



# Public Hearings and Regular Council Meeting Agenda

Tuesday, September 21, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**Notice is hereby given of a Regular Council Meeting and Public Hearing of the City of Hilshire Village, Texas Council to be held on Tuesday, September 21, 2021 at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055**

**The meeting will be in person and social distancing is requested. Face Mask are recommended.**

**Any person may participate and address the City Council at the meeting or public hearing by Zoom, telephone, personal appearance at City Hall, or by writing.**

### **Join the meeting via Zoom**

Time: Sep 21, 2021 06:30 PM Central Time (US and Canada)

<https://zoom.us/j/95782751725?pwd=T0ZIR0VCdXNTa04xbzBNampVUmYvZz09>

Meeting ID: 957 8275 1725      Passcode: 176189

Join the meeting via Telephone

+1 346 248 7799 US (Houston)

Meeting ID: 957 8275 1725      Passcode: 176189

This written notice, the meeting agenda, and the agenda packet, are posted online at <http://www.hilshirevillagetexas.com>.

The public will be permitted to offer public comments in person, through zoom or electronically as provided by the agenda and as permitted by the presiding officer during the meeting.

**IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO [susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com).**

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request. The matters to be discussed and acted on at the meeting are shown on the agenda below: If you need extra instructions for the use of Zoom please call prior to one (1) hour before meeting (713-973-1779).

**1. CALL TO ORDER**

**1.A.** Invocation - Council Member Schwarz

**1.B.** Pledge of Allegiance

**1.C.** Roll Call

**2. CITIZEN'S COMMENTS**

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

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

*Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the City staff for action may be placed on a future City Council agenda. A copy of any prepared remarks or notes to be used and/or distributed by the speaker must be presented to the City Secretary prior to the beginning of the meeting.*

**3. REPORTS TO COUNCIL**

**3.A.** Police Report

**4. DISCUSSION AND POSSIBLE ACTION**

**4.A.** Discussion and Possible authorization for the Mayor to enter into a one (1) year contract with Flock Group Inc. for three (3) Automatic License Plate Detection Cameras

**5. REPORTS TO COUNCIL**

**5.A.** Engineer Report:  
1303 Friarcreek Lane  
1330 Glourie Drive  
1334 Glourie Drive  
1123 Guinea Drive  
1 Hickory Shadows Drive  
7907 Hilshire Green Drive  
8201 Mallie Court  
1306 Pine Chase Drive  
14 Pine Creek Lane  
Wirt Road Safety Project  
Water Meter Vault Upgrades  
Lift Station Generator

**5.B.** Building Official Report

6. **DISCUSSION AND POSSIBLE ACTION**

**6.A.** Discussion and Possible Approval of the City of Hilshire Village Resolution Number 2021-219 authorizing the Mayor to execute, and the City Secretary to attest respectively, an amended Concealed Network Node Deployment Agreement with GTE Mobilnet of South Texas, Ip d/b/a Verizon Wireless to update the type of installation and location of certain network nodes and related equipment subject to the city's Right-of-Way Management Ordinance

7. **PUBLIC HEARING # 1**

**7.A.** Public Hearing - Amend Chapter 12 Planning and Zoning of the Code of Ordinances of the City of Hilshire Village, Texas, Section 02:00, Definitions, and Section 11.02, structure to allow habitable areas in an attic under certain conditions and regulating location of a balcony; providing a penalty for any violations.

8. **DISCUSSION AND POSSIBLE ACTION**

**8.A.** Discussion and Possible Adoption of Ordinance Number 810-2021 of the City of Hilshire Village amending Chapter 12, Planning and Zoning, Section 02:00, Definitions, and Section 11.02, Structure to allow habitable areas in an attic under certain conditions; regulating location of a balcony and providing a penalty.

9. **PUBLIC HEARING # 2**

**9.A.** Public Hearing on the proposed Annual Budget for the Fiscal Year Ending 2022

10. **PUBLIC HEARING # 3**

**10.A.** Public Hearing on the proposed Tax Rate for Fiscal Year 2021

A tax rate of \$0.589884 per \$100 valuation has been proposed by the governing body of City of Hilshire Village.

PROPOSED TAX RATE \$0.589884 per \$100

NO-NEW-REVENUE TAX RATE \$0.576348 per \$100

VOTER-APPROVAL TAX RATE \$0.589884 per \$100

The **no-new-revenue tax rate** is the tax rate for the 2021 tax year that will raise the same amount of property tax revenue for City of Hilshire Village from the same properties in both the 2020 tax year and the 2021 tax year.

