~~ front of the main building.

b. No wall of an accessory building or projection thereof shall be less than three (3) feet from an outside wall of the main building. An accessory building, including any projection thereof, that is less than three (3) feet from the outside wall of the main building shall be deemed to be a part of the main building. An accessory building may be connected to the main building by an open-sided walkway covering sidewalk ~~that may have a cover~~ not exceeding ~~in~~ six (6) feet in width.

c. Where a rear property ~~lot~~ line adjoins the rear property ~~lot~~ line of another lot:

1. An accessory building that is not more than one hundred twenty (120) square feet in size and not more than ten (10) feet high (such as but not limited to a storage shed) may be placed no closer than three (3) feet to the rear property line, as long as drainage is not adversely affected. No part of the building may be closer to the rear property line than three (3) feet.
2. An accessory building that is not more than two hundred (200) square feet in size and not more than twelve (12) feet high (such as but not limited to a storage shed) may be placed no closer than ten (10) feet to the rear property line.
3. An accessory building that is open on all sides (such as but not limited to a landscape structure or gazebo) and not more than twelve (12) feet high may be placed no closer than ten (10) feet to the rear property line.

d. Where a side property ~~lot~~ line adjoins the rear property ~~lot~~ line of another lot:

1. An accessory building that is not more than one hundred twenty (120) square feet in size and not more than ten (10) feet high may be placed no closer than three (3) feet to the side property line, as long as drainage is not adversely affected. No part of the building ~~shall~~ may be closer to the ~~side~~ rear property line than three (3) feet.
2. Except as permitted ~~described~~ in (d)(1) above, no building shall be closer to the side property ~~lot~~ line than ten (10) feet.

Section 4, Section 11:11.01, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:11 FENCE

11:11.01 Location:

a. A newly constructed lot front fence shall terminate into the sides of the main building. A lot front fence shall not be constructed in front of the outermost front corner of either side of the main building and shall not be constructed across the front of the main building. If the main building includes a porte-cochere on the front of the building, a side yard fence may not extend beyond the front corners of the main building excluding the porte-cochere. If a lot has no main building, then a lot front fence may be constructed on or behind, but not forward of, the front building line or front setback line. The foregoing limitations shall not apply:

1. to hardscape features such as stone walls that do not enclose the front yard and are not taller than eighteen (18) inches high,

2. to a fence of visually open material, such as wrought iron, galvanized welded wire, or wood lattice, that is not more than thirty-six (36) inches high and is part of an unenclosed and uncovered area, such as but not limited to a front porch or courtyard,

3. if the lot front is on Wirt Road or Westview Drive.

b. A fence constructed on the side of a property that abuts a street shall be placed no closer to the street than the side setback line of the lot. This limitation shall not apply if the side street is Wirt Road or Westview Drive.

c. The foregoing limitations shall not apply to a fence erected in connection with a construction permit or as part of a construction jobsite. Such fences shall be governed by [article 3.608](#) of the City's Code of Ordinances.

d. No fence shall be constructed on a lot which is in conflict with Section 40.03 INTERSECTION LINE OF SIGHT.

Section 5. Section 11:14, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:14 CARPORT:

a. A carport shall not be constructed ~~in front of~~ [between](#) the main building and the front property line.

b. If attached to the main building, a carport shall be a component part of, a continuation of, and of the same construction as the main building. If not attached to the main building, a carport shall meet the placement requirements of a detached garage.

c. Items stored in a carport (other than vehicles) may not be habitually visible to public view from the street.

Section 6. Section 11:15, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:15 Porte-Cochere: If a porte-cochere is constructed in front of the ~~between a main building and the front property line~~, no entrance to or exit from the porte-cochere may face the street of address.

Section 7. Section 12.25, Residential District R-3, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by adding the following:

12:25.01 No Lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered, except for one or more of the following permitted uses with limitations as provided herein:

12:25.02 PERMITTED DISTRICT "R-1" USE: Any use permitted in District R-1 is permitted in District R-3 and is subject to all Regulations and Limitations which would be applicable if the use were situated in such District R-1 except that 11:07.02(d)(2) does not apply.

Section 8. Section 12.5, Residential District R-4, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by adding the following:

12:5.01 No Lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered, except for one or more of the following permitted uses with limitations as provided herein:

12:5.02 PERMITTED DISTRICT "R-1" USE: Any use permitted in District R-1 is permitted in District R-4 and is subject to all Regulations and Limitations which would be applicable if the use were situated in such District R-1 except that 11:07.02(d)(2) does not apply.

Section 9. Any person, firm, partnership, association, corporation, company, or organization of any kind who or which intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this Comprehensive Zoning Ordinance shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed two thousand dollars (\$2,000). Each day during which such violation shall exist or occur shall constitute a separate offense. The owner or owners of any property or of premises where any violation of this Comprehensive Zoning Ordinance shall occur, and any agent, contractor, builder, architect, person, or corporation who shall assist in the commission of such offense shall be guilty of a separate offense, and, upon conviction thereof, shall be punished as above provided.

Section 10. This ordinance is intended to be cumulative and shall not repeal any previous ordinance except to the extent that any provision of such ordinance is inconsistent and cannot be reconciled with any provision contained herein.

Section 11. In case any section, paragraph, subdivision, clause, phrase, provision, sentence or part o this ordinance, or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by any court of competent

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

Section 12. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this 16th day of June, 2020.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary

ORDINANCE NO. 796-2020

AN ORDINANCE AMENDING CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING AND REPLACING DEFINITIONS 02:A-01 ACCESSORY USE, 02:A02 ACCESSORY BUILDING, 02:C-03 CARPORT, 02:P-04 PORTE-COCHERE, 02:S-01 SETBACK; BY DELETING AND REPLACING SECTION 11:00, 11:01.01, 11:01.02, 11:01.03, 11:01.04, 11:01.05, 11:02.01, 11:02.03, 11:07.02, 11:11.01, 11:14, 11:15 IN THEIR ENTIRETY AND REPLACING WITH A NEW SECTION; AND AMENDING SECTION 12.25 BY ADDING 12.25.01 AND 12.25.02; AND AMENDING SECTION 12.5 BY ADDING 12.5.01 AND 12.5.02 OF CHAPTER 12 EXHIBIT "A", ZONING ORDINANCE; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH OCCURRENCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Council, acting as the City's Zoning Commission, provided a preliminary report as required by Section 211.007 of the Texas Local Government Code, on January 21, 2020; and

WHEREAS, a public hearing on this preliminary report at which parties in interest and citizens had an opportunity to be heard was held before the City Council, acting as the Zoning Commission, on February 18, 2020; and

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

WHEREAS, a public hearing on this final report was held by City Council on June 16, 2020; and

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

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

Section 1. Definition 02: A-01 Accessory Use, A-02 Accessory building, 02:C-03 Carport, 02:P-04 Porte-cochere, 02:S-01 Setback of Section 02:00, Zoning Ordinance Definitions, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

02: A-01 Accessory use: "Accessory use" shall mean any use which serves and is subordinate and incidental to the principal use of any building or lot.

02: A-02 Accessory building: "Accessory building" shall mean a subordinate building, not including a carport or garage, the use of which building is clearly an accessory use.

02:C-03 Carport: Carport shall mean a roofed structure that is open on at least two (2) sides and designed for the primary purpose of storing the residents' vehicles.

02:P-04 Porte-cochere: Porte-cochere shall mean a projection of the main building which is a component part of and a continuation of the main building, of the same construction as the main building, open on two or more sides, and designed to drive vehicles through for the purpose of allowing persons and property protection from the elements.

02:S-01 Setback (or set back): "Setback" shall mean the required distance between the outermost portion of any structure and the property line, exclusive of allowed overhang.

Section 2. Section 11:00, 11:01.01, 11:01.02, 11:01.03, 11:01.04, 11:01.05 AND 11:02.01, 11:02.03 of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:00 DISTRICT R-1

No lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered except as provided in this section 11:

11:01 RESIDENTIAL LOT

11:01.01 Minimum lot area: The minimum area of any lot shall be twelve thousand (12,000) square feet exclusive of any portion that lies within the dedicated portion of a street or drainage easement.

11:01.02 Minimum lot width: No lot shall be less than fifty-five (55) feet wide at the front street property line or less than seventy-five (75) feet wide at the front building line.

11:01.03 Front building line: No part of a building shall be closer than thirty (30) feet to a front property line that adjoins a street other than Wirt Road or Westview Drive or closer than forty (40) feet to a front property line that adjoins either Wirt Road or Westview Drive.

11:01.04 Side yard building setbacks: Except as provided in 11:07, no building shall be closer than:

Eight (8) feet to any side property line;

Fifteen (15) feet to any side property line adjacent to a street other than Wirt Road or Westview Drive;

Twenty-five (25) feet to any side property line that is adjacent to Wirt Road or Westview Drive.

A second story or half story shall be set back a minimum of two (2) additional feet from the applicable side yard setback line unless the side yard setback line on the same side of the building is fifteen (15) feet or greater.

11:01.05 Rear building line: Except as provided in 11:07, no main building, including an attached carport or attached garage, shall be closer than twenty-five (25) feet to the rear property line, and no accessory building detached carport or detached garage shall be closer than ten (10) feet to any rear property line.

11:02 STRUCTURES

11:02.01 Maximum height:

a. No structure shall exceed thirty-five (35) feet in height including chimney(s) and any and all attachments to the structure.

d. At ten (10) feet from the rear property line, neither an accessory building, nor a detached carport or detached garage shall ~~not~~ exceed ten (10) feet high. The height of such building may increase by three (3) feet for each additional five (5) feet of distance from the rear property line (e.g., at fifteen (15) feet from the rear property line, such building may be thirteen (13) feet high. At twenty (20) feet from the rear property line, such building may be sixteen (16) feet high). At twenty-five (25) feet from the rear property line, such building may be thirty-five (35) feet high.

e. At the side setback line, a building may be up to thirty-five (35) feet high.

11:02.03 Overhang: No part of a structure may extend over the building line or setback line except that an eave, roof, or roof extension may extend up to twenty-four (24) inches over the building line.

Section 3. Section 11:07.02, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:07 ACCESSORY BUILDING.

11:07.02 Location:

a. An accessory building shall be constructed on the same lot as the dwelling to which it is

accessory and shall not be constructed in front of the main building.

e. No wall of an accessory building or projection thereof shall be less than three (3) feet from an outside wall of the main building. An accessory building, including any projection thereof, that is less than three (3) feet from the outside wall of the main building shall be deemed to be a part of the main building. An accessory building may be connected to the main building by an open-sided walkway covering not exceeding six (6) feet in width.

f. Where a rear property line adjoins the rear property line of another lot:

1. An accessory building that is not more than one hundred twenty (120) square feet in size and not more than ten (10) feet high (such as but not limited to a storage shed) may be placed no closer than three (3) feet to the rear property line, as long as drainage is not adversely affected. No part of the building may be closer to the rear property line than three (3) feet.
2. An accessory building that is not more than two hundred (200) square feet in size and not more than twelve (12) feet high (such as but not limited to a storage shed) may be placed no closer than ten (10) feet to the rear property line.
3. An accessory building that is open on all sides (such as but not limited to a landscape structure or gazebo) and not more than twelve (12) feet high may be placed no closer than ten (10) feet to the rear property line.

g. Where a side property line adjoins the rear property line of another lot:

1. An accessory building that is not more than one hundred twenty (120) square feet in size and not more than ten (10) feet high may be placed no closer than three (3) feet to the side property line, as long as drainage is not adversely affected. No part of the building shall be closer to the side property line than three (3) feet.
2. Except as permitted in (d)(1) above, no building shall be closer to the side property line than ten (10) feet.

Section 4. Section 11:11.01, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:11 FENCE

11:11.01 Location:

a. A newly constructed lot front fence shall terminate into the sides of the main building. A lot front fence shall not be constructed in front of the outermost front corner of either side of the main building and shall not be constructed across the front of the main building. If the

main building includes a porte-cochere on the front of the building, a side yard fence may not extend beyond the front corners of the main building excluding the porte-cochere. If a lot has no main building, then a lot front fence may be constructed on or behind, but not forward of, the front building line or front setback line. The foregoing limitations shall not apply:

4. to hardscape features such as stone walls that do not enclose the front yard and are not taller than eighteen (18) inches high,

5. to a fence of visually open material, such as wrought iron, galvanized welded wire, or wood lattice, that is not more than thirty-six (36) inches high and is part of an unenclosed and uncovered area, such as but not limited to a front porch or courtyard,

6. if the lot front is on Wirt Road or Westview Drive.

d. A fence constructed on the side of a property that abuts a street shall be placed no closer to the street than the side setback line of the lot. This limitation shall not apply if the side street is Wirt Road or Westview Drive.

e. The foregoing limitations shall not apply to a fence erected in connection with a construction permit or as part of a construction jobsite. Such fences shall be governed by [article 3.608](#) of the City's Code of Ordinances.

d. No fence shall be constructed on a lot which is in conflict with Section 40.03 INTERSECTION LINE OF SIGHT.

Section 5. Section 11:14, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:14 CARPORT:

a. A carport shall not be constructed in front of the main building.

d. If attached to the main building, a carport shall be a component part of, a continuation of, and of the same construction as the main building. If not attached to the main building, a carport shall meet the placement requirements of a detached garage.

e. Items stored in a carport (other than vehicles) may not be habitually visible to public view from the street.

Section 6. Section 11:15, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:15 Porte-Cochere: If a porte-cochere is constructed in front of the main building, no entrance to or exit from the porte-cochere may face the street of address.

Section 7. Section 12.25, Residential District R-3, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is

amended by adding the following:

12:25.01 No lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered, except for one or more of the following permitted uses with limitations as provided herein:

12:25.02 PERMITTED DISTRICT "R-1" USE: Any use permitted in District R-1 is permitted in District R-3 and is subject to all Regulations and Limitations which would be applicable if the use were situated in such District R-1 except that 11:07.02(d)(2) does not apply.

Section 8. Section 12.5, Residential District R-4, of Exhibit "A", Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by adding the following:

12:5.01 No lot shall be used or subdivided and no structure shall be erected, used, constructed, occupied or altered, except for one or more of the following permitted uses with limitations as provided herein:

12:5.02 PERMITTED DISTRICT "R-1" USE: Any use permitted in District R-1 is permitted in District R-4 and is subject to all Regulations and Limitations which would be applicable if the use were situated in such District R-1 except that 11:07.02(d)(2) does not apply.

Section 9. Any person, firm, partnership, association, corporation, company, or organization of any kind who or which intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this Comprehensive Zoning Ordinance shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed two thousand dollars (\$2,000). Each day during which such violation shall exist or occur shall constitute a separate offense. The owner or owners of any property or of premises where any violation of this Comprehensive Zoning Ordinance shall occur, and any agent, contractor, builder, architect, person, or corporation who shall assist in the commission of such offense shall be guilty of a separate offense, and, upon conviction thereof, shall be punished as above provided.

Section 10. This ordinance is intended to be cumulative and shall not repeal any previous ordinance except to the extent that any provision of such ordinance is inconsistent and cannot be reconciled with any provision contained herein.

Section 11. In case any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this ordinance, or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by any court of competent jurisdiction, the same shall not affect, impair, or invalidate this ordinance as a whole or any part or provision thereof other than the part so declared to be invalid or unconstitutional, and the City Council of the City of Hilshire Village, Texas, hereby declares that it would have passed each and every part of the same notwithstanding the omission of any such part so declared to be Invalid or unconstitutional, or whether there be one or more such parts. Furthermore, if any portion or portions hereof be so held to be invalid or unconstitutional, then the corresponding portion of the Zoning Ordinance adopted by the City of Hilshire Village, Texas, shall continue to be effective.

