

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TEXAS 77055

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

TAB

On Tuesday, August 18, 2020, the City Council of the City of Hilshire Village, Texas will hold a Special City Council Meeting to meet in an Executive Session to discuss a personnel matter under Texas Government Code Sec. 551.074 @ 6:00 PM and a Regular City Council Meeting @ 6:30 PM, at the City Hall located at 8301 Westview, Houston, Texas 77055. **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:

Join Zoom Meeting

<https://zoom.us/j/92528687287?pwd=L2FkeE1Kajc3WjJmZG9LY3MvRDlmUT09>

Meeting ID: 925 2868 7287

Passcode: 276336

Or

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

Meeting ID: 925 2868 7287

Passcode: 276336

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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SPECIAL COUNCIL MEETING STARTS AT 6:00 PM

TAB

1. CALL TO ORDER SPECIAL COUNCIL MEETING

1.1 Roll Call

2. CITIZEN'S COMMENTS FOR SPECIAL COUNCIL MEETING:

(Time Limit- 3 minutes)

3. CLOSED EXECUTIVE SESSION: City Council reserves the right to adjourn into executive session for a personnel matter under Texas Government Code Sec. 551.074

3.1 Deliberate the appointment of a public officer

4. ADJOURNMENT OF SPECIAL COUNCIL MEETING

REGULAR COUNCIL MEETING STARTS AT 6:30 PM

5. CALL TO ORDER REGULAR COUNCIL MEETING

5.1 Invocation (Council Member Gordy)

5.2 Pledge of Allegiance

5.3 Roll Call

6. REPORTS TO COUNCIL:

6.1 Building Officials Report (Kevin Taylor/Evan DuVall)1

7. DISCUSSION AND POSSIBLE ACTION:

7.1 Discussion and possible action regarding request for direction from the Building Official regarding a property owner request for a variance for the requirement of a fire sprinkler system for 8373 Westview (City Administrator Blevins, Building Official Kevin Taylor and Attorney Scott Bounds)2

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

8. 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

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name and address prior to voicing their concerns.

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Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be 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.

9. REPORTS TO COUNCIL:

9.1 Police Report	3
Incident Report July	
Up to date Incident Report for August	
9.2 Engineers Report: (City Engineer Efrain Him).....	4
8009 Anadell Road	
1233 Archley Drive	
8002 Anadell Drive	
8302 Creekstone Circle	
1331 Friarcreek Lane	
1330 Glourie Drive	
1123 Guinea Drive	
7902 North Villa Court	
7906 North Villa Court	
7910 North Villa Court	
1302 Pine Chase Drive	
1313 and 1315 Pine Chase Grove	
Annual Ditch Cleaning and Maintenance Plan	
Harris County Initiative – Development of Minimum Standards	

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

10. DISCUSSION:

10.1 Amendment to Zoning Ordinance to allow habitable accessory buildings, including a second floor, as long as setbacks that apply to the main building are met (Zoning Committee).....	5
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- 10.2** (City Council may deliberate and consider any actions necessary on any items discussed in the Executive Session. **(Executive Session was held at 6:00 PM)** for a personnel matter under Texas Government Code Sec. 551.074 to Deliberate the appointment of a public officer.)

Deliberate and consider appointment of city councilmember to fill vacancy.

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

10.3 Discussion of FYE 2021 Budget and 2021 Tax Rates (Mayor Herron and City Administrator Blevins).	6
11. <u>REPORTS TO COUNCIL: (Con't)</u>	
11.1 Fire Commissioner	7
11.2 Mayor Herron	
11.3 City Administrator	8
Complaint & Issues Report	
Consent Agenda	
City Office	
11.4 Treasurer	9
Investments	
12. <u>CONSENT AGENDA:</u>	
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.	
12.1 Disbursements: Summary, Deposits.....	10
12.2 Approving the Minutes from the Regular Council Meeting of June 16, 2020. .	11
12.3 Approving the Minutes from the Public Hearing and Regular Council Meeting of July 21, 2020	12

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12.4 Approving the Minutes for the Special Council Meeting of August 5, 2020 13

12.5 Approving the Check Register for July, 2020..... 14

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 take various actions, including but not limited to rescheduling an item in its entirety or for particular action at a future date or time.

NOTE: IN THE EVENT A QUORUM OF THE CITY COUNCIL IS NOT PRESENT, THE REPORTING MEMBERS WHO ARE PRESENT WILL MEET AS A SUB-COMMITTEE, FOR DISCUSSION PURPOSE ONLY, REGARDING THE ABOVE AGENDA ITEM(S).

City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations),

551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and

551.086 (Certain Public Power Utilities: Competitive Matters). Following the executive session, if any, City Council may act in open session on any item discussed in the executive session.

I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible August 14, 2020 at 2:00 p.m.

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

MONTHLY BUILDING REPORT

July 2020

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

Permits: Fifteen (15):

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

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

Inspections: Thirty-Four (34)

Construction Site Maintenance Warnings/Violations Issued:

- 1220 Archley – Grass height
- 1226 Glourie – Construction debris
- 1306 Bridle Spur – Trash and debris
- 7915 S Villa – Dumpster improperly placed, trash on job site

Red Tag Stop Work Orders Issued: None

Building Finals / Certificates of Occupancy: 8009 Anadell St – CCO issued

Change of Occupancy Use: None

Extended Permit Request: None

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

Date	Permit Number	Address	Issued To	Amount Received	Description / Scope	# of Inspections
7/1	HV-20-056P	8013 Anadell St	Mayorga Plumbing	\$ 160.00	Remodel Plumbing	1
7/1	HV-20-057F	8116 Bromley	Rio Grande Fence	\$ -	Fence Section Replacement (addendum)	1
7/2	HV-20-058T	1317 Ridgeley Dr	RF Tree Service	\$ -	Dead / Damaged Tree Removal	1
7/6	HV-20-056E	8013 Anadell St	Daniel Electrical	\$ 160.00	Bathroom Remodel Electrical	2
7/6	HV-20-056B	8013 Anadell St	Dircene Martin	\$ 160.00	Bathroom Remodel	2
7/7	HV-20-059B	1330 Glourie Dr	Modern Concept Construction	\$ 4,236.54	New Construction Plan Review	0
7/7	HV-20-059D	1330 Glourie Dr	Modern Concept Construction	\$ 1,500.00	Drainage Plan Review	0
7/7	HV-19-042I	8009 Anadell	Splash Irrigation Systems	\$ 240.00	New Irrigation System	2
7/9	HV-20-061T	10 Pine Creek Ln	C-Trees & More	\$ -	Dead Tree Removal	0
7/9	HV-20-062P	1306 Friarcreek Ln	Gordon Sinift Plumbing	\$ 180.00	Sewer Repair	1
7/10	HV-20-063M	8006 Anadell	ARS of Houston North	\$ 160.00	HVAC Repair	1
7/13	HV-20-064M	7903 Hilshire Green	Houston Air Services Co	\$ 160.00	HVAC Replacement	1
7/27	HV-20-065P	1118 Glourie Drive	ARS of Houston North	\$ 160.00	Exterior Water Line Repair	1
7/28	HV-20-066T	1303 Friarcreek Ln	Flores Tree Service	\$ -	Tree Removal	1
7/29	HV-20-067M	1111 Guinea Dr	Orflo AC & Heat	\$ 160.00	HVAC duct replacement	1
7/30	HV-20-068M	4 Pine Creek Ln	New Abacus LLC	\$ 160.00	HVAC Replacement	1
7/31	HV-20-069T	5 Hilshire Oaks	Maldonado C Tree Services	\$ -	Dead/Diseased Tree Removal	0

INSPECTION LOG - July 2020

DATE	TIME	INSPECTION REQUEST DATE	LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
7/1/20	1:00 PM	7/2/20	20-151	1306 Bridle Spur Ln	HV-19-062B	Framing Reinspection	Fail	7/2	BBG
7/2/20	10:30 AM	7/2/20	20-152A	1331 Friarcreek Ln	HV-20-054D	Walkway and Culvert Form	Pass	7/6	Javier Vasquez
7/3/20	12:00 PM	7/6/20	20-152B	8013 Anadell St	HV-20-056P	Plumbing Rough-In	Fail	7/6	BBG
7/3/20	12:00 PM	7/6/20	20-153	8013 Anadell St	HV-20-056E	Electrical Cover	Pass	7/6	BBG
7/4/20	8:04 AM	7/7/20	20-154	8009 Anadell St	HV-19-042D	Drainage Cover	Pass	7/7	Javier Vasquez
7/6/20	2:19 PM	7/7/20	20-155	8013 Anadell St	HV-20-056P	Plumbing Rough-In Reinspection	Cancelled	7/7	N/A
7/7/20	2:42 PM	7/8/20	20-156	1306 Bridle Spur Ln	HV-19-062B	Framing Reinspection	Fail	7/8	BBG
7/1/70	3:30 PM	7/8/20	20-157	8009 Anadell St	HV-19-042E	Electrical Final	Pass	7/8	BBG
7/8/20	12:50 PM	7/9/20	20-158	8009 Anadell St	HV-19-042I	Irrigation Cover	Pass	7/9	BBG
7/8/20	4:45 PM	7/9/20	20-159	1111 Glourie Dr	HV-20-021F	Fence Final	Pass	7/9	BBG
7/9/20	8:00 AM	7/10/20	20-160	8013 Anadell St	HV-20-056P	Plumbing Rough-In Reinspection	Pass	7/10	BBG
7/9/20	1:05 PM	7/10/20	20-161	8009 Anadell St	HV-19-042P	Plumbing Final	Pass	7/10	BBG
7/9/20	12:00 PM	7/9/20	20-162	8009 Anadell St	HV-19-042FS	Fire Sprinkler Final	Fail	7/9	Rusty Kattner
7/9/20	4:27 AM	7/10/20	20-163	1306 Bridle Spur Ln	HV-19-062B	Framing Reinspection	Pass per Engineer's Letter	7/10	BBG
7/10/20	12:00 PM	7/10/20	20-164	8009 Anadell St	HV-19-042FS	Fire Sprinkler Final	Pass	7/10	Rusty Kattner
7/12/20	1:59 PM	7/13/20	20-165	8009 Anadell St	HV-19-042B	Building Final	Pass	7/13	BBG
7/12/20	1:59 PM	7/13/20	20-166	8009 Anadell St	HV-19-042M	Mechanical Final	Pass	7/13	BBG
7/13/20	2:45 PM	7/14/20	20-167	8009 Anadell St	HV-19-056T	New Construction Tree Final	Pass	7/14	Cary Moran
7/13/20	2:51 PM	7/15/20	20-168	1229 Ridgeley Dr	HV-20-020M	HVAC Repair Final	Pass	7/15	BBG
7/15/20	10:35 AM	7/16/20	20-169	1306 Friarcreek	HV-20-062P	Sewer Repair Cover	Pass	7/16	BBG
7/16/20	11:06 AM	7/17/20	20-170	1306 Bridle Spur Ln	HV-19-062B	Fireplace / Insulation	Fail	7/17	BBG
7/16/20	3:42 PM	7/17/20	20-171	1220 Archley Dr	HV-19-080P	Shower Pan	Fail	7/17	BBG
7/17/20	8:00 AM	7/17/20	20-172	1331 Friarcreek Ln	HV-20-054D	Walkway and Culvert Final	Fail	7/17	Javier Vasquez
7/17/20	8:00 AM	7/17/20	20-173	7910 N Villa Ct	HV-20-024D	Secondary Drainage As-Built Final	Pass	7/17	Javier Vasquez

INSPECTION LOG - July 2020

DATE	TIME	INSPECTION REQUEST DATE	LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
7/17/20	8:00 AM	7/17/20	20-174	8009 Anadell St	HV-19-042D	As-Built Drainage Final	Pass	7/17	Javier Vasquez
7/17/20	10:40 AM	7/20/20	20-175	1106 Glourie Dr	HV-20-055M	HVAC Repair Final	Pass	7/20	BBG
7/17/20	4:45 PM	7/20/20	20-176	1306 Bridle Spur Ln	HV-19-062B	Fireplace / Insulation Reinspection	Fail	7/20	BBG
7/20/20	8:30 AM	7/20/20	20-177	1220 Archley Dr	HV-19-080P	Shower Pan Reinspection	Pass	7/20	BBG
7/21/20	2:32 PM	7/22/20	20-178	1306 Bridle Spur Ln	HV-19-062B	Fireplace / Insulation Reinspection	Fail	7/22	BBG
7/22/20	11:35 PM	7/23/20	20-179	8302 Creekstone Cir	HV-20-044B	Concrete Footings	Pass per Engineer's Letter	7/23	BBG
7/29/20	10:30 AM	7/30/20	20-180	1118 Glourie Dr	HV-20-065P	Exterior Water Line Pre-Backfill	Pass	7/30	BBG
7/29/20	12:00 PM	7/30/20	20-181	1111 Guinea Dr	HV-20-009P	Plumbing Final - Accessory Building	Pass	7/30	BBG
7/29/20	12:00 PM	7/30/20	20-182	1111 Guinea Dr	HV-20-009E	Electrical Final - Accessory Building	Pass	7/30	BBG
7/29/20	4:55 PM	7/30/20	20-183	1306 Bridle Spur Ln	HV-19-062B	Fireplace / Insulation Reinspection	Pass	7/30	BBG

Building Official's Construction Site Inspection Log

Date	Address	Inspector's Comments	HV Response
7/10	1023 Ridgeley Dr	No violations noted	
7/10	1111 Guinea Dr	No violations noted	
7/10	1220 Archley Dr	warning: grass above city ordinance, please mow grass.	
7/10	1233 Archley Dr	No Violations noted	
7/10	8116 Bromley St	No Violations noted	
7/10	1217 Pine Chase Dr	No violations noted	
7/10	8009 Anadell St	No Violations noted	
7/10	1226 Glourie Dr	Pile of debris needs to be cleaned up	
7/10	1306 Glourie Dr	Watching grass length	
7/10	2 Pine Creek Ln	No violations noted	
7/10	1306 Bridle Spur St	Violation given: Trash and debris must be pick up from site and right of way and disposed of in the proper trash receptacle.	
7/10	14 Hilshire Grove Ln	No violations noted	
7/10	7906 N Villa	Construction has not begun at the time of this inspection	
7/10	7915 S Villa	Violation given: Trash must be picked up from front and on job site at all times. Builders sign must be picked up and visible from street. Silt fencing needs to be repaired	
7/18	1023 Ridgeley Dr	No violations noted	
7/18	1111 Guinea Dr	No violations noted	
7/18	1220 Archley Dr	warning: grass above city ordinance, please mow grass.	
7/18	1233 Archley Dr	No Violations noted	
7/18	8116 Bromley St	No Violations noted	
7/18	1217 Pine Chase Dr	No violations noted	
7/18	8009 Anadell St	No Violations noted	
7/18	1226 Glourie Dr	Violation given to clean up pile of debris and cut grass to maintain control of Vermin, snakes and insects. July 18th: same as before	
7/18	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 July 19th: same as before	
7/18	2 Pine Creek Ln	No violations noted	
7/18	1306 Bridle Spur St	Warning given: Trash and debris must be pick up from site and disposed of in the proper trash receptacle.	
7/18	14 Hilshire Grove Ln	No violations noted	

Building Official's Construction Site Inspection Log

7/18	7906 N Villa	Construction has not begun at the time of this inspection	
7/18	7915 S Villa	Warning given: designated trash receptacle must be located on job site, not another lot. Please relocate trash receptacle onto appropriate job site.	
7/25	1023 Ridgeley Dr	No violations noted	
7/25	1111 Guinea Dr	No violations noted	
7/25	1220 Archley Dr	No Violations noted	
7/25	1233 Archley Dr	No Violations noted	
7/25	8116 Bromley St	No Violations noted	
7/25	1217 Pine Chase Dr	No violations noted	
7/25	8009 Anadell St	No Violations noted	
7/25	1226 Glourie Dr	Pile of debris remains in middle of driveway.	
7/25	1306 Glourie Dr	Debris removed and grass cut: no Violations	
7/25	2 Pine Creek Ln	No violations noted	
7/25	1306 Bridle Spur St	Warning given to keep sand out of street and front of jobsite/debris has been removed but sand is still a problem and does not appear to have attempted to stop it running into the street.	
7/25	14 Hilshire Grove Ln	No violations noted	
7/25	7906 N Villa	Construction has not begun at the time of this inspection	
7/25	7915 S Villa	Will have Evan relay to builder during pre-construction meeting on Monday that designated trash receptacle must be located on job site, not another lot.	

Subject: 8373 Westview –
Refurbishing Building after fire

The AA Building Management has had the building interior demoed. The Building Official is requiring that the building be brought to code, including new wiring, plumbing, ADA approved, energy code and engineered stamped plans. Per the City's ordinance he is requiring a fire sprinkler system to be installed.

AA Management is coming to the City to waive the requirement of a fire sprinkler System. The City Building Official would like City Council to direct him on the requirement. The Fire Marshal is leaving it up to the City.

See email from Scott Bounds Below:

From: Scott Bounds <SBounds@olsonllp.com>
Sent: Monday, August 10, 2020 11:26 AM
To: 'Susan Blevins' <susan.blevins@hilshirevillagetexas.com>
Cc: 'Kevin Taylor' <ktaylor@bbgcode.com>
Subject: RE: 8373 Westview

Susan,

The sprinkler requirement is in the International Fire Code; it is not a zoning requirement in the zoning ordinance.

The appeal mechanism in the 2018 Fire Code is found in Section 109.2 It is to the Board of Appeals appointed by City Council. It is not clear whether the Board of Appeals for the Fire Code is the same as that for the Zoning Ordinance.

The standards for an appeal under the Fire Code are:

108.2 Limitations on Authority. An application for appeal shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent method of protection or safety is proposed. The board shall not have authority to waive requirements of this code.

I would note that the Building Official/Fire Official have some discretion in approving the plans:

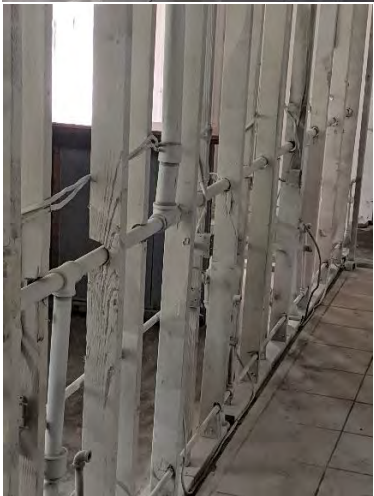
104.8 Modifications. Where there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided that the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the files of the department of fire prevention.

8373 Westview Inspection Report

5-28-2020

On 5-28-20 we were asked to perform an inspection and assess the structure in order to determine the requirements for permitting. Based on our inspection greater than 50% of the structures value and area will be worked on which will require the building to come into compliance with the City of Hilshire Village adopted codes and ordinances. The following will be required:

1. Engineered plans detailing the required repairs for
 - a. The areas which have suffered extensive water damage including but not limited to the exterior walls and corners, Exterior top plates and bottom plates and headers.
 - b. Several roof joists were deflecting, cracking or drilled within the lower 3" of the member or show signs of water damage. A structural engineer will need to assess the grade of lumber and span and load of the existing members to provide details for the necessary repairs.
 - c. During our inspection we observed several locations in the roof that were leaking water the roof covering and required repairs will need to be included in that assessment.
 - d. The entire exterior wall at the front of the building has been compromised and will need to be reviewed and details will need to be provided for the repair.
 - e. An assessment will be required for the foundation to ensure that the foundation has not been compromised.
2. The extent of work required for this structure will require a fire sprinkler system in accordance with the adopted amendments to the Fire Code.
3. The plumbing system will need to be tested and assessed by a master plumber.
 - a. The plumber will need to determine if the vent system will be compliant as it appears to be a "low" vent that is not above the flood level rim of the fixtures that will be installed.
 - b. The plumbing system will need to be tested to ensure that there are no leaks below the slab.
 - c. The gas system will require a pressure test to ensure that there are no leaks in the system.
4. Texas Accessibility Standards (TAS) must be complied with including but not limited to the bathrooms doors entryways and ramps. A Registered Accessibility Specialist (RAS) will need to be hired. The RAS is the only person that will be capable of detailing the scope in order to comply with TAS requirements.
5. Energy code compliance. A certified Energy Code Inspector will be required to bring the structure into full compliance with the 2018 IECC.



SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

07\01\2020
thru 07\31\2020
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	6
23	AMBULANCE CALL	2
43	ASSIST OUTSIDE AGENCY	2
135	BUSINESS CHECK	16
49	CIVIL MATTER	1
68	HOUSE CHECK	1
70	INFORMATION	1
71	INVESTIGATION	1
81	OPEN DOOR	1
86	PUBLIC RELATIONS	1
96	SOLICITOR	3
99	STALLED VEHICLE	1
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	2
11	TRAFFIC STOP	10
Total		49



August 14, 2020

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

Re: Engineer's Report for August 18, 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 July 18, 2020 to August 14, 2020.

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

a. 8009 Anadell Road –

- On July 17, 2020, HDR performed the drainage final inspection for 8009 Anadell Road. No issues were identified, therefore, it passed inspection.
- On July 22, 2020, HDR reviewed and returned to the City and Mr. Brian Schmitt (Contractor – MHI Coventry Homes) the as-built drainage plan for 8009 Anadell Road. Additional information and corrections (i.e. Engineer of Record Certification Letter, impervious coverage calculations, downspout locations, landscaping features, etc.) are required, therefore, it must be revised and resubmitted.
- As previously reported, as part of the annual ditch cleaning maintenance plan, HDR has requested Mr. BJ King (Contractor – DonMar Grading, Inc.) to include the cleaning and re-grading of the silted ditch segment along 8013 Anadell Road to allow for better drainage of the 8009 Anadell Road ditch.

b. 1233 Archley Drive –

- On July 31, 2020, HDR reviewed and returned to the City and Mr. Joey Trahan (Contractor – Sugar Creek Homes) the as-built drainage plan resubmittal for 1233 Archley Drive. The as-built drainage plan was approved with exceptions noted.

c. 8002 Anadell Drive –

- On August 4, 2020, the City received a complaint from Mr. Moore at 8002 Anadell Drive regarding his culverts holding water for more than 48 hours.