The **voter-approval rate** is the highest tax rate that City of Hilshire Village may adopt without holding an election to seek voter approval of the rate.

The **proposed tax rate** is greater than the no-new-revenue tax rate. This means that City of Hilshire Village is proposing to increase property taxes for the 2021 tax year.

**CITY COUNCIL WILL VOTE ON THE TAX RATE AT A SPECIAL COUNCIL MEETING WEDNESDAY, SEPTEMBER 22, 2021 AT 1:30 PM**

**11. DISCUSSION AND POSSIBLE ACTION**

**11.A.** Discussion and Possible approval of Ordinance Number 811-2021 amending Appendix "A" Fee Schedule of the Code of Ordinances of the City of Hilshire Village, Texas by deleting section 7.200 and replacing with a new section 7.200 establishing new water and trash rates:  
AN ORDINANCE AMENDING APPENDIX "A" FEE SCHEDULE OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING SECTION 7.200 OF APPENDIX "A" THEREOF AND SUBSTITUTING THEREFOR A NEW SECTION 7.200 OF APPENDIX "A", ESTABLISHING NEW WATER, WATER DEPOSITS, BILLING CHARGES, SANITARY SEWER AND SOLID WASTE COLLECTION RATES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

**11.B.** Discussion and Possible approval of Ordinance Number 812-2021 adopting the City of Hilshire Village, Texas General Budget for the FYE 2022: In accordance with Section 102.007(c) of the Local Government Code, adoption of this year's budget will require raising more revenue from property taxes than in the previous year; **[This Vote must be a Record Vote]**

**11.C.** Discussion and Possible action to ratify the proposed property tax increase reflected in the FY 2021-2022 Budget in accordance with Section 102.007 (c) of the Local Government Code.  
**THIS BUDGET WILL RAISE MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF \$55,032, WHICH IS A 3.64 PERCENT INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS \$22,469.**  
**(This Vote must be a Record Vote)**

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

**12.A.** None at the time of the Agenda Posting

**12.B.** Discussion and Possible Action to deliberate and consider any actions necessary on any items discussed in the Executive Session. **(NONE AT THE TIME AGENDA POSTED)**

### **13. REPORTS TO COUNCIL**

**13.A.** Fire Commissioner's Report ( Commissioner Byrne)

**13.B.** Mayor Herron's Report

**13.C.** City Administrator's Report: (City Administrator Blevins)  
Complaint Log  
Consent Agenda

**13.D.** City Treasurer's Report (City Administrator Blevins)

### **14. CONSENT AGENDA**

**14.A.** Disbursements

**14.B.** Minutes From the Council Workshop & Special Council Meeting August 5, 2021.

**14.C.** Minutes From the Public Hearing and Regular Council Meeting August 17, 2021.

**14.D.** Minutes From the Budget Workshop September 7, 2021.

**14.E.** Check Registers

**14.F.** Approving a Proclamation recognizing National Night Out to be held October 5, 2021 on Ridgeley Drive.

**14.G.** Approving a Proclamation recognizing Halloween Night to be held October 31, 2021 on Archley Drive

### **15. ADDITIONAL COUNCIL COMMENTS**

### **16. FUTURE AGENDA TOPICS**

### **17. ANNOUNCEMENTS**

**17.A.** Announcement: Special Council Meeting to adopt Property Taxes will be held on Wednesday, September 22, 2021 at 1:30 PM

### **18. ADJOURNMENT**

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

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

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

Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and 551.086 (Certain Public Power Utilities: Competitive Matters). Following the executive session, if any, City Council may act in open session on any item discussed in the executive session.

**I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible September 17, 2021 at 3:00 p.m.**

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

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

08\01\2021  
thru 08\31\2021  
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	2
23	AMBULANCE CALL	2
135	BUSINESS CHECK	42
60	FIRE CALL	2
70	INFORMATION	3
76	LOUD NOISE	1
81	OPEN DOOR	1
86	PUBLIC RELATIONS	39
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	1
11	TRAFFIC STOP	4
111	VEHICLE BLOCKING ROADWAY	1
<b>Total</b>		<b>99</b>

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## FLOCK GROUP INC. SERVICES AGREEMENT ORDER FORM

This Order Form together with the Terms (as defined herein) describe the relationship between Flock Group Inc. (“**Flock**”) and the customer identified below (“**Customer**”) (each of Flock and Customer, a “**Party**”). This order form (“**Order Form**”) hereby incorporates and includes the “GOVERNMENT AGENCY CUSTOMER AGREEMENT” attached (the “**Terms**”) which describe and set forth the general legal terms governing the relationship (collectively, the “**Agreement**”). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

The Agreement will become effective when this Order Form is executed by both Parties (the “**Effective Date**”).