Section 12. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this 16th day of June, 2020.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary

Background for Zoning Ordinances Revisions Regarding Permeability Calculations

June 16, 2020

Key Points from Previous Discussions:

1. Urbanization has changed the character of the residential area.
2. Prior to 2000, several areas were built out disregarding the permeability requirements.
3. Consensus on the goals:
 - A. Preserve the character of the Village
 - B. Protect the rights of property owners
 - C. Mitigate risk of area flooding
 - D. Prevent overcrowding
4. Existing ordinances do not seem to create a problem for new construction, designers use them to plan the project.
5. Additions and major remodeling on existing houses frequently encounter difficulties complying with current ordinances.

1

The information which follows is based the following sources:

- Harris County Flood Control District
- Houston Galveston District - National Weather Service
- United States Geological Survey
- National Oceanic and Atmospheric Administration
- United States Census Bureau
- Landsat Program of NASA & USGS

For the purposes of this discussion, the following terms are used:

Keys to Flood Control

1. **Rainfall Rate** - inches of rainfall in a give period
2. **Permeability** - amount of rainfall that open ground can absorb
3. **Runoff** - water moving according to the laws of gravity
4. **Retention** - holding of rain water for later release

Rainfall Rate - inches of rainfall in a given period

1. The Harris County Watershed can handle 16 inches of rainfall in a 24 hour period
2. After 16 inches of rainfall, general flooding begins
3. Probability of a 16 inch storm is 1% (3.65 days/year)
4. Conclusion

We can expect to have a major flood threat at least 3 times each year.

Hurricane Harvey deposited 20 inches of rain per day for 4 days.

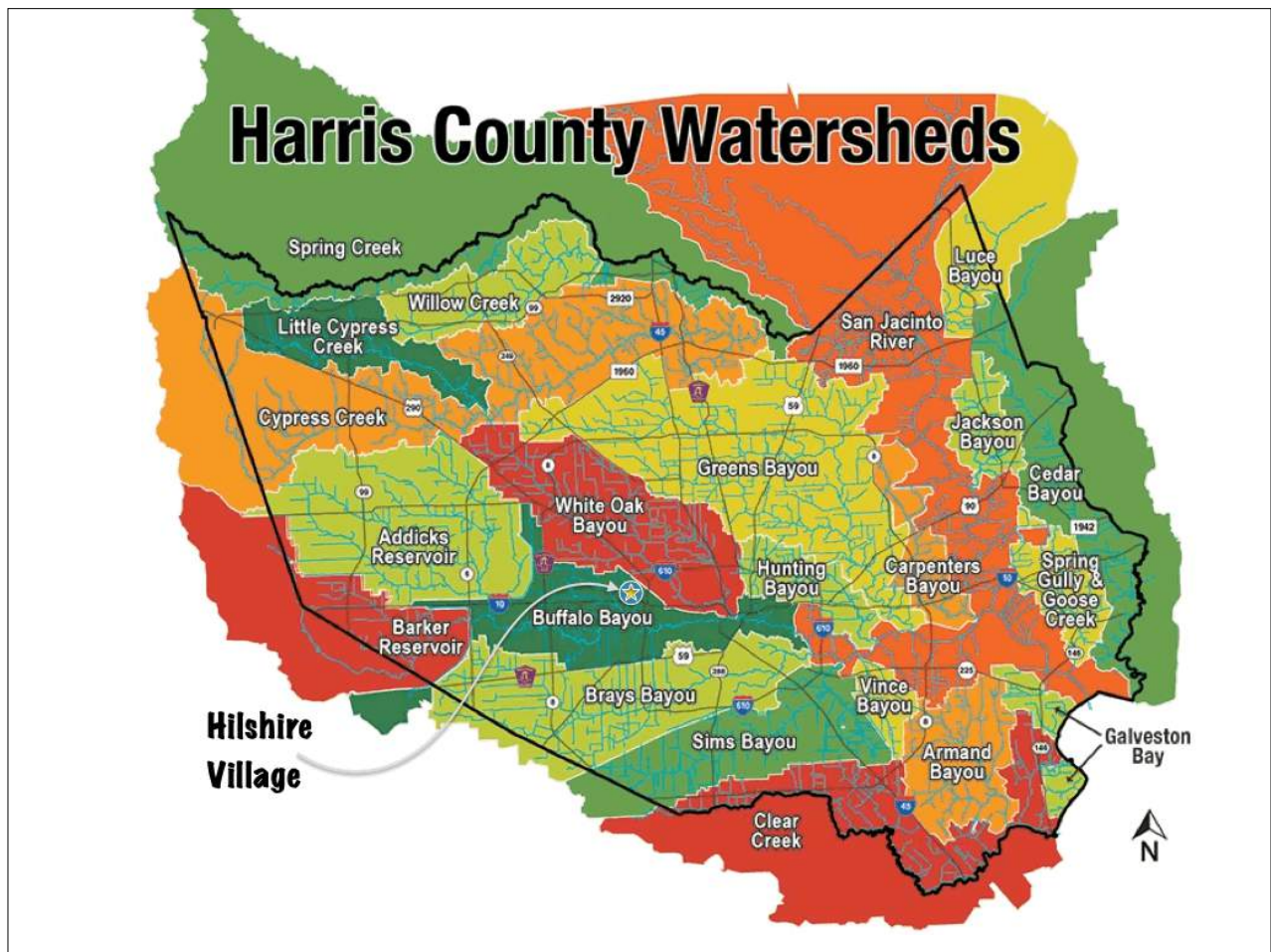
Permeability - amount of rainfall that open ground can absorb

1. Depending on the type of soil, open ground is capable of absorbing from 1 to 2 inches of rainfall in a 24 hour period.
2. Once the ground is saturated, falling rain becomes runoff.
3. Conclusion

In a 16 inch storm, only the first 2 inches will be absorbed by the open ground. The remaining 14 inches must be handled by runoff in the local watershed.

Runoff - water moving according to the laws of gravity

Over the past decade, Hilshire Village has improved and maintained our local watershed so that it can handle heavy rainfall provided that Spring Branch Creek and Buffalo Bayou do not reach maximum capacity.



Retention - holding of rain water for later release

Type of Retention	UNITS In FEET AND CUBIC FEET			
	Length	Width	Depth	Volume
Drainage Ditch	75	10	2	1,500
Paved Street	75	15	0.5	563
Retention Pond	100	75	3	22,500
Catch Basin	70	14	4	3,920



Underground Catch Basins used on Hilshire Villas Streets

7

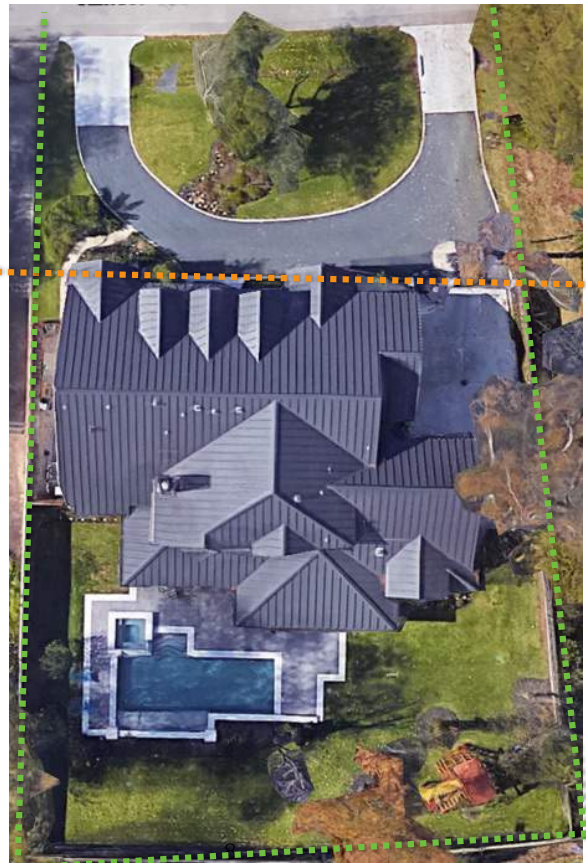
EXAMPLE: Conforming Coverage

Front Building Line

Side & Rear Property Lines

Impact of Changing Permeability Calculation

Hilshire Village Total Area	8,363,520	sq ft	
12,000 sq ft lot	80	150	12,000
Front Area	80	30	2,400
Rear Area			9,600
Changing 55% rule to 60%	321	Houses	480
Total Increase in Impermeable Area		154,080	1.842%
Assume Soil Absorbs 2 inches	25,680	Cubic feet of water	



EXAMPLES: Greater than 60% Coverage



Summary

1. Current drainage system is adequate until the discharge areas reach flood stage
2. Changes to the permeability rule has similar effect to a moderate size retention pond
3. A major contributor to reducing risk of flooding would be increasing the retention within the City
4. Permeability could be improved by reducing coverage of non-conforming homes and businesses

ORDINANCE NO. -2020

AN ORDINANCE AMENDING CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING AND REPLACING SECTION 11:01.06 IN THEIR ENTIRETY AND REPLACING WITH A NEW SECTION; OF CHAPTER 12 EXHIBIT “A”, ZONING ORDINANCE; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH OCCURRENCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

WHEREAS, a public hearing on this final report was held by City Council on 7, 2020; and

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

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

Section 1. Section 11:01.06, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is replaced with the following:

11:00 DISTRICT - all Residential Districts:

As it exists today

11:01.06 Maximum lot coverage: The maximum coverage of any lot with any non-permeable constructed surface shall not exceed fifty-five (55) percent of the lot area located behind the required front building line and shall not exceed fifty percent of the lot area located in front of the required front building line. For computation of lot coverage, by way of example only, required "non-permeable constructed surface" shall include accessory buildings, building, driveway, garages, pools, patios, any paved surface for automobiles, pavers, including porous pavers and other non-permeable constructed surface areas, sidewalks," but shall exclude, by way of example only, air conditioner supports, landscape border stones, stepping stones, wooden decks and similar materials or structures

Suggestion 1:

11:01.06 Maximum lot coverage: The maximum coverage of any lot with any non-permeable constructed surface shall not exceed sixty (60) percent of the lot area located behind the required front building line and shall not exceed fifty percent of the lot area located in front of the required front building line. For computation of lot coverage, by way of example only, required "non-permeable constructed surface" shall include accessory buildings, building, driveway, garages, pools, patios, any paved surface for automobiles, pavers, including porous pavers and other non-permeable constructed surface areas, sidewalks," but shall exclude, by way of example only, air conditioner supports, landscape border stones, stepping stones, wooden decks and similar materials or structures

Suggestion 2:

11:01.06 Maximum lot coverage: The maximum coverage of any lot with any non-permeable constructed surface shall either:

a. not exceed sixty (60) percent of the lot area located behind the required front building line and shall not exceed fifty percent of the lot area located in front of the required front building line. Or

b. not exceed fifty (50) percent of the lot area located behind the required front building line and shall not exceed sixty (60) percent of the lot area located in front of the required front building line

Addendum:

Existing Homes which exceed the impermeable coverage limits are allowed to make modifications which reduce the impermeable coverage.

EXAMPLE: an existing lot which had 85% impermeable coverage would be allowed to make modification which reduce the impermeable coverage to 65% even though the requirement is 55% .

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

Section 9. Any person, firm, partnership, association, corporation, company, or organization of any kind who or which intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this Comprehensive Zoning Ordinance shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed two thousand dollars (\$2,000). Each day during which such violation shall exist or occur shall constitute a separate offense. The owner or owners of any property or of premises where any violation of this Comprehensive Zoning Ordinance shall occur, and any agent, contractor, builder, architect, person, or corporation who shall assist in the commission of such offense shall be guilty of a separate offense, and, upon conviction thereof, shall be punished as above provided.

Section 10. This ordinance is intended to be cumulative and shall not repeal any previous ordinance except to the extent that any provision of such ordinance is inconsistent and cannot be reconciled with any provision contained herein.

Section 11. In case any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this ordinance, or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by any court of competent jurisdiction, the same shall not affect, impair, or invalidate this ordinance as a whole or any part or provision thereof other than the part so declared to be invalid or unconstitutional, and the City Council of the City of Hilshire Village, Texas, hereby declares that it would have passed each and every part of the same notwithstanding the omission of any such part so declared to be Invalid or unconstitutional, or whether there be one or more such parts. Furthermore, if any portion or portions hereof be so held to be invalid or unconstitutional, then the corresponding portion of the Zoning Ordinance adopted by the City of Hilshire Village, Texas, shall continue to be effective.

Section 12. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this day of , 2020.

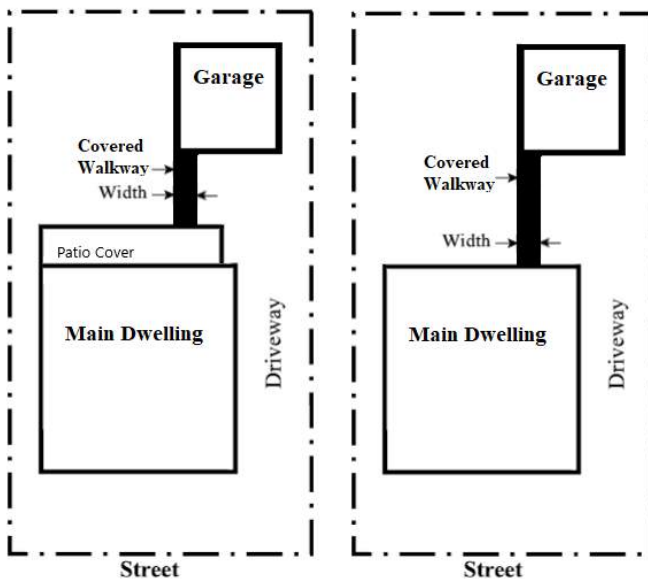
Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary

02:G-03 Garage, *detached*: "Detached garage" shall mean a garage that is not an attached garage; provided, further, a detached garage shall not mean or include a carport or a porte-cochere. No wall, overhang or projection of a detached garage shall be located within three (3) feet of an outside wall of the main building or dwelling; provided, however, a detached garage may be connected to the main building or dwelling by one covered walkway of not more than six (6) feet in width. Any covered walkway over six (6) feet in width and within three feet of the main building or dwelling shall be deemed to constitute an attached garage and a portion of such main building or dwelling (See Figure).