- On August 6, 2020, HDR performed a site visit to assess the drainage issue. It appears that there is an accumulation of silt that has created a highpoint on the downstream end of the driveway culvert resulting in standing water in the culverts and ditch located along Glourie Drive.
 - HDR is coordinating with Mr. BJ King (Contractor – DonMar Grading, Inc.) to address this drainage issue as part of the annual ditch cleaning maintenance plan,
- d. 8302 Creekstone Circle –
- On July 22, 2020, HDR reviewed and returned to the City the Patio Improvements Plan resubmittal for the proposed patio and leveling of low spots at 8302 Creekstone Circle. The plan was approved with exceptions noted.
 - The proposed concrete patio pad will replace the existing flagstone patio pad, and the leveling of the low spots will not adversely impact the existing drainage pattern of the backyard, therefore, a formal drainage plan submittal was not required.
- e. 1331 Friarcreek Lane –
- On July 17, 2020, HDR performed the Walkway and Culvert Final Inspection at 1331 Friarcreek Lane. Several issues such as backfilling and grading around the pipes and headwall, ditch/swale restoration and re-sodding, and cleaning of silt in culverts were not addressed by the Contractor (Mr. Brian Weatherall – Oden Design & Contracting), therefore, it failed inspection. Contractor to make corrections and request another inspection for final review and approval.
 - On August 6, 2020, HDR reviewed and returned to the City and Mr. Brian Weatherall (Oden Design & Contracting – Contractor) the proposed Patio Improvements Plan for 1331 Friarcreek Lane. Additional information and corrections (i.e. delineation of ravine/gully, natural ground elevations within the ravine and backyard area, etc.) are required, therefore, it must be revised and resubmitted. Furthermore, due to the existing drainage ravine/gully traversing the backyard of this property, a formal Drainage Plan will be required.
- f. 1330 Glourie Drive –
- On July 24, 2020, HDR reviewed and returned to the City, Mr. Karl Breckon (Engineer – BEC Engineers and Consultants, LLC) and Ms. Sophie Ni (Architect – StudioMET Architects) the drainage plan for 1330 Glourie Drive. Additional information and corrections (i.e. missing front building line, incorrect culvert size, swale detail, verification of impervious coverage calculations, etc.) are required, therefore, it must be revised and resubmitted.
 - On July 31, 2020, HDR received the drainage plan resubmittal for 1330 Glourie Drive. The drainage plan resubmittal is currently under review by HDR.
 - HDR has also been coordinating with the City and requesting quotes from Contractors to install water and sewer services for the new lot/development at 1330

Glourie Drive, and the adjacent three (3) undeveloped lots from the Holy Cross Church replat.

g. 1123 Guinea Drive –

- On July 31, 2020, HDR reviewed and returned to the City the drainage plan resubmittal for 1123 Guinea Drive. The drainage plan was approved with exceptions noted.

h. 7902 North Villa Court –

- On August 6, 2020, HDR performed a Drainage Final inspection for 7902 North Villa Court. Downspouts were connected to the underground drainage system, therefore, it failed inspection. The downspout connections shall be removed and the pipes to the underground drainage system capped accordingly.
- On August 13, 2020, HDR reviewed and returned to the City and Mr. Taylor Johnson (Contractor – Aspire Fine Homes) the as-built drainage plan for 7902 North Villa Court. Additional information and corrections (i.e. survey bench mark information on drainage plan, as-built impervious coverage calculations, downspout locations, landscaping features, etc.) are required, therefore, it must be revised and resubmitted.

i. 7906 North Villa Court –

- HDR coordinated with the City, Mr. Taylor Johnson (Aspire Fine Homes - Builder) and Mr. Matt Gray (Anvil Engineering – Engineer of Record) on proposed revisions/amendment to their approved drainage plan that would allow them to tie their proposed storm sewer into the existing Type B-B inlet in North Villa Court in lieu of the curb drains. This alternative will mitigate the need to bring additional fill material to the site required to provide proper cover of proposed storm sewer pipes and overall re-grading of the site.
- On August 5, 2020, HDR reviewed and returned to the City the drainage plan amendment for 7906 North Villa Court. The drainage plan amendment was approved with exceptions noted.
- On August 6, 2020, HDR performed a Pre-Construction Site Inspection for 7906 North Villa Court. No issues were identified, therefore, it passed inspection.

j. 7910 North Villa Court –

- On July 17, 2020, HDR performed the Secondary Drainage Final inspection for 7910 North Villa Court. No issues were identified, therefore, it passed inspection.
- On August 11, 2020, HDR reviewed and returned to the City the as-built secondary drainage plan for 7910 North Villa Court. The as-built drainage plan was approved with exceptions noted.

k. 1302 Pine Chase Drive –

- On July 22, 2020, the City received a complaint from Mr. Parker at 1302 Pine Chase Drive stating that Mr. Musgrove at 8010 Bromley Road has dug a hole under their common fence to release storm water from 8010 Bromley Road onto 1302 Pine Chase Drive.
- HDR coordinated with the City and confirmed that this same issue was previously reported and addressed back in 2014. The City will communicate with Mr. Musgrove to inform him about his responsibility to convey the storm water runoff to the front ditch on Bromley Road and to stop digging holes to drain his yard onto his neighbor's yard.

l. 1313 and 1315 Pine Chase Drive –

- On July 29, 2020, the City received a complaint from Mr. Michael Taub at 1313 Pine Chase Drive regarding water pooling in their backyard since the 1315 Pine Chase Drive (Mr. Michael Short) drainage improvements were completed last month.
- On July 31, 2020, HDR performed a site visit at 1313 Pine Chase Drive and met with Mrs. Taub and Mr. Short. Mrs. Taub shared some pictures and videos of her backyard after recent rain events. Based on these pictures and videos, it appears that there are a number of low areas in the 1313 Pine Chase Drive backyard where water is ponding but they are unrelated to the 1315 Pine Chase Drive drainage improvements.
- During the site visit, no standing water was observed; however, there were areas that were still saturated from the recent rain events. Furthermore, upon visual inspection of the common property line on both sides, there was no apparent blockage between the properties that would disrupt flow of drainage. Therefore, HDR has concluded that the drainage improvements at 1315 Pine Chase Drive have not adversely impacted the existing drainage at 1313 Pine Chase Drive.
- For ponding issues across the 1313 Pine Chase Drive backyard, the resident may opt to re-grade and install a secondary drainage system, similar to what 1315 Pine Chase Drive did, to help alleviate ponding in these low spot areas.

m. Annual Ditch Cleaning and Maintenance Plan –

- HDR has been coordinating with the City and Mr. BJ King (Contractor – DonMar Grading, Inc.) on scheduling the annual cleaning and maintenance of ditches throughout the City.
- Due to a medical condition, Mr. King had to delay the work in Hilshire Village. Mr. King is tentatively scheduled to begin the ditch work next week, weather permitting.

n. Harris County Initiative – Development of Minimum Standards –

- As previously reported during the June 16, 2020 Regular Council Meeting, the Harris County Engineering Department sent a letter to the City and other Municipalities regarding the County's Recommendation on Minimum Standards for Communities in Harris County and Draining to Harris County.
- Per Harris County's letter, the purpose of this policy is to provide a minimum set of drainage regulations and development policies that will allow all municipalities in Harris County to have a consistent set of standards that incorporate NOAA Atlas 14 rainfall rates. The proposed standards are intended to preserve the capacity and purpose of the ongoing Harris County Flood Control District (HCFCD) Bond Projects and make Harris County more resilient to future flooding events.
- One particular requirements 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 reviewed the effective Flood Insurance Study, FIRM (Flood Insurance Rate Map) and Spring Branch Creek Flood Profile and confirmed that the 500-year floodplain elevation, in general, is contained within the Spring Branch Creek banks, therefore, this requirement will not have an impact on the City.
- On July 24, 2020, Mr. Jonathan Steiber (Harris County Engineering Department) reached out to the City/HDR, via e-mail, to follow up on the County's initiative to develop these minimum standards. On July 31, 2020, HDR hosted a WebEx virtual conference meeting with the City, BBG (Building Official) and Mr. Steiber (HC) to discuss the minimum standards for drainage regulations and development policies recommended by Harris County.
- In order to update/develop these drainage regulations and policies in a matter consistent to Harris County's recommendations, the County will authorize and engage the services of EHRA Engineering to review the City's current ordinances and policies, and provide recommendations for City Council review and approval. There is no cost to the City for the services provided by EHRA Engineering.

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)

NOTE – COMMENT FROM CITY ATTORNEY ON HABITABLE ACCESSORY BUILDINGS

From: Scott Bounds <SBounds@olsonllp.com>

Sent: Friday, August 14, 2020 9:33 AM

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

Cc: Scott Bounds <SBounds@olsonllp.com>

Subject: Hilshire Village - SB Comments - 8-18-20 Special and Regular Council Meeting-.docx

Susan

I would note that one of the problems in permitting habitable accessory buildings is that the habitation cannot be limited to family members and there becomes an enforcement problem regarding “one single family residence”. In effect, the City will be likely be permitting two families to live on a lot.....

Scott

[SUGGESTED CHANGES TO HABITABILITY SECTIONS OF ORDINANCE]

02:A-03 Attic: Attic shall mean that unfinished portion of a building, not a story, ~~included between the upper surface of the topmost floor and the ceiling or~~ that is directly under the roof ~~above~~.

02:D-01 Dwelling: "Dwelling" shall mean the main building on a lot that is used, intended, or designed to be used for living purposes.

~~Dwelling: "Dwelling" shall mean any building which contains one "Dwelling Unit" used, intended, or designated to be built, used rented, leased, let or hired out to be occupied, or which is occupied for living purposes.~~

~~02:D-02 Dwelling unit: "Dwelling unit" shall mean a single unit providing complete independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking and sanitation.~~

02:F-01 Family: A "family" shall mean is one (1) or more persons occupying a dwelling unit and living there as a single housekeeping unit, as distinguished from a group occupying a boarding house, lodging house, club, fraternity or sorority house, motel, hotel, apartment, duplex or multi-family dwelling.

02:G-01 Garage: "Garage" shall mean a building or portion of a building that has 3 walls and a door and is designed for the main purpose of storing the residents' vehicles.

~~Garage, private: "Private garage" shall mean a building or portion of a building, in which only motor vehicles used by the occupants of the dwelling on the premises are stored or kept.~~

02:G-02 Garage, attached: "Attached garage" shall mean a garage with an outside wall that is less than three (3) feet from an outside wall of the main building.

~~which has at least ten (10) feet of continuous, uninterrupted wall in common (to both floors if two (2) story) with the building to which it is attached, excluding enclosed or unenclosed hallways, breezeways, or offset rooms from consideration as a means of attachment.~~

02:G-03 Garage, detached: "Detached garage" shall mean a garage which is not an attached garage. provided further, A detached garage shall not mean or include a carport. No wall of a detached garage shall be less than

three (3) feet from an outside wall of the main building. ~~A detached garage may be connected to the main building by a walkway covering; provided, however, such covering shall not be more than six (6) feet in width. Any garage or projection thereof located within less than three (3) feet of the main building or any projection thereof shall be deemed to constitute a portion of such main building.~~

02:H-01 Habitable room: "Habitable room" shall mean any space ~~room~~ that ~~meeting~~ the requirements of the City Building Codes for living purposes ~~such as~~ sleeping, living, cooking, or dining ~~purposes~~, excluding such places as closets, pantries, bath or toilet rooms, hallways, laundries, storage spaces, utility rooms and similar places.

02:S-08 Story: "Story" shall mean that portion of a building ~~included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building between the upper surface of the topmost finished floor and the ceiling or roof above. If the finished floor level directly above a usable or unused under-floor space is more than six (6) feet (6 ft.) above finished grade as defined herein for more than fifty (50) percent (50%) of the total perimeter, or is more than twelve (12) feet above finished grade as defined herein at any point, such usable or unused under-floor space shall be considered a story.~~

Commented [1]:
Susan - the last few 'S' definitions are not in alphabetical order

Notwithstanding the foregoing:

- a. An attic space that is not otherwise habitable but that has a finished floor shall not be considered a story, and
- b. A habitable space in the attic that constitutes 35% or less of the square footage of the story below shall not be considered a story.

11:02.04 Attic: The attic of the main building may contain one or more habitable spaces within the attic volume created by the roofline. The roofline of an existing two (2) story main building may not be changed to accommodate a habitable space except that dormers may be added. A habitable attic space in a two (2) story main building may not exceed thirty- five (35) percent of the square footage of the second story or second half story of the building in which it is contained. An attic, unless a legal attic story, shall not be a habitable room and shall not enclose such places as bath or toilet

~~rooms, or laundries and if a wall and/or ceiling of such attic space is finished shall have no window or skylight.~~

11:03 DWELLING ~~UNIT~~

11:03.01 Habitable space: A lot may have more than one habitable space. ~~One dwelling: No more than one dwelling unit shall be constructed on any residential lot.~~

11:03.02 Net building area: The net building area of the main building shall not exceed forty percent (40%) of the lot area.

11:03.03 Total floor area: The total floor area of the main building ~~each dwelling unit~~ shall not be less than fourteen-hundred (1400) square feet.

11:03.04 Multi-story area: The net building area of the ground floor of any one and a half or two story main building ~~dwelling unit~~ shall be not less than one thousand (1000) square feet.

11:04 ~~PRIVATE~~ GARAGE OR CARPORT

11:04.01 Required: Every lot with a dwelling shall have a private a garage. ~~shall be constructed for each dwelling unit~~ Items stored in the garage or carport (other than vehicles) may not be visible to public view from the street.

11:04.02 Size: At least one garage on a lot shall be at least four hundred (400) square feet. The total combined square footage of all garages and carports on a lot may not exceed one thousand two hundred (1,200) square feet. ~~A private garage shall be constructed of not less than four hundred (400) square feet, nor more than one thousand (1,000) square feet.~~

11:04.03 Garage entrance or exit: The entrance to a garage that is constructed in front of the dwelling to which the garage is attached shall be perpendicular to the street of address. The entrance to a carport shall not be constructed in front of the main building. ~~No vehicle door(s) or vehicle entrance or exit of a garage constructed forward of the slab or structure of a dwelling shall face the street of address. Said door(s) or entrance or exit shall be located on a side of a garage which in plan view shall be at a 90 degree angle or greater to the street of address.~~

11:04.04 Second story access: External access to a second story or attic space of an attached garage or carport shall not be visible to public view from the street of address. ~~Doorway or hallway access to a second story above an attached garage shall be enclosed and through the dwelling to which it is attached.~~

11:04.05 Detached: a. A detached garage that does not meet the setback requirements for the main building shall not exceed one (1) story. The space above the ground floor the detached garage shall not have provisions for any utilities except electricity for sanitation, bath or kitchen facilities. The ground floor may have provisions for water, waste, electricity and HVAC but shall not be habitable.

b. A detached carport that does not meet the rear setback requirements for the main building shall not exceed one (1) story and shall not have provisions for any utilities except electricity.

c. A detached garage or carport that does not meet the rear setback requirements for the main building may be connected to the main building by an open-sided walkway cover not more than six (6) feet in width.

d. A detached garage or carport that meets the side and rear setback requirements for the main building may contain a second story, and such second story may be habitable.

e. A detached garage or a carport that meets the rear and side setback requirements for the main building may contain an attic and such attic may contain one (1) or more habitable spaces within the attic volume created by the roofline. The habitable space thus created may not exceed thirty-five (35) percent of the square footage of the story below.

f. A detached garage or carport that meets the side and rear setback requirements for the main building may be connected to the main building by an enclosed ground level walkway or an elevated bridgeway to a second floor.

11:06 ~~RESIDENTIAL~~ ACCESSORY USE: An ~~non-residential~~ accessory use shall be conducted on the same lot occupied by a main building dwelling unit, shall not involve the conduct of a business or the use of an assistant or employee, and shall not be advertised.

11:07 ACCESSORY BUILDING.

11:07.01 Use: An ~~non-residential~~ accessory building that meets the side and rear setback requirements for the main building may be habitable. The habitable space shall not be used for designed, constructed or occupied for use as (1) a habitable room, (2) a business, commercial, or industrial purpose or occupied by a third party unrelated to the occupants of the main building except (3) a rental space a household employee, such as but not limited to a nanny, housekeeper, caregiver, or caretaker.

11:07.02 Location:

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.~~

11:07.03 Second story: a. An accessory building that does not meet the rear setback requirements for the main building shall not exceed one (1) story, and the space above the ground floor, if any, shall not have provisions for any utilities except electricity. The ground floor may not be habitable but may have provisions for water, waste, electricity and HVAC, and may contain open-air kitchen facilities.

b. An accessory building that meets the side and rear setback requirements for the main building may contain a second story, and such second story may be habitable.

c. An accessory building that meets the side and rear setback requirements for the main building may contain an attic and such attic may contain one

(1) or more habitable spaces within the attic volume created by the roofline. The habitable space thus created may not exceed thirty-five (35) percent of the square footage of the story below.

11:07.04 Access:

a. External access to the second story or attic space of an accessory building shall not be visible to public view from the street of address.

b. An accessory building that meets the side and rear setback requirements for the main building may be connected to the main building by an enclosed ground level walkway or an elevated bridgeway to a second floor.

c. An accessory building that does not meet the rear setback requirements for the main building may be connected to the main building by an open-sided walkway cover not more than six (6) feet in width.

11:11.04 Removal of ~~T~~temporary ~~F~~fences: Construction site protective fencing shall be removed when the construction permit expires. A fence installed for purposes other than construction and is not intended to be permanent shall be removed in 30 days from installation or notification by City.

11:12 POOL

11:12.01 Location: No part of a pool shall be placed closer to a street right-of-way than the main building on the lot on which it is situated, nor closer ~~than eight (8) feet to any side~~ propertylot line than the side setback line, nor closer ~~ten (10) feet from~~ to the rear propertylot line than ten (10) feet.; ~~All~~ measurements shall be taken from the back of the top beam of the pool.

11:14 CARPORT:

~~a. A carport shall not be constructed 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.~~

[SUGGESTED CHANGES TO HABITABILITY SECTIONS OF ORDINANCE]

02:A-03 Attic: Attic shall mean that unfinished portion of a building, not a story, that is directly under the roof.

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02:F-01 Family: A "family" shall mean one (1) or more persons occupying a dwelling and living there as a single housekeeping unit, as distinguished from a group occupying a boarding house, lodging house, club, fraternity or sorority house, motel, hotel, apartment, duplex or multi-family dwelling.

02:G-01 Garage: "Garage" shall mean a building or portion of a building that has 3 walls and a door and is designed for the main purpose of storing the residents' vehicles.

02:G-02 Garage, attached: "Attached garage" shall mean a garage with an outside wall that is less than three (3) feet from an outside wall of the main building.

02:G-03 Garage, detached: "Detached garage" shall mean a garage which is not an attached garage. A detached garage shall not mean or include a carport. No wall of a detached garage shall be less than three (3) feet from an outside wall of the main building.

02:H-01 Habitable: "Habitable" shall mean space that meets the requirements of the City Building Codes for living purposes such as sleeping, cooking, or dining, excluding such places as closets, pantries, bath or toilet rooms, hallways, laundries, storage spaces, utility rooms and similar places.

02:S-08 Story: "Story" shall mean that portion of a building between the surface of any floor and the surface of the floor next above, except that the topmost story shall be that portion of a building between the surface of the topmost finished floor and the ceiling or roof above. If the finished floor level directly above a usable or unused under-floor space is more than six (6) feet above finished grade for more than fifty (50) percent of the total perimeter or is more than twelve (12) feet above finished grade at any point, such usable or unused under-floor space shall be considered a story.

Notwithstanding the foregoing:

- a. An attic space that is not otherwise habitable but that has a finished floor shall not be considered a story, and
- b. A habitable space in the attic that constitutes 35% or less of the square footage of the story below shall not be considered a story.

11:02.04 Attic: The attic of the main building may contain one or more habitable spaces within the attic volume created by the roofline. The roofline of an existing two (2) story main building may not be changed to accommodate a habitable space except that dormers may be added. A habitable attic space in a two (2) story main building may not exceed thirty-five (35) percent of the square footage of the second story or second half story of the building in which it is contained.

11:03 DWELLING

11:03.01 Habitable space: A lot may have more than one habitable space.

11:03.02 Net building area: The net building area of the main building shall not exceed forty percent (40%) of the lot area.

11:03.03 Total floor area: The total floor area of the main building shall not be less than fourteen-hundred (1400) square feet.

11:03.04 Multi-story area: The net building area of the ground floor of any one and a half or two story main building shall be not less than one thousand (1000) square feet.

11:04 GARAGE OR CARPORT

11:04.01 Required: Every lot with a dwelling shall have a garage. Items stored in the garage or carport (other than vehicles) may not be visible to public view from the street.

11:04.02 Size: At least one garage on a lot shall be at least four hundred (400) square feet. The total combined square footage of all garages and

carports on a lot may not exceed one thousand two hundred (1,200) square feet.

11:04.03 Garage entrance: The entrance to a garage that is constructed in front of the dwelling to which the garage is attached shall be perpendicular to the street of address. The entrance to a carport shall not be constructed in front of the main building.