Customer:	Contact Name:
Address:	Phone: E-Mail:
Expected Payment Method:	Billing Contact: (if different than above)

Initial Term: 24 Renewal Term: 24 Months	Billing Term: Annual payment due Net 30 per terms and conditions
---------------------------------------------	------------------------------------------------------------------

Name	Price	QTY	Subtotal
<b>(Includes one-time fees)</b>			
Flock Falcon Camera	\$2,500.00	3	\$7,500.00
Implementation Fee (Public)	\$250.00	3	\$750.00
Year 1 Total			<b>\$8,250.00</b>

Flock Group Inc.

Today's Date - Aug 04, 2021

This proposal expires in 30 days.

Order Form

[Name]

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Recurring Total: 7500

I have reviewed and agree to the Customer Implementation Guide on Schedule B at the end of this agreement.

**By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms attached.** The Parties have executed this Agreement as of the dates set forth below.

<b>Flock Group Inc</b>	<b>Customer:</b>
By: Name: Title: _ Date:	By: Name: Title: _ Date:

Flock Group Inc.  
Today's Date - Aug 04, 2021  
This proposal expires in 30 days.

Order Form  
[Name]

Item 4.A.

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**EXHIBIT A**

**Statement of Work**

Installation of Flock Camera on existing pole or Flock-supplied pole if required.

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Flock Group Inc.  
Today's Date - Aug 04, 2021  
This proposal expires in 30 days.

Order Form  
[Name]

Item 4.A.

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## GOVERNMENT AGENCY CUSTOMER AGREEMENT

This Government Agency Agreement (this “**Agreement**”) is entered into by and between Flock Group, Inc. with a place of business at 1170 Howell Mill Rd NW Suite 210, Atlanta, GA 30318 (“**Flock**”) and the police department or government agency identified in the signature block below (“**Agency**”) (each a “**Party**,” and together, the “**Parties**”).

### RECITALS

**WHEREAS**, Flock offers a software and hardware solution for automatic license plate detection through Flock’s technology platform (the “**Flock Service**”), and upon detection, the Flock Service creates images and recordings of suspect vehicles (“**Footage**”) and can provide notifications to Agency upon the instructions of Non-Agency End User (“**Notifications**”);

**WHEREAS**, Agency desires to purchase, use and/or have installed access to the Flock Service in order to create, view, search and archive Footage and receive Notifications, including those from non-Agency users of the Flock System (where there is an investigative purpose) such as schools, neighborhood homeowners associations, businesses, and individual users;

**WHEREAS**, because Footage is stored for no longer than (thirty) 30 days in compliance with Flock’s records retention policy, Agency is responsible for extracting, downloading and archiving Footage from the Flock System on its own storage devices for auditing for prosecutorial/administrative purposes; and

**WHEREAS**, Flock desires to provide Agency the Flock Service and any access thereto, subject to the terms and conditions of this Agreement, solely for the purpose of crime awareness and prevention by police departments and archiving for evidence gathering (“**Purpose**”).

### AGREEMENT

**NOW, THEREFORE**, Flock and Agency agree as follows and further agree to incorporate the Recitals into this Agreement.

### 1. DEFINITIONS

Certain capitalized terms, not otherwise defined herein, have the meanings set forth or cross-referenced in this Section 1.

1.1 “**Authorized End User**” shall mean any individual employees, agents, or contractors of Agency accessing or using the Flock Services through the Web Interface, under the rights granted to Agency pursuant to this Agreement.

1.2 “**Agency Data**” will mean the data, media and content provided by Agency through the Flock Services. For the avoidance of doubt, the Agency Data will include the Footage and geolocation information and environmental data collected by sensors built into the Units.

1.3 “**Documentation**” will mean text and/or graphical documentation, whether in electronic or printed format, that describe the features, functions and operation of the Flock Services which are provided by Flock to Agency in accordance with the terms of this Agreement.

1.4 “**Embedded Software**” will mean the software and/or firmware embedded or preinstalled on the Hardware.