Figure 02:G-03



ORDINANCE # 798 -2020

AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS AUTHORIZING THE ACCEPTANCE OF CREDIT CARDS FOR PAYMENT OF PERMIT FEES, PLAN CHECK FEES, LICENSES, AND OTHER CHARGES; PROVIDING FOR A PROCESSING FEE FOR CREDIT CARD PAYMENT OF PERMIT FEES, PLAN CHECK FEES, LICENSES, AND OTHER CHARGES; PROVIDING FOR A SERVICE CHARGE IF PAYMENT BY CREDIT CARD IS NOT HONORED; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Hilshire Village is a "Type A" municipality established by the laws of the State of Texas; and

WHEREAS, Chapter 132 of the Texas Local Government Code authorizes the City Council to authorize a municipal official who collects, fees, fines, court costs and other charges to accept payment by credit card and further authorizes the collection of a *processing fee* for use of a credit card and the collection of a *service charge* if a credit card is not honored by the credit card company; and

WHEREAS, Section 132.003(b) of the Texas Local Government Code authorizes a municipality to set the processing fee in an amount that is reasonably related to the expense incurred by the municipality in processing the payment by credit card. However, the City may not set the processing fee in an amount that exceeds five percent (5%) of the amount of the fee, fine, court cost, or other charge being paid; and

WHEREAS, Section 132.004 of the Texas Local Government Code provides that if, for any reason, a credit card payment is not honored by the credit card company on which the funds are drawn, the City may collect a service charge from the person who owes the fee, fine, court cost, or other charge. The service charge is in addition to the original fee, fine, court cost or other charge and is for the collection of the original amount. The service charge fee is the same amount as a fee charged for the collection of a check drawn on an account with insufficient funds; and

WHEREAS, the Hilshire Village City Council has determined that acceptance of credit cards is beneficial to the City and its citizens' public convenience and should be authorized without all citizens incurring the costs for it; and

WHEREAS, the Hilshire Village City Council has chosen a revenue-neutral product whereby the City will not occur additional expenses to accept credit and debit cards, and

WHEREAS, the Hilshire Village City Council wants to authorize a credit card processing fee for all permit, plan checks and *related* fees, licenses, or other charges only;

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

Section 1. The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

Section 2. The City of Hilshire Village Code of Ordinances are hereby amended by adding a new Article 1.1600, Payment of Fees and Other Costs by Credit Card or Electronic Means, that shall read as follows:

“Article 1.1600. Payment of Fees and Other Costs by Credit Card or Electronic Means.

Sec. 1.1601. Use of Credit Cards, Debit Cards, or Other Electronic Means for Payment Due to the City.

(a) Credit Card use authorized. Each official employed by the City of Hilshire Village who, as part of that employment, collects fees, or other charges from members of the public that are due to the City is authorized to accept credit card, debit card or ACH payments (“Electronic Payment”) for such fees and other charges.

(b) Amount of Processing Fee. For each permit related fee, license, or other charge that is paid by Electronic Payment, the official collecting the same shall also collect a processing fee in an amount equal to a rate of .75% to 3.9% based on the type of Electronic Payment used for the payments collected by Hilshire Village. Hilshire Village will have a revenue-neutral product for all credit card payments and will not pay any processing or service charge fees.

(c) Service Charge. If for any reason a payment by Electronic Payment is not honored by the company on which the funds are drawn, the officer shall collect from the person who attempted to pay by Electronic Payment an additional service charge in an amount equal to the fee then being charged for the collection of a check drawn on an account with insufficient funds.”

Section 2. Severability. It is hereby declared to be the intention of the City Council of the City of Hilshire Village that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.


Section 3. Effective Date. This Ordinance shall become effective and shall be in full force and effect on and after its passage and publication as required by state law.

PASSED, APPROVED, AND ADOPTED this **19th** day of **May, 2020**

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<div>A</div> 	Total Number of Incidents 2020			Life Threatening (LT) EMS Incidents				Life Threatening (LT) Fire Incidents					% of fire type = fire alarm		
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2019 Calls are:		Fire Alarms	% of Fire Calls
												Fire	EMS		
Bunker Hill Village	77	68	145	26	3:01	100%	6:15	100%	5	5:16	100%	53%	47%	35	45%
Hedwig Village	80	92	172	51	2:46	100%	3:22	100%	4	4:38	100%	47%	53%	38	48%
Hilshire Village	11	17	28	4	3:29	100%	6:11	100%	2	6:19	100%	39%	61%	3	27%
Hunters Creek Village	140	65	205	23	3:02	100%	5:52	100%	6	3:43	100%	68%	32%	40	29%
Piney Point Village	88	51	139	20	2:16	100%	5:22	100%	9	4:50	100%	63%	37%	36	40%
Spring Valley Village	78	82	160	29	1:43	100%	4:48	100%	5	3:43	100%	49%	51%	24	31%
Houston	119	0	119												
Totals	593	375	968	153	2:42	100%	5:18	100%	31	4:57	100%	61%	39%	175	37%

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
9/18/18	Susan Blevins	Efrain Him	Sink hole near new fence at fire hydrant in Hilshire Villas	Hilshire Villas	Susan sent email to Schwab to address.	Contractors are installing the irrigation system and will fill in sink hole. Landscaping has not been done yet. Landscaping complete, sink hole fixed.	6/5/2020
3/8/19	Susan Blevins	Alan Wolfe	The street sign at the intersection of Pine Chase Dr. and Pine Chase Grove on the West side of the street has been damaged.	Pine Chase Dr & Pine Chase Grove intersection	We will need to order a new pole.	Contractor will weld extension on to existing pole underground. Purchase order has been issued. Sent contractor email asking for work to be done ASAP. Contractor has started scheduling jobs again and we are on their list.	
9/20/19	Susan Blevins	Mrs. Gray	Rain water is backed up in the ditch due to a walkway that was installed next door.	1331 Friarcreek Ln	Susan contact the homeowner and informed of the issue, the walkway was not permitted and is blocking normal drainage. She set up an appointment between the homeowner and the City Engineer to discuss remediation.	Homeowners are working on plans to submit to the City to install culverts in the ditch. Susan sent an email to the homeowners giving 15 days to remediate (by 2/25/20). Susan left a message for the homeowners to remove the excessive rocks before the rain this weekend. Plans won't be approved until rocks are taken care of. - Plans have been submitted to HDR	
11/13/19	Cassie Stephens	Allison Griffiths	Flushing the hydrant has cause erosion and roots are exposed, they are tripping over them and are worried about the trees.	1324 Pine Chase Grove	Susan drove over to look at the erosion, confirmed there is an issue. Contacted James with Inframark to start using a hose or attachment to direct the water to the street from now on. Susan will work with Council to determine options for repair of the existing damage.	Inframark flushing in a different direction, working on a plan for landscaping.	
11/27/19	Cassie Stephens	Robert Byrne	Stop signs on Archley are bent, looks like a box truck might have hit them.	Archley, both access points	City will replace the stop sign	A purchase order has been sent for replacement. Contacted contractor again. Contractor is scheduling jobs again, we are on their project list.	
12/12/19	Cassie Stephens	Ana Short	The yield and street sign have not been replaced at the intersection yet. There is jagged metal sticking out of the ground and two holes that someone almost fell into this weekend. She said they have been putting boards and plywood over the area but the trash crew keeps collecting it. She is worried because she is liable for injuries on her property and is asking for the holes to be filled and remaining metal sticking up from the ground be removed.	Pine Chase Grove Intersection	Contractor will weld extension on to existing pole underground. Susan placed a City cone over the metal and holes. Placed an order with the vendor to install.	Purchase order has been issued. Requested contractor to start as soon as possible. Contractor has started scheduling jobs again and we are on their list.	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
1/2/20	Cassie Stephens	Graham Neuhaus	Previously reported a dead tree in her neighbor's yard, was told it was still alive but now appears very dead and is a possible hazard.	8001 Bromley	Contacted the homeowner again with photos of tree to remediate.	City arborist inspected the tree, found that it and a second tree on the property to be a hazard, issued a report stating both need to be removed. Susan sent the arborists opinion to the property owner to take action, also sent to City Attorney. The Water Oak in the front has been trimmed, no action has been taken on the leaning Pine as far as I can tell.	
1/27/20	Susan Blevins	Ann Gray	Neighbors still have not removed rock in ditch and she is concerned with spring and rain showers. She also said that the neighbor's son came over and said he had removed rock from the ditch but he said he did not understand that the problem was between their houses and not their house and the McDuffie's.	1327 Friarcreek Ln	Sent email to Efrain asking him to inspect when he is in the city.	Found that the gravel was still in the ditch. Homeowners have not submitted plans for remediation. An email was sent to the property owners with a 15 day deadline. - Plans have been submitted to HDR	
2/11/20	Cassie Stephens	Javier - HDR Engineering	Illegal parking pad installed without permit.	8210 Burkhart	Emailed property owner with sections of ordinance in violation. Asked for plan to achieve compliance.	Property owner said he would have the rocks removed from the ditch but wants to seek a variance for the parking pad considering the existing terrain and material choices.	
3/2/20	Cassie Stephens	Bill Bristow	Pile of tree limbs and debris on the vacant lot.	1306 Glourie	City is preparing to submit paperwork to municipal court to make necessary clean up efforts and fine contractor.	Property is under legal review.	
4/9/20	Cassie Stephens	Connie Castro	Reflector stakes have been in the ROW between the two houses.	8201 Westview Dr & 1323 Ridgeley	The address is already on the list and the homeowners have been contacted.	Susan removed the reflectors.	5/26/2020
5/4/20	Cassie Stephens	Paul Maddock	House appears abandoned, back yard overgrown, roof has debris on it and is likely leaking, front is unkept.	8005 Anadell	Cassie emailed the property owner's son to have someone come out to clean up the property. There has not been an occupant for a while.	Homeowner's son said his brother has been in charge of the house and he thought there was a lawn guy coming. He said he would have someone out to clean it all up by Friday 5/8. - The roof and front yard were cleaned up, the rear remains an issue. Susan reached out to the owner's son again to inform him that if he is being billed for a full lot maintenance then he is not receiving the service he is paying for. - Property has been cleaned up all around.	6/5/2020

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
5/5/20	Susan Blevins	Robert Byrne	Sand has been dumped in the front yard.	1323 Pine Chase Dr	Susan called the homeowner who said that he was using the sand in the front yard to level the uneven ground then he will install sod on top of that. He said the divots in the dirt were created by flushing of the nearby hydrant.	SPVD was called to the address because contractors were preparing the sand for sod installation past allowed hours. Susan asked HDR to inspect the area. HDR Engineering is involved, homeowner will need to remove the sand.	
5/8/20	Cassie Stephens	Paul Maddock	The drainage ravine is overgrown and might become a flooding issue if not maintained.	1209 Pine Chase	Cassie sent an email to Javier and Efrain asking them to investigate the area and what actions if any need to be taken.	5/11 Javier inspected the site and found that the overgrowth has the potential to cause drainage issues if not maintained. Cassie sent the details of the report including photos to the property owner.	
5/12/20	Cassie Stephens	James (Inframark)	Hive and bees in the meter box.	1209 Archley Dr	Susan advised Inframark to remediate with subcontractor.	Meter box has been treated and taped closed to prevent reinfestation. Inframark will follow up in a few days. Situation resolved.	6/10/2020
5/15/20	Susan Blevins	Diana & Joerg Meyer	Neighbor at 1125 Ridgeley's tree is leaning toward their house.	8206 Mallie Ct	Cassie contacted the homeowner to investigate his trees.	Homeowner does not want to remove the tree, it is in the drainage ravine between the two houses. - The City Arborist was asked to investigate, was able to locate the tree and recommended that it be removed. - Susan contacted Harris County Flood Control to see if they will take care of the leaning tree.	
5/15/20	Susan Blevins	Jon Simon	The homeowner recently had sand and sod installed in an attempt to repair ruts that he said were a result from hydrant flushing. The homeowner says the cul-de-sac still drains onto his property and wants the City to address it.	1323 Pine Chase Grove		HDR Engineering is involved, homeowner will need to remove the sand.	
5/18/20	Susan Blevins	June Sommer	Last week recycling was not picked up.	1114 Guinea Dr	Susan sent an email to Luis with WCA to make sure they get collection this week.	Recycling was collected.	5/21/2020
5/21/20	Susan Blevins	Robert Byrne	Subcontractor sign in a yard.	1225 Pine Chase	Robert removed the sign and brought it to City Hall.	No further action taken.	5/21/2020
5/22/20	Susan Blevins	Diana Meyer	Swimming pool of a vacant house has not been maintained and has frogs living in it.	1209 Archley	Susan contacted the property owner who will call a company to clean up the pool.	The pool has been drained and frogs and alligators relocated to the creek.	6/9/2020
5/24/20	Susan Blevins	Regina Giovannini	Branches in the ditch of the residential vacant lots at the North end of Glourie.	Glourie Drive	Susan sent an email to Holy Cross Lutheran Church asking them to have the ditch cleaned. She also sent an email to the contractor for 1330 Glourie Dr.	Property owners of 1330 Glourie Drive said they would clean up the ditch. Follow up in a few days.	
5/25/20	Susan Blevins	Ana Short	Neighbor re-sodded with a sand base and now has a culvert full of sand since the rain with more rain to come.	1323 Pine Chase Grove		HDR Engineering is involved, homeowner will need to remove the sand.	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
5/28/20	Susan Blevins	Mr. Chmores	Vehicles parked on the street overnight.	2 Hilshire Grove	Cassie sent a reminder email of the new ordinance to the homeowners.	No further action taken.	5/28/2020
5/28/20	Susan Blevins	Mr. Chmores	Vehicles parked on the street overnight.	15 Hilshire Grove	Cassie sent a reminder email of the new ordinance to the homeowners.	No further action taken.	5/28/2020
6/1/20	Susan Blevins	Several calls and emails from residents	Branch fell from tree and is hanging on street light.	Archley & Ridgeley	Cassie reported pole #297543 to CenterPoint for action.	Tracking Number: 1405022270 Light was serviced.	6/4/2020
6/6/20	Susan Blevins	Paul Maddock	Street light out	Ridgeley between Glourie & Guinea	Cassie reported pole #297553 to CenterPoint for service.	Tracking Number: 1405026485 Light was repaired	6/10/2020
6/8/20	Susan Blevins	Vicki Gordy	Nails and construction staples were in the road in front of the new house being built.	1233 Archley	Cassie sent an email to the superintendent including the provided photo reminding him to maintain and clean up the site daily.	Site has been cleaned up. Project is nearing completion.	6/12/2020
6/10/20	Cassie Stephens	Cassie Stephens	Landscaping needs attention, is starting to grow into the road and obstructing street view.	8373 Westview	Emailed the main contact for 8373 group Inc, Dan, who said he would have it taken care of.		

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					514.51
						<u>\$960.16</u>
						\$900,960.16
						<u>-\$900,960.16</u>

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

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

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023811924	5/14/2020	4 WEEK	6/11/2020	\$1,000,000.00	0.05%	
	5/30/2020					

Disbursements Presented to Council 6/16/2020

PROFESSIONAL SERVICE:	UTILITY	ANT NOTE	METRO	GEN FUND
AMEGY CREDIT CARD				\$515.86
NORTHWEST PEST PATROL				\$275.00
HARRIS COUNTY APPRAISAL DISTRICT				\$2,613.00
OLSON & OLSON				\$2,015.00
BBG CONSULTING				\$2,500.00
TEXAS 811	\$9.50			
HDR ENGINEERING	\$593.69			\$12,406.62
INFRAMARK	\$4,507.12			
TOTAL	\$5,110.31	\$0.00	\$0.00	\$20,325.48

ACCOUNT SUMMARY

Account Number	XXXX XXXX XXXX 1719	Previous Balance	\$1,125.00
Credit Limit	\$2,000.00	Payments	\$1,125.00
Available Credit	\$1,484.00	Credits	\$0.00
Statement Closing Date	June 04, 2020	Purchases	\$515.86
Payment Due Date	June 24, 2020	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	29	New Balance	\$515.86

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
05/18	05/18	2480197GVM506W5RW	BOSWORTH PAPERS INC HOUSTON TX	\$59.45
05/19	05/19	2469216GW2XF7V48Q	MERRY MAIDS HOUSTON 713-364-0094 TX	\$92.01
05/26	05/26	7476900H4X2QLDX5X	PAYMENT - THANK YOU	-\$1,125.00
05/28	05/28	2469216H52XTMK78R	AT&T *PAYMENT 800-288-2020 TX	\$364.40

Finance Charge Summary	Daily Periodic Rate (May Vary)	Total Finance Charge	Balance Subject to Finance Charge	Annual Percentage Rate
Purchase	0.02526%	\$0.00	\$0.00	9.25%
Cash Advances	0.03619%	\$0.00	\$0.00	13.25%

See Reverse Side for Important Information About Your Account.