11:04.04 Second story access: External access to a second story or attic space of an attached garage or carport shall not be visible to public view from the street of address.

11:04.05 Detached: a. A detached garage that does not meet the setback requirements for the main building shall not exceed one (1) story. The space above the ground floor shall not have provisions for any utilities except electricity. The ground floor may have provisions for water, waste, electricity and HVAC but shall not be habitable.

b. A detached carport that does not meet the rear setback requirements for the main building shall not exceed one (1) story and shall not have provisions for any utilities except electricity.

c. A detached garage or carport that does not meet the rear setback requirements for the main building may be connected to the main building by an open-sided walkway cover not more than six (6) feet in width.

d. A detached garage or carport that meets the side and rear setback requirements for the main building may contain a second story, and such second story may be habitable.

e. A detached garage or a carport that meets the rear and side setback requirements for the main building may contain an attic and such attic may contain one (1) or more habitable spaces within the attic volume created by the roofline. The habitable space thus created may not exceed thirty-five (35) percent of the square footage of the story below.

f. A detached garage or carport that meets the side and rear setback requirements for the main building may be connected to the main building by an enclosed ground level walkway or an elevated bridgeway to a second floor.

11:06 ACCESSORY USE: An accessory use shall be conducted on the same lot occupied by a main building, shall not involve the conduct of a business or the use of an assistant or employee, and shall not be advertised.

11:07 ACCESSORY BUILDING.

11:07.01 Use: An accessory building that meets the side and rear setback requirements for the main building may be habitable. The habitable space shall not be used for a business, commercial, or industrial purpose or occupied by a third party unrelated to the occupants of the main building except a household employee, such as but not limited to a nanny, housekeeper, caregiver, or caretaker.

11:07.02 Location:

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.

11:07.03 Second story: a. An accessory building that does not meet the rear setback requirements for the main building shall not exceed one (1) story, and the space above the ground floor, if any, shall not have provisions for any utilities except electricity. The ground floor may not be habitable but may have provisions for water, waste, electricity and HVAC, and may contain open-air kitchen facilities.

b. An accessory building that meets the side and rear setback requirements for the main building may contain a second story, and such second story may be habitable.

c. An accessory building that meets the side and rear setback requirements for the main building may contain an attic and such attic may contain one

(1) or more habitable spaces within the attic volume created by the roofline. The habitable space thus created may not exceed thirty-five (35) percent of the square footage of the story below.

11:07.04 Access:

- a. External access to the second story or attic space of an accessory building shall not be visible to public view from the street of address.
- b. An accessory building that meets the side and rear setback requirements for the main building may be connected to the main building by an enclosed ground level walkway or an elevated bridgeway to a second floor.
- c. An accessory building that does not meet the rear setback requirements for the main building may be connected to the main building by an open-sided walkway cover not more than six (6) feet in width.

11:11.04 Removal of temporary fences: Construction site protective fencing shall be removed when the construction permit expires. A fence installed for purposes other than construction and is not intended to be permanent shall be removed in 30 days from installation or notification by City.

11:12 POOL

11:12.01 Location: No part of a pool shall be placed closer to a street right-of-way than the main building on the lot on which it is situated, nor closer to any side property line than the side setback line, nor closer to the rear property line than ten (10) feet. All measurements shall be taken from the back of the top beam of the pool.

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

CITY OF HILSHIRE VILLAGE
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 08-18-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
1	UNRESTRICTED GENERAL FUND					UNRESTRICTED GENERAL FUND
2	Pass Through Cash Flow					Pass Through Cash Flow
3	Recycle & Trash Fees	42500	\$ 84,111	\$ 84,444	\$ 84,444	Recycle & Trash Fees 310 users (per ordinance \$45.40 bi mon
4	Sales Tax Discount Income	47000	\$ 34	\$ 33	\$ 33	Sales Tax Discount (same as last year's budget)
5	Total General Revenue - Garbage		\$ 84,146	\$ 84,477	\$ 84,477	Total General Revenue - Garbage
6	General Expense		\$ -			General Expense
7	Trash Service	52500	\$ 80,784	\$ 84,035	\$ 84,035	Trash Service (303 customers & 7 commercials) SIGNED 3 YEAR CONTRACT (\$22.59 a user new contract effective 1-1- 2019)
8	Total General Expense - Garbage		\$ 80,784	\$ 84,035	\$ 84,035	Total General Expense - Garbage
9	Building Permits/Plan Checks	47100	\$ 80,620	\$ 80,000	\$ 80,000	Building Permits-inspections/Plan Checks
10	Re-Inspections	47101	\$ 12,870	\$ 4,800	\$ 14,000	Inspection fees
11	Plan Check for Drainage	47105	\$ 10,100	\$ 14,000	\$ 10,500	Plan Check for Drainage (5houses @1500 and 2 swimming po
12	Total General Revenue -Permits		\$ 103,590	\$ 98,800	\$ 104,500	Total General Revenue -Permits
13	Bldg. Permit Administration	55000	\$ 22,305	\$ 35,000	\$ 35,000	Bldg. Permit Administration (2500*12)+extra \$5,000 just in ca
14	Inspection	55501	\$ 15,105	\$ 11,000	\$ 13,500	Inspections - Includes Arborist, Drainage and building
15	Engineering - Drainage/Construction	56583	\$ 51,744	\$ 53,000	\$ 56,000	Engineering - Drainage/Construction
16	Total General Expense - Permits		\$ 89,154	\$ 99,000	\$ 104,500	Total General Expense - Permits
17	TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET		\$ 17,798	\$ 242	\$ 442	TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET

CITY OF HILSHIRE VILLAGE
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 08-18-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
18	<u>General Revenue</u>					<u>General Revenue</u>
19	Property Taxes - Current	42100	\$ 1,051,516	\$ 1,033,436	\$ 1,130,507	Using 2020 Votor Approval Rate
20	Property Taxes - Delinquent	42200	\$ 3,329	\$ -	\$ -	Property Taxes - Delinquent
21	Total Property Taxes		\$ 1,054,845	\$ 1,033,436	\$ 1,130,507	Total Property Taxes
22	Int. Income-Taxes	46700	\$ 4,591	\$ 3,850	\$ 3,850	Int. Income-Taxes - (same as last year)
23	Franchise Tax	43000	\$ 54,909	\$ 55,000	\$ 55,000	Franchise Tax - (same as last year)
24	City Sales Tax	44000	\$ 64,679	\$ 54,059	\$ 54,059	City Sales Tax (Same as last year's budget - actuals are high because of takeout and deliveries due to COVID)
25	Total Other Taxes		\$ 124,179	\$ 112,909	\$ 112,909	Total Other Taxes
26	Total General Revenue - Taxes		\$ 1,179,024	\$ 1,146,345	\$ 1,243,416	Total General Revenue - Taxes
27	<u>Other Income</u>					<u>Other Income</u>
28	Ambulance Income	48300	\$ -	\$ -	\$ -	Ambulance Income (none) (VFD keeps the funds now)
29	Court Fees	48200	\$ 2,383	\$ 7,215	\$ 3,608	Income (Court Fees) (1/2 of last year's budget due to COVID)
30	Int. Income CDARS - General Fund	46000	\$ 8,319	\$ 15,000	\$ 918	Int. Income CDARS - General Fund(interest rates are minimal)
31	Int. Income Gen Funds	46100	\$ 150	\$ 150	\$ -	Int. Income Gen Funds (interest rates are minimal)
32	Pet Permits	47200	\$ -	\$ -	\$ -	Animal Permits and License (combined with Alarm Permits)
33	Alarm and Pet Permits and Misc. Fees.	47201	\$ 2,136	\$ 1,800	\$ 1,800	Alarm Permits and Misc. Fees. (Same as last year's budget)
34	Other - Board of Adj, Specific Use Permits, Open Records	48100	\$ 2,670	\$ 400	\$ 400	Other - Board of Adj, Specific Use Permits, Open Records(same as last year's budget)
35	Total General Revenue - Other Income		\$ 15,658	\$ 24,565	\$ 6,725	Total General Revenue - Other Income
36	One time revenues(Exxon Grant)		\$ -	\$ 0	\$ 0	one time revenues(Exxon & HVCEFFC)
37	Total of ALL General Revenue Excluding Pass Through-		\$ 1,194,683	\$ 1,170,910	\$ 1,250,141	Total of ALL General Revenue Excluding Pass Through-

CITY OF HILSHIRE VILLAGE
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 08-18-20 USING VOTER APPROVAL RATE						
	ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET		NOTES
38	General Expense					General Expense
39	City Operations Expense					City Operations Expense
40	Police Protection/Court	51500	\$ 501,845	\$501,845	\$536,974	Police Protection/Court (estimated 7% increase)
41	Fire Protection	52000	\$ 193,675	\$ 208,839	\$ 215,490	Fire Protection (per the actual VFD Approved Budget Oct-Nov-Dec 2020 Budget (\$50159.2) & Jan-September 2020
42	Fire Protection - extra item approved by Council - Prof Serv	52100	\$ 1,500		\$ -	
43	Fire Station Capital Improvement	52100	\$ 62,125	\$ 17,125	\$ 10,000	Fire Station Capital Improvement (Estimate of overage)
44	Increase in Budget for Fire Station Capital Improvement	52100		\$ 45,000	\$ -	requested by the Fire Commissioners
45	CERT Supplies	52400	\$ 1,000	\$ 1,000	\$ 1,000	CERT Supplies
46	Mosquito Spraying	53400	\$ 2,999	\$ 3,000	\$ 3,000	Mosquito Spraying (same as last year's budget)
47	Street Lights	53500	\$ 6,881	\$ 6,887	\$ 6,887	Street Lights (same as last year's budget)
48	Total General Expense - City Operations Expense		\$ 770,025	\$783,696	\$773,352	Total General Expense - City Operations Expense
49	PROCEDURAL AND PROFESSIONAL EXPENSES					PROCEDURAL AND PROFESSIONAL EXPENSES
50	Tax Collection Fees	54000	\$ 13,035	\$ 13,058	\$ 15,000	Tax Collection Fees (SBISD \$ 1,200+ 20% increase for HCAD
51	Audit Fees	54520	\$ 17,550	\$ 17,550	\$ 17,850	Audit Fees per the contract includes HVCEFFC, HVHEFFC, AND
52	GASB Audit Reporting	54520	\$ -	\$ 2,500	\$ 2,500	New government requirement separate audit
53	Legal Fees	54540	\$ 16,118	\$ 17,000	\$ 17,000	Legal Fees (same as last year's budget)
54	Legal Fees - Zoning	54545	\$ 2,675	\$ 3,000	\$ 3,000	Legal Fees - Zoning (same as last year's budget)
55	Board of Adjustment	56000	\$ 3,376	\$ 3,500	\$ 3,500	Board of Adjustment (same as last year's actuals)
56	Insurance	56510	\$ 4,998	\$ 5,000	\$ 5,000	Insurance - (same as last year's budget)
57	Bank Charges	56525	\$ 2,470	\$ 900	\$ 2,000	Bank Charges highl due to COVID and low interest
58	Police -Council Meeting	51600	\$ -	\$ -	\$ -	Police Protection @ Council Meeting 16 Meetings @ \$140.00 a meeting- Not being done
59	Dues	56526	\$ 2,000	\$ 2,000	\$ 2,000	Dues
60	Public Notices- Newspaper Notices	56530	\$ 4,921	\$ 5,000	\$ 5,000	Public Notices (requirement to publish ordinances in newspa
61	Lobbyist Expense (or Legislative Consulting & Professional Serv.)		\$ -	\$ -	\$ -	Lobbyist Expense (or Legislative Consulting & Professional Se
62	MuniCode Ordinance Codification	56560	\$ 3,920	\$ 4,000	\$ 4,000	MuniCode Ordinance Codification (same as last year's actuals
63	Village Ind. Festival	56580	\$ 2,751	\$ 3,000	\$ 3,000	Village Ind. Festival \$2500 plus \$500 for float (same as last ye
64	Books for Library	56581	\$ 250	\$ 250	\$ 250	Books for Library (Same as last year's budget)
65	Miscellaneous	56550	\$ 2,644	\$ 4,000	\$ 4,000	Miscellaneous (same as last year's budget)
66	Contingency	56570	\$ 4,933	\$ 15,000	\$ 15,000	Contingency (Same as last year's budget))
67	Hazard Mitigation Projects	56587	\$ 5,000	\$ 5,000	\$ 5,000	hazard mitigation projects (need to plan on doing one or the projects so that FEMA will fund us if necessary)
68	Engineering for new Grant Money	56582	\$ -	\$ -	\$ 3,000	Engineering for new Grant Money
69	Engineering Services for Small Projects	56585	\$ 47,358	\$ 30,000	\$ 50,000	Engineering Services Estimated actuals
70	Total General Expense - Procedural and Professional Expenses		\$ 133,999	\$ 130,758	\$ 157,100	Total General Expense - Procedural and Professional Expense

CITY OF HILSHIRE VILLAGE
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 08-18-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
71	CITY HALL OPERATIONS					CITY HALL OPERATIONS
72	City Hall Expenses	56520	\$ 13,252	\$ 13,000	\$ 14,000	City Hall Operations (\$1,000 increase over last year's budget)
73	City Hall Building Maintenance	56521	\$ 2,960	\$ 3,000	\$ 3,000	City Hall Building Maintenance (same as last year's budget)
74	City Hall Paint - Interior	56517	\$ -	\$ 10,000	\$ 10,000	City Hall Paint - Interior -Same as last year due to COVID have not d
75	City Hall Flooring	56518	\$ -	\$ 15,000	\$ 15,000	City Hall Flooring - Same as last year due to COVID have not d
76	Office Supplies & Postage	56540	\$ 4,006	\$ 4,000	\$ 4,000	Office Supplies & Postage (same as last year's budget)
77	City Hall Equipment/Technology/Software	56545	\$ 5,982	\$ 6,000	\$ 6,000	City Hall Equipment/Technology/Software (same as last year
78	New Server, warranty and Installation	56587	\$ 5,001	\$ 5,000	\$ -	New Server, warranty and installation
79	Website Hosting and Maintenance	56523	\$ 1,500	\$ 1,500	\$ 1,500	Website Hosting and Maintenance (same as last year's budge
80	Generator Maintenance of Building	55600	\$ 950	\$ 1,245	\$ 1,245	Generator Maintenance (every other year reduces pay for a 2
81	Employee Wages and Benefits		\$ 197,127	\$ 197,164	\$ 204,158	Includes 5% increase, to 2-1 match on retirement and medica
82	Mayor/Council/City Administrator Expenses	56551	\$ 2,461	\$ 3,000	\$ 3,000	Mayor/Council/City Administrator (slight increase from last y
83	Education	56515	\$ 2,142	\$ 5,000	\$ 5,000	Education (same as last year's budget training for 2 employe
84	Election/Voting Machine Rent	56541	\$ -	\$ 3,800	\$ 3,800	Election/Voting Machine Rent (Same as last year's budget)
85	Total General Expense -City Hall Operations		\$ 235,381	\$ 267,709	\$ 270,703	Total General Expense -City Hall Operations
86						
87	TOTAL GENERAL EXPENSE EXCLUDING PASS THROUGH		\$ 1,139,405	\$ 1,182,164	\$ 1,201,155	Total General Expense Excluding Pass Through
88	TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH		\$ 55,277	\$ (11,254)	\$ 48,986	TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH
	TOTAL UNRESTRICTED GENERAL					TOTAL UNRESTRICTED GENERAL
89	FUND - NET		\$ 73,075	\$ (11,012)	\$ 49,428	FUND - NET

CITY OF HILSHIRE VILLAGE
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 08-18-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
90 RESTRICTED GENERAL FUND						RESTRICTED GENERAL FUND
91	Child Safety Fees Revenue	48400	\$ 870	\$ 870	\$ 870	Child Safety Fees Revenue (Same as last year's actuals)
92	Transfer from Child Safety Account		\$ -	\$ -	\$ -	Transfer from Child Safety account to pay for any projects re
93	Total Child Safety Revenues		\$ 870	\$ 870	\$ 870	Total Child Safety Revenues
94	Total Child Safety Expenses	53700	\$ -	\$ 870	\$ 870	Total Child Safety Expenses (Same as revenue)
95	CHILD SAFETY - NET		\$ 870	\$ -	\$ -	CHILD SAFETY - NET
96	Other Metro Revenue					Other Metro Revenue
97	Income-Metro 1	41000	\$ 103,000	\$ 103,000	\$ 103,000	Income-Metro 1 (per contract will receive until 2025)
98	Interest-Metro 1	46500	\$ 1,085	\$ -	\$ -	Interest-Metro 1
99	Interest Metro EST	46300	\$ -	\$ -	\$ -	Interest Metro EST
100	Interest-Metro 2	46400	\$ -	\$ -	\$ -	Interest-Metro 2
101	Income- Metro 2	41000	\$ -	\$ -	\$ -	Income- Metro 2
102	Transfer from Metro EST	41005	\$ -	\$ -	\$ -	Transfer from Metro EST
103	Transfer from Metro 1	41006	\$ -	\$ -	\$ -	Transfer from Metro 1
104	Transfer from Child Safety Account	41001	\$ -	\$ -	\$ -	Transfer from Child Safety to pay for street sign engineering
105	Total Other Revenue		\$ 104,085	\$ 103,000	\$ 103,000	Total Other Revenue
106	Other Metro Expense					Other Metro Expense
107	Street Signs	53600	\$ -	\$ 2,000	\$ 2,000	Maintenance or damage
108	Engineering Services for Sign	53650	\$ -	\$ 1,000	\$ 1,000	Engineering -maintenance or damage or additional street sign
109	Metro Funded Misc. Expense	53000	\$ 7,675	\$ 20,000	\$ 20,000	Metro Funded Misc. Expense (same as last year's budget)
127	Metro Funded Ditch/Ravine Cleaning	53002	\$ -	\$ 30,000	\$ 30,000	Metro Funded Ditch/Ravine Cleaning (yearly cleaning)
128	Metro - Curb and Gutter Street Repairs	53003	\$ -	\$ 20,000	\$ 50,000	Curb and gutter (increased number - used noise mitigation fu
129	Metro Funded TxDOT for noise mitigation	53100	\$ 20,000	\$ 20,000	\$ -	Metro Funded TxDOT for noise mitigation (assumes \$100 K contribution over 5 years)
130	Total Other Expense		\$ 27,675	\$ 93,000	\$ 103,000	Total Other Expense
131	OTHER METRO - NET		\$ 76,410	\$ 10,000	\$ -	OTHER METRO - NET

CITY OF HILSHIRE VILLAGE
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 08-18-20 USING VOTER APPROVAL RATE			2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
132	DEBT TAX					DEBT TAX
133	Debt Tax Revenue					Debt Tax Revenue
135	Property Taxes-Debt-Current	42101	\$ 351,634	\$ 367,026	\$ 359,938	Property Taxes-Debt-Current - Amount needed to pay for loa
136	Property Taxes-Debt-Delinquent	42101	\$ 1,176	\$ -	\$ -	Property Taxes-Debt-Delinquent
137	Int-Income-Debt Taxes-SBISD	46800	\$ 1,370	\$ -	\$ -	Int-Income-Debt Taxes-SBISD(Same as actuals)
138	Int. Income Anticipation Note-BANK	46600	\$ 24	\$ -	\$ -	Int. Income Anticipation Note-BANK
140	Transfer from General Utilities Acct		\$ -	\$ -	\$ -	Transfer from General Utilities Acct
141	Total Debt Tax Revenue		\$ 354,204	\$ 367,026	\$ 359,938	Total Debt Tax Revenue
142	Debt Tax Expense					Debt Tax Expense
143	Transfer out to Metro		\$ -			Transfer out to Metro
144	Principal Due on 2014 Tax Note	57000	\$ 130,000	\$ 130,000	\$ 135,000	Principal Due on 2014 Tax Note (10 year tax Note)
145	Interest Due on 2014 Tax Note	57500	\$ 16,393.4	\$ 13,578	\$ 10,676	Interest Due on 2014 Tax Note
146	Principal Due on 2018 Tax Note		\$ 175,000.0	\$ 180,000	\$ 185,000	Principal Due on 2018 Tax Note (7 year tax Note)
147	Interest Due on 2018 Tax Note		\$ 36,738.8	\$ 31,574	\$ 26,263	Interest Due on 2018 Tax Note
148	Interest Due on on 2018 Tax Note due 9-30-18		\$ -	\$ -	\$ -	Expenses for 2018 Tax Note
149	Total Debt Tax Expense		\$ 358,132	\$ 355,152	\$ 356,939	Total Debt Tax Expense
150	DEBT TAX - NET		\$ (3,929)	\$ 11,875	\$ 2,999	DEBT TAX - NET