1.5 “**Flock IP**” will mean the Flock Services, the Documentation, the Hardware, the Embedded Software, the Installation Services, and any and all intellectual property therein or otherwise provided to Agency and/or its Authorized End Users in connection with the foregoing.

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1.6 “**Footage**” means still images and/or video captured by the Hardware in the course of and provided via the Flock Services.

1.7 “**Hardware**” shall mean the Flock cameras and any other physical elements that interact with the Embedded Software and the Web Interface to provide the Flock Services. The term “**Hardware**” excludes the Embedded Software.

1.8 “**Implementation Fee(s)**” means the monetary fees associated with the Installation Services, as defined in Section 1.9 below.

1.9 “**Installation Services**” means the services provided by Flock regarding the installation, placements and configuration of the Hardware, pursuant to the Statement of Work attached hereto.

1.10 “**Flock Services or Services**” means the provision, via the Web Interface, of Flock’s software application for automatic license plate detection, searching image records, and sharing Footage.

1.11 “**Non-Agency End User**” means a Flock’s non-Agency customer that has elected to give Agency access to its data in the Flock system.

1.12 “**Non-Agency End User Data**” means the Footage, geolocation data, environmental data and/or notifications of a Non-Agency End User.

1.13 “**Unit(s)**” shall mean the Hardware together with the Embedded Software.

1.14 “**Usage Fee**” means the subscription fees to be paid by the Agency for ongoing access to Flock Services and Hardware.

1.15 “**Support Services**” shall mean On-site Services and Monitoring Services, as defined in Section 2.9 below.

1.16 “**Web Interface**” means the website(s) or application(s) through which Agency and its Authorized End Users can access the Flock Services in accordance with the terms of this Agreement.

## 2. FLOCK SERVICES AND SUPPORT

2.1 **Provision of Access.** Subject to the terms of this Agreement, Flock hereby grants to Agency a non-exclusive, non-transferable right to access the features and functions of the Flock Services via the Web Interface during the Service Term (as defined in Section 6.1) and No-Fee Term, solely for the Authorized End Users. The Footage will be available for Agency’s designated administrator, listed on the Order Form, and any Authorized End Users to access via the Web Interface for thirty (30) days. Authorized End Users will be required to sign up for an account, and select a password and username (“**User ID**”). Flock will also provide Agency the Documentation to be used in accessing and using the Flock Services. Agency shall be responsible for all acts and omissions of Authorized End Users, and any act or omission by an Authorized End User which, if undertaken by Agency, would constitute a breach of this Agreement, shall be deemed a breach of this Agreement by Agency. Agency shall undertake reasonable efforts to make all Authorized End Users aware of the provisions of this Agreement as applicable to such Authorized End User’s use of the Flock Services and shall cause Authorized End Users to comply with such provisions. Flock may use the services of one or more third parties to deliver any part of the Flock Services, including without limitation using a third party to host the Web Interface which the Flock Services makes available to Agency and Authorized End Users. **WARRANTIES PROVIDED BY SUCH THIRD PARTIES, ARE THE AGENCY’S SOLE AND EXCLUSIVE REMEDY AND FLOCK’S SOLE AND EXCLUSIVE LIABILITY WITH REGARD TO SUCH THIRD-PARTY SERVICES, INCLUDING WITHOUT LIMITATION HOSTING THE WEB INTERFACE.** To the extent practicable, Agency agrees to comply with any acceptable use policies and other terms of any third-party service provider that are provided or otherwise made available to Agency from time to time.

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**2.2 Embedded Software License.** Subject to all terms of this Agreement, Flock grants Agency a limited, non-exclusive, non-transferable, non-sublicensable (except to the Authorized End Users), revocable right to use the Embedded Software as installed on the Hardware by Flock; in each case, solely as necessary for Agency to use the Flock Services.

**2.3 Documentation License.** Subject to the terms of this Agreement, Flock hereby grants to Agency a non-exclusive, non-transferable right and license to use the Documentation during the Service Term in connection with its use of the Flock Services as contemplated herein, and under Section 2.4, below.