5543 0001 BAH 3 7 4 200604 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 2348

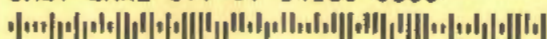
AmegyBank of Texas

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 :

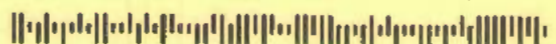
BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833



PAYMENT INFORMATION

Account Number	XXXX XXXX XXXX 1719
Payment Due Date	06/24/20
New Balance	\$515.86
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



**JP GOULD**

Bosworth Papers
10425 Okanella Suite 600 Houston TX 77041
Tel: (713) 460-5060 * Fax: (713) 460-2037
www.bosworthpapers.com

WESTERN-BRW
BOSWORTH
BAXTER
HIGH POINT

PACKING SLIP

PACKING SLIP#	Date	Page
20725375801	05/18/20	1

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GOULD PAPER CORPORATION
Bosworth Papers - Houston
10425 Okanella Suite 600
Houston, TX 77041

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CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TX 77055

LOCATION: 207A (713)460-5060

PLACED BY: CASSIE

Phone: (713)973-1779
Cust PO: PERMIT PAPER

Acct No.	Pick Date	ORDER DATE	OUR ORDER#	CONTRACT#	JOB#/NAME
CIT973	05/15/20	05/15/20 13:29:23	207253758 AR		

BILL TO: (CIT973) CITY OF HILSHIRE VILLAGE HOUSTON, TX 77055
PHONE: (713) 973-1779 SALES REP: W90 BOSWORTH-HOUSE-HOUST

Line	Quantity	Shipped	B/O UoM Item Number	Description
1	1,000	1,000	SHT N33-50172	8-1/2X11 10.67M UNIVERSAL 3 PART STR
***** COD COD COD COD COD COD *****				
** COLLECT \$ 59.45				

** DRIVER / CARRIER / STORE / WILL CALL COLLECT ABOVE AMT **				

***** COD COD COD COD COD COD *****				
CC Amegy				
RECEIVED BY: _____ RECEIVED DATE: _____ TIME: _____				
BOL: F.O.B.: Origin - FFA UPS ZONE #: 00 SHIPVIA: Bosworth Truck-Houston ROUTE/DROP:				
LINES 1	NET WEIGHT 11 lb	QUANTITY 1,000	PIECES	SHIPPING WEIGHT 11

INVOICE

merry maids[®]

Date: 05/18/2020
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	05/18/2020	\$85.00
	Sales Tax	\$7.01
	Total Amount	\$92.01

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MINA GRAHAM
CITY OF HILLSHIRE VILLAGE
8301 WESTVIEW DR
HOUSTON TX 77055-6737

Page: 1 of 3
Issue Date: May 14, 2020
Account Number: 110540617

Your bill is available online at att.com. You can also safely and conveniently make payments. Don't have an online account? Go to att.com to register for one.



4/15/20-6/14/2020

Account summary

Your last bill	\$354.74
Payment, May 12 - Thank you!	-\$354.74
Remaining balance	\$0.00

Service summary

Account charges	Page 2	\$41.39	Last bill \$31.73, Difference +\$9.66
Internet	Page 2	\$129.17	Last bill \$129.17
Phone	Page 3	\$193.84	Last bill \$193.84

What's changed?

< Late payment fee

Total services \$364.40

Total due

Please pay by Jun 04, 2020

\$364.40

Ways to pay and manage your account:

myAT&T app
iPhone and Android

att.com/pay

Ordering, billing or support
800.321.2000

Date of Invoice 5-14-2020	Date of Check (ACH) 05-27-20
Check Number ACH 05-27-20-1	Check Amount \$364.40
Account Number 56520	Account Name City Hall Operations
CK Signatory #1 PRM	CK Signatory #2 SRA
Initiator's Notes and 121211152	Initials M

STATEMENT

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

Please keep your charge privileges by paying your bill today. Thanks so much!
Accounts over 45 days will be placed on a COD status. We do report all accounts to the three main credit bureaus.

HILSHIRE VILLAGE
8301 Westview Dr
Houston, TX 77055-6737

Acct # 32604
Lic#: 7876/7538
Statement As of 5/31/2020

Date	Description	Invoice	PO #	Amount	Tax	Total	Adjustment	Days Old	Finance Charge	Amount
For service at 8301 Westview Dr Houston, TX 77055-6737										
5/3/2020	MOSQUITO FOGGING	353360		\$55.00	\$0.00	\$55.00	\$0.00	28	\$0.00	\$55.00
5/10/2020	WEEKLY 1X MOSQUITO FOGGING	353361		\$55.00	\$0.00	\$55.00	\$0.00	21	\$0.00	\$55.00
5/17/2020	WEEKLY 1X MOSQUITO FOGGING	353362		\$55.00	\$0.00	\$55.00	\$0.00	14	\$0.00	\$55.00
5/24/2020	WEEKLY 1X MOSQUITO FOGGING	353363		\$55.00	\$0.00	\$55.00	\$0.00	7	\$0.00	\$55.00
5/31/2020	WEEKLY 1X MOSQUITO FOGGING	353364		\$55.00	\$0.00	\$55.00	\$0.00	0	\$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 5/31/2020
PLEASE REMIT \$275.00

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



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

INVOICE

Invoice Number: PSI20001186
Invoice Date: 5/18/2020

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

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

Customer ID 060

Due Date 6/30/2020
Terms DUE LAST BUSINESS DAY OF QTR

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Qtr 3 QUARTERLY ASSESSMENT		1	1	2,613.00	2,613.00

Subtotal: 2,613.00
Invoice Discount: 0.00
Tax: 0.00
Total: 2,613.00

PENALTY AND INTEREST APPLY IF
NOT PAID BY DUE DATE.

* SEC 6.06(e), TEXAS PROPERTY TAX CODE

MAIL TO:

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

Olson & Olson LLP

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

June 3, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 9762
Our File No. 1057-00000
Billing Through: 6/3/2020

City of Hilshire Village

Total Legal Services	\$2,015.00
Total Reimbursable Expenses	\$.00
Net Balances Forward	\$.00
Total Charges for this Bill	\$2,015.00
Total Balance Now Due	\$2,015.00

Olson & Olson LLP

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

June 3, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 9762
Our File No. 1057-00000
Billing Through: 6/3/2020

City of Hilshire Village

Balance forward as of invoice 5/5/2020	\$950.00
Payments received since last invoice	(\$950.00)
Net Balance Forward	<u>\$0.00</u>

5/6/2020	LSB	Received telephone call R Byrne re Pine Chase Court / Drive - batting cage front yard, tree lights and dirt work [.2]; review dirt work permit requirements; email to S. Blevins [.3] email response to S. Blevins re parade [.1].	0.30 hrs	250 / hr	75.00
5/6/2020	DLP	Phone conference with SB re building code provisions on grade/fill permit requirements.	0.10 hrs	150 / hr	15.00
5/7/2020	LSB	Telephone conference S Blevins re various matters including 1323 Pine Chase [.2].	0.20 hrs	250 / hr	50.00
5/12/2020	LSB	Work on zoning ordinance [1.5].	1.50 hrs	250 / hr	375.00
5/13/2020	LSB	Received telephone call S. Blevins re zoning and other matters [.5].	0.50 hrs	250 / hr	125.00
5/14/2020	LSB	Receive email from S. Blevins re agenda; research same; Telephone conference S. Blevins re same [.5]; review lot coverage requirements regarding pools [.4] email response to S. Blevins re agenda [.1].	1.00 hrs	250 / hr	250.00

5/19/2020	LSB	Prepare for and attend city council meeting [2.8].	2.80 hrs	250 / hr	700.00
5/20/2020	LSB	Received telephone call S. Blevins re meeting, agenda items and Simon (h) [4].	0.40 hrs	250 / hr	100.00
5/21/2020	LSB	Received telephone call re Simons drainage issue - sand from yard repair [2].	0.20 hrs	250 / hr	50.00
5/27/2020	LSB	Review and send comments regarding zoning notice [2].	0.20 hrs	250 / hr	50.00
5/28/2020	LSB	Receive email from S. Blevins re drainage issue; research city ordinances and state law and email response [8].	0.80 hrs	250 / hr	200.00
5/29/2020	LSB	Email response to Efrain re drainage [1].	0.10 hrs	250 / hr	25.00
Total fees for this matter					<hr/> \$2,015.00
Total					<hr/> \$2,015.00

BBG Consulting, Inc.
5925 Almeda 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 # 2239**DATE** 05/31/2020**DUE DATE** 06/30/2020**TERMS** Net 30

DATE	DESCRIPTION	#	RATE	FEE
05/31/2020	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 Almeda Rd #11406
Houston, TX 77004

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



BBG CONSULTING, INC.

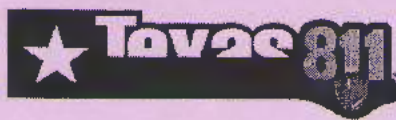
City of Hilshire Village

#	Permit	Date	Address	Inspection
1	HV-19-080E	5/4/2020	1220 Archley	Electrical Rough In
2	HV-18-101P	5/4/2020	1233 Archley	Plumbing Final
3	HV-19-068B	5/4/2020	7915 S Villa Cir	Framing
4	HV-19-080E	5/5/2020	1220 Archley	Electrical Rough In Reinspection
5	HV-19-068B	5/6/2020	7915 S Villa Cir	Framing
6	HV-19-062E	5/8/2020	1306 Bridle Spur	Electrical Rough In
7	HV-20-030PP	5/11/2020	1230 Glourie Dr	Parking Pad Final
8	HV-20-023V	5/11/2020	7923 Hilshire Green	Driveway Pre-Pour
9	HV-20-035P	5/13/2020	1118 Guinea Dr	Sewer Line Repair Cover
10	HV-20-023V	5/13/2020	7923 Hilshire Green	Driveway Final
11	HV-18-101B	5/13/2020	1233 Archley Dr	Driveway Apron
12	HV-19-080B	5/13/2020	1220 Archley Dr	Brick Tie
13	HV-20-025M	5/13/2020	8 Hilshire Grove	HVAC Condenser Only Final
14	HV-18-101P	5/14/2020	1233 Archley Dr	Gas Test - Outdoor Kitchen
15	HV-20-037D	5/15/2020	8373 Westview Dr	Utility Disconnect Pre-Demo
16	HV-19-080B	5/19/2020	1220 Archley Dr	Framing
17	HV-19-062B	5/19/2020	1306 Bridle Spur Ln	Framing
18	HV-20-015SPP	5/22/2020	1233 Archley Dr	Swimming Pool Gas
19	HV-20-015SPP	5/22/2020	1233 Archley Dr	Swimming Pool Final
20	HV-19-062B	5/28/2020	1306 Bridle Spur Ln	Stucco post wrap
21	HV-20-037D	5/28/2020	8373 Westview Dr	Demo Final
22	HV-19-062B	5/29/2020	1306 Bridle Spur Ln	Stucco post wrap reinspection
23	HV-20-042P	5/29/2020	1203 Wirt Rd	Gas test

PLAN REVIEW

1	1233 Archley	Fence
2	7923 Hilshire Green Dr	Driveway
3	1233 Archley	Irrigation
4	7906 N Villa	New Residential

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



Invoice

#20-09708

5/31/2020

Bill To

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

AMOUNT DUE

\$9.50

Due Date: 6/30/2020

Terms	Due Date	PO #	Additional Info	Status
Net 30	6/30/2020			Open

Quantity	Description	Rate	Amount
10	Message Fees for May 2020 / HLV	\$0.95	\$9.50

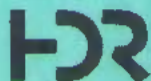
Total \$9.50

Amount Paid \$0.00

Amount Due \$9.50



20-09708



susan.blevins@hilshirevillagetexas.com

City of Hilshire Village
8301 Westview
Houston, Texas 77055

Attn: Ms. Susan Blevins

Invoice

Please send remittance with copy of invoice to

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

Invoice No. **1200273342**
Invoice Date **6/5/2020**
Month Ending **5/23/2020**
HDR Project No. **10205865** **\$13,000.31**
Job No. **20-005**

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

Invoice for services from: **04/26/20** to **05/23/20**

<u>Miscellaneous Engineering</u>				engineering	56585
Labor	Hours	Rate	Total		
Efrain Him	✓9.00	\$247.24	\$ 2,225.16		
Javier Vasquez	✓1.50	\$139.87	\$ 209.81		
Postage: \$14.10 + 10%			\$ 15.51		
Mileage:	@	\$ 0.575	\$ -		
Total:			\$ 2,450.48	Total This Invoice:	\$2,450.48

<u>8009 Anadell</u>				drainage plan review	56583	HV-19-042
Labor	Hours	Rate	Total			
Efrain Him	✓5.00	\$247.24	\$ 1,236.20			
Javier Vasquez	✓3.50	\$139.87	\$ 489.55			
Total:			\$ 1,725.75	Total This Invoice:		\$1,725.75

<u>1230 Glourie</u>				engineering	56585
Labor	Hours	Rate	Total		
Efrain Him	✓1.00	\$247.24	\$ 247.24		
Javier Vasquez	✓0.25	\$139.87	\$ 34.97		
Total:			\$ 282.21	Total This Invoice:	\$282.21

<u>1301 Glourie</u>				drainage plan review	56583	HV-20-050
Labor	Hours	Rate	Total			
Efrain Him	✓1.50	\$247.24	\$ 370.86			
Mai Tran	✓1.50	\$95.71	\$ 143.57			
Javier Vasquez	✓1.50	\$139.87	\$ 209.81			
Total:			\$ 724.24	Total This Invoice:		\$724.24

<u>1245 Ridgelev</u>				engineering	56585
Labor	Hours	Rate	Total		
Efrain Him	✓2.00	\$247.24	\$ 494.48		
Javier Vasquez	✓1.00	\$139.87	\$ 139.87		
Total:			\$ 634.35	Total This Invoice:	\$634.35

<u>1201 Pine Chase</u>				engineering	56585
Labor	Hours	Rate	Total		
Efrain Him	✓1.50	\$247.24	\$ 370.86		
Total:			\$ 370.86	Total This Invoice:	\$370.86

<u>1209 Pine Chase</u>				engineering	56585
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

<u>1323 Pine Chase</u>				engineering	56585
Labor	Hours	Rate	Total		
Efrain Him	✓6.50	\$247.24	\$ 1,607.06		
Javier Vasquez	✓8.25	\$139.87	\$ 1,153.93		
Total:			\$ 2,760.99	Total This Invoice:	\$2,760.99

1233 Archley

culvert inspection

55501

HV-18-101

Labor	Hours	Rate	Total
Efrain Him	✓1.50	\$247.24	\$ 370.86
Javier Vasquez	✓2.00	\$139.87	\$ 279.74
Total:			\$ 650.60