CITY OF HILSHIRE VILLAGE
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 08-18-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
151	RESTRICTED UTILITY FUND					UNRESTRICTED UTILITY FUND
152	Operating Revenues - Water					Operating Revenues - Water
153	Water Revenues	45000	\$ 265,344	\$ 290,667	\$ 290,667	Water Revenues . - (Using \$6.50/1000/gal which is the current rate)
154	New Construction Meter Installation	45009	\$ 1,000	\$ 4,000	\$ 3,000	New Construction Meter Installation
155	Maintenance Revenues	45002	\$ 41,582	\$ 41,880	\$ 41,880	Maintenance Revenues (349 connections @ \$20 bi monthly)
156	Total Operating Revenues - Water		\$ 307,926	\$ 336,547	\$ 335,547	Total Operating Revenues - Water
157	Operating Expenses - Water					Operating Expenses - Water
158	City Water Supply (COH)	51001	\$ 191,195	\$ 199,858	\$ 199,858	City Water Supply (COH)
159	Utilities- Pine Chase Grove	51006	\$ 51	\$ 166	\$ 166	Utilities- Pine Chase Grove (Same as last year's budget)
160	Repairs to Water Lines	55501	\$ 42,168	\$ 40,000	\$ 40,000	Repairs to Water Lines
161	Repairs to Water Vaults	55503	\$ -	\$ -	\$ -	Repairs to Water Vaults
162	Meter Reader	56000	\$ 3,453	\$ 3,453	\$ 3,453	Meter Reader bi-monthly (Same as last year's budget)
163	Meter Replacement	55505	\$ 1,849	\$ 4,550	\$ 4,550	replace approximately 20 replacement meters + new meters 3*350.00
164	New Construction Meter Installation	55507	\$ 3,930	\$ 4,000	\$ 3,000	Same as Revenue
165	Water Quality Testing	56001	\$ 22,145	\$ 25,228	\$ 25,228	water quality testing (12 ~ 2000 plus 828.10 water system Fee(TCEQ) + 10 *40 copper and lead (have not heard from TCEQ on copper and lead
166	Total Operating Expenses - Water		\$ 264,791	\$ 277,255	\$ 276,255	Total Operating Expenses - Water
167	OPERATING - WATER - NET		\$ 43,136	\$ 59,292	\$ 59,292	OPERATING -WATER - NET
168	Operating Revenues - Sewer					Operating Revenues - Sewer
169	Sewer Revenues	45001	\$ 136,793	\$ 139,020	\$ 139,020	Sewer Revenues (306 @ \$74.00 +1 @ \$25.94 bi monthly)
170	Total Operating Revenues - Sewer		\$ 136,793	\$ 139,020	\$ 139,020	Total Operating Revenues - Sewer
171	Operating Expenses Sewer					Operating Expenses Sewer
172	Wastewater Disposal (COH)	51002	\$ 85,523	\$ 93,891	\$ 93,891	The City pays \$24.71 per connection per month (306 connections) and \$262.97 for Holy Cross
173	Utilities -Lift Station	51003	\$ 2,795	\$ 2,795	\$ 2,795	Utilities -Lift Station (Same as last year's actual)
174	Repairs to Sewer Lines	55502	\$ 4,130	\$ 2,065.00	\$ 5,000.00	Repairs to Sewer Lines
175	Repairs to Lift Station	55504	\$ 13,102	\$ 6,550.77	\$ 10,000.00	Repairs to Lift Station
176	Replacement of Lift Station Pumps	55506	\$ -	\$ -	\$ -	Replacement of Lift Station Pumps
177	Engineering for Hickory Shadows Sewer Rehab		\$ -	\$ -	\$ -	Engineering for Hickory Shadows Sewer Rehab
178	Total Operating Expenses - Sewer		\$ 105,549	\$ 105,301	\$ 111,686	Total Operating Expenses - Sewer
179	OPERATING - SEWER - NET		\$ 31,243	\$ 33,718	\$ 27,334	OPERATING - SEWER - NET

CITY OF HILSHIRE VILLAGE
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 08-18-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
180	Operating Revenues - Misc					Operating Revenues - Misc
181	Interest - Bank	45040	\$ -	0	0	Interest - Bank
182	Interest Utility Billing	45060	\$ 1,767	\$ 1,767	\$ 1,767	Interest Utility Billing (Same as last year's actuals)
183	Utility Services Income	45008	\$ 3,625	\$ 3,625	\$ 3,625	Utility Services Income (Same as last year's actual)
184	Garbage - holding account	45003	\$ -	\$ -	\$ -	Garbage - holding account
185	Garbage - Sales Tax - holding account	45004	\$ -	\$ -	\$ -	Garbage - Sales Tax - holding account
186	Transfer/Surpluses	45025	\$ -	\$ -	\$ -	Transfer/Surpluses
187	Total Misc. Revenues		\$ 5,393	\$ 5,393	\$ 5,393	Total Misc. Revenues
188	Operating Expenses - Misc					Operating Expenses - Misc
189	On Call Engineering Services	60000	\$ 10,000	\$ 10,000	\$ 10,000	On Call Engineering Services (Same as last year's budget)
190	Utility Line Locator Services	55508	\$ 6,002	\$ 6,000	\$ 6,000	60 calls
191	Contingency	58000	\$ 5,000	\$ 5,000	\$ 5,000	Contingency
192	Bank Charges	52000	\$ -	\$ -	\$ -	Bank Charges (Same as last year's actuals)
193	Utility Billing Costs	56002	\$ 7,100	\$ 7,100	\$ 7,100	Utility Billing Costs bi-monthly billing (Same as last year's actuals)
194	Office Supplies & Postage	56003	\$ 550	\$ 600	\$ 600	Office Supplies & Postage (Same as last year's budget)
195	Mayor & Council Expenses	56004	\$ 125	\$ 125	\$ 125	Mayor & Council Expenses (Same as last year's budget)
196	Bad Debt	52000	\$ -	\$ 2,000	\$ 2,000	Bad Debt - Estimate (Same as last year's budget)
197	Total Operating Misc. Expenses		\$ 28,776	\$ 30,825	\$ 30,825	Total Operating Misc. Expenses
198	TCEQ Expenses					
199	Extra TCEQ equipment	55561	\$ -	\$ -	\$ -	Extra TCEQ equipment (carry over from last year)
200	Harris County Flood Control (TCEQ)	55560	\$ 395	\$ 395	\$ 395	Harris County Flood Control (TCEQ) (Same as last year's actuals)
201	Legal	55562	\$ 625	\$ 3,000	\$ 3,000	Legal - TCEQ (half of last years actuals)
202	Legal - City Engineer	55563	\$ 7,879	\$ 4,000	\$ 4,000	Engineer - TCEQ (half of last years budget)
203	Total TCEQ Expenses		\$ 8,899	\$ 7,395	\$ 7,395	
204	OPERATING - MISC./TCEQ - NET		\$ (32,283)	\$ (32,827)	\$ (32,827)	OPERATING - MISC./TCEQ - NET
205	UTILITY FUND REVENUE OVER/UNDER		\$ 42,096	\$ 60,183	\$ 53,800	UTILITY FUND REVENUE OVER/UNDER

CITY OF HILSHIRE VILLAGE
FYE 2021 PRELIMINARY BUDGET

FYE 2021 (2020 TAX YEAR) PRELIMINARY BUDGET PRESENTED TO COUNCIL ON 08-18-20 USING VOTER APPROVAL RATE		ACCT NO.	2020 (YTD "ESTIMATES" (using actuals & estimates)	FYE '20 BUDGET	FYE '21 BUDGET	NOTES
Water Vault - Revenue						Water Vault - Revenue
Transfer from General Fund				\$ 60,000	\$ 60,000	Transfer from General Fund
Total Water Vault Reveune			\$ -	\$ 60,000	\$ 60,000	Total Water Vault Revenue
Water Vault - Expense						Water Vault - Expense
Enginnering & Legal Fees to acquire Easements		55508	\$ -	\$ 5,000	\$ 5,000	Enginnering & Legal Fees to acquire Easements
Enginnering		55509	\$ -	\$ 5,000	\$ 5,000	Enginnering
Water Vault - Hickory Shadows		11023	\$ -	\$ 50,000	\$ 50,000	Construction
Total Water Vault Expenses			\$ -	\$ 60,000	\$ 60,000	Total Water Vault Expenses
WATER VAULT NET			\$ -	\$ -	\$ -	WATER VAULT NET

31-Jul-20

FYE 2021 PRELIMINARY BUDGET - FUNDS

31-Jul-20	General Fund
General Fund	
Amegy Checking	\$ 56,483
Amegy Savings	\$ 392,263
General Fund Immediately Available	\$ 448,746
CDARS Matures 12/10/20	\$ 1,000,000
Due from Anticipation Note	\$ 7,943
Expenses for rest of the year	\$ 200,000
General Fund Projected Balance @9-30-20	\$ 1,656,690
(without out any extra revenue)	

31-Jul-20		Utility Fund
Utility Fund		Fund
Amegy Bank Checking	\$	350,411
Utility Construction Balance	\$	-
Utility Fund Available	\$	-
Archley Utilities and Hickory Shadows Sewer Rehabilitation		
Expenses for rest of the year	\$	(137,470)
Estimated Revenue for Utility Billing	\$	76,543
Utility Fund Projected Balance @ 9-30-19		289,483

31-Jul-20	
Metro #1	Metro #1
Amegy Savings	\$ 207,424
Tex Pool	\$ 57,035
Metro #1 Fund	\$ 264,460
Metro #1 Fund Available	\$ 264,460

30-Jun-20	
Metro #2	Metro #2
Amegy Savings	\$ 0
Metro #2 Fund Available	<u>\$ 0</u>

30-Jun-20	
TOTAL METRO	TOTAL METRO
Metro # 1	\$ 264,460
Metro # 2	\$ 0
TOTAL METRO	\$ 264,460
	\$ 264,460
We receive \$103,000 each October thru 2025	\$ 103,000
Noice Mitigation for 1 more years	\$ (20,000)

31-Jul-20	Tax Note
Anticipation Note	
Anticipation Note	\$ 26,25
Owed to General Fund	\$ (7,94)
Note payments	\$ (20,55)
Anticipation Note Balance	<u>\$ (2,24)</u>

31-Jul-20	Child Safety
Child Safety	
Child Safety	\$ 6,000
From General Fund	\$ 690
	<u>\$ 6,700</u>
Child Safety Fund	<u>\$ 6,700</u>

AVERAGE HOME VALUE COMPARISON

	CURRENT TAX RATE	NO NEW REVENUE RATE & I & S		VOTER APPROVAL RATE & I&S	
Value	Taxes	3.33%	\$ AMOUNT OVER	5.55%	\$ AMOUNT OVER
RATE	\$ 0.559069	0.577699	CURRENT	0.590120	CURRENT
<i>\$300,000</i>	\$1,677	\$1,733	\$56	\$1,770.36	\$93
<i>\$400,000</i>	\$2,236	\$2,311	\$75	\$2,360.48	\$124
<i>\$500,000</i>	\$2,795	\$2,888	\$93	\$2,950.60	\$155
<i>\$600,000</i>	\$3,354	\$3,466	\$112	\$3,540.72	\$186
<i>\$700,000</i>	\$3,913	\$4,044	\$130	\$4,130.84	\$217
<i>\$800,000</i>	\$4,473	\$4,622	\$149	\$4,720.96	\$248
<i>\$900,000</i>	\$5,032	\$5,199	\$168	\$5,311.08	\$279
<i>\$1,000,000</i>	\$5,591	\$5,777	\$186	\$5,901.20	\$311
<i>\$1,100,000</i>	\$6,150	\$6,355	\$205	\$6,491.32	\$342
<i>\$1,200,000</i>	\$6,709	\$6,932	\$224	\$7,081.44	\$373
<i>\$1,300,000</i>	\$7,268	\$7,510	\$242	\$7,671.56	\$404
<i>\$1,400,000</i>	\$7,827	\$8,088	\$261	\$8,261.68	\$435
<i>\$1,500,000</i>	\$8,386	\$8,665	\$279	\$8,851.80	\$466
<i>\$1,600,000</i>	\$8,945	\$9,243	\$298	\$9,441.92	\$497
<i>\$1,700,000</i>	\$9,504	\$9,821	\$317	\$10,032.04	\$528
<i>\$1,800,000</i>	\$10,063	\$10,399	\$335	\$10,622.16	\$559
<i>\$1,900,000</i>	\$10,622	\$10,976	\$354	\$11,212.28	\$590
<i>\$2,000,000</i>	\$11,181	\$11,554	\$373	\$11,802.40	\$621
<i>\$2,100,000</i>	\$11,740	\$12,132	\$391	\$12,392.52	\$652
<i>\$2,200,000</i>	\$12,300	\$12,709	\$410	\$12,982.64	\$683
<i>\$2,300,000</i>	\$12,859	\$13,287	\$428	\$13,572.76	\$714
<i>\$2,400,000</i>	\$13,418	\$13,865	\$447	\$14,162.88	\$745
<i>\$2,500,000</i>	\$13,977	\$14,442	\$466	\$14,753.00	\$776
<i>\$2,600,000</i>	\$14,536	\$15,020	\$484	\$15,343.12	\$807
<i>\$2,700,000</i>	\$15,095	\$15,598	\$503	\$15,933.24	\$838
<i>\$2,800,000</i>	\$15,654	\$16,176	\$522	\$16,523.36	\$869

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

“Sec. 7.200 Water Rates Established

(a) Residential and Non-Residential, Bi-Monthly Charges:

- (1) The charge for water is \$6.50/1000 gallons – no minimum
(2) The flat rate bi-monthly sewer charge is \$74.00 and the maintenance cha

(b) Commercial “C”, Bi- Monthly Cha

- (1) The charge for water is \$6.50/1000 gallons – no minimum
(2) The flat rate bi-monthly sewer charge is \$74.00 and the maintenance cha

(c) Commercial-Holy Cross Church, Bi-Monthly Charges:

- (1) The charge for water is \$6.50/1000 gallons – no minimum.

CITY OF HOUSTON Actual Billings fye 2020 (Expense)												increase
	actual used below min	MGD	BILLED									
	Gals	Gals	Gals	Rate/1000	Cost	Plus	Rate/1000	Cost		Total		
Sep-19		3,138,000	4,633,000	\$ 3.840	\$ 17,791	1,495,000	\$ 0.780	\$ 1,166	\$	18,957		
Oct-19		3,242,600	4,025,000	\$ 3.840	\$ 15,456	782,400	\$ 0.780	\$ 610	\$	16,066		
Nov-19	138,000	3,138,000	3,000,000	\$ 3.840	\$ 12,050		\$ 0.780	\$ -	\$	12,050		
Dec-19	189,600	3,242,600	3,053,000	\$ 3.840	\$ 12,452		\$ 0.780	\$ -	\$	12,452		
Jan-20	961,600	3,242,600	2,281,000	\$ 3.840	\$ 12,452		\$ 0.780	\$ -	\$	12,452		
Feb-20	1,908,000	3,033,400	1,827,000	\$ 3.840	\$ 11,648		\$ 0.780	\$ -	\$	11,648		
Mar-20		3,242,600	3,137,000	\$ 3.840	\$ 12,452		\$ 0.780	\$ -	\$	12,452		
Apr-20		3,138,000	3,568,000	\$ 3.980	\$ 14,201	430,000	\$ 0.810	\$ 348	\$	14,549		
May-20		3,242,600	4,466,000	\$ 3.980	\$ 17,775	1,223,400	\$ 0.810	\$ 991	\$	18,766		
Jun-20		3,138,000	4,960,000	\$ 3.980	\$ 19,741	1,822,000	\$ 0.810	\$ 1,476	\$	21,217		
Jul-19		3,242,600	5,802,000	\$ 3.980	\$ 23,092	2,559,400	\$ 0.810	\$ 2,073	\$	25,165		
Aug-19		3,242,600	5,752,000	\$ 3.980	\$ 22,893	2,509,400	\$ 0.810	\$ 2,033	\$	24,926		
			46,504,000						\$	200,698		


CITY OF HOUSTON Budgeted Billings for FYE 2020(Expense)												using estimated increase
	MGD											
	Gals	Gals	Rate/1000	Cost	Plus	Rate/1000	Cost		Total			
Oct-20	3,242,600	3,295,000	\$ 3.980	\$ 13,114	52,400	\$ 0.810	\$ 42	\$	13,157			
Nov-20	3,138,000	2,990,000	\$ 3.980	\$ 12,489		\$ 0.810	\$ -	\$	12,489			
Dec-20	3,242,600	2,635,000	\$ 3.980	\$ 12,906		\$ 0.810	\$ -	\$	12,906			
Jan-21	3,242,600	2,375,000	\$ 3.980	\$ 12,906		\$ 0.810	\$ -	\$	12,906			
Feb-21	2,928,800	1,791,000	\$ 3.980	\$ 11,657		\$ 0.810	\$ -	\$	11,657			
Mar-21	3,242,600	3,297,000	\$ 3.980	\$ 13,122	54,400	\$ 0.810	\$ 44	\$	13,166			
Apr-21	3,138,000	3,751,000	\$ 4.091	\$ 15,347	613,000	\$ 0.833	\$ 510	\$	15,857			
May-21	3,242,600	4,131,000	\$ 4.091	\$ 16,900	888,400	\$ 0.833	\$ 740	\$	17,640			
Jun-21	3,138,000	4,632,000	\$ 4.091	\$ 18,950	1,494,000	\$ 0.833	\$ 1,245	\$	20,194			
Jul-21	3,242,600	5,300,000	\$ 4.091	\$ 21,682	2,057,400	\$ 0.833	\$ 1,714	\$	23,396			
Aug-21	3,242,600	6,000,000	\$ 4.091	\$ 24,546	2,757,400	\$ 0.833	\$ 2,297	\$	26,843			
Sep-21	3,138,000	4,521,000	\$ 4.091	\$ 18,495	1,383,000	\$ 0.833	\$ 1,152	\$	19,647			
		44,718,000						\$	199,858			

HILSHIRE Budgeted Billing (Revenue)					
	MGD				
	Gals	Gals	Rate/1000	Cost	
Oct-19	3,242,600	3,295,000	\$ 6.500	\$ 21,418	
Nov-19	3,138,000	2,990,000	\$ 6.500	\$ 19,435	
Dec-19	3,242,600	2,635,000	\$ 6.500	\$ 17,128	
Jan-20	3,242,600	2,375,000	\$ 6.500	\$ 15,438	
Feb-20	2,928,800	1,791,000	\$ 6.500	\$ 11,642	
Mar-20	3,242,600	3,297,000	\$ 6.500	\$ 21,431	
Apr-20	3,138,000	3,751,000	\$ 6.500	\$ 24,382	
May-20	3,242,600	4,131,000	\$ 6.500	\$ 26,852	
Jun-20	3,138,000	4,632,000	\$ 6.500	\$ 30,108	
Jul-20	3,242,600	5,300,000	\$ 6.500	\$ 34,450	
Aug-20	3,242,600	6,000,000	\$ 6.500	\$ 39,000	
Sep-20	3,138,000	4,521,000	\$ 6.500	\$ 29,387	
TOTAL ESTIMATED BILLING		44,718,000	\$	290,667	

		RATE OF \$6.50/1000		RATE OF \$6.75/1000 (3% INCREASE)		RATE OF \$7.00/1000	
BILLING FROM	DATE TO	ACTUAL BILLED GALLONS	ACTUAL BILLED REVENUE	ACTUAL BILLED GALLONS	ACTUAL BILLED REVENUE	ACTUAL BILLED GALLONS	ACTUAL BILLED REVENUE
9/25/2018	11/28/2019	7,159,600	\$ 46,537.40	7,159,600	\$ 48,327.30	6,440,000	\$ 45,080.00
11/27/2019	1/24/2020	5,597,000	\$ 36,380.50	5,597,000	\$ 37,779.75	5,597,000	\$ 39,179.00
1/25/2020	3/24/2020	5,656,000	\$ 36,764.00	5,656,000	\$ 38,178.00	5,656,000	\$ 39,592.00
3/25/2020	5/26/2020	8,564,000	\$ 55,669.50	8,564,000	\$ 57,807.00	8,564,000	\$ 59,948.00
5/25/2019	7/25/2019	10,139,000	\$ 63,368.75	10,139,000	\$ 68,438.25	10,139,000	\$ 70,973.00
7/26/2019	9/30/2019	9,527,000	\$ 59,543.75	9,527,000	\$ 64,307.25	9,527,000	\$ 66,689.00
		46,642,600	\$ 298,263.90	46,642,600	\$ 314,837.55	45,923,000	\$ 321,461.00

estimates

RATE	REVENUE	DIFFERENCE
\$6.50	\$ 298,263.90	
\$6.75	\$ 314,837.55	\$ 16,573.65
\$7.00	\$ 321,461.00	\$ 23,197.10

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Total Number of Incidents 2020			Life Threatening (LT) EMS Incidents					Life Threatening (LT) Fire Incidents					
					Natl Stand. 6:30	of 90%	Natl. Stand 10:30	of 90%	# LT Fire	Natl Stand. 6:50	of 90%	% of 2020 Calls are:		
	Fire	EMS	Total	# LT EMS	1st Resp. Time		ALS Resp Time			Response Time		Fire	EMS	
Bunker Hill Village	94	85	179	32	3:58	100%	6:19	100%	7	5:30	100%	53%	47%	43
Hedwig Village	113	119	232	66	3:33	100%	3:33	100%	7	3:53	100%	49%	51%	47
Hilshire Village	12	22	34	4	4:39	100%	6:11	100%	2	5:37	100%	35%	65%	5
Hunters Creek Village	174	86	260	29	3:37	100%	5:39	100%	8	4:05	100%	67%	33%	60
Piney Point Village	129	77	206	30	2:39	100%	5:25	100%	10	5:06	100%	63%	37%	66
Spring Valley Village	122	103	225	39	3:33	100%	3:33	100%	7	3:53	100%	54%	46%	32
Houston	147	0	147											
Totals	791	492	1283	200	3:30	100%	5:21	100%	45	4:44	100%	62%	38%	253

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

Column 1: Reflects the cities listed within the chart.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/8/19	Susan Blevins	Alan Wolfe	The street sign at the intersection of Pine Chase Dr. and Pine Chase Grove on the West side of the street has been damaged.	Pine Chase Dr & Pine Chase Grove intersection	We will need to order a new pole.	Contractor will weld extension on to existing pole underground. Purchase order has been issued. Sent contractor email asking for work to be done ASAP. Contractor has started scheduling jobs again and we are on their list.	
9/20/19	Susan Blevins	Mrs. Gray	Rain water is backed up in the ditch due to a walkway that was installed next door.	1331 Friarcreek Ln	Susan contact the homeowner and informed of the issue, the walkway was not permitted and is blocking normal drainage. She set up an appointment between the homeowner and the City Engineer to discuss remediation.	Permit was issued for the work, HDR is monitoring and performing inspections. Corrections are needed.	
11/13/19	Cassie Stephens	Allison Griffiths	Flushing the hydrant has cause erosion and roots are exposed, they are tripping over them and are worried about the trees.	1324 Pine Chase Grove	Susan drove over to look at the erosion, confirmed there is an issue. Contacted James with Inframark to start using a hose or attachment to direct the water to the street from now on. Susan will work with Council to determine options for repair of the existing damage.	Inframark flushing in a different direction, council working with HDR on a plan for landscaping.	
11/27/19	Cassie Stephens	Robert Byrne	Stop signs on Archley are bent, looks like a box truck might have hit them.	Archley, both access points	City will replace the stop sign	A purchase order has been sent for replacement. Contacted contractor again. Contractor is scheduling jobs again, we are on their project list.	
12/12/19	Cassie Stephens	Ana Short	The yield and street sign have not been replaced at the intersection yet. There is jagged metal sticking out of the ground and two holes that someone almost fell into this weekend. She said they have been putting boards and plywood over the area but the trash crew keeps collecting it. She is worried because she is liable for injuries on her property and is asking for the holes to be filled and remaining metal sticking up from the ground be removed.	Pine Chase Grove Intersection	Contractor will weld extension on to existing pole underground. Susan placed a City cone over the metal and holes. Placed an order with the vendor to install.	Purchase order has been issued. Requested contractor to start as soon as possible. Contractor has started scheduling jobs again and we are on their list.	
1/2/20	Cassie Stephens	Graham Neuhaus	Previously reported a dead tree in her neighbor's yard, was told it was still alive but now appears very dead and is a possible hazard.	8001 Bromley	Contacted the homeowner again with photos of tree to remediate.	City arborist inspected the tree, found that it and a second tree on the property to be a hazard, issued a report stating both need to be removed. Susan sent the arborists opinion to the property owner to take action, also sent to City Attorney. The Water Oak in the front has been trimmed, no action has been taken on the leaning Pine as far as I can tell.	