**2.4 Usage Restrictions.** The purpose for usage of the Hardware, Documentation, Services, support, and the Flock IP is solely to facilitate gathering evidence that could be used in a lawful criminal investigation by the appropriate government agency and not for tracking activities that the system is not designed to capture (“*Permitted Purpose*”). Agency will not, and will not permit any Authorized End Users to, (i) copy or duplicate any of the Flock IP; (ii) decompile, disassemble, reverse engineer or otherwise attempt to obtain or perceive the source code from which any software component of any of the Flock IP is compiled or interpreted, or apply any other process or procedure to derive the source code of any software included in the Flock IP, or attempt to do any of the foregoing, and Agency acknowledges that nothing in this Agreement will be construed to grant Agency any right to obtain or use such source code; (iii) modify, alter, tamper with or repair any of the Flock IP, or create any derivative product from any of the foregoing, or attempt to do any of the foregoing, except with the prior written consent of Flock; (iv) interfere or attempt to interfere in any manner with the functionality or proper working of any of the Flock IP; (v) remove, obscure, or alter any notice of any intellectual property or proprietary right appearing on or contained within any of the Flock Services or Flock IP; (vi) use the Services, support, Hardware, Documentation or the Flock IP for anything other than the Permitted Purpose; or (vii) assign, sublicense, sell, resell, lease, rent or otherwise transfer or convey, or pledge as security or otherwise encumber, Agency’s rights under Sections 2.1, 2.2, or 2.3.

**2.5 Retained Rights; Ownership.** As between the Parties, subject to the rights granted in this Agreement, Flock and its licensors retain all right, title and interest in and to the Flock IP and its components, and Agency acknowledges that it neither owns nor acquires any additional rights in and to the foregoing not expressly granted by this Agreement. Agency further acknowledges that Flock retains the right to use the foregoing for any purpose in Flock’s sole discretion. There are no implied rights.

**2.6 Suspension.** Notwithstanding anything to the contrary in this Agreement, Flock may temporarily suspend Agency’s and any Authorized End User’s access to any portion or all of the Flock IP if (i) Flock reasonably determines that (a) there is a threat or attack on any of the Flock IP; (b) Agency’s or any Authorized End User’s use of the Flock Service disrupts or poses a security risk to the Flock Service or any other customer or vendor of Flock; (c) Agency or any Authorized End User is/are using the Flock IP for fraudulent or illegal activities; (d) Flock’s provision of the Flock Services to Agency or any Authorized End User is prohibited by applicable law; (e) any vendor of Flock has suspended or terminated Flock’s access to or use of any third party services or products required to enable Agency to access the Flock IP; or (f) Agency has violated any term of this provision, including, but not limited to, utilizing the Flock Services for anything other than the Permitted Purpose (each such suspension, in accordance with this Section 2.6, a “*Service Suspension*”). Flock will make commercially reasonable efforts, circumstances permitting, to provide written notice of any Service Suspension to Agency (including notices sent to Flock’s registered email address) and to provide updates regarding resumption of access to the Flock IP following any Service Suspension. Flock will use commercially reasonable efforts to resume providing access to the Flock Service as soon as reasonably possible after the event giving rise to the Service Suspension is cured. Flock will have no liability for any damage, liabilities, losses (including any loss of data or profits) or any other consequences that Agency or any Authorized End User may incur as a result of a Service Suspension. To the extent that the Service Suspension is not caused by Agency’s direct actions or by the actions of parties associated with the Agency, the expiration of the Term will be tolled by the duration of any suspension (for any continuous suspension lasting at least one full day).

## **2.7 Installation Services.**

**2.7.1 Designated Locations.** Prior to performing the physical installation of the Units, Flock shall advise Agency on the location and positioning of the Units for optimal license plate image capture, as conditions and location

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allow. Flock and Agency must mutually agree on the location (mounting site or pole), position and angle of the Units (each Unit location so designated by Agency, a “**Designated Location**”). Flock shall have no liability to Agency resulting from any poor performance, functionality or Footage resulting from or otherwise relating to the Designated Locations or delay in installation due to Agency’s delay in identifying the choices for the Designated Locations, in ordering and/or having the Designated Location ready for installation including having all electrical work preinstalled and permits ready. Designated Locations that are suggested by Flock and accepted by Agency without alteration will be known as Flock Designated Locations. After a deployment plan with Designated Locations and equipment has been agreed upon by both Flock and the Agency, any subsequent changes to the deployment plan (“**Reinstalls**”) driven by Agency’s request will incur a charge for Flock’s then-current list price for Reinstalls, as listed in the then-current Reinstall Policy (available at <https://www.flocksafety.com/reinstall-fee-schedule>) and any equipment charges. These changes include but are not limited to camera re-positioning, adjusting of camera mounting, re-angling, removing foliage, camera replacement, changes to heights of poles, regardless of whether the need for Reinstalls related to vandalism, weather, theft, lack of criminal activity in view, and the like.