Total This Invoice: \$650.60

TCEQ MS4

TCEQ

55503

Labor	Hours	Rate	Total
Efrain Him	✓1.00	\$247.24	\$ 247.24
Aaron Croley	✓3.00	\$112.15	\$ 336.45
Total:			\$ 583.69

Total This Invoice: \$583.69

1315 Pine Chase Grove

drainage plan review

50583

HV-20-041

Labor	Hours	Rate	Total
Efrain Him	✓2.50	\$247.24	\$ 618.10
Javier Vasquez	✓2.75	\$139.87	\$ 384.64
Total:			\$ 1,002.74

Total This Invoice: \$1,002.74

5 Pine Creek

engineering

56585

Labor	Hours	Rate	Total
Efrain Him	✓1.50	\$247.24	\$ 370.86
Total:			\$ 370.86

Total This Invoice: \$370.86

1331 Friar Creek

engineering

56585

Labor	Hours	Rate	Total
Efrain Him	✓2.50	\$247.24	\$ 618.10
Javier Vasquez	✓0.50	\$139.87	\$ 69.94
Total:			\$ 688.04

Total This Invoice: \$688.04

5 Hillshire Oaks

engineering

60585

Labor	Hours	Rate	Total
Efrain Him	✓1.00	\$247.24	\$ 247.24
Javier Vasquez	✓0.75	\$139.87	\$ 104.90
Total:			\$ 352.14

Total This Invoice: \$352.14

TOTAL DUE THIS INVOICE:

\$13,000.31

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

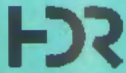
03.3 - Other Governmental Agency Requests for Information

DATE	EFRAIN HIM TASK	HOURS
4/28/20	Coord on 1301 Glourie Drive Proposed Secondary Drainage Improvements Review (ESC 03 - SB)	1.00 ✓
4/28/20	Coord on 8009 Anadell Proposed Drainage Plan Revisions and Requirements (ESC 03 - SB)	1.50 ✓
4/29/20	Coord on TCEQ MS4 Annual Report Submittal (ESC 03 - SB)	1.00 ✓
4/30/20	Coord w/ City and Mr. Rex Crick (5 Pine Creek) on Proposed Decking and Floodplain Delineation Requirements (ESC 03 - SB)	1.50 ✓
4/30/20	Coord on 1315 Pine Chase Grove Proposed Secondary Drainage Improvements Review (ESC 03 - SB)	1.50 ✓
5/1/20	Coord on 1301 Glourie Drive Proposed Secondary Drainage Improvements Review (ESC 03 - SB)	0.50 ✓
5/4/20	Coord w/ City on InfraMark April 2020 Invoice Review (ESC 03 - SB)	0.50 ✓
5/4/20	Coord on 8009 Anadell Drainage Revisions Review (ESC 03 - SB)	1.00 ✓
5/6/20	Coord w/ City on 1323 Pine Chase Grove Front Yard Replacement Issue (ESC 03 - SB)	1.50 ✓
5/6/20	Coord on 1245 Ridgeley Add Concrete Pad Issues (0.5 Hr)(ESC 03 - SB)	0.50 ✓
5/6/20	Coord on 1331 Friarcreek Prop Patio Improvements Review (0.5 Hr)(ESC 03 - SB)	0.50 ✓
5/7/20	Coord on 1233 Archley Driveway Culvert Cover Inspection (ESC 03 - SB)	0.50 ✓
5/7/20	Coord on 1323 Pine Chase Grove Front Yard Replacement Issue (ESC 03 - SB)	0.50 ✓
5/7/20	Coord on 1331 Friarcreek Prop Patio Improvements Review (ESC 03 - SB)	1.00 ✓
5/8/20	Coord on 8009 Anadell Proposed Drainage Revisions (ESC 03 - SB)	1.00 ✓
5/8/20	Coord on 1245 Ridgeley Add Concrete Pad Issues (ESC 03 - SB)	1.50 ✓
5/8/20	Coord on 1323 Pine Chase Grove Front Yard Replacement Issue (ESC 03 - SB)	1.00 ✓
5/12/20	Coord on 1233 Archley Driveway Culvert Inspection (ESC 03 - SB)	0.50 ✓
5/13/20	Coord w/ City and Mr. Brett Williams (1201 Pine Chase) on Proposed Driveway Improvements (ESC 03 - SB)	1.50 ✓
5/13/20	Coord on 1331 Friarcreek Proposed Patio Improvements (ESC 03 - SB)	1.00 ✓
5/14/20	Coord and Prep of Engineer's Report for Monthly City Council Mtg (ESC 01 - Mayor RH)	1.00 ✓
5/14/20	Coord w/ City on 1209 Pine Chase Ravine Inspection (ESC 03 - SB)	0.50 ✓
5/14/20	Coord w/ City on BFPs Annual Test Reports (ESC 03 - SB)	0.50 ✓
5/15/20	Coord and Prep of Engineer's Report for Monthly City Council Mtg (ESC 01 - Mayor RH)	2.00 ✓
5/18/20	Coord w/ City on 1323 Pine Chase Grove Front Yard and Ditch Issues (ESC 03 - SB)	0.50 ✓
5/18/20	Coord on HC Minimum Standard Requirements and Houston Chronicle Reporter (ESC 03 - SB)	0.50 ✓
5/19/20	Coord w/ City on HC Minimum Standard Requirements and Houston Chronicle Reporter (ESC 03 - SB)	0.50 ✓
5/19/20	Prep and Attendance of Monthly City Council Mtg (ESC 01 - Mayor RH)	4.00 ✓
5/21/20	Coord on 1315 Pine Chase Grove Proposed Drainage Improvements (ESC 03 - SB)	1.00 ✓
5/21/20	Coord w/ City and Field Mtg w/ Mr. Simon on 1323 Pine Chase Grove Front Yard and Ditch Issues (ESC 03 - SB)	3.00 ✓
5/21/20	Coord w/ City on 1230 Glourie Parking Pad Issues (ESC 03 - SB)	1.00 ✓
5/21/20	Coord w/ City and Bryan (MHI - Contractor) on 8009 Anadell Driveway Culvert and Ditch Issues (ESC 03 - SB)	1.50 ✓
5/21/20	Coord w/ City and Mr. Mike on 5 Hillshire Oaks Driveway Culvert and Erosion Issues (ESC 03 - SB)	1.00 ✓
5/22/20	Coord on 1233 Archley Drainage Cover Inspection (ESC 03 - SB)	0.50 ✓
Total:		37.00

DATE	MAI TRAN TASK	HOURS
4/28/20	1301 Glourie Proposed Drainage Revisions (ESC 03 - SB)	<u>1.50</u> ✓
	Total:	1.50

DATE	JAVIER VASQUEZ TASK	HOURS
4/27/2020	ESC 03 - S. Blevins - 8009 Anadell Street Drainage Plan Coordination for culverts and driveway	1.00 ✓
4/30/2020	ESC 03 - S. Blevins - 1315 Pine Chase Grove proposed drainage, coordination and discussion with Contractor	0.50 ✓
5/1/2020	ESC 03 - S. Blevins - 1301 Glourie Drive Drainage Plan Review and coordination	1.50 ✓
5/7/2020	ESC 03 - S. Blevins - 8009 Anadell Street Drainage - Review culverts & inlet w/ Contractor	1.00 ✓
5/7/2020	ESC 03 - S. Blevins - 1323 Pine Chase - Review yard fill	0.50 ✓
5/7/2020	ESC 03 - S. Blevins - 1245 Ridgeley - Review patio paver installation	0.50 ✓
5/8/2020	ESC 03 - S. Blevins - 8009 Anadell Street Drainage - Coordination & response to Contractor	0.75 ✓
5/8/2020	ESC 03 - S. Blevins - 1323 Pine Chase - Coordination and observation response	0.75 ✓
5/8/2020	ESC 03 - S. Blevins - 1245 Ridgeley - Coordination and observation response	0.50 ✓
5/11/2020	ESC 03 - S. Blevins 1.00 hrs - 1209 Pine Chase Drive - Site review of drainage ditch condition	1.00 ✓
5/11/2020	ESC 03 - S. Blevins - 1233 Archley Drive - Culvert inspection and coordination	0.50 ✓
5/11/2020	ESC 03 - S. Blevins - 1233 Archley Drive - Culvert inspection and coordination	0.50 ✓
5/13/2020	ESC 03 - S. Blevins - 1331 Friarcreek Lane - Coordination with designer for prop. patio improvements	0.50 ✓
5/13/2020	ESC 03 - S. Blevins - 1315 Pine Chase Drive - Coordination with contractor regarding drainage plan reqs.	0.75 ✓
5/14/2020	ESC 03 - S. Blevins - 1209 Pine Chase Drive - Review correspondence and coordination regarding drainage ditch condition	1.00 ✓
5/18/2020	ESC 03 - S. Blevins - ESC 03 - 2.00 hrs - 1323 Pine Chase Dr. - Coordination with resident and City regarding sodding project	2.00 ✓
5/19/2020	ESC 03 - S. Blevins - 2.50 hrs - 1323 Pine Chase Dr. - Resident meeting and coordination regarding sodding project	2.50 ✓
5/20/2020	ESC 03 - S. Blevins - 1.00 hrs - 1315 Pine Chase Drive - Review and coordination of drainage improvements	1.00 ✓
5/21/2020	ESC 03 - S. Blevins - 2.50 hrs - 1323 Pine Chase Dr. - Resident meeting regarding sodding project	2.50 ✓
5/21/2020	ESC 03 - S. Blevins - 0.75 hrs - 8009 Anadell St. - Contractor meeting to review driveway culverts	0.75 ✓
5/21/2020	ESC 03 - S. Blevins - 0.75 hrs - #5 Hilshire Oaks - Resident meeting to review culvert	0.75 ✓
5/21/2020	ESC 03 - S. Blevins - 0.25 hrs - 1230 Glourie Drive - Review parking pad	0.25 ✓
5/22/2020	ESC 03 - S. Blevins - 0.50 hrs - 1315 Pine Chase Drive - Review and coordination of drainage improvements	0.50 ✓
5/22/2020	ESC 03 - S. Blevins - 1.50 hrs - Follow up Correspondence for various addresses	1.50 ✓
5/22/2020	ESC 03 - S. Blevins - 1.00 hrs - 1233 Archley Dr. Cover Inspection	<u>1.00</u> ✓
	Total:	24.00

DATE	AARON CROLEY TASK	HOURS
4/27/2020	TCEQ MS4 Year 1 Annual Report (ESC 03 - SB)	0.50 ✓
4/29/2020	TCEQ MS4 Year 1 Annual Report (ESC 03 - SB)	<u>2.50</u> ✓
	Total:	3.00



Expense Report Rebilling Report

Employee Name: Croley, Aaron L.
Supplier Number: 32322
Expense Report Number: 552773
Purpose: Expense
Approver: Him, Efrain A.
Project: Multiple
Task: Multiple
Project Expenditure Organization: 10190_ENG-Houston TX
Report Submitted Date: 18-May-20
Status: Ready for Payment
Expense Report Total: 42.30 USD
Header Attachment:

Cash Expenses

Date	Expense Type	Receipt Amount	Attendees	Justification	Merchant Name	Location	Project	Task	Receipt
29-Apr-20	Express Mail/Postage/Freight	14.10 USD		PPV MS4 Year 1 Annual Report Certified Mail to TCEQ	USPS		10205782	001	
29-Apr-20	Express Mail/Postage/Freight	14.10 USD		SSP MS4 Year 1 Annual Report Certified Mail to TCEQ	USPS		10205867	001	
29-Apr-20	Express Mail/Postage/Freight	14.10 USD		HV MS4 Year 1 Annual Report Certified Mail to TCEQ	USPS		10205865	001	

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
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 MESLAYAN
 8546 MESLAYAN ST

HOUSTON
 TX
 77065-8522
 461303-8558
 4/29/2020 (060)275-0777 12:54 PM

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope (Domestic) (AUSTIN, TX 78711) (Weight:5.06 oz) (Estimated Delivery Date) (Saturday 05/02/2020) (USPS Tracking ®) (9514 0605 0558 0120 3014 49)	1	\$1.00	\$1.00
Certified Return Receipt (elec)			\$3.55
First-Class Mail® Large Envelope (Domestic) (AUSTIN, TX 78711) (Weight:5.06 oz) (Estimated Delivery Date) (Saturday 05/02/2020) (USPS Tracking ®) (9514 0605 0558 0120 3014 69)	1	\$1.00	\$1.00
Certified Return Receipt (elec)			\$3.55
First-Class Mail® Large Envelope (Domestic) (AUSTIN, TX 78711) (Weight:5.06 oz) (Estimated Delivery Date) (Saturday 05/02/2020) (USPS Tracking ®) (9514 0605 0558 0120 3014 89)	1	\$1.00	\$1.00
Certified Return Receipt (elec)			\$3.55
First-Class Mail® Large Envelope (Domestic) (AUSTIN, TX 78711) (Weight:5.06 oz) (Estimated Delivery Date) (Saturday 05/02/2020) (USPS Tracking ®) (9514 0605 0558 0120 3014 09)	1	\$1.00	\$1.00
Certified Return Receipt (elec)			\$3.55
First-Class Mail® Large Envelope (Domestic) (HOUSTON, TX 77023) (Weight:5.06 oz) (Estimated Delivery Date) (Saturday 05/02/2020) (USPS Tracking ®) (9514 0605 0558 0120 3015 00)	1	\$1.00	\$1.00
Certified Return Receipt (elec)			\$3.55
First-Class Mail® Large Envelope (Domestic) (HOUSTON, TX 77023) (Weight:5.06 oz) (Estimated Delivery Date) (Saturday 05/02/2020) (USPS Tracking ®) (9514 0605 0558 0120 3015 24)	1	\$1.00	\$1.00
Certified Return Receipt (elec)			\$3.55
First-Class Mail® Large Envelope (Domestic) (HOUSTON, TX 77023) (Weight:5.06 oz) (Estimated Delivery Date) (Saturday 05/02/2020) (USPS Tracking ®) (9514 0605 0558 0120 3015 40)	1	\$1.00	\$1.00
Certified Return Receipt (elec)			\$3.55
Total:			\$42.30
AMEX (Account #:0000000000001003) (Approval #:005212) (Transaction #:0050) (Receipt #:000050) (CID:000000025010001) (AL:AMERICAN EXPRESS) (PIN:Not Required)			\$42.30

Receipt #: 640-17700753-1-1433217-1

Use label 3 for inquiry
 on Return Receipt (Electronic).

For Return Receipt (by email), visit
 USPS.com, click on Track & Manage and
 enter Tracking number; click on
 drop-down arrow under Return Receipt
 Electronic; enter name and email
 address and click on Request Email.

Text your tracking number to 26777
 (USPS) to get the latest status.
 Standard Message and Date rates may
 apply. You may also visit www.usps.com
 USPS Tracking or call 1-800-282-1811.

Preview your Mail
 Track your Packages
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www.informedelivery.com

All sales final on stamps and postage.
 Refunds for guaranteed services only.
 Thank you for your business.



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

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

Invoice Number	1129770
Invoice Date	5/28/2020
Due Date	6/27/2020

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

Service Description	Total
Maintenance Services	\$4,507.12

Please Pay This Amount

Subtotal	\$4,507.12
Sales Tax	\$0.00
Total	\$4,507.12

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

Please note our lockbox address has changed.