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
1/27/20	Susan Blevins	Ann Gray	Neighbors still have not removed rock in ditch and she is concerned with spring and rain showers. She also said that the neighbor's son came over and said he had removed rock from the ditch but he said he did not understand that the problem was between their houses and not their house and the McDuffie's.	1327 Friarcreek Ln	Sent email to Efrain asking him to inspect when he is in the city.	Permit was issued for the work, HDR is monitoring and performing inspections.	
2/11/20	Cassie Stephens	Javier - HDR Engineering	Illegal parking pad installed without permit.	8210 Burkhart	Emailed property owner with sections of ordinance in violation. Asked for plan to achieve compliance.	Property owner said he would have the rocks removed from the ditch but wants to seek a variance for the parking pad considering the existing terrain and material choices.	
3/2/20	Cassie Stephens	Bill Bristow	Pile of tree limbs and debris on the vacant lot.	1306 Glourie	City is preparing to submit paperwork to municipal court to make necessary clean up efforts and fine contractor.	Property is under legal review. Courts are closed at this time	
3/15/20	Cassie Stephens	Mike Bischoff	His driveway and culvert are being washed out, asked if work is going to be done at the driveway next to him which leads to the lift station.	5 Hilshire Oaks Ct	Cassie sent photos to HDR. Efrain and Javier met with the homeowner 5/21.	DonMar Grading is being consulted, the homeowner needs to explain what he wants to do and get a quote.	
5/5/20	Susan Blevins	Robert Byrne	Sand has been dumped in the front yard.	1323 Pine Chase Dr	Susan called the homeowner who said that he was using the sand in the front yard to level the uneven ground then he will install sod on top of that. He said the divots in the dirt were created by flushing of the nearby hydrant.	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 reimburse City cost to remove sand.	
5/8/20	Cassie Stephens	Paul Maddock	The drainage ravine is overgrown and might become a flooding issue if not maintained.	1209 Pine Chase	Cassie sent an email to Javier and Efrain asking them to investigate the area and what actions if any need to be taken.	5/11 Javier inspected the site and found that the overgrowth has the potential to cause drainage issues if not maintained. Cassie sent the details of the report including photos to the property owner.	
5/15/20	Susan Blevins	Jon Simon	The homeowner recently had sand and sod installed in an attempt to repair ruts that he said were a result from hydrant flushing. The homeowner says the cul-de-sac still drains onto his property and wants the City to address it.	1323 Pine Chase Grove		HDR Engineering is involved. City will remove sand and bill homeowner	
5/25/20	Susan Blevins	Ana Short	Neighbor re-sodded with a sand base and now has a culvert full of sand since the rain with more rain to come.	1323 Pine Chase Grove		HDR Engineering is involved, City will remove sand and bill homeowner	
7/13/20	Susan Blevins	Susan Blevins	For sale sign in ROW	1003 Ridgeley	Cassie called the listing agent, explained where the sign needs to be moved to. They said they would handle it.	Sign was moved.	8/3/2020

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
7/15/20	Susan Blevins	Mr. Ghosh	He stumbled on a crack in the street and fell, wants to know when the repairs will be made.	Hilshire Green			
7/15/20	Cassie Stephens	Cassie Stephens	Reflector stakes in the ROW preventing proper street parking.	8009 Bromley	Sending notice to the homeowners.	Reflectors were removed.	8/14/2020
7/15/20	Cassie Stephens	Cassie Stephens	Reflector stakes in the ROW preventing proper street parking.	8201 Westview Dr	Homeowner has been previously contacted. No response was received so Susan removed reflector poles. We will send another notice then remove the new set of reflectors if no action taken by homeowners.	Stakes were removed.	7/31/2020
7/17/20	Susan Blevins	Ghosh	Recycling was collected but not garbage.	7922 Hilshire Green	Susan sent an email to Luis with WCA, this address is skipped a lot and homeowners say cans are at the street.	Garbage was collected.	7/20/2020
7/22/20	Susan Blevins	Dwight Riley	Water leaking from the outside lines.	1118 Glourie Dr	Susan sent James with Inframark to investigate.	James found the leak, informed the homeowner that it is on their side of the meter and they need to hire a plumber.	7/22/2020
7/23/20	Susan Blevins	Wally Partridge	Asking if he can pay DonMar Grading to install new sod in his ditch during the grading project to replace the grass that was damaged by his pool company.	1301 Glourie			
7/23/20	Susan Blevins	Wally Partridge	The vacant lot across the street that has been a mess and was nicely cleaned up but the crew failed to bundle the debris they left for the garbage men.	1306 Glourie	Susan asked a contractor working in the city if he would pick up the pile as a favor to us.	The contractor removed the mess.	7/23/2020
7/22/20	Susan Blevins	Parker	It appears the neighbor dug a hole under their fence to relieve accumulated rain water onto his property.	1302 Pine Chase & 8010 Bromley	Susan contacted HDR who confirmed that the neighbor did do some swale work in 2014 but unintentionally created a detention pond. No corrective plans were ever submitted to the city.	The homeowner responded that he had a drain installed in that corner which drains to a sump near the house and then is pumped to the front drainage channel. He said upon further inspection, it appears a rodent dug a tunnel under the fence rather than to climb over it. On 7/24 he filled the hole in with soil and pinned a brick across it with a piece of rebar. Hopefully that will prevent another tunnel from being dug under the fence.	7/24/2020
7/24/20	Susan Blevins	Robert Byrne	A tree was cut down without permit.	1310 Ridgeley	Susan called the contractor and was informed that Harris County Flood Control ordered the work.	No further action taken.	7/24/2020
7/23/20	Susan Blevins	Cassie Stephens	Sign on the corner advertising a crossfit gym.	1317 Bridle Spur Ln	Susan asked the homeowner to remove the sign.	Sign was taken down.	8/7/2020
7/27/20	Susan Blevins	Multiple Reports	Garbage has not been collected.	Multiple Locations	Susan contacted Luis with WCA who said they are having truck issues and are running behind.		7/27/2020

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
7/29/20	Cassie Stephens	Nancy Taub	Water is pooling in their backyard that didn't exist before the neighbors had drainage work done.	1313 Pine Chase	Cassie contacted Javier to coordinate with the neighbors and investigate the issue.		7/29/2020
7/30/20	Cassie Stephens	Javier Vasquez	During inspection of the ditch work, he noticed that landscaping has been planted in or near the right-of-way.	1331 Friarcreek Ln			
7/31/20	Cassie Stephens	Cassie Stephens	Reflector stakes in the ROW preventing proper street parking.	8009 Anadell	Sent email to the homeowners with a 14-day deadline to remove the stakes or we will remove them and store at City Hall for 30 days.	Stakes were replaced with garden flags. Homeowners have asked for parking pad specifications, Cassie will coordinate with building official.	
7/31/20	Cassie Stephens	Cassie Stephens	Grass and vegetation need attention.	1023 Ridgeley	Sent photo of the overgrowth to the homeowner who is currently not living there, asked to remediate asap.	Grass was mowed.	8/7/2020
7/31/20	Cassie Stephens	Cassie Stephens	Lost Cat signs taped to stop signs.	Multiple stop signs	Cassie removed the signs.		7/31/2020
8/1/20	Susan Blevins	Robert Byrne	Business advertisement in front yard, against the sign ordinance.	1324 Pine Chase Grove	Cassie emailed the homeowners and included the pertinent section of ordinance.	The homeowner said they are not home and do not know where the sign came from. They will ask a neighbor to remove it. Sign was removed.	8/7/2020
8/6/20	Susan Blevins	Robert Byrne	Portable basketball hoop is in the street against the curb.	1319 Glenhilshire	Homeowners have been told in the past that the sports equipment needs to stay in their driveway and out of the right-of-way.		
8/6/20	Susan Blevins	Jorge Lefebvre	Erosion has caused root exposure of a few trees, neighbors do not want the trees gone.	1303 Friarcreek & 1253 Archley	Susan sent an email to the neighbors advising that it is a civil issue and the trees need to be handled by the homeowners.		8/6/2020
8/11/20	Susan Blevins	Robert Byrne	Construction contractors had loud music playing from their vehicles.	1306 Bridle Spur	SVPD responded to a complaint and asked the individuals to lower the volume. Susan drove by later and the music was again very loud, she emailed the homeowners who are managing the construction.		8/11/2020

GENERAL FUND CDARS ACCOUNT

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1022010588	11/23/2018	26 WEEK	5/23/2019	\$1,000,000.00	2.18%	
	11/30/2018					\$477.87
	12/31/2018					\$1,854.07
	1/31/2019					\$1,857.46
	2/28/2019					\$1,680.70
	3/29/2019					\$1,864.05
	4/30/2019					\$1,807.19
	5/23/2019					\$1,327.37
						<u>\$10,868.71</u>
						\$1,010,868.71
			MATURED AND DEPOSITED INTO SAVINGS			-\$1,010,868.71

[illegible]

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1022924741	8/22/2019	13 WEEK	11/21/2019	\$1,000,000.00	1.79%	
	8/30/2019					\$490.50
	9/30/2019					\$1,473.01
	10/31/2019					\$1,524.36
	11/21/2019					\$984.74
						<u>\$4,472.61</u>
						\$1,004,472.61
						-\$1,004,472.61

GENERAL FUND CDARS ACCOUNT

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

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

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

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

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

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023895346	6/11/2020	26 WEEK	12/10/2020	\$1,000,000.00	0.09%	
	6/30/2020					\$ 49.30
	7/30/2020					76.47
						<hr/> <hr/>
						\$1,000,125.77

Disbursements Presented to Council 8/18/2020

PROFESSIONAL SERVICE:	UTILITY	ANT NOTE	METRO	GEN FUND
AMEGY CREDIT CARD				\$ 464.92
GFOAT DUES X2 - SUSAN & CASSIE				\$ 120.00
TML MEMBER SERVICE FEE				\$ 591.00
NORTHWEST PEST PATROL				\$ 495.00
OLSON & OLSON				\$ 1,155.00
HOUSTON CHRONICLE				\$ 240.60
BBG CONSULTING				\$ 2,500.00
TEXAS 811	\$ 19.00			
USIC	\$ 370.80			
INFRAMARK	\$ 4,473.13			
TOTAL	\$ 4,862.93	\$ -	\$ -	\$ 5,566.52

ACCOUNT SUMMARY

Account Number	XXXX XXXX XXXX 1719	Previous Balance	\$387.22
Credit Limit	\$2,000.00	Payments	\$387.22
Available Credit	\$1,535.00	Credits	\$0.00
Statement Closing Date	August 06, 2020	Purchases	\$464.92
Payment Due Date	August 26, 2020	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	31	New Balance	\$464.92

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
07/15	07/15	2437735JN000225R3	TEXAS MUNICIPAL CLERKS AS940-5653488 TX	\$275.00
07/15	07/15	2469216JM2XN7H6NR	MERRY MAIDS HOUSTON 713-364-0094 TX	\$92.01
07/27	07/27	7476800K2BKDT03AB	PAYMENT - THANK YOU	-\$387.22
07/28	07/28	2469216K22XJKYV36	MERRY MAIDS HOUSTON 713-364-0094 TX	\$92.01
07/30	07/30	2443106K461KD819V	CERTIFIED MAIL ENVELOPE 800-406-1792 FL	\$5.90

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 200806 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 3014

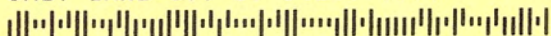
AmegyBank
of Texas

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 :

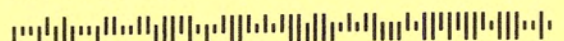
BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833



PAYMENT INFORMATION

Account Number	XXXX XXXX XXXX 1719
Payment Due Date	08/26/20
New Balance	\$464.92
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



Cassie Stephens

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Wednesday, July 15, 2020 1:05 PM
To: Cassandra Stephens
Subject: Transaction Receipt from Texas Municipal Clerks Association Inc for \$275.00 (USD)

Order Information

Description: Time: 2020-07-15 13:04:34 EVENT_REGISTRATION: TMCCP OMA, PIA, Agendas, Parl
Procedure Seminar - Austin, Aug 20-21, 2020 ID: 10234 EMAIL:
cassie.stephens@hilshirevillagetexas.com NEON Account ID: 11973

Billing Information

Cassandra Stephens
77055
cassie.stephens@hilshirevillagetexas.com

Shipping Information

Total: \$275.00 (USD)

Payment Information

Date/Time: 15-Jul-2020 13:04:34 CDT
Transaction ID: 62456046337
Payment Method: Visa xxxx1719
Transaction Type: Purchase
Auth Code: 015456

Merchant Contact Information

Texas Municipal Clerks Association Inc
Denton, TX 76207
US
peggy.burnside@unt.edu

INVOICE

merry maids®

Date: 08/14/2020
Work Order No: WO-64050901

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	07/13/2020	\$85.00
	Sales Tax	\$7.01
	Total Amount	\$92.01

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INVOICE

merry maids®

Date: 08/14/2020
Work Order No: WO-64050902

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	07/27/2020	\$85.00
	Sales Tax	\$7.01
	Total Amount	\$92.01

©2020 Merry Maids L.P. All Rights Reserved

From: Auto-Receipt
To: Cassie Stephens
Subject: Transaction Receipt from Certified Mail Envelopes, Inc. for \$5.90 (USD)
Date: Thursday, July 30, 2020 10:18:49 AM

This is a receipt for a purchase made to your account for one of the following items: * Postage processing and/or supplies such as Certified Mail Envelopes or Labels.

Order Information

Description: CML Balance Update
Invoice Number 485859
Customer ID 82716

Billing Information

Cassie Stephens
8301 Westview Dr
Houston, TX 77055
US
cassie.stephens@hilshirevillagetexas.com
7139731779

Shipping Information

7/30/2020
TCEQ - 2068a

Total: \$5.90 (USD)

Payment Information

Date/Time: 30-Jul-2020 11:18:42 EDT
Transaction ID: 42144376853
Payment Method: Visa xxxx1719
Transaction Type: Purchase
Auth Code: 030658

Merchant Contact Information

Certified Mail Envelopes, Inc.
Celebration, FL 34747
US

no-reply@certifiedmaillabels.com

If you have questions about this transaction or receipt, please call our corporate office at 800-406-1792. Thank you, Certified Mail Envelopes, Inc.

Cassie Stephens

From: Government Finance Officers Association of Texas <tmladmin@tml.ccsend.com> on behalf of Government Finance Officers Association of Texas <tmladmin@tml.org>
Sent: Tuesday, July 07, 2020 9:18 AM
To: cassie.stephens@hilshirevillagetexas.com
Subject: GFOAT Membership Renewal 2020-2021



Dear Cassie,

Now is the time to renew your GFOAT membership to continue to receive the many benefits you enjoy as a member. Your GFOAT membership benefits include:

- **Conferences/Meetings** - GFOAT meets regularly twice each year during its annual Spring and Fall Conference.
- **Regional Meetings** - Periodically, the president or regional officers call regional meetings for additional education opportunities.
- **Resources** - In addition to the public access to the website for the directory, articles, news, career opportunities and other resources, members also receive exclusive access to our Finance Forum for Q&A across the membership.
- **Publications** - Members receive periodic emails featuring changes and innovations in public finance, current topics, and GFOAT activities.
- **The Directory of Government Finance Officers Association of Texas** - This directory is maintained online with a self-editing feature to keep it timely and accurate.
- **Professional Development** - Through its activities and services, GFOAT officers and staff encourage and help all members to enhance, expand, and cultivate their professional skills and abilities. GFOAT leads the nation with its own certification program for Certified Government Finance Officers.
- **Specialized Training** - Financial management-related training programs are offered periodically, as special needs arise. Some are one-day workshops on topics of interest, and others are more comprehensive, such as the GFOAT Governmental Accounting Academy. GFOAT also actively supports TML programs for elected officials and the UNT Center for Public Management.
- **Discounted TML Magazine** - GFOAT membership provides each member with an opportunity to receive, at a significantly reduced price, one subscription to the Texas Municipal League magazine, *Texas Town & City*.

[Renew online today!](#)

GFOAT DUES

Dues and Subscriptions

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> GFOAT Dues	60.00	1	60.00
<input type="checkbox"/> Texas Town and City	15.00	0	0.00

Subtotal 60.00

[Update Cart](#)[View Cart](#)x2 - Cassie &
Susan

\$120

[Proceed to Checkout](#)



1821 Rutherford Lane, Ste 400
Austin, TX 78754
512-231-7400 Fax 512-231-7495

Renewal Notice

City of Hilshire Village
Susan Blevins
City Administrator/City Secretary
8301 Westview Dr
Houston, TX 77055-6737

Account No.	C-952
Date:	2020-08-03
Amount Due:	\$591.00

TML Federal ID No: 74-6000125

Member Service Fee

For the City's share of the cost of League services for the period 2020-11-01 - 2021-10-31.

Member Service Fees are based on population reported by the member city and supplemented by COG population estimates and/or Bureau of Census estimates, when available.

Texas Local Government Code Section 140.0045 requires that your proposed annual budget reflect expenditures your city makes for directly or indirectly influencing or attempting to influence the outcome of legislative or administrative action. TML member service fees are not used for advocacy and need not be included in that calculation.

If you would like TML to submit a conflict disclosure "form 1295," please contact Rachael Pitts on our staff at 512-231-7472 or rpitts@tml.org.

Please make a copy of this statement and return it with your remittance.