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

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1129770 - SUMMARY

INVOICE DATE: 5/28/2020

28 May 2020 11:11:21PM CST

Go Green! Think before you print.

Work Type / Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
Maintenance, Sewer					
General Maintenance & Repairs	\$16.00	\$49.18	\$7.50	\$0.00	\$72.68
MS Total	\$16.00	\$49.18	\$7.50	\$0.00	\$72.68
Maintenance, Water					
General Maintenance & Repairs	\$544.00	\$2,216.41	\$161.07	\$0.00	\$2,921.48
Lab Fees or Laboratory Sampling	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20
Subcontract Services	\$0.00	\$0.00	\$1,169.76	\$0.00	\$1,169.76
MW Total	\$544.00	\$2,216.41	\$1,674.03	\$0.00	\$4,434.44
Invoice Total	\$560.00	\$2,265.59	\$1,681.53	\$0.00	\$4,507.12

INFRAMARK, LLC

28 May 2020 11:11:22PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

Go Green! Think before you print.

INVOICE NO. 1129770 - DETAIL

INVOICE DATE: 5/28/2020

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, Sewer										
General Maintenance & Repairs										
	4/28/2020	2240310	8201 Mallie Ct	Relocate, Repair, Replace or Recondition Sewer System Asset; expose manhole, made it visible	\$8.00	\$24.59	\$0.00	\$0.00	\$32.59	N
	4/28/2020	2240312	COHV District Area	Relocate, Repair, Replace or Recondition Sewer System Asset; 1202 burkhart drive locate and mark valve	\$8.00	\$24.59	\$7.50	\$0.00	\$40.09	N
				General Maintenance & Repairs Total	\$16.00	\$49.18	\$7.50	\$0.00	\$72.68	
				MS Total	\$16.00	\$49.18	\$7.50	\$0.00	\$72.68	
Maintenance, Water										
General Maintenance & Repairs										
	4/23/2020	2224355	1310 Ridgeley Dr	Repair, Replace or Adjust a Water Meter Box Assembly; Damaged Meter Box	\$16.00	\$49.18	\$37.20	\$0.00	\$102.38	N
	4/25/2020	2235070	8009 Anadell St	Replace Water Meter (damaged, stuck, broken dial, lid,etc.); Remove 5/8 meter and install new 1 1/2" meter/flanges/gaskets for customer	\$108.00	\$423.19	\$6.48	\$0.00	\$537.67	N
	4/23/2020	2235774	8302 Creekstone Cir	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	4/23/2020	2236629	8302 Creekstone Cir	Investigate Water System Leak; No leak coming from district side or customer side, water in box is from rain that hasn't cleared up yet.	\$24.00	\$73.77	\$0.00	\$0.00	\$97.77	N
	4/23/2020	2236630	8302 Creekstone Cir	Repair, Replace or Adjust a Water Meter Box Assembly;	\$24.00	\$73.77	\$20.40	\$0.00	\$118.17	N

INFRAMARK, LLC

28 May 2020 11:11:22PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1129770 - DETAIL

INVOICE DATE: 5/28/2020

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
	4/23/2020	2236632	8307 Creekstone Cir	Relocate, Repair, Replace or Recondition Water System Asset; Marked B/O with blue paint on meter box lid	\$4.00	\$12.29	\$7.50	\$0.00	\$23.79	N
	4/23/2020	2236635	8302 Creekstone Cir	Relocate, Repair, Replace or Recondition Water System Asset; Hammered stakes around meter box to avoid customer running box over with vehicle	\$4.00	\$12.29	\$5.76	\$0.00	\$22.05	N
	4/23/2020	2236637	8009 Anadell St	Relocate, Repair, Replace or Recondition Water System Asset; Exposed tapline 2ft away from curb stop for better access to crimp line when we change out meter.	\$28.00	\$98.35	\$0.00	\$0.00	\$126.35	N
	4/26/2020	2236752	COHV District Area	Chlorine Residual in the Water System; Weekend Residuals 4/25-4/26	\$24.00	\$187.00	\$0.00	\$0.00	\$211.00	N
	4/28/2020	2240311	8213 Mallie Ct	Replace, Adjust or Reset a Water Meter Box Lid; replace damaged meter box lid	\$4.00	\$12.29	\$15.00	\$0.00	\$31.29	N
	4/28/2020	2240313	8201 Burkhart Rd	Locate a Water System Asset; locate valve	\$12.00	\$36.88	\$0.00	\$0.00	\$48.88	N
	4/28/2020	2240314	1200 Pine Chase Dr	Locate a Water System Asset; locate valve	\$24.00	\$73.77	\$0.00	\$0.00	\$97.77	N
	4/28/2020	2240667	8201 Mallie Ct	Relocate, Repair, Replace or Recondition Water System Asset; marked valves with paint	\$4.00	\$12.29	\$7.50	\$0.00	\$23.79	N
	5/3/2020	2242693	COHV District Area	Chlorine Residual in the Water System; weekend residuals 5/2-5/3	\$36.00	\$206.24	\$0.00	\$0.00	\$242.24	N
	5/7/2020	2247143	8009 Anadell St	Repair, Replace or Adjust a Water Meter Box Assembly;	\$24.00	\$73.77	\$37.20	\$0.00	\$134.97	N
	5/7/2020	2247144	COHV District Area	Flushing of a Water System; Flushing a couple addresses for Nitrification	\$24.00	\$73.77	\$0.00	\$0.00	\$97.77	N
	5/10/2020	2247548	COHV District Area	Chlorine Residual in the Water System; weekend residuals 5/09-5/10	\$52.00	\$297.91	\$0.00	\$0.00	\$349.91	N

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28 May 2020 11:11:22PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1129770 - DETAIL

INVOICE DATE: 5/28/2020

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
	5/11/2020	2248831	8311 Creekstone Cir	Investigate Water System Leak; Investigate leak at meter, full of waterSee customer or tag door	\$32.00	\$98.36	\$0.00	\$0.00	\$130.36	N
	5/12/2020	2250298	1209 Archley Dr	Investigate a Water System Problem; bees in meter box	\$12.00	\$45.83	\$0.00	\$0.00	\$57.83	N
	5/17/2020	2251979	COHV District Area	Chlorine Residual in the Water System; weekend residuals for 5/16-5/17	\$32.00	\$183.33	\$0.00	\$0.00	\$215.33	N
	5/15/2020	2252047	COHV District Area	Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU); Deliver tags in district (16)	\$32.00	\$98.36	\$4.03	\$0.00	\$134.39	N
	5/15/2020	2252321	COHV District Area	Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU); Deliver Low Usage Tags in district (5)	\$24.00	\$73.77	\$0.00	\$0.00	\$97.77	N
				General Maintenance & Repairs Total	\$544.00	\$2,216.41	\$161.07	\$0.00	\$2,921.48	
Lab Fees or Laboratory Sampling										
	4/29/2020	2229592	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
				Lab Fees or Laboratory Sampling Total	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20	
Subcontract Services										
	3/16/2020	2198263	COHV District Area	Purchase Subcontracted Services for Water System; Accurate Utility Supply	\$0.00	\$0.00	\$360.00	\$0.00	\$360.00	N

INFRAMARK, LLC

28 May 2020 11:11:22PM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1129770 - DETAIL

INVOICE DATE: 5/28/2020

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
	4/22/2020	2235019	COHV District Area	Purchase Subcontracted Services for Water System; Accurate Utility Supply	\$0.00	\$0.00	\$809.76	\$0.00	\$809.76	N
				Subcontract Services Total	\$0.00	\$0.00	\$1,169.76	\$0.00	\$1,169.76	
				MW Total	\$544.00	\$2,216.41	\$1,674.03	\$0.00	\$4,434.44	
				Invoice Total	\$560.00	\$2,265.59	\$1,681.53	\$0.00	\$4,507.12	

INFRAMARK Work Order

District: COHV	WO#: 2240310	Dept: 5755	WO Type: MS	Resp: OPS	Issued: 4/28/2020
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Asset ID/Description: /

Activity Code/Description:	MSGENREP/Relocate, Repair, Replace or Recondition Sewer System Asset
-----------------------------------	--

Address/Location: 8201 Mallie Ct

Sched:

Additional Address/Location or Task Details:	expose manhole, made it visible
---	---------------------------------

Req By: mickayla trombley

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

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

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 4/28/2020 11:40 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$32.59
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Mgr Rev Req: No

BID/Est Cost:	\$0.00
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Manager Name:

Billing Notification:	No
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Field Comments: Across street from above address, found a manhole that was buried. Shoveled off dirt and grass. Swept the remaining, exposed manhole

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

INFRAMARK Work Order

District: COHV		WO#: 2240312		Dept: 5755		WO Type: MS		Resp: OPS		Issued: 4/28/2020	
Asset ID/Description: /											
Activity Code/Description: MSGENREP/Relocate, Repair, Replace or Recondition Sewer System Asset											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: 1202 burkhart drive locate and mark valve											
Req By: mickayla trombley				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:			MIU:			Special Class:	
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:	
Date Complete: 4/28/2020 10:25 AM				Attachments: 0		Backcharge To:			L-B-S:		

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
HL53	HDW. Paint. Spray. Blue		1.00	\$7.50

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		4/28/2020	0.50	N	\$24.59
TX112443 - Utility Truck	UTLTRK	4/28/2020	0.50	N	\$8.00

Milestone: Closed		Invoice#: 1129770		Date Invoiced: 5/28/2020		Total Price: \$40.09	
Mgr Rev Req: No		BID/Est Cost: \$0.00		Manager Name:		Billing Notification: No	
Field Comments: Located and marked valve west of 1202 Buckhart Dr.							
<div style="display: flex; justify-content: space-between; align-items: center;"> No Problem Found Customer Responsibility New WO New Asset Void WO/Reason: </div>							

INFRAMARK Work Order

District: COHV **WO#:** 2198263 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 3/6/2020

Asset ID/Description: /

Activity Code/Description: MWSUB/Purchase Subcontracted Services for Water System

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: Accurate Utility Supply

Req By:

Assigned To: Accounts Receivable

GL Code: 40900

Utility Staking #:

UCC Start:

UCC End:

OLD Meter ID:

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 3/16/2020 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>
PO	ACCURATE	98960	1.00	\$360.00

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

Milestone: Closed **Invoice#:** 1129770 **Date Invoiced:** 5/28/2020 **Total Price:** \$360.00

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

Field Comments:

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

INFRAMARK Work Order

District: COHV	WO#: 2224355	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/7/2020
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Asset ID/Description: /

Activity Code/Description:	MWRPLMTRBX/Repair, Replace or Adjust a Water Meter Box Assembly
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Address/Location:	1310 Ridgeley Dr	Sched:
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Additional Address/Location or Task Details: Damaged Meter Box

Req By: Billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 36134687	Read: 6171.38	MIU:	Special Class: Meter Reading Dept
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 4/23/2020 11:10 AM	Attachments: 0	Backcharge To:	L-B-S:
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Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$102.38
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: replaced damaged box had to dig hole wider lots of roots, cleaned up area

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

INFRAMARK Work Order

District: COHV	WO#: 2229592	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/14/2020
Asset ID/Description: /					
Activity Code/Description: MWLAB/Purchase Laboratory Services for Water System Asset					
Address/Location: COHV District Area					Sched:
Additional Address/Location or Task Details: Water Utility Services, Inc					
Req By:		Assigned To: Accounts Receivable		GL Code: 40400	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 4/29/2020 6:51 PM		Attachments: 1	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
PO	Water Utility Services, Inc	101159	1.00	\$343.20

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

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$343.20
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: No
Field Comments:			

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

Page 1 of 1

INFRAMARK Work Order

District: COHV **WO#:** 2235019 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 4/22/2020

Asset ID/Description: /

Activity Code/Description: MWSUB/Purchase Subcontracted Services for Water System

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: Accurate Utility Supply

Req By:

Assigned To: Accounts Receivable

GL Code: 40900

Utility Staking #:

UCC Start:

UCC End:

OLD Meter ID:

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 4/22/2020 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>
PO	Accurate Utility Supply INV #158458		101511	1.00	\$809.76

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

Milestone: Closed **Invoice#:** 1129770 **Date Invoiced:** 5/28/2020 **Total Price:** \$809.76

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

Field Comments:

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

INFRAMARK Work Order

District: COHV	WO#: 2235070	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/22/2020
Asset ID/Description: /					
Activity Code/Description: MWREPMTR/Replace Water Meter (damaged, stuck, broken dial, lid,etc.)					
Address/Location: 8009 Anadell St					Sched:
Additional Address/Location or Task Details: Remove 5/8 meter and install new 1 1/2" meter/flanges/gaskets for customer					
Req By: Clint A		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 33277902	Read: 4034.240	MIU:	Special Class:	
NEW	Meter ID: 50890882	Read: 0.00	MIU:	Gallons Flushed: 10,000.00	
Date Complete: 4/25/2020 11:30 AM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
DI	District Inventory		1.00	\$0.00
DI	District Inventory		1.00	\$0.00
DI	District Inventory		2.00	\$0.00
DI	District Inventory		2.00	\$0.00
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>
605533 - Clinton Anthony		4/22/2020	1.50	N	\$102.58
605533 - Clinton Anthony		4/23/2020	1.50	N	\$102.58
605533 - Clinton Anthony		4/24/2020	1.75	N	\$119.67
605678 - Mickayla Trombley		4/25/2020	2.00	N	\$98.36
TX119013 - Utility Truck	UTLTRK	4/22/2020	1.50	N	\$24.00
TX119013 - Utility Truck	UTLTRK	4/23/2020	1.50	N	\$24.00
TX119013 - Utility Truck	UTLTRK	4/24/2020	1.75	N	\$28.00
TX112443 - Utility Truck	UTLTRK	4/25/2020	2.00	N	\$32.00

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$537.67
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: Yes
Field Comments:			

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

District: COHV	WO#: 2235774	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/23/2020
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Asset ID/Description: /

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

Address/Location:	8302 Creekstone Cir	Sched:
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Additional Address/Location or Task Details:

Req By: Billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 20741952	Read: 526.02	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 4/23/2020 10:10 AM	Attachments: 0	Backcharge To:	L-B-S:
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Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$20.00
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments: read meter, turned service on, meter stopped

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

INFRAMARK Work Order

District: COHV **WO#:** 2236629 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 4/23/2020

Asset ID/Description: /

Activity Code/Description: MWINVL/Investigate Water System Leak

Address/Location: 8302 Creekstone Cir

Sched:

Additional Address/Location or Task Details: No leak coming from district side or customer side, water in box is from rain that hasn't cleared up yet.

Req By: Mickayla

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD Meter ID: 20741952

Read: 526.02

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 4/23/2020 12:30 PM

Attachments: 0

Backcharge To:

L-B-S:

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

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		4/23/2020	1.50	N	\$73.77
TX112443 - Utility Truck	UTLTRK	4/23/2020	1.50	N	\$24.00

Milestone: Closed **Invoice#:** 1129770 **Date Invoiced:** 5/28/2020 **Total Price:** \$97.77

Mgr Rev Req: No

BID/Est Cost: \$0.00

Manager Name:

Billing Notification: No

Field Comments: Cleaned out box, district side is clear, mete is clear, no leaks indicated on either side, water from rain hasn't cleared up yet, made customer contact

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

INFRAMARK Work Order

District: COHV	WO#: 2236630	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/23/2020
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Asset ID/Description: /

Activity Code/Description:	MWRPLMTRBX/Repair, Replace or Adjust a Water Meter Box Assembly
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Address/Location:	8302 Creekstone Cir	Sched:
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Additional Address/Location or Task Details:

Req By: Mickayla	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 20741952	Read: 526.02	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 4/23/2020 3:00 PM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$118.17
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:	replaced damaged box, careful not to hit irrigation of french drain line
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:
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INFRAMARK Work Order

District: COHV	WO#: 2236632	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/23/2020
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Asset ID/Description: /

Activity Code/Description:	MWGENREP/Relocate, Repair, Replace or Recondition Water System Asset
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Address/Location:	8307 Creekstone Cir	Sched:
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Additional Address/Location or Task Details: Marked B/O with blue paint on meter box lid

Req By: Mickayla	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID:	Read:	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 4/23/2020 3:10 PM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$23.79
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Marked B/O lid with blue spray paint

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

INFRAMARK Work Order

District: COHV	WO#: 2236635	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/23/2020
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Asset ID/Description: /

Activity Code/Description:	MWGENREP/Relocate, Repair, Replace or Recondition Water System Asset
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Address/Location:	8302 Creekstone Cir
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Sched:

Additional Address/Location or Task Details:	Hammered stakes around meter box to avoid customer running box over with vehicle
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Req By: Mickayla

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

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

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 4/23/2020 3:25 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$22.05
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: customer asked me to put stakes around meter box to avoid running box over

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

District: COHV	WO#: 2236637	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/23/2020
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Asset ID/Description: /

Activity Code/Description:	MWGENREP/Relocate, Repair, Replace or Recondition Water System Asset
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Address/Location: 8009 Anadell St

Sched:

Additional Address/Location or Task Details:	Exposed tapline 2ft away from curb stop for better access to crimp line when we change out meter.
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Req By:	Clinton
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Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 4/23/2020 5:00 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$126.35
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:	exposed tap line 2ft away from curb stop for access to crimp when we change out meter, hard dirt & roots, connected fire hoses to hyd to use to soften up dirt, took measurements
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:
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INFRAMARK Work Order

District: COHV	WO#: 2236752	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/24/2020
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Asset ID/Description: /

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

Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details: Weekend Residuals 4/25-4/26

Req By: Carl West

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

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

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 4/26/2020 5:10 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$211.00
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Mgr Rev Req: No

BID/Est Cost:

\$0.00

Manager Name:

Billing Notification:	No
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Field Comments: 4/25 POE - 3.20D - 2.70-----4/26 POE - 3.20D - 3.30

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

INFRAMARK Work Order

District: COHV	WO#: 2240311	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/28/2020
Asset ID/Description: /					
Activity Code/Description: MWRSTMTRLD/Replace, Adjust or Reset a Water Meter Box Lid					
Address/Location: 8213 Mallie Ct					Sched:
Additional Address/Location or Task Details: replace damaged meter box lid					
Req By: mickayla trombley		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 60528050	Read: 2579.10	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 4/28/2020 11:10 AM		Attachments: 0	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MB31	METER. Plas. Jumbo Cover/Reader/Only		1.00	\$15.00

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		4/28/2020	0.25	N	\$12.29
TX112443 - Utility Truck	UTLTRK	4/28/2020	0.25	N	\$4.00

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$31.29
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Replaced damaged lid			

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

INFRAMARK Work Order

District: COHV	WO#: 2240313	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/28/2020
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Asset ID/Description: /

Activity Code/Description: MWLOC/Locate a Water System Asset

Address/Location: 8201 Burkhardt Rd

Sched:

Additional Address/Location or Task Details: locate valve

Req By: mickayla trombley

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 4/28/2020 11:00 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$48.88
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Mgr Rev Req: No

BID/Est Cost:	\$0.00
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Manager Name:

Billing Notification:	No
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Field Comments:	probed around, located 2 valves on the corner of the above address by stop sign
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2240314	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/28/2020
Asset ID/Description: /					
Activity Code/Description: MWLOC/Locate a Water System Asset					
Address/Location: 1200 Pine Chase Dr					Sched:
Additional Address/Location or Task Details: locate valve					
Req By: mickayla trombley		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 4/28/2020 9:40 AM		Attachments: 0	Backcharge To:	L-B-S:	

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

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		4/28/2020	1.50	N	\$73.77
TX112443 - Utility Truck	UTLTRK	4/28/2020	1.50	N	\$24.00

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$97.77
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Saw 2 blue arrows pointing to grass indicating valves probed around yard. Made both valves visible			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2240667	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/29/2020
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Asset ID/Description: /

Activity Code/Description:	MWGENREP/Relocate, Repair, Replace or Recondition Water System Asset
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Address/Location: 8201 Mallie Ct

Sched:

Additional Address/Location or Task Details: marked valves with paint

Req By: mickayal

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 4/28/2020 9:55 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$23.79
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:	Marked arrow with blue spray paint on road pointing to valve.
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2242693	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/1/2020
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Asset ID/Description: /

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

Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details: weekend residuals 5/2-5/3

Req By: Carl West

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 5/3/2020 11:10 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$242.24
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Mgr Rev Req: No

BID/Est Cost:	\$0.00
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\$0.00	Manager Name:
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Billing Notification:	No
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Field Comments: Monitor district samples 5/2/20 / P.O.E = 4.10; 5/3/20 / P.O.E. = 3.90

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

INFRAMARK Work Order

District: COHV	WO#: 2247143	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/7/2020
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Asset ID/Description: /

Activity Code/Description:	MWRPLMTRBX/Repair, Replace or Adjust a Water Meter Box Assembly
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Address/Location:	8009 Anadell St	Sched:
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Additional Address/Location or Task Details:

Req By: Mickayla	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 50890882	Read: .1	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete: 5/7/2020 9:30 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$134.97
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Put in new meter box , had to make hole bigger form box. Filled in hole, cleaned up area. Drive time.

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

District: COHV	WO#: 2247144	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/7/2020
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Asset ID/Description: /

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

Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details:	Flushing a couple addresses for Nitrification
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Req By: Clinton A.

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 40,000.00

Date Complete: 5/7/2020 2:30 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$97.77
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Flushing a couple addresses for nitrification report, Documented results. Drive time.

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

INFRAMARK Work Order

District: COHV	WO#: 2247548	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/8/2020
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Asset ID/Description: /

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

Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details: weekend residuals 5/09-5/10

Req By: Carl West

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 3,750.00

Date Complete: 5/10/2020 12:00 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$349.91
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Mgr Rev Req: No

BID/Est Cost:	\$0.00
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\$0.00	Manager Name:
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Billing Notification:	No
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Field Comments: Monitor district residual. 5/9/20 poe=4.00 /0 5/10/20 poe=410.

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

INFRAMARK Work Order

District: COHV	WO#: 2248831	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/11/2020
Asset ID/Description: /					
Activity Code/Description: MWINVL/Investigate Water System Leak					
Address/Location: 8311 Creekstone Cir					Sched:
Additional Address/Location or Task Details: Investigate leak at meter, full of waterSee customer or tag door					
Req By: Celeste Williams 832-874-9610		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 5/11/2020 3:00 PM		Attachments: 0	Backcharge To:	L-B-S:	

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

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		5/11/2020	2.00	N	\$98.36
TX112443 - Utility Truck	UTLTRK	5/11/2020	2.00	N	\$32.00

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$130.36
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Investigated leak, customer has house line leak, dug in front of meter box to show customer where leak is coming from.			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2250298	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/13/2020
Asset ID/Description: /					
Activity Code/Description: MWINVPRB/Investigate a Water System Problem					
Address/Location: 1209 Archley Dr					Sched:
Additional Address/Location or Task Details: bees in meter box					
Req By: jn		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 5/12/2020 11:50 AM		Attachments: 0	Backcharge To:	L-B-S:	

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

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605236 - James Najjar		5/12/2020	0.75	N	\$45.83
TX112407 - Utility Truck	UTLTRK	5/12/2020	0.75	N	\$12.00

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$57.83
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: No
Field Comments: While working out in the field customer stopped and asked if I can check if his meter was on. Told me he had a bee issue, so when I got home noticed bumble bee's flying around box carefully opened slowly box was full of bees. They built a honeycomb in meter box. Informed City Hall contacted Busy Bee's. Also, Lead tried contacting homeowner back. No answer. His name is Andy 832-282-2086.			

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

District: COHV	WO#: 2251979	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/15/2020
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Asset ID/Description: /

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

Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details: weekend residuals for 5/16-5/17

Req By: Carl West

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 3,750.00

Date Complete: 5/17/2020 12:20 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$215.33
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Mgr Rev Req: No

BID/Est Cost:

\$0.00

Manager Name:

Billing Notification:	No
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Field Comments: Monitor district residuals. 5/16/20 - POE = 3.705/17/20 - POE = 4.00

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

INFRAMARK Work Order

District: COHV		WO#: 2252047		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 5/15/2020	
Asset ID/Description: /											
Activity Code/Description: BILLTAGS/Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU)											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: Deliver tags in district (16)											
Req By: Billing				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:			MIU:			Special Class:	
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:	
Date Complete: 5/15/2020 12:00 PM				Attachments: 0		Backcharge To:			L-B-S:		

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS95	MISC. Tag. Red			16.00	\$4.03

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		5/15/2020	2.00	N	\$98.36
TX112443 - Utility Truck	UTLTRK	5/15/2020	2.00	N	\$32.00

Milestone: Closed		Invoice#: 1129770		Date Invoiced: 5/28/2020		Total Price: \$134.39	
Mgr Rev Req: No		BID/Est Cost: \$0.00		Manager Name:		Billing Notification: Yes	
Field Comments: Delivered billtags to residents.							

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

District: COHV	WO#: 2252321	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/15/2020
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Asset ID/Description: /

Activity Code/Description:	BILLTAGS/Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU)
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Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details:	Deliver Low Usage Tags in district (5)
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Req By:	Clint A
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Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 5/15/2020 2:30 PM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1129770	Date Invoiced: 5/28/2020	Total Price: \$97.77
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments:	Delivered tags to customers.
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

TUESDAY, MAY 19, 2020
REGULAR COUNCIL MEETING
6:30 P.M.

1. **CALL TO ORDER REGULAR COUNCIL MEETING** Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:32 P.M. via teleconference due to COVID-19 and the need for social distancing.

1.1 Invocation was given by Council Member Swanson.

1.2 Pledge of Allegiance

1.3 Present were Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Swanson, Mayor Pro Tem Maddock, Council Member Schwarz. Also present were City Administrator Blevins, City Attorney Scott Bounds, City Engineer Efrain Him, and Building Official Kevin Taylor.

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

3. **REPORTS TO COUNCIL:**

3.1 Police Report: Administrator Blevins said there are a limited number of incidents on the report, she had spoken with Captain Schulze who said that there was nothing pressing to discuss with Council.

Mayor Pro Tem Maddock inquired about installing signs at the main entrances to the City stating Spring Valley Police Department patrols the area. Administrator Blevins said it is up to the Council if they want to add signs in the City. Mayor Pro Tem Maddock said need for the signs is diminishing, there is less crime risk now that people are circulating more.

3.2 Building Official's Report: Mayor Herron asked if there are commonly issues during the plan review process with regard to driveway and apron width. Building Official Taylor responded that sometimes there are issues with driveways being poured too wide but it is a common issue in multiple cities.

Mayor Pro Tem Maddock asked about problematic construction sites listed on the Red Tag Violation Report. Administrator Blevins said the City is seeking action against a particularly bad property where we have not received a response from the contractor. Building Official Taylor said some contractors are getting better.

Mayor Herron asked if construction contractors have been affected due to COVID-19 social distancing. Council Member Swanson said contractors are continuing to work on the interior of his own new construction, they have not had any issue with continuing progress.

3.3 Engineer's Report: Engineer Him said his report is mostly for drainage plan reviews.

Engineer Him stated that Javier Vasquez, HDR Engineering, met with the homeowner of 1323 Pine Chase Grove regarding sand and sod installed in an attempt to correct drainage issues in the front yard. Council Member Byrne said he sent images of the sand in the ditch and asked how that will be removed. Engineer Him said this is a common problem. Unfortunately, the sod didn't have a chance to set root and the storm washed some of the sand base into the ditch. He stated that based on the provided pictures there wasn't really anything wrong, it was just bad timing to install with the

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impending weather. He said the homeowner will have to clean up the ditch using a shovel to hand dig the sand out. Administrator Blevins reminded council that there is no permit requirement for a property owner to landscape or install sod.

Mayor Pro Tem Maddock said 1209 Pine Chase Drive has not had any improvements on the overgrown drainage ravine area. Administrator Blevins said the property owner has been contacted and will be reminded that action needs to be taken.

4. DISCUSSION AND POSSIBLE ACTION:

- 4.1** Mayor Pro Tem Maddock made a motion to discuss and possibly approve the City of Hilshire Village Ordinance Number 795-2020, adopting changes to Section 4.623 Permitted Driveway and Pedestrian Access within Public Rights-of-Way, seconded by Council Member Schwarz.

City Engineer Him said one of the proposed modifications is to extend the driveway apron radii from three (3) feet to five (5) feet for circular driveways. Council Member Schwarz said the purpose of this is so that citizens and their guests can get in and out of their driveways easier. He stated that this will also help to get parked cars off the road and help drivers who are not confident about turning into the narrow driveways. Engineer Him said another change in this ordinance is to allow circular driveways to be a maximum combined width of 30 feet where it meets the pavement. He said that he has no objections to these changes.

Council Member Gordy asked why the additional turning radii is only being proposed for circular driveways. He said single access driveways would benefit from having the extra space as well. Engineer Him said there are different allowances for the width of the driveway at the street for single access and circular driveways.

Council Member Byrne asked why the width of the driveway within the right of way was suggested to extend two (2) feet for a maximum allowance of 24 feet. Engineer Him responded that the drawing was a result of the suggestions by a third-party engineer consulted by Council Member Schwarz. Council Member Schwarz stated that he supports the recommendation by the hired engineer to widen the driveway for increased safety. He said they referenced comparable cities which have existing specifications allowing driveways to be wider than 22 feet.

Council Member Byrne stated that the proposed slope change and culvert extension will change the approach and leave more culvert exposed.

Council Member Gordy said that his driveway is currently 22 feet wide and he did not think it was necessary to increase the width allowance. He said that he supports the increase in the turning radii for safety reasons. Council Member Gordy also said increasing the slope ratio where the culvert and the ditch meet should be considered for areas in the City with steep ditches.

Mayor Pro Tem Maddock amended his original motion to approve the City of Hilshire Village Ordinance Number 795-2020, adopting changes to Section 4.623 Permitted Driveway and Pedestrian Access within Public Rights-of-Ways, with changes to eliminate the proposed driveway width increase from 22 foot to 24 foot, seconded by Council Member Schwarz.

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A roll call vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 795-2020, adopting changes to Section 4.623 Permitted Driveway and Pedestrian Access within Public Rights-of-Ways with changes.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

- 4.2** Council Member Gordy made a motion to discuss and authorize HDR to provide a topographical survey of the City's Right-of-Way at Pine Chase Grove located between 1324 and 1327 Pine Chase Grove with a not to exceed price of \$4,180.00 and discussion of necessary improvements, seconded by Mayor Pro Tem Maddock.

Council Member Byrne suggested fencing be installed to protect the meter vaults and the children playing around the dangerous equipment in the area. City Engineer Him said a topographical survey will allow them to see how the area needs to be graded and landscaped; however, a less expensive metes and bounds survey would be sufficient to place a fence.