For Payments by EFT/ACH:

Bank: JPMorgan Chase
ABA# 111000614
Account # 9440682815

BILLED	\$591.00
PAID	\$0.00
ADJ	\$0.00
BALANCE	\$591.00

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 7/31/2020

Date	Description	Invoice	PO #	Amount	Tax	Total	Adjustment	Days Old	Finance Charge	Amount
For service at 8301 Westview Dr Houston, TX 77055-6737										
7/2/2020	MOSQUITO FOGGING	361943		\$55.00	\$0.00	\$55.00	\$0.00	29	\$0.00	\$55.00
7/5/2020	WEEKLY 2X MOSQUITO FOGGING	361944		\$55.00	\$0.00	\$55.00	\$0.00	26	\$0.00	\$55.00
7/9/2020	WEEKLY 2X MOSQUITO FOGGING	361945		\$55.00	\$0.00	\$55.00	\$0.00	22	\$0.00	\$55.00
7/12/2020	WEEKLY 2X MOSQUITO FOGGING	361946		\$55.00	\$0.00	\$55.00	\$0.00	19	\$0.00	\$55.00
7/16/2020	WEEKLY 2X MOSQUITO FOGGING	361947		\$55.00	\$0.00	\$55.00	\$0.00	15	\$0.00	\$55.00
7/19/2020	WEEKLY 2X MOSQUITO FOGGING	361948		\$55.00	\$0.00	\$55.00	\$0.00	12	\$0.00	\$55.00
7/23/2020	WEEKLY 2X MOSQUITO FOGGING	361949		\$55.00	\$0.00	\$55.00	\$0.00	8	\$0.00	\$55.00
7/26/2020	WEEKLY 2X MOSQUITO FOGGING	361950		\$55.00	\$0.00	\$55.00	\$0.00	5	\$0.00	\$55.00
7/30/2020	WEEKLY 2X MOSQUITO FOGGING	361951		\$55.00	\$0.00	\$55.00	\$0.00	1	\$0.00	\$55.00
	WEEKLY 2X									

PLEASE REMIT \$495.00

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Northwest Pest Patrol

9330 Mills Rd
Houston, TX 77070

Acct # 32604
HILSHIRE VILLAGE
Statement As of 7/31/2020

PLEASE REMIT \$495.00

Amt. Paid _____

Check/Card # _____

Exp. Date _____

Signature _____

Email _____

Comments _____

Olson & Olson LLP

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

August 5, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 9926
Our File No. 1057-00000
Billing Through: 7/31/2020

City of Hilshire Village

Total Legal Services	\$1,155.00
Total Reimbursable Expenses	\$.00

Mennonite Church

Total Legal Services	\$.00
Total Reimbursable Expenses	\$.00

Net Balances Forward	\$.00
Total Charges for this Bill	\$1,155.00
Total Balance Now Due	\$1,155.00

Utility Account

55562 - Legal TCEQ	\$ -
--------------------	------

General Fund Account

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

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

Olson & Olson LLP

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

August 5, 2020

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 9926
Our File No. 1057-00000
Billing Through: 7/31/2020

City of Hilshire Village

Balance forward as of invoice 7/5/2020	\$2,350.00
Payments received since last invoice	(\$2,350.00)
Net Balance Forward	<hr/> \$.00

7/8/2020	LSB	Received telephone call S. Blevins re AA building; Telephone conference Building Official re same; AA as conforming use; structure non conforming [.5].	0.50 hrs	250 / hr	125.00
7/9/2020	LSB	Email response to S. Blevins re credit card agreement [.1].	0.10 hrs	250 / hr	25.00
7/15/2020	LSB	Review and comment on draft agenda [.1].	0.10 hrs	250 / hr	25.00
7/17/2020	LSB	Email response to S. Blevins re lot coverage ordinance and agenda [.2].	0.20 hrs	250 / hr	50.00
7/21/2020	LSB	Telephone conferences S. Blevins re agenda [.4] Telephone conference E. Him re same [.2] Telephone conference Mayor Herron re same [.3] prepare for and attend city council meeting [2.3].	3.20 hrs	250 / hr	800.00
7/22/2020	LSB	Email response to S. Blevins re zoning ordinance; Telephone conference re same - NO CHARGE [.3].	0.30 hrs	/ hr	N/C

7/24/2020	LSB	Draft, email proposed resolution regarding tax rate [.4].	0.40 hrs	250 / hr	100.00
7/30/2020	DLP	Review and respond to S. Blevins re Section 106 FCC filing.	0.20 hrs	150 / hr	30.00
Total fees for this matter					<hr/> \$1,155.00
Total					<hr/> \$1,155.00

HOUSTON COMMUNITY
NEWSPAPERS
& MEDIA GROUPTHE COURIER
OF MONTGOMERY COUNTY

Return Service Requested

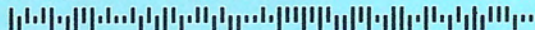
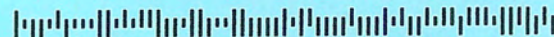
CREDIT SERVICE DEPARTMENT
4747 SOUTHWEST FREEWAY
HOUSTON, TX 77027

ADVERTISING INVOICE/STATEMENT

Advertiser/Client Number: 20016860
 Advertiser/Client Name: CITY OF HILSHIRE VILLAGE
 Billed Account Number: 20016860
 Billing Date: 07/31/20
 Payment Terms: By 25th of Month
 Current Net Amount: \$87.80
Total Amount Due: \$240.60
 Amount Enclosed: \$

Please make your checks payable to HOUSTON CHRONICLE

5417000206 PRESORT PBPS001 <>

CITY OF HILSHIRE VILLAGE
SUSAN BLEVINS
8301 WESTVIEW DR
HOUSTON TX 77055-6737HOUSTON CHRONICLE
PO BOX 80075
PRESCOTT, AZ 86304-8075

33412020073122001686002001686000100000000000000240608

HOUSTON CHRONICLE

Please detach and return above portion with your payment

HOUSTON COMMUNITY
NEWSPAPERS
& MEDIA GROUPTHE COURIER
OF MONTGOMERY COUNTYADVERTISING
INVOICE/STATEMENTHOUSTON CHRONICLE
PO BOX 80075
PRESCOTT, AZ 86304-8075
TID #: 76-0556295

Advertiser/Client Name	Adv/Client Number	Billed Acct Number	Billing Period	Sales Rep.	Total Amount Due
CITY OF HILSHIRE VILLAGE	20016860	20016860	07/01/20 - 07/31/20	Notices HOU-Legal	\$240.60

Date	Newspaper Reference Number	Description/Other Comments and Charges	SAU Size Billed Units	Times Run Rate	Gross Amount	Net Amount
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07/01/20	Inv#34034604	HCN Legal Liner SW Notice of Public Hearing City of Hilshire				\$87.80
----------	--------------	---	--	--	--	---------

Summary of Current Activity

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

Previous Balance: \$152.80
 Current Net Charges: \$87.80
 Current Payments/Credits: \$0.00

Current	30 days	60 days	90 days	120 days	Unapplied Amount	Total Amount Due
\$87.80	\$152.80	\$0.00	\$0.00	\$0.00	\$0.00	\$240.60

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



BBG CONSULTING, INC.

INVOICE

BILL TO

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

INVOICE # 2365
DATE 08/02/2020
DUE DATE 09/01/2020
TERMS Net 30

DATE	DESCRIPTION	#	RATE	FEE
07/31/2020	Building Official Services Monthly Contract	1	2,500.00	2,500.00

Please note our new mailing address

BALANCE DUE

\$2,500.00

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



BBG CONSULTING, INC.

Hilshire Village

#	Permit	Date	Address	Inspection
1	HV-19-062B	7/2/2020	1306 Bridle Spur	Framing
2	HV-20-056P	7/6/2020	8013 Anadell St	Plumbing Rough-In
3	HV-20-056E	7/6/2020	8013 Anadell St	Electrical Cover
4	HV-19-062B	7/8/2020	1306 Bridle Spur Ln	Framing Reinspection
5	HV-19-042E	7/8/2020	8009 Anadell	Electrical Final
6	HV-19-042I	7/9/2020	8009 Anadell	Irrigation Cover
7	HV-20-021F	7/9/2020	1111 Glourie Dr	Fence Final
8	HV-19-062B	7/10/2020	1306 Bridle Spur Ln	Framing Reinspection
9	HV-20-056P	7/10/2020	8013 Anadell St	Plumbing Rough-In Reinspection
10	HV-19-042P	7/10/2020	8009 Anadell St	Plumbing Final
11	HV-19-042B	7/13/2020	8009 Anadell St	Building Final
12	HV-19-042M	7/13/2020	8009 Anadell St	Mechanical Final
13	HV-20-020M	7/15/2020	1229 Ridgeley Dr	HVAC Repair Final
14	HV-20-062P	7/16/2020	1306 Friarcreek Ln	Sewer Line Cover
15	HV-19-062B	7/17/2020	1306 Bridle Spur	Fireplace / Insulation
16	HV-19-080P	7/17/2020	1220 Archley	Shower Pan
17	HV-19-080P	7/20/2020	1220 Archley	Shower Pan
18	HV-19-062B	7/20/2020	1306 Bridle Spur Ln	Fireplace / Insulation Reinspection
19	HV-20-055M	7/20/2020	1106 Glourie Dr	HVAC Repair Final
20	HV-19-062B	7/22/2020	1306 Bridle Spur Ln	Fireplace / Insulation Reinspection
21	HV-20-044B	7/23/2020	8302 Creekstone Cir	Concrete Footings
22	HV-20-065P	7/30/2020	1118 Glourie Dr	Exterior Water Line Pre-Backfill
23	HV-20-009P	7/30/2020	1111 Guinea Dr	Plumbing Final - Accessory Building
24	HV-20-009E	7/30/2020	1111 Guinea Dr	Electrical Final - Accessory Building
25	HV-19-062B	7/30/2020	1306 Bridle Spur Ln	Fireplace / Insulation Reinspection
PLAN REVIEW				
1	8009 Anadell	Irrigation		
2	8302 Creekstone Circle	Remodel Resubmittal		
3	1330 Glourie Dr	New Residential		
4	1123 Guinea	Resubmittal		
5	1025 Glourie Circle	Generator		

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



Invoice

#20-14065

7/31/2020

Bill To

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

AMOUNT DUE

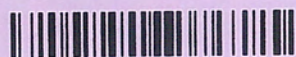
\$19.00

Due Date: 8/30/2020

Terms	Due Date	PO #	Additional Info	Status
Net 30	8/30/2020			Open

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

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



20-14065

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



Invoice No: 391488

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

Date of Invoice: 7/31/20
Due Date: 8/30/20
Period: 7/1/20 - 7/31/20

Grouping	Description	Quantity	Rate	Total
HLV	Per Ticket	4	\$ 92.70	\$ 370.80
HLV	Quarter Hour	2	\$ 0.00	\$ 0.00
Grand Total			\$	370.80



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

Client ID Number	1-00121
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Invoice Number	1130362
Invoice Date	7/29/2020
Due Date	8/28/2020

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

Service Description	Total
Maintenance Services	\$4,473.13

55563 - TCEQ	-
55504 - Lift Station	620.84
55502 - Sewer	-
55501 - Water	3,852.28
55507 - New Meter	-
55505 - Meter Replacement	-
Total Invoice	4,473.12

Please Pay This Amount

Subtotal	\$4,473.13
Sales Tax	\$0.00
Total	\$4,473.13

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. 1130362 - SUMMARY

INVOICE DATE: 7/29/2020

29 Jul 2020 02:02:55PM CST

Go Green! Think before you print.

Work Type / Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
Administrative					
Administrative Services	\$0.00	\$415.92	\$0.00	\$0.00	\$415.92
AD Total	\$0.00	\$415.92	\$0.00	\$0.00	\$415.92
Maintenance, Lift Station					
LS1					
General Maintenance & Repairs	\$28.00	\$106.95	\$1.62	\$0.00	\$136.57
Preventative Maintenance	\$64.00	\$406.23	\$14.05	\$0.00	\$484.28
LS1 Total	\$92.00	\$513.18	\$15.66	\$0.00	\$620.84
LS Total	\$92.00	\$513.18	\$15.66	\$0.00	\$620.84
Maintenance, Water					
General Maintenance & Repairs	\$368.00	\$1,811.40	\$379.77	\$0.00	\$2,559.16
Lab Fees or Laboratory Sampling	\$0.00	\$0.00	\$343.20	\$0.00	\$343.20
Subcontract Services	\$0.00	\$0.00	\$534.00	\$0.00	\$534.00
MW Total	\$368.00	\$1,811.40	\$1,256.97	\$0.00	\$3,436.36
Invoice Total	\$460.00	\$2,740.50	\$1,272.63	\$0.00	\$4,473.13

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1130362 - DETAIL

INVOICE DATE: 7/29/2020

29 Jul 2020 02:02:56PM CST

Go Green! Think before you print.

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
Administrative										
Administrative Services										
	5/21/2020	2167114	COHV District Area	Consumer Confidence Report (CCR); Prepare and distribute the 2019 CCR.	\$0.00	\$391.45	\$0.00	\$0.00	\$391.45	N
	7/7/2020	2291703	COHV District Area	Miscellaneous Compliance Duties Performed for a District; Prepare and submit the 2020 QTR2 DLQOR	\$0.00	\$24.47	\$0.00	\$0.00	\$24.47	N
				Administrative Services Total	\$0.00	\$415.92	\$0.00	\$0.00	\$415.92	
				AD Total	\$0.00	\$415.92	\$0.00	\$0.00	\$415.92	
Maintenance, Lift Station										
LS1										
General Maintenance & Repairs										
	6/22/2020	2278373	COHV District Area	Investigate a Problem at a Lift Station; higher level than usual	\$12.00	\$45.83	\$0.54	\$0.00	\$58.37	N
	7/17/2020	2298391	COHV District Area	Investigate a Problem at a Lift Station; called out high level	\$16.00	\$61.12	\$1.08	\$0.00	\$78.20	N
				General Maintenance & Repairs Total	\$28.00	\$106.95	\$1.62	\$0.00	\$136.57	
Preventative Maintenance										
	7/17/2020	2260112	COHV District Area	Six Month Check Valve PM (Mechanical) must verify work type; Sched#: 6390 SchedType: MECH DateSched: 06/01/20	\$64.00	\$406.23	\$14.05	\$0.00	\$484.28	N
				Preventative Maintenance Total	\$64.00	\$406.23	\$14.05	\$0.00	\$484.28	
				LS1 Total	\$92.00	\$513.18	\$15.66	\$0.00	\$620.84	
				LS Total	\$92.00	\$513.18	\$15.66	\$0.00	\$620.84	

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1130362 - DETAIL

INVOICE DATE: 7/29/2020

29 Jul 2020 02:02:56PM CST

Go Green! Think before you print.

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
Maintenance, Water										
General Maintenance & Repairs										
	6/21/2020	2276952	COHV District Area	Chlorine Residual in the Water System; weekend residuals 6/20-6/21	\$40.00	\$229.16	\$0.00	\$0.00	\$269.16	N
	6/28/2020	2281668	COHV District Area	Chlorine Residual in the Water System; Weekend residuals 6/27-6/28	\$24.00	\$187.00	\$1.08	\$0.00	\$212.08	N
	6/30/2020	2284892	8381 Westview Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	7/2/2020	2286887	1226 Ridgeley Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	7/5/2020	2287058	COHV District Area	Chlorine Residual in the Water System; Weekend residuals 7/4-7/5	\$16.00	\$124.66	\$0.54	\$0.00	\$141.20	N
	7/12/2020	2290935	COHV District Area	Chlorine Residual in the Water System; weekend residuals 7/11-7/12	\$56.00	\$320.82	\$0.00	\$0.00	\$376.82	N
	7/10/2020	2290982	1101 Guinea Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	7/10/2020	2291285	1101 Guinea Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	7/17/2020	2295524	1306 Bridle Spur Ln	Replace Water Meter (damaged, stuck, broken dial, lid, etc.); install new 1 1/2" meter and gaskets	\$96.00	\$355.89	\$1.08	\$0.00	\$452.96	N
	7/16/2020	2295793	COHV District Area	Hang Tags in District Area (Delinquent, NSF, customer service notice, boil water notices (active & resend), VWU); Deliver tags for planned interrupted service (9)	\$32.00	\$93.24	\$2.81	\$0.00	\$128.05	N
	7/17/2020	2296904	8009 Anadell St	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	7/17/2020	2296955	8009 Anadell St	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1130362 - DETAIL

INVOICE DATE: 7/29/2020

29 Jul 2020 02:02:56PM CST

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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
	7/19/2020	2297090	COHV District Area	Chlorine Residual in the Water System; weekend residuals 7/18-7/19	\$24.00	\$187.00	\$0.54	\$0.00	\$211.54	N
	7/16/2020	2297108	1306 Bridle Spur Ln	Purchase Supplies for a Water System; Purchase 1 1/2" curb stop for meter installation	\$32.00	\$136.77	\$253.73	\$0.00	\$422.50	N
	7/20/2020	2299405	COHV District Area	Meet and/or Assist Consultants or Contractors at a Water System; 8301 west view dr meet 3rd coast	\$16.00	\$49.18	\$0.00	\$0.00	\$65.18	N
	7/23/2020	2301724	1118 Glourie Dr	Investigate Water System Leak; Investigate leak at meter	\$32.00	\$127.68	\$0.00	\$0.00	\$159.68	N
				General Maintenance & Repairs Total	\$368.00	\$1,811.40	\$379.77	\$0.00	\$2,559.16	
Lab Fees or Laboratory Sampling										
	6/26/2020	2269650	COHV District Area	Purchase Laboratory Services for Water System Asset; Water Utility Services - Monthly Lab	\$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										
	4/23/2020	2279681	COHV District Area	Purchase Subcontracted Services for Water System; Accurate Meter	\$0.00	\$0.00	\$534.00	\$0.00	\$534.00	N
				Subcontract Services Total	\$0.00	\$0.00	\$534.00	\$0.00	\$534.00	
				MW Total	\$368.00	\$1,811.40	\$1,256.97	\$0.00	\$3,436.36	
				Invoice Total	\$460.00	\$2,740.50	\$1,272.63	\$0.00	\$4,473.13	

[illegible]

INFRAMARK Work Order

District: COHV	WO#: 2291703	Dept: 5004	WO Type: AD	Resp: OPS	Issued: 7/9/2020
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Asset ID/Description: /

Activity Code/Description: ENVMISC/Miscellaneous Compliance Duties Performed for a District

Address/Location:	COHV District Area	Sched:
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Additional Address/Location or Task Details:	Prepare and submit the 2020 QTR2 DLQOR
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Req By: Vanessa Chapa	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: 7/7/2020 9:15 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$24.47
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:	Billing Notification:	No
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Field Comments: Prepare and submit the 2020 QTR2 DLQOR

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

INFRAMARK Work Order

District: COHV WO#: 2260112 Dept: 5740 WO Type: LS Resp: MTX Issued: 5/28/2020

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

Activity Code/Description: PM6MMCKLV/Six Month Check Valve PM (Mechanical) must verify work type

Address/Location: COHV District Area Sched: 6/1/2020

Additional Address/Location or Task Details: Sched#: 6390 SchedType: MECH DateSched: 06/01/20

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

Utility Staking #: UCC Start: UCC End:

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

NEW Meter ID: Read: MIU: Gallons Flushed:

Date Complete: 7/17/2020 11:30 AM Attachments: 1 Backcharge To: L-B-S:

Material / Inventory ID	Vendor / Description	PO# / P-Card	Qty	Price
SAF25	SAF. Glove. Disposable - 100 IN PK		16.00	\$7.68
GO3	OIL. Degreaser. Big Orange Spray		0.25	\$3.61
MS50	MISC. Knocker Loose 16 OZ		0.25	\$2.38
MS109	MISC. Towel Paper Roll		0.25	\$0.38

Labor / Equipment ID	Job Class	Date	Hours	OT?	Price
605328 - Isaac Santos		7/17/2020	4.00	N	\$213.59
700322 - Jamiyah Mitchell		7/17/2020	4.00	N	\$192.64
TX104415 - Utility Truck	UTLTRK	7/17/2020	4.00	N	\$64.00

Milestone: Closed Invoice#: 1130362 Date Invoiced: 7/29/2020 Total Price: \$484.28

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

Field Comments: Valve system off, disassemble check valve, clean thoroughly, reassemble check valve. Test and return to service. 7/17 both valves cleaned out thoroughly put back together test ran no leaks back in auto and breaker on valves open

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

INFRAMARK Work Order											
District: COHV		WO#: 2278373		Dept: 5755		WO Type: LS		Resp: OPS		Issued: 6/23/2020	
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 110- West @ Wirt Rd at Ridgely Dr											
Activity Code/Description: LSINVPRB/Investigate a Problem at a Lift Station											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: higher level than usual											
Req By: jn				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:		MIU:		Special Class:			
NEW	Meter ID:			Read:		MIU:		Gallons Flushed:			
Date Complete: 6/22/2020 10:00 AM				Attachments: 0		Backcharge To:			L-B-S:		
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>		<u>Qty</u>		<u>Price</u>	
SAF9			SAF. Dust Masks					0.13		\$0.54	
<u>Labor / Equipment ID</u>			<u>Job Class</u>		<u>Date</u>		<u>Hours</u>		<u>OT?</u>		<u>Price</u>
605236 - James Najjar					6/22/2020		0.75		N		\$45.83
TX112407 - Utility Truck			UTLTRK		6/22/2020		0.75		N		\$12.00
Milestone: Closed			Invoice#: 1130362		Date Invoiced: 7/29/2020		Total Price:		\$58.37		
Mgr Rev Req: No			BID/Est Cost: \$0.00		Manager Name:		Billing Notification:		No		
Field Comments: while doing my regular check noticed wet well high heavy rain in area ran both pumps in hand to lower level set back on auto once lowered but there is some infiltration on some sewer holes will inform lead tech to have guys do some dye test in area											
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:											

Page 1 of 1

INFRAMARK Work Order						
District: COHV		WO#: 2298391	Dept: 5755	WO Type: LS	Resp: OPS	Issued: 7/20/2020
Asset ID/Description: COHV-LS1/City of Hillshire Village Lift Station # 1 110- West @ Wirt Rd at Ridgely Dr						
Activity Code/Description: LSINVPRB/Investigate a Problem at a Lift Station						
Address/Location: COHV District Area					Sched:	
Additional Address/Location or Task Details: called out high level						
Req By: autodialer		Assigned To: Accounts Receivable		GL Code: 40500		
Utility Staking #:		UCC Start:		UCC End:		
OLD	Meter ID:	Read:	MIU:	Special Class:		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:		
Date Complete: 7/17/2020 1:05 PM		Attachments: 0	Backcharge To:		L-B-S:	
Material / Inventory ID		Vendor / Description		PO# / P-Card	Qty	Price
SAF9		SAF. Dust Masks			0.25	\$1.08
Labor / Equipment ID		Job Class	Date	Hours	OT?	Price
605236 - James Najjar			7/17/2020	0.50	N	\$30.56
605236 - James Najjar			7/17/2020	0.50	N	\$30.56
TX112407 - Utility Truck		UTLTRK	7/17/2020	0.50	N	\$8.00
TX112407 - Utility Truck		UTLTRK	7/17/2020	0.50	N	\$8.00
Milestone: Closed		Invoice#: 1130362	Date Invoiced: 7/29/2020		Total Price: \$78.20	
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: No	
Field Comments: Called out for high level, on arrival level was higher than usual, opened panel, found tripped, heavy rain and winds had passed by, came it to trip a phase fail, reset pump's kicked on, watched them lower leveler lift station back to normal.						
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:						

INFRAMARK Work Order

District: COHV	WO#: 2269650	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/9/2020
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Asset ID/Description: /

Activity Code/Description:	MWLAB/Purchase Laboratory Services for Water System Asset
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Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: Water Utility Services - Monthly Lab

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: 6/26/2020 8:53 AM

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$343.20
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:

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

[illegible]