Mayor Herron suggested talking to the neighbors about the area. Administrator Blevins said they wouldn't want a fence because all of their children play together in the open area. She also said the neighbors have been taking care of the area as part of their lawn maintenance, the City does not maintain it. Mayor Pro Tem Maddock said the lawn care contractors have been dumping their leaves toward the back of the area. Council Member Gordy stated that a fence would add maintenance costs.

Council Member Gordy volunteered to join Council Member Byrne and Engineer Him in the field to assess the area in lieu of a survey at this time.

Motion was tabled.

- 4.3** Mayor Pro Tem Maddock made a motion to approve Resolution Number 2020-203 of the City of Hilshire Village, Texas adopting the Harris County Multi-Hazard Mitigation Plan, seconded by Council Member Swanson.

Council Member Byrne asked what the community rating system line item. Deputy Building Official DuVall said it is a voluntary program in which the cost outweighs benefits for cities as small as Hilshire Village, although Hilshire Village does abide by the standards. It was discussed that the Plan needed to be corrected stating the City was not part of the program.

A roll call vote was taken to approve the motion approving Resolution Number 2020-203 of the City of Hilshire Village, Texas adopting the Harris County Multi-Hazard Mitigation Plan with changes to section on the community rating system.

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Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

5. DISCUSSION:

5.1 Mayor Herron opened the floor for discussion of Zoning Ordinance requirements for Residential Districts regarding maximum lot coverage (Sec. 11:01.06), including non-permeable requirements in front of front building line, behind front building line, and for total lot.

Melissa Blakeslee, 24 Hickory Shadows, said that her family recently purchased their house in Hilshire Village with the intention of adding a swimming pool for physical therapy for one of their children. She said that she and her contractor have found that Residential Zone R-2 is restrictive to development and improvements due to current permeability limits. She said some of her neighbors have swimming pools which were built prior to when the current ordinance took effect. Mrs. Blakeslee also said that through research she has found that other cities consider swimming pools to be pervious. Mrs. Blakeslee said that increasing the impervious coverage limits will improve the quality of life for Hickory Shadows citizens, improve community value, property values and tax revenue. She said she is requesting consideration to revert to the previous 50% impervious coverage in front of the building line and 60% behind the front building line as well as the swimming pool water surface area to be considered pervious. Mrs. Blakeslee added that in their plan to fit a swimming pool in the back yard they will actually be reducing the amount of covered square feet as they are removing an existing concrete patio and installing permeable decking.

Engineer Him said it was his opinion that the 60% limit for behind the building line was acceptable but including the swimming pool water surface area as pervious was not. He said that rain water needs to be able to percolate into the ground to provide relief for the storm sewers. Engineer Him stated that on larger lots there is more room to build a swimming pool and still have grassy areas, but small lots like those found in Hickory Shadows have very little space.

It was mentioned that Mrs. Blakeslee might consider applying to the Board of Adjustments for a variance or hardship. Administrator Blevins said that a swimming pool was not eligible for a variance by the Board of Adjustments.

Council Member Gordy said the impervious coverage change hasn't made a significant difference in the size of the houses as setbacks haven't changed. He stated that the difference between 55% and 60% mainly affects the ability to have a swimming pool. Council Member Gordy said he supports going back to the previous requirements. Engineer Him said the 5% change will not be detrimental to the City's drainage.

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Council Member Byrne and Mayor Pro Tem Maddock were not in favor of changing the impervious coverage limits city-wide.

Council asked City staff to prepare a rough draft of an ordinance in the spirit of allowing property owners to develop their property with consideration of drainage.

5.2 Mayor Herron opened discussion and possible direction given by Council to staff and Zoning Committee regarding structures in front of the front building line. Administrator Blevins said that more and more play equipment is showing up in the front yards due to the number of children at home during the pandemic. She stated that it was something that the City needed to address but should probably be done after the pandemic settles down. Council agreed.

5.3 Discussion of Zoning Ordinance regarding changes to how a detached garage is permitted to attach to a patio or main building via walkway covering. Administrator Blevins said adjustment was needed to the existing ordinance language. City Administrator Blevins stated she did not think it was Council's intent to allow a covered walkway for a detached garage to span the entire length open space between the buildings. City Administrator Blevins asked to the City Attorney to help with the language correction. She said this change could be made and presented to Council at the next Public Hearing.

6. REPORTS TO COUNCIL: (Con't)

6.1 Fire Commissioner's Report: Commissioner Byrne said in the month of April there were three (3) EMS and one (1) Fire call.

Commissioner Byrne said that the contract had been signed for the Fire Station Reconstruction Project. He stated work should begin in about a week and while construction is going on plans for new fire sprinkler systems should be submitted to the Fire Marshal at Hedwig Village City Hall.

7. DISCUSSION AND POSSIBLE ACTION:

7.1 Mayor Pro Tem Maddock made a motion for consideration and possible action on Resolution No. 2020-204 of the City of Hilshire Village to approve a request from the Village Fire Department Commission related to the amended 2019 budget for the Village Fire Department's 2019 Audit and Intra-Budgetary Transfers in which the General Funds' \$115,864.20 deficient would be funded by the Ambulance Billing Fund, seconded by Council Member Swanson.

Commissioner Byrne said the Ambulance Billing Fund is a revenue source resulting from out-of-jurisdiction citizens who receive Memorial Village EMS services. Through the Interlocal Agreement, the department bills for those ambulance transfers and that money is then distributed to the Memorial Villages. Commissioner Byrne stated that these funds are sometimes needed within the Fire Department, so the participating cities vote to allocate the money back into the department. City Administrator Blevins stated Hilshire Village need not budget the revenue.

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A roll call vote was taken to approve the motion approving Resolution No. 2020-204 of the City of Hilshire Village to approve a request from the Village Fire Department Commission related to the amended 2019 budget for the Village Fire Department's 2019 Audit and Intra-Budgetary Transfers in which the General Funds' \$115,864.20 deficient would be funded by the Ambulance Billing Fund.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

- 7.2** Council Member Byrne made a motion for consideration and possible action regarding Resolution No. 2020-205 of the City of Hilshire Village to approve the request from the Village Fire Department Commission to approve the Proposed 2021 Village Fire Department Budget in the amount of \$6,961,314 with Hilshire Village's 2021 Annual Assessment being \$208,839,42, seconded by seconded by Council Member Swanson.

A roll call vote was taken to approve the motion approving Resolution No. 2020-205 of the City of Hilshire Village to approve the request from the Village Fire Department Commission to approve the Proposed 2021 Village Fire Department Budget in the amount of \$6,961,314 with Hilshire Village's 2021 Annual Assessment being \$208,839,42.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

8. CLOSED EXECUTIVE SESSION: None

9. DISCUSSION:

- 9.1** Mayor Herron asked for Council's thoughts on his attendance at the monthly Village Mayor's meetings. Council voiced that they thought it was important for Hilshire Village to participate in meetings.

10. REPORTS TO COUNCIL: (Con't)

- 10.1 City Administrator's Report:** Administrator Blevins said there is an additional invoice to the disbursements that has been sent to Council for HDR Engineering in the amount of \$7,542.52.

She also said that she is working with other cities on the anticipated installation of the

**TUESDAY, MAY 19, 2020
REGULAR COUNCIL MEETING
6:30 P.M.**

Verizon Nodes. She said some poles can have lighting added to them.

Administrator Blevins said the City's ISO rating went from 5 to 2, and it was great working with BBG Consulting on the reporting.

She said the City Office is to stay closed to the public until further notice, however, a staff member is regularly in the office to maintain daily functions. She said staff has continued to issue construction permits and conducts teleconference meetings with contractors when needed.

10.2 Treasurer's Report: None

- 11. CONSENT AGENDA:** Mayor Pro Tem Maddock made a motion to approve the Consent Agenda including Disbursements, Minutes from the Regular Council Meeting & Public Hearing of April 21, 2020, Check Register for April, 2020, Quarterly Investment Report, Proclamation for the Spring Family Event, Proclamation for Police Week and authorizing the Mayor to enter into a contract with a credit card company, in which service charges will be charged to the end user, after review by City Attorney, seconded by Council Member Swanson.

A roll call vote was taken to approve the motion approving the Consent Agenda including Disbursements, Minutes from the Regular Council Meeting & Public Hearing of April 21, 2020, Check Register for April, 2020, Quarterly Investment Report, Proclamation for the Spring Family Event, Proclamation for Police Week and authorizing the Mayor to enter into a contract with a credit card company, in which service charges will be charged to the end user, after review by City Attorney.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

- 12. REPORTS FROM COUNCIL:** Mayor Herron asked Council for thoughts on increasing debt payments instead of investing overages on the reserve funds. Mayor Pro Tem Maddock suggested the City establish a minimum level of reserves before taking away from it. Council Member Schwarz considered the risk of needing to borrow it at a higher rate later.

- 13. ADDITIONAL COUNCIL COMMENTS:** None

- 14. FUTURE AGENDA TOPICS:** None

- 15. ANNOUNCEMENTS:** None

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

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6:30 P.M.**

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

The meeting was adjourned at 9:55 P.M.

Mayor Herron

ATTEST:

Susan Blevins, City Secretary

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

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8254	5/1/20	Village Fire Department	11114	20,063.68
8255	5/1/20	Villages Mutual Insurance	11114	1,782.13
8256	5/1/20	Waste Corporation of Tex	11114	6,799.59
8257	5/12/20	Centerpoint-Energy	11114	23.33
8258	5/12/20	Sanchez Landscaping	11114	280.00
8259	5/12/20	Hudson Energy Services L	11114	497.09
8260	5/18/20	State Comptroller	11114	1,121.01
8261	5/19/20	Olson & Olson, Attys at L	11114	950.00
8262	5/19/20	BBG Consulting	11114	2,500.00
8263	5/19/20	EZTASK	11114	1,500.00
8264	5/19/20	Northwest Pest Patrol	11114	220.00
8265	5/19/20	Amegy Bank	11114	1,125.00
8266	5/19/20	HDR	11114	6,508.95
8267	5/19/20	A T & T	11114	75.00
ACH 05-01-20	5/1/20	Sprg. Valley GenFund- Pol	11114	41,820.42
ACH 05-15-20	5/15/20	Susan N. Blevins	11114	2,879.38
ACH 05-27-20	5/26/20	Cashier, Tx Workforce Co	11114	307.32
ACH 05-27-20-1	5/27/20	A T & T	11114	364.40
ACH 05-31-20	5/29/20	Susan N. Blevins	11114	2,879.38
ACH 05-31-21	5/29/20	Cassandra L. Stephens	11114	1,408.22
ACH1 05-15-20	5/15/20	Cassandra L. Stephens	11114	1,542.58
ELECTRONIC 05-	5/20/20	Internal Revenue Service	11114	1,701.48
ELECTRONIC 05-	5/26/20	Internal Revenue Service	11114	1,654.28
Total				98,003.24

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
3710	5/3/19	Certification Plus	11012	975.00
3711	5/3/19	A T & T	11012	253.04
3712	5/3/19	Inframark, LLC	11012	2,000.00
3713	5/20/19	Cityof Houston#7099-300	11012	14,881.98
3714	5/22/19	Olson & Olson, L.L.P	11012	168.00
3715	5/23/19	DSHS Central Lab MC20	11012	103.85
3716	5/23/19	Lloyd Gosselink	11012	516.50
3717	5/23/19	Inframark, LLC	11012	9,505.14
3718	5/23/19	HDR	11012	3,944.42
3719	5/23/19	Lloyd Gosselink	11012	265.00
3720	5/30/19	City of Houston, Public W	11012	<u>7,774.81</u>
Total				<u><u>40,387.74</u></u>



U.S. Department
of Transportation

**Federal Railroad
Administration**

1200 New Jersey Avenue, SE
Washington, DC 20590

May 27, 2020

Russell Herron
Council Member
8301 Westview
Houston, TX 77055

**Subject: Release of Final Environmental Impact Statement and Section 106 Programmatic Agreement
for the Dallas to Houston High-Speed Rail Project**

Dear Mayor Herron:

The Federal Railroad Administration (FRA) has released the Final Environmental Impact Statement (Final EIS) for the Dallas to Houston High-Speed Rail Project (Project). FRA prepared the EIS in compliance with the National Environmental Policy Act to assess the potential beneficial and adverse environmental impacts of FRA's proposed rulemaking to enable effective safety oversight of the operation of a HSR system based on the Japanese N700-Series Tokaido Shinkansen technology that is described in a Petition for Rulemaking for a Rule of Particular Applicability (RPA) submitted by Texas Central Railroad, LLC (TCRR). TCRR's petition for rulemaking contains TCRR's proposal to construct and operate an approximately 240-mile, for-profit, high-speed passenger rail (HSR) system connecting Dallas and Houston based on the Japanese N700-Series Tokaido Shinkansen technology (the Project). On March 10, 2020, FRA published a Notice of Proposed Rulemaking (NPRM), proposing a set of minimum Federal safety standards to enable effective safety oversight of the operation of TCRR's HSR system within the United States.

The Final EIS evaluates and documents the reasonably foreseeable potential beneficial and adverse environmental impacts of implementing TCRR's HSR system, including a No Build Alternative and six Build Alternatives between Dallas and Houston. The study area for the Project traverses 10 counties between Dallas and Houston. A preferred alternative has been identified in the Final EIS, which includes terminal station locations in Dallas and Houston, and an intermediate station west of Roans Prairie in Grimes County.

The Final EIS is available for public review on the FRA project website, <https://railroads.dot.gov/current-environmental-reviews/dallas-houston-high-speed-rail/dallas-houston-high-speed-rail> and at repositories throughout the Project area. A list of repositories is detailed in **Appendix B, Distribution List** of the Final EIS and posted on the FRA project website. FRA suggests that the public call the repositories before going there to confirm the availability of, and access to, the Final EIS documents. Additionally, a limited supply of copies of the Final EIS is available to the public in print or electronically (USB flash drive), upon request.

Requests for additional information or for a copy of the Final EIS (as supplies last) may be submitted to Kevin Wright, Environmental Protection Specialist, FRA, at 1200 New Jersey Ave. SE, MS-20, Washington, D.C. 20590; or via email at kevin.wright@dot.gov.

30-day review period for Section 106 of National Historic Preservation Act/Programmatic Agreement

Under Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended, FRA is providing the public a 30-day review period for the Programmatic Agreement that FRA has developed for the Project in consultation with the Texas Historical Commission (THC), the Advisory Council on Historic Preservation, United States Army Corps of Engineers, TCRR, and other Consulting Parties.

To ensure the appropriate measures to minimize harm to potential impacts to historic properties, FRA, in consultation with the THC, determined that it is appropriate to develop and implement a Programmatic Agreement for the Project because FRA will not be able to fully determine effects to historic properties prior to issuing a ROD.

The Programmatic Agreement establishes the process that governs FRA's compliance with Section 106 after approval of the Project. FRA has provided Consulting Parties with an opportunity to review and comment on the draft Programmatic Agreement prior to the release of the Final EIS. FRA is also providing the public an opportunity to review the Programmatic Agreement, appended to the Final EIS as **Appendix L**. The public can submit comments on the Programmatic Agreement through June 29, 2020 on FRA's Project website at <https://railroads.dot.gov/current-environmental-reviews/dallas-houston-high-speed-rail/dallas-houston-high-speed-rail>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Johnsen".

Michael Johnsen
Supervisory Environmental Protection Specialist
Federal Railroad Administration