INFRAMARK Work Order						
District: COHV		WO#: 2281668	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/26/2020
Asset ID/Description: /						
Activity Code/Description: DCL2RES/Chlorine Residual in the Water System						
Address/Location: COHV District Area					Sched:	
Additional Address/Location or Task Details: Weekend residuals 6/27-6/28						
Req By: james west		Assigned To: Accounts Receivable		GL Code: 40500		
Utility Staking #:		UCC Start:		UCC End:		
OLD	Meter ID:	Read:	MIU:	Special Class:		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:		
Date Complete: 6/28/2020 6:40 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>
SAF9		SAF. Dust Masks			0.25	\$1.08
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
008315 - James West			6/27/2020	0.75	Y	\$93.50
008315 - James West			6/28/2020	0.75	Y	\$93.50
TX119056 - Utility Truck		UTLTRK	6/27/2020	0.75	N	\$12.00
TX119056 - Utility Truck		UTLTRK	6/28/2020	0.75	N	\$12.00
Milestone: Closed		Invoice#: 1130362	Date Invoiced: 7/29/2020		Total Price:	\$212.08
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification:	No
Field Comments: 6/27- p 3.10 d 2.806/28- p 3.30 d 1.19						
<div> <div>No Problem Found</div> <div>Customer Responsibility</div> <div>New WO</div> <div>New Asset</div> <div>Void WO/Reason:</div> </div>						
Page 1 of 1						

INFRAMARK Work Order					
District: COHV	WO#: 2284892	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/30/2020
Asset ID/Description: /					
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service					
Address/Location: 8381 Westview Dr					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 27568887	Read: 1883.40	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 6/30/2020 12:45 PM		Attachments: 0	Backcharge To:	L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u> <u>Price</u>
SAF9		SAF. Dust Masks			0.13 \$0.00
CSTOFMVOUT					1.00 \$20.00
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u> <u>Price</u>
700366 - Charles Lowe			6/30/2020	0.75	N \$0.00
TX116022 - Utility Truck		UTLTRK	6/30/2020	0.75	N \$0.00
Milestone: Closed		Invoice#: 1130362	Date Invoiced: 7/29/2020		Total Price: \$20.00
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: Yes
Field Comments: Cleaned meter box. Read meter. Disconnected service.					
No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:	
Page 1 of 1					

INFRAMARK Work Order					
District: COHV	WO#: 2286887	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/2/2020
Asset ID/Description: /					
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service					
Address/Location: 1226 Ridgeley Dr					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 83772549	Read: 413.33	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 7/2/2020 10:45 AM		Attachments: 0	Backcharge To:	L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u> <u>Price</u>
SAF9		SAF. Dust Masks			0.13 \$0.00
CSTOFMVOUT					1.00 \$20.00
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u> <u>Price</u>
605678 - Mickayla Trombley			7/2/2020	0.75	N \$0.00
TX112443 - Utility Truck		UTLTRK	7/2/2020	0.75	N \$0.00
Milestone: Closed		Invoice#: 1130362	Date Invoiced: 7/29/2020		Total Price: \$20.00
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:		Billing Notification: Yes	
Field Comments: Read meter, turned service off. Drive time					
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:					

INFRAMARK Work Order

District: COHV **WO#:** 2287058 **Dept:** 5755 **WO Type:** MW **Resp:** OPS **Issued:** 7/2/2020

Asset ID/Description: /

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

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: Weekend residuals 7/4-7/5

Req By: CARL

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD Meter ID:

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 7/5/2020 6:29 AM

Attachments: 0

Backcharge To:

L-B-S:

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
SAF9	SAF. Dust Masks		0.13	\$0.54

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
008315 - James West		7/4/2020	0.50	Y	\$62.33
008315 - James West		7/5/2020	0.50	Y	\$62.33
TX119051 - Utility Truck	UTLTRK	7/4/2020	0.50	N	\$8.00
TX119051 - Utility Truck	UTLTRK	7/5/2020	0.50	N	\$8.00

Milestone: Closed **Invoice#:** 1130362 **Date Invoiced:** 7/29/2020 **Total Price:** \$141.20

Mgr Rev Req: No

BID/Est Cost: \$0.00

Manager Name:

Billing Notification: No

Field Comments: 7/4 p 3.00 d 2.80 7/5 p 3.20 d 2.80

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

[illegible]

INFRAMARK Work Order					
District: COHV	WO#: 2290982	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/9/2020
Asset ID/Description: /					
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service					
Address/Location: 1101 Guinea Dr				Sched:	
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 76842937	Read: 3077.84	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 7/10/2020 8:40 AM		Attachments: 0	Backcharge To:	L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>		<u>PO# / P-Card</u>	<u>Qty</u> <u>Price</u>
SAF9		SAF. Dust Masks			0.13 \$0.00
CSTOFMVOUT					1.00 \$20.00
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u> <u>Price</u>
605678 - Mickayla Trombley			7/10/2020	0.75	N \$0.00
TX112443 - Utility Truck		UTLTRK	7/10/2020	0.75	N \$0.00
Milestone: Closed		Invoice#: 1130362	Date Invoiced: 7/29/2020		Total Price: \$20.00
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:		Billing Notification: Yes	
Field Comments: Read meter, turned service off, drive time.					
No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:	
Page 1 of 1					

INFRAMARK Work Order					
District: COHV	WO#: 2291285	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/9/2020
Asset ID/Description: /					
Activity Code/Description: CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service					
Address/Location: 1101 Guinea Dr					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 76842937	Read: 3077.84	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 7/10/2020 8:45 AM		Attachments: 0	Backcharge To:	L-B-S:	
<u>Material / Inventory ID</u>		<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
SAF9		SAF. Dust Masks		0.13	\$0.00
CSTONMVIN				1.00	\$20.00
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>
605678 - Mickayla Trombley			7/10/2020	0.25	N
TX112443 - Utility Truck		UTLTRK	7/10/2020	0.25	N
Milestone: Closed		Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$20.00	
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:	Billing Notification: Yes	
Field Comments: Read meter, turned service on and meter stopped.					
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:					

INFRAMARK Work Order

District: COHV	WO#: 2295524	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/15/2020
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Asset ID/Description: /

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

Address/Location: 1306 Bridle Spur Ln

Sched:

Additional Address/Location or Task Details: Install new 1 1/2" meter and gaskets

Req By: Clint 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:
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Read:

MIU:

Gallons Flushed: 7,500.00

Date Complete: 7/17/2020 11:30 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible]

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605533 - Clinton Anthony		7/15/2020	1.00	N	\$68.38
604797 - James Horace		7/17/2020	2.50	N	\$116.55
605533 - Clinton Anthony		7/17/2020	2.50	N	\$170.96
TX119013 - Utility Truck	UTLTRK	7/17/2020	2.50	N	\$40.00
TX119016 - Utility Truck	UTLTRK	7/17/2020	2.50	N	\$40.00
TX119013 - Utility Truck	UTLTRK	7/17/2020	1.00	N	\$16.00

Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$452.96
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Mgr Rev Req: No

BID/Est Cost:

\$0.00

Manager Name:

Billing Notification: Yes

Field Comments:	Drive to address locate and dig out old meter. Service line has wrong curb stop. Will have to get new curb stop for new, larger meter. Will have to return to install new curb stop and meter. Returned with all needed parts, Dug out meter, turn off ml, remove mtrr and curb stop, installed new curb stop , gaskets meter, nuts, and bolts. Parts were changed on previous w/o'd. Turn on ml and flushed for 15 mins. customer has to connect customer line to meter after , replacing pvc line
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2295793	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/15/2020
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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	Sched:
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Additional Address/Location or Task Details:	Deliver tags for planned interrupted service (9)
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Req By: Clint A	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: 7/16/2020 9:30 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$128.05
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:	Billing Notification:	Yes
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Field Comments: Deliver green tag

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

INFRAMARK Work Order					
District: COHV		WO#: 2296904	Dept: 5755	WO Type: MW	Resp: OPS
Issued: 7/17/2020					
Asset ID/Description: /					
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service					
Address/Location: 8009 Anadell St					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 50890882	Read: 12.2	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 7/17/2020 9:20 AM		Attachments: 0	Backcharge To:	L-B-S:	
Material / Inventory ID		Vendor / Description		PO# / P-Card	Qty Price
SAF9		SAF. Dust Masks			0.13 \$0.00
CSTOFMVOUT					1.00 \$20.00
Labor / Equipment ID		Job Class	Date	Hours	OT? Price
605678 - Mickayla Trombley			7/17/2020	0.75	N \$0.00
TX112443 - Utility Truck		UTLTRK	7/17/2020	0.75	N \$0.00
Milestone: Closed		Invoice#: 1130362	Date Invoiced: 7/29/2020		Total Price: \$20.00
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification: Yes
Field Comments: read meter, turned service off, drive time.					
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:					

INFRAMARK Work Order					
District: COHV	WO#: 2296955	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/17/2020
Asset ID/Description: /					
Activity Code/Description: CSTONMVIN/Customer Move In - Read Meter, Reconnect or Turn On Service					
Address/Location: 8009 Anadell St					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 50890882	Read: 12.2	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 7/17/2020 9:25 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>
SAF9		SAF. Dust Masks			0.13 \$0.00
CSTONMVIN					1.00 \$20.00
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u> <u>Price</u>
605678 - Mickayla Trombley			7/17/2020	0.25	N \$0.00
TX112443 - Utility Truck		UTLTRK	7/17/2020	0.25	N \$0.00
Milestone: Closed		Invoice#: 1130362	Date Invoiced: 7/29/2020		Total Price: \$20.00
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:		Billing Notification: Yes	
Field Comments: Read meter, turned service on, meter stopped.					
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:					

INFRAMARK Work Order

District: COHV	WO#: 2297090	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/17/2020
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Asset ID/Description: /

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

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: weekend residuals 7/18-7/19

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: 7/19/2020 5:37 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$211.54
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Mgr Rev Req: No

BID/Est Cost: \$0.00

\$0.00 **Manager Name:**

Billing Notification: No

Field Comments: 7/18 p 3.00 d 2.70 / 7/19 p 4.60 d 3.90

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

INFRAMARK Work Order

District: COHV	WO#: 2297108	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/17/2020
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Asset ID/Description: /

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

Address/Location: 1306 Bridle Spur Ln

Sched:

Additional Address/Location or Task Details: Purchase 1 1/2" curb stop for meter installation

Req By: Clint 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:

Date Complete: 7/16/2020 4:00 PM

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$422.50
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Mgr Rev Req: No

BID/Est Cost:

\$0.00 Manager Name:

Billing Notification: No

Field Comments: Picked up curb stop, alt thread, 90, and bushing to complete meter install of new upsized meter.

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

INFRAMARK Work Order

District: COHV	WO#: 2299405	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/21/2020
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Asset ID/Description: /

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

Address/Location: COHV District Area

Sched:

Additional Address/Location or Task Details: 8301 west view dr meet 3rd coast

Req By: mickayla

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: 7/20/2020 11:30 AM

Attachments: 0

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$65.18
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Mgr Rev Req: No

BID/Est Cost: \$0.00

Manager Name:

Billing Notification: No

Field Comments: met with Third Coast for water sampling

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

INFRAMARK Work Order					
District: COHV	WO#: 2301724	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/23/2020
Asset ID/Description: /					
Activity Code/Description: MWINVL/Investigate Water System Leak					
Address/Location: 1118 Glourie Dr					Sched:
Additional Address/Location or Task Details: Investigate leak at meter					
Req By: James Najar		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 36317804	Read: 3702.4	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 7/23/2020 2:00 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>
605533 - Clinton Anthony		7/23/2020	0.75	N	\$51.29
605236 - James Najar		7/22/2020	0.50	N	\$30.56
605236 - James Najar		7/22/2020	0.75	N	\$45.83
TX119013 - Utility Truck	UTLTRK	7/23/2020	0.75	N	\$12.00
TX112407 - Utility Truck	UTLTRK	7/22/2020	0.50	N	\$8.00
TX112407 - Utility Truck	UTLTRK	7/22/2020	0.75	N	\$12.00
Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$159.68		
Mgr Rev Req: No	BID/Est Cost: \$0.00	Manager Name:	Billing Notification: No		
Field Comments: Susan reported leak, pumped out water, found leak on customer side. Spoke with customer. Later, customer called and plumber told customer that leak in on district side. Went back and dug out area to show the customer that the leak is on his side.					
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:					

INFRAMARK Work Order

District: COHV	WO#: 2295524	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/15/2020
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Asset ID/Description: /

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

Address/Location:	1306 Bridle Spur Ln	Sched:
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Additional Address/Location or Task Details: Install new 1 1/2" meter and gaskets

Req By: Clint A	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: 7,500.00
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Date Complete: 7/17/2020 11:30 AM	Attachments: 0	Backcharge To:	L-B-S:
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[illegible]

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605533 - Clinton Anthony		7/15/2020	1.00	N	\$68.38
604797 - James Horace		7/17/2020	2.50	N	\$116.55
605533 - Clinton Anthony		7/17/2020	2.50	N	\$170.96
TX119013 - Utility Truck	UTLTRK	7/17/2020	2.50	N	\$40.00
TX119016 - Utility Truck	UTLTRK	7/17/2020	2.50	N	\$40.00
TX119013 - Utility Truck	UTLTRK	7/17/2020	1.00	N	\$16.00

Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$452.96
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:	Billing Notification:	Yes
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Field Comments:	Drive to address locate and dig out old meter. Service line has wrong curb stop. Will have to get new curb stop for new, larger meter. Will have to return to install new curb stop and meter. Returned with all needed parts, Dug out meter, turn off ml, remove mrtr and curb stop, installed new curb stop , gaskets meter, nuts, and bolts. Parts were changed on previous w/o'd. Turn on ml and flushed for 15 mins. customer has to connect customer line to meter after , replacing pvc 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#: 2279681	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/24/2020
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Asset ID/Description: /

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

Address/Location:	COHV District Area	Sched:
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Additional Address/Location or Task Details: Accurate Meter

Req By:	Assigned To: Accounts Receivable	GL Code: 40900
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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 12:00 AM	Attachments: 1	Backcharge To:	L-B-S:
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[illegible][illegible]

Milestone: Closed	Invoice#: 1130362	Date Invoiced: 7/29/2020	Total Price: \$534.00
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Mgr Rev Req:	No	BID/Est Cost:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:

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

INFRAMARK Work Order						
District: COHV		WO#: 2295524	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 7/15/2020
Asset ID/Description: /						
Activity Code/Description: MWREPMTR/Replace Water Meter (damaged, stuck, broken dial, lid,etc.)						
Address/Location: 1306 Bridle Spur Ln					Sched:	
Additional Address/Location or Task Details: Install new 1 1/2" meter and gaskets						
Req By: Clint A		Assigned To: Accounts Receivable		GL Code: 40500		
Utility Staking #:		UCC Start:		UCC End:		
OLD	Meter ID:	Read:	MIU:	Special Class:		
NEW	Meter ID:	Read:	MIU:	Gallons Flushed: 7,500.00		
Date Complete: 7/17/2020 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>
SAF9		SAF. Dust Masks			0.25	\$1.08
<u>Labor / Equipment ID</u>		<u>Job Class</u>	<u>Date</u>	<u>Hours</u>	<u>OT?</u>	<u>Price</u>
605533 - Clinton Anthony			7/15/2020	1.00	N	\$68.38
604797 - James Horace			7/17/2020	2.50	N	\$116.55
605533 - Clinton Anthony			7/17/2020	2.50	N	\$170.96
TX119013 - Utility Truck		UTLTRK	7/17/2020	2.50	N	\$40.00
TX119016 - Utility Truck		UTLTRK	7/17/2020	2.50	N	\$40.00
TX119013 - Utility Truck		UTLTRK	7/17/2020	1.00	N	\$16.00
Milestone: Closed		Invoice#: 1130362	Date Invoiced: 7/29/2020		Total Price:	\$452.96
Mgr Rev Req: No		BID/Est Cost: \$0.00	Manager Name:		Billing Notification:	Yes
Field Comments: Drive to address locate and dig out old meter. Service line has wrong curb stop. Will have to get new curb stop for new, larger meter. Will have to return to install new curb stop and meter. Returned with all needed parts, Dug out meter, turn off ml, remove mtrr and curb stop, installed new curb stop , gaskets meter, nuts, and bolts. Parts were changed on previous w/o'd. Turn on ml and flushed for 15 mins. customer has to connect customer line to meter after , replacing pvc line						
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:						

Page 1 of 1

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

REGULAR COUNCIL MEETING

1. CALL TO ORDER REGULAR COUNCIL MEETING

1.1 Invocation was given by Council Member Schwarz.

1.2 Pledge of Allegiance

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

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

3. REPORTS TO COUNCIL:

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

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

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

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

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

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

4. DISCUSSION AND POSSIBLE ACTION:

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

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

Swanson.

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

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

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

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

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

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

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

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

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

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

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

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

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

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

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

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

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

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

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

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

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

5. PUBLIC HEARING

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

There were no citizen's comments.

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

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

Mayor Herron said letters were received via email from Hilshire Village citizens unable to attend the meeting. The authors of those communications were;

Jim Harbison, 11 Pine Creek Ln
Ray Leiker, 1236 Archley Dr
Nyle & Nancy Polis, 1210 Glourie Dr
Regina Giovanni, 1321 Glourie Dr
Mike Taub & Nancy Friedman Taub, 1313 Pine Chase Dr
Melissa Blakeslee, 24 Hickory Shadows Dr
Wally Partridge, 1301 Glourie Dr
Kathleen Bradley, 1339 Friarcreek Ln
Rick & Janet Wourms, 8201 Burkhart Rd
Zandra Anderson, 8214 Mallie Ct
Grady Farris, 1138 Glourie Dr
Veronica Brittain, 1318 Pine Chase Dr
Bill Bristow, 1233 Pine Chase Dr
Kay Morgan, 15 Pine Creek Ln
Phil Brooks, 1026 Glourie Cir
Alex Elsik, 1228 Ridgeley Dr
Allan Torregrossa, 21 Hickory Shadows.

Some messages were received just prior to the start of the meeting. All messages were forwarded to Council electronically, however, not all were included in the following analysis due to time constraints.

Mayor Herron stated that of the emails received, eleven citizens were against the increase to 60%, three favored the change and one stated that the consequences are unknown. Mayor Herron summarized the concerns raised in the letters such as frequent changing of ordinance causing confusion, unknown effects of the 5% difference, and specific problem areas that need to be addressed individually.

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

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

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

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60%.

Mayor Pro Tem Maddock said he agrees with Engineer Him on the minimal impact but does not like changing the requirements so often.

Council Member Gordy said when the decision was made to reduce the percentage to 55%, it was stated and agreed upon that it could be reconsidered at a later date if it did not make a difference or had a negative impact. He stated that there has not been major flooding or drainage issues as a result of storms in the City since the changes were made but it has negatively affected property owners who are developing their property. Council Member Gordy said that he read all the emails provided and a lot of them were very emotional. He felt the emails were a result of solicitation of like-minded people. He said if he knocked on doors, he would probably find different opinions. He does not see a positive impact if the ordinance is approved as it reads. The emails do not provide valid evidence that the majority of Hilshire Village citizens are against the change. He stated that he has not yet seen concrete data that proves that the City has benefited from the reduced 55% impervious coverage limit as compared to 60% which was the limit prior to 2016.

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

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

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

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

Kathleen Stafford, 8205 Burkhardt Rd, said she does not think that development necessarily increases value to the neighborhood. She stated that some people prefer trees and greenspace over covered properties. Mrs. Stafford said a lot more ground is being covered than used to and that needs to be taken into account.

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

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

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

6. DISCUSSION AND POSSIBLE ACTION:

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

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

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

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

City Administrator Blevins asked Attorney Bounds what the qualifications are for applying to the Board of Adjustments. City Attorney Bounds said that anyone can apply to the Board, but City staff advises that a Board of Adjustments qualifier is that the property must have a hardship that requires special consideration in order to develop it. He said this must be a condition on your lot that you have no control over. City Attorney Bounds stated that it is hard to justify that different impervious coverage allowances alleviates economic hardship for a variance. He said ultimately it is the property owner's right to appeal to the Board of Adjustments; however, that the Board of Adjustment is not in place to allow different rules for every lot based on the property owner's desires. He said the Board is only authorized to make exceptions when unique situations cause the property owner to be unable to economically follow the rules set forth in ordinances.

Council Member Byrne said the City loses more permeability every time a new house is constructed. He also said that the 50% back to 60% non-permeable coverage could cause flooding problems. Council Member Byrne stated that the emails sent to the City are from citizens who are passionate about what they believe in and care about the

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City. He also said that if the majority that took interest in responding to the issue cared enough to submit something, then council should consider to the citizen's concerns. The majority of letters submitted expressed that the citizen(s) did not want the change. He said home buyers should research the limits of the City before they purchase and adhere to those rules.

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

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

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

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

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

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

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

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

Attorney Bounds said this problem occurs when the covering is installed parallel,

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attaching the garage to the main building.

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

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

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

The City Engineer and Building Official were excused.

7. REPORTS TO COUNCIL: (Con't)

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

1. CLOSED EXECUTIVE SESSION: None

2. DISCUSSION:

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

10. REPORTS TO COUNCIL: (Con't)

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

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

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

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

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

12.REPORTS FROM COUNCIL:

13.ADDITIONAL COUNCIL COMMENTS:

14.FUTURE AGENDA TOPICS:

15.ANNOUNCEMENTS:

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

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

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

Mayor Herron

ATTEST:

Susan Blevins, City Secretary

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REGULAR COUNCIL MEETING

1. CALL TO ORDER REGULAR COUNCIL MEETING

1.1 Invocation was given by Mayor Pro Tem Maddock.

1.2 Pledge of Allegiance

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

2. CITIZEN'S COMMENTS: None

3. REPORTS TO COUNCIL:

3.1 Police Report: Council received the monthly report which showed 62 calls for service in the month of June. There were no outstanding issues to address with Council.

3.2 Building Official's Report: There were no significant events to discuss.

3.3 Engineer's Report: Engineer Him said he received quotes from DonMar Grading today for the annual ditch grading. He said he will work with Administrator Blevins on selecting the areas to be included and the budget for the project. Administrator Blevins said the City's annual budget includes \$30,000 for ditch cleaning, and Council has already approved to use \$15,000. She said the remaining is available for additional grading work such as the Pine Chase Grove project and resolution of the culvert end treatment at 1323 Pine Chase Grove. Administrator Blevins said she has a list of addresses that have previously expressed concerns over their ditches but has not reached out to residents recently so there could be more.

Engineer Him stated that the City received the results from the lead and copper testing which showed that the samples did not exceed the maximum allowable levels. He said the City should now qualify for the tri-annual testing (once every three years) instead of the current required annual testing.

Engineer Him said there is a grant opportunity available from the Texas General Land Office. The CDBG Mitigation Plan Program has no Benefit Cost Analysis requirement which means the City does not have to match a percent of the funds. In the past the City had to apply for this type of grant through Harris County as a group to meet the LMI requirement. This is no longer the case and the City can apply directly as long as the overall program meets the LMI requirement. The City would still have to go through the process of hiring a grant administrator and an engineer. He asked if Council was interested in pursuing; if so, he would look into it further. He stated there was short time period to apply for the grant. City Administrator Blevins stated if Council wanted to look

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into it, she could add to the Agenda for the Special Council Meeting to vote on the proposed tax rate.

4. PUBLIC HEARING:

4.1 Mayor Herron called to order the Public Hearing at 6:52 PM.

There were no comments.

Mayor Herron adjourned the Public Hearing at 6:53 PM

5. DISCUSSION AND POSSIBLE ACTION:

5.1 Mayor Pro Tem Maddock made a motion to discuss and possibly approve 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 requirements in front of front building line, behind front building line, and for total lot, seconded by Council Member Schwarz.

Mayor Herron said the key change is that the requirements for new construction are separate from those for existing residential buildings. For new construction, the property owner will be able to choose which side of the building line will be less than 50% impervious knowing that the other side must be less than 55% impervious. He said residential buildings constructed prior to April 2016 but after April 2010 will be allowed to remain under the 50% impervious in front of the front building line and 60% behind the front building line. Mayor Herron said residences that were built prior to April 2010, and are noncompliant, will be allowed to make modifications behind the front building line but must reduce impervious coverage to 65%.

Mayor Pro Tem Maddock said he trusts Engineer Him's opinion and guidance.

Mayor Herron asked Building Official Taylor and Deputy Building Official DuVall if these are enforceable guidelines, they answered "yes".

City Attorney Bounds said some of the language needs to be corrected. He stated that when he was drafting the ordinance with the changes Council discussed at the June 16th meeting, he misunderstood the options that Council was considering. Council Member Byrne also pointed out that an inconsistency in the description of the percentages needed correction.

The corrected paragraph would read: (a) For new construction: The maximum coverage of any lot with any non-permeable constructed surface shall not exceed fifty-five (55) percent of the lot area located behind the required front building line and shall not exceed fifty (50) percent of the lot area located in front of the required front building line; provided, however, the non-permeable constructed surface in front of the required front

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building line may be increased to fifty-five (55) percent if the non-permeable constructed surface behind the required front building line does not exceed fifty (50) percent of the lot area located behind the required front building line

A roll call vote was taken to approve the motion approving 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 requirements in front of front building line, behind front building line, and for total lot.

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.

- 5.2** Mayor Pro Tem Maddock made a motion to discuss and possibly approve the rules of the Board of Adjustment, letter to applicants and application, seconded by Council Member Byrne.

City Attorney Bounds said in the most recent session, the legislature transferred the duty to City Council to approve the rules for the Zoning Board of Adjustments. He also said there is a new option for the applicant to have a more formal hearing process in question and answer format.

Wally Partridge, Chairman of the Board of Adjustments, said there were changes to the state law to make sure that the board has a hearing in a timely fashion. He said there are more restrictions on when the application is received and the time limit to publish and have a hearing. He said that if they don't have a hearing by the required date then the applicant is automatically granted relief. Chairman Partridge said it is hard to get a quorum especially considering the requirement to notify 10 days in advance.

A roll call vote was taken to approve the motion approving the rules of the Board of Adjustment, letter to applicants and application.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

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The motion passed unanimously.

- 5.3** Mayor Herron asked the City Attorney to explain the agenda item to discuss and provide direction to staff regarding Article 91:04.01 Special Exceptions regarding area or setback requirements.

City Attorney Bounds said while reviewing the new rules for the Zoning Board of Adjustments, he read the section about special exceptions. He stated there are three basic functions of the Board: 1) consider appeals of decisions by the zoning official, 2) grant a variance if the lot is not able to be developed due to a unique situation causing hardship, and 3) grant special exceptions as defined by city council in ordinance.

City Attorney Bounds said that section 91:04.01 appears to be a restatement of a variance process as a special exception. He felt that this section of the ordinance needed to be reviewed to see if it needed to be modified. Mayor Herron asked the City Attorney how the City should go about reviewing. The attorney suggested the Zoning Committee review it. Mayor asked the Committee to review when possible. City Attorney Bounds stated that changes would need to be the same as any Zoning changes which included Public Hearings. Council agreed that the Zoning Committee should review and come back to Council with suggestions.

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

Engineer Him said that he consulted with BJ King, DonMar Grading, who provided a quote for approximately \$2,700 which includes the cleaning and re-grading of the ditch as well as removal of the safety end treatment.

Jon Simon, 1323 Pine Chase Grove, stated that the installation of the sand and sod was done correctly and that subsequent weather was the cause of the sand in the ditch. He said he was offended by the ordinance violation letter he received regarding the amount of sand in the ditch blocking proper storm drainage.

Mayor Herron said the safety issue is the concrete end segment extending from the culvert running under the driveway. Mr. Simon responded that the safety issue was the entire ditch. He referenced materials provided to council from the US Department of Transportation, a study on The Potential for Brain Injury on Selected Surfaces used by Cheerleaders, and a report from Japan on the Characteristics of patients who fell into open drains.

Mayor Herron said if the City covers this ditch, they would have to cover all the ditches in the City. Mr. Simon said this particular ditch is more of a safety issue than the other ditches in the City because it was where the children play in the cul-de-sac and because

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of the neighboring yard drainage issues.

Council Member Gordy stated the end treatment could be modified to match the neighboring culverts. He said that he has a deeper ditch and more traffic on his property than Pine Chase Grove gets and does not see this ditch as an unsafe condition but instead a common one. He is not aware of any reported injuries in Hilshire Village due to the condition in the pictures presented.

Council Member Byrne said he has been to the site with Council Member Gordy, DonMar and City Engineer Him. He stated that he supports removing the end treatment and replacing with the standard culvert used in other areas. Also, he said the water needs to be re-routed the way it is supposed to be to the ditch. He stated that the new sand and sod created an even higher surface level and the storm water couldn't drain after installation.

Mayor Herron stated that the City has a proposal from DonMar to do grading and the remove the end treatment. He asked if the City should do the grading at this time and wait to decide on the end treatment. City Engineer Him said they should be done concurrently, but it could be separated if needed. Mayor Herron said maybe the City should approve the grading and end treatment and then re-visit the cul-de-sac drainage to make changes if the area still needs it.

Mayor Pro Tem Maddock amended his original motion to authorize the removal of the safety end treatment and restore the ditch embankment, seconded by Council Member Gordy.

A roll call vote was taken to approve the motion approving the removal of the safety end treatment and restoration of ditch embankment at 1323 Pine Chase Grove.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Swanson – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

The City Engineer was excused.

6. REPORTS TO COUNCIL: (Con't)

6.1 Fire Commissioner's Report: Commissioner Byrne said there were 2 fire calls and 4 EMS calls.

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Commissioner Byrne stated that the fire station rebuild has started. He said most of the demolition has been completed where the new dispatch will be in order for them to be up and running while the rest of the station is demolished and rebuilt. He stated that the tower should be removed soon and the Cypress trees on the East side of the building will be removed for the temporary housing trailers. Council Member Gordy asked what date the project broke ground. Commissioner Byrne responded, "July 6th". Mayor Pro Tem Maddock asked about the state of the project budget. Commissioner Byrne responded that the Fire Commissioners are considering requesting additional funds for contingency reserves. Council Member Gordy asked what the contingency allowance was set at. Commissioner Byrne responded, "\$200,000 of which, approximately \$31,000 has been allocated". Council Member Gordy asked if there are other anticipated overruns that have been identified. Commissioner Byrne said it is unknown what they will find in the main structure when demolition begins.

Council Member Byrne regrettably reported that there was a call for a swimming pool drowning and reminded Council to practice water safety.

7. CLOSED EXECUTIVE SESSION: None

8. CONSENT AGENDA: Council Member Byrne made a motion to approve the Consent Agenda presented to Council including Disbursement Summary, Deposits, and Check Register for June, 2020, tabling the Minutes from the Regular Council Meeting of June 16, 2020, seconded by Mayor Pro Tem Maddock.

Council Member Byrne stated he felt the minutes did not represent all that was said during the Public Hearing and wanted them to be reviewed. He also brought up an overtime charge for flushing the hydrant on a Sunday. City Administrator Blevins said they may have had a reason, TCEQ coming to test. Mayor Pro Tem Maddock brought up another invoice. City Administrator Blevins stated she will contact Robert Ring with Inframark to clarify the invoice charges. Council Member Byrne wants to pull the specific work orders from the invoice City Attorney Bounds said per the prompt payment act, you have to pay everything except what is disputed.

A vote was taken to approve the motion approving the Consent Agenda presented to Council including Disbursement Summary, Deposits, and Check Register for June, 2020 and to table Minutes from the Regular Council Meeting of June 16, 2020 and the specific disputed work orders from Inframark.

The motion passed unanimously.

The City Attorney was excused.

9. DISCUSSION AND POSSIBLE ACTION:

9.1 Council Member Byrne made a motion to consider acceptance of Council Member

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Robert Swanson's resignation and discuss the replacement process, seconded by Mayor Pro Tem Maddock.

Council Member Swanson said "it has been a pleasure serving as a Council Member for four (4) years and on the HVCEFFC for a year prior to that. The City is well ran and is in great shape financially. We are well represented and have complimented each other. It's been a great project." He stated he was only moving a few minutes away.

City Administrator Blevins stated that Council Member Schwarz has volunteered to be on the HVCEFFC Committee.

A vote was taken to approve the motion accepting Council Member Robert Swanson's resignation.

The motion passed unanimously.

- 9.2** Mayor Pro Tem Maddock made a motion to approve the City of Hilshire Village Proclamation to Council Member Swanson for his years of service to the City, seconded by Council Member Schwarz.

A vote was taken to approve the motion approving the City of Hilshire Village Proclamation to Council Member Swanson for his years of service to the City.

The motion passed unanimously.

- 9.3** A discussion was had on the FYE 2021 Budget and Tax Rates, setting a date for a Special Council Meeting to approve the Proposed Property Tax, an explanation of changes in laws.

City Administrator Blevins said the terminology has changed. The voter approval rate is 3.5% increase above the effective rate so using the same numbers as last year and some estimates we will be in the positive with this rate.

Council agreed to have a Special Council Meeting August 5th at 4:00 PM to vote on the proposed tax rate. Mayor Herron suggested that Council not go above the voter approval rate.

City Administrator Blevins said she is expecting to have more accurate numbers from Harris County Appraisal District early next week.

- 9.4** City Administrator Blevins said the City Office continues to run on limited hours and remotely. She stated she was working on setting up the office to be able to accept credit cards.

10. REPORTS TO COUNCIL: (Con't)

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

10.1 City Administrator's Report: City Administrator Blevins stated that there have been a lot of new construction meetings and plan submittals. She said one (1) of the four (4) new lots have submitted plans and the new owners of another lot will be submitting soon. She said the lot closest to Westview has been taken off the market for the time-being but lot two (2) is still up for sale.

City Administrator Blevins stated the courts were still closed and the police department has asked that the City limit calls to the necessities.

Mayor Herron suggested that the agenda for the next meeting should include a short discussion about personal items in the front yard and if there is anything we should be doing about that.

City Administrator Blevins stated she could also add information about the CDBG Mitigation Grant on the next agenda. Council Member Gordy asked about using the disaster Grant money to work on the ravines. He said a needs assessment from Engineer Him would help determine the scope of work. City Administrator Blevins said several people have recently done work on their rear ravine areas along the bayou.

City Administrator Blevins said a citizen tripped over a crack in the street on Hilshire Green. Mayor Herron said the CDBG Mitigation Grant could help with this as well. City Administrator said lowering the streets will help correct the drainage and therefore qualifies. She said to lower the streets you would also have to move the utilities.

10.2 Treasurer's Report:

11. REPORTS FROM COUNCIL:

12. ADDITIONAL COUNCIL COMMENTS:

13. FUTURE AGENDA TOPICS:

14. ANNOUNCEMENTS:

15. ADJOURNMENT: Council Member Swanson made a motion to adjourn the meeting, seconded by Council Member Gordy.

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

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

The meeting was adjourned at 8:34 P.M.

Mayor Herron

ATTEST:

Susan Blevins, City Secretary

WEDNESDAY, AUGUST 5, 2020
BUDGET WORKSHOP AND SPECIAL COUNCIL MEETING
4:00 P.M.

BUDGET WORKSHOP AND SPECIAL COUNCIL MEETING

1. CALL TO ORDER SPECIAL COUNCIL MEETING

1.1 Present were Mayor Herron, Council Member Gordy, Council Member Byrne, Mayor Pro Tem Maddock, and Council Member Schwarz. Also present were City Engineer Him, City Administrator Blevins, and Assistant City Secretary Stephens.

2. DISCUSSION AND POSSIBLE ACTION:

2.1 Mayor Pro Tem Maddock made a motion to discuss and possibly take action to pursue Texas General Land Office (GLO) Community Development Block Grant Mitigation (CDBG-MIT) funds, including procurement process for Grant Administration and Engineering Services, seconded by Council Member Byrne.

Engineer Him said that he received additional information that indicates the City might not be eligible for these funds. He stated that in the past, the City has qualified for grants based on benefit-cost analysis but this grant is evaluating based on a points matrix. Engineer Him said that at least 50% of the funds must be used for activities that benefit low-to-moderate income (LMI) persons in order to qualify for 20 points from a total of 105. He said although fulfilling this stipulation is not a requirement of the grant, the point value loss that it represents would reduce the final score significantly.

Engineer Him stated that there are three (3) programs, but the City of Hilshire Village qualifies for low and sometimes no points and has a low likelihood of being selected. He said Piney Point is applying even with the low probability of being selected, however it is Council's decision.

Engineer Him also stated that now the applications are done by the grant administrator instead of HDR Engineering like in the past.

Council Members Byrne, Schwarz and Mayor Pro Tem Maddock agreed that they were not in favor of spending the application money with low odds for success. Council Member Gordy said the city's budget is not large enough to take the chance.

A vote was taken to approve the motion to pursue Texas General Land Office (GLO) Community Development Block Grant Mitigation (CDBG-MIT) funds, including procurement process for Grant Administration and Engineering Services.

The motion was denied unanimously.

2.2 City Administrator Blevins discussed the FYE 2021 Budget possible tax rates, stating that Council needs to decide on the highest rate that they would consider approving once the final budget is presented.

City Administrator Blevins said in her opinion, the no new revenue rate does not collect enough funds. She said the voter approval rate, being 3.5%, provides enough for the budget with a little extra for contingency. She said she spoke with

WEDNESDAY, AUGUST 5, 2020
BUDGET WORKSHOP AND SPECIAL COUNCIL MEETING
4:00 P.M.

Mayor Herron and they agreed that the rate should not be too high in consideration of homeowners and their job status considering the pandemic.

City Administrator Blevins said that the de minimis rate can be up to 8% although there is a chance of having an election. She said implementing a rate above 8% guarantees an election.

The City has not used the city hall improvement funds for carpeting and painting. We could move the funds to a reserve. Mayor Pro Tem Maddock said it is long overdue.

Council set the next Budget Workshop for August 18th Regular Council Meeting. City Administrator Blevins said now there is only one public hearing required for each the proposed budget and tax rate, and those will be scheduled with the September 15th Regular Council Meeting. She said the final budget approval will be scheduled for September 21st.

Mayor Pro Tem Maddock said the City should expect to see increases in water rates from the City of Houston. City Administrator Blevins said the utility budget will need to make rate adjustments every year in response to increasing rates from City of Houston.

Council Member Byrne asked about the budget line item for water quality testing and if that will be reduced now that the City qualifies for less frequent testing. City Administrator Blevins said those funds are for daily testing by Inframark as well as quarterly testing by TCEQ. Council Member Byrne asked if this is the last payment for the TxDOT Noise Mitigation Project. City Administrator Blevins answered, "Yes".

Council Member Byrne asked if the City is behind on the revenue for permits and inspections. City Administrator Blevins explained that the engineering plan review and inspections are expensive, but there are plan amendment fees and re-inspection fees designed to recover some of those costs. She said on the building side of plan review and inspections, the revenue is covering the cost.

Council Member Gordy asked about the reserved funds in the budget for the Hickory Shadows water vault. Engineer Him said that they have not been able to get in contact with someone who can give answers, he will ask a transportation colleague for a TxDOT representative who can help.

- 2.3** Mayor Pro Tem Maddock made a motion to discuss and possibly approve the City of Hilshire Village Resolution Number 2020-206 approving the Proposed 2020 Tax Rate, being the Voter Approval Rate of 0.590120, M & O Rate of 0.449316, and I & S Debt Tax Rate of 0.140804 and authorizing the City Administrator/City Secretary as the designated employee of the City to make the calculations required by Section 26.04 of the Tax Code, and will provide information to other governmental entities regarding the adoption of the City's

**WEDNESDAY, AUGUST 5, 2020
BUDGET WORKSHOP AND SPECIAL COUNCIL MEETING
4:00 P.M.**

2020 Tax Rate and to publish the required information, seconded by Council Member Schwarz.

A roll call vote was taken to approve the motion approving the City of Hilshire Village Resolution Number 2020-206 approving the Proposed 2020 Tax Rate, being the Voter Approval Rate of 0.590120, M & O Rate of 0.449316, and I & S Debt Tax Rate of 0.140804 and authorizing the City Administrator/City Secretary as the designated employee of the City to make the calculations required by Section 26.04 of the Tax Code, and will provide information to other governmental entities regarding the adoption of the City's 2020 Tax Rate and to publish the required information.

Mayor Pro Tem Maddock – Aye

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

3. ANNOUNCEMENTS:

4. ADJOURNMENT: Council adjourned the meeting.

The meeting was adjourned at 5:04 P.M.

Mayor Herron

ATTEST:

Susan Blevins, City Secretary

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
ACH 07-01-20	7/1/20	Sprg.Valley GenFund- Pol	11114	41,820.42
8285	7/1/20	Village Fire Department	11114	20,063.68
8286	7/1/20	Villages Mutual Insurance	11114	1,782.13
8287	7/1/20	Waste Corporation of Tex	11114	6,799.59
8288	7/8/20	State Comptroller	11114	1,113.44
8289	7/10/20	Sanchez Landscaping	11114	280.00
8290	7/14/20	Centerpoint-Energy	11114	23.68
8291	7/14/20	A T & T	11114	76.08
ACH1 -7-15-20	7/15/20	Cassandra L. Stephens	11114	1,542.58
ACH 07-15-20	7/15/20	Susan N. Blevins	11114	2,879.38
ELECTRONIC 07-	7/15/20	Internal Revenue Service	11114	1,701.48
ELECTRONIC1 07	7/15/20	Texas Municipal Retireme	11114	1,935.14
Metro 1 2107	7/15/20	Flores Tree Service	11120	3,400.00
8292	7/21/20	OFFICE DEPOT	11114	197.05
8293	7/21/20	Amegy Bank	11114	387.22
8294	7/21/20	Northwest Pest Patrol	11114	440.00
8295	7/21/20	Harris County Mayors &	11114	500.00
8296	7/21/20	BBG Consulting	11114	2,500.00
8297	7/21/20	Olson & Olson, Attys at L	11114	2,350.00
8298	7/21/20	Houston Chronicle	11114	152.80
8299	7/21/20	HDR	11114	19,932.67
8300	7/27/20	Hudson Energy Services L	11114	510.53
8301	7/28/20	Vital Records Control	11114	54.45
ACH 07-30-20	7/30/20	A T & T	11114	357.08
ACH 07-31-20	7/31/20	Susan N. Blevins	11114	2,879.38
ACH1 07-31-20	7/31/20	Cassandra L. Stephens	11114	1,676.91
ELECTRONIC 07-	7/31/20	Internal Revenue Service	11114	1,748.72
Total				117,104.41

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
3883	7/1/20	Inframark, LLC	11012	2,000.00
3884	7/1/20	Hudson Energy Services L	11012	22.42
3885	7/6/20	A T & T	11012	225.00
3887	7/8/20	City of Hilshire Village	11012	14,651.06
3886	7/8/20	City of Hilshire Village	11012	14,832.12
3888	7/10/20	City of Houston, Public W	11012	23,324.43
3889	7/21/20	HDR	11012	123.62
3890	7/21/20	USIC Locating Services	11012	208.58
3891	7/21/20	Texas Excavation Safety S	11012	7.60
3892	7/21/20	Cityof Houston#7099-300	11012	21,216.62
3893	7/23/20	Inframark, LLC	11012	4,679.12
Total				81,290.57