*2.7.2 Agency’s Installation Obligations.* Agency agrees to allow Flock and its agents reasonable access in and near the Designated Locations at all reasonable times upon reasonable notice for the purpose of performing the installation work. The “**Agency Installation Obligations**” include, to the extent required by the deployment plan, but are not limited to electrical work to provide a reliable source of 120V AC power that follow Flock guidelines and comply with local regulations if adequate solar exposure is not available. Agency is solely responsible for (i) any permits or associated costs, and managing the permitting process; (ii) any federal, state or local taxes including property, license, privilege, sales, use, excise, gross receipts or other similar taxes which may now or hereafter become applicable to, measured by or imposed upon or with respect to the installation of the Hardware, its use, or (iii) any other supplementary cost for services performed in connection with installation of the Hardware, including but not limited to contractor licensing, engineered drawings, rental of specialized equipment or vehicles, third-party personnel (i.e. Traffic Control Officers, Electricians, etc.), such costs to be approved by the Agency. Flock will provide options to supply power at each Designated Location. If Agency refuses alternative power supply options, Agency agrees and understands that Agency will not be subject to any reimbursement, tolling, or credit for any suspension period of Flock Services due to low solar. Flock will make all reasonable efforts within their control to minimize suspension of Flock Services. Any fees payable to Flock exclude the foregoing. Without being obligated or taking any responsibility for the foregoing, Flock may pay and invoice related costs to Agency if Agency did not address them prior to the execution of this Agreement or a third party requires Flock to pay. Agency represents and warrants that it has all necessary right title and authority and hereby authorizes Flock to install the Hardware at the Designated Locations and to make any necessary inspections or tests in connection with such installation.

*2.7.3 Flock’s Installation Obligations.* The Hardware shall be installed in a workmanlike manner in accordance with Flock’s standard installation procedures, and the installation will be completed within a reasonable time from the time that the Designated Locations are selected by Agency. Following the initial installation of the Hardware and any subsequent Reinstalls or maintenance operations, Flock’s obligation to perform installation work shall cease; however, Flock will continue to monitor the performance of the Units for the length of the Term and will receive access to the Footage for a period of three (3) business days after the initial installation in order to monitor performance and provide any necessary maintenance solely as a measure of quality control. Agency can opt out of Flock’s access to Footage after the initial installation which would waive Flock’s responsibility to ensure such action was successful. Agency understands and agrees that the Flock Services will not function without the Hardware. Labor may be provided by Flock or a third party.

*2.7.4 Security Interest.* The Hardware shall remain the personal property of Flock and will be removed upon the termination or expiration of this Agreement. Agency agrees to perform all acts which may be necessary to assure the retention of title of the Hardware by Flock. Should Agency default in any payment for the Flock Services or any part thereof or offer to sell or auction the Hardware, then Agency authorizes and empowers Flock to remove the Hardware or any part thereof. Such removal, if made by Flock, shall not be deemed a waiver of Flock’s rights to any damages Flock may sustain as a result of Agency’s default and Flock shall have the right to enforce any other legal remedy or right.

**2.8 Hazardous Conditions.** Unless otherwise stated in the Agreement, Flock’s price for its services under this Agreement does not contemplate work in any areas that contain hazardous materials, or other hazardous conditions, including, without limit, asbestos, lead, toxic or flammable substances. In the event any such hazardous materials are discovered in the designated locations in which Flock is to perform services under this Agreement, Flock shall

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have the right to cease work immediately in the area affected until such materials are removed or rendered harmless. Any additional expenses incurred by Flock as a result of the discovery or presence of hazardous material or hazardous conditions shall be the responsibility of Agency and shall be paid promptly upon billing.

**2.9 Support Services.** Subject to the payment of fees, Flock shall monitor the performance and functionality of Flock Services and may, from time to time, advise Agency on changes to the Flock Services, Installation Services, or the Designated Locations which may improve the performance or functionality of the Services or may improve the quality of the Footage. The work, its timing, and the fees payable relating to such work shall be agreed by the Parties prior to any alterations to or changes of the Services or the Designated Locations (“**Monitoring Services**”). Subject to the terms hereof, Flock will provide Agency with reasonable technical and on-site support and maintenance services (“**On-Site Services**”) in-person or by email at [hello@flocksafety.com](mailto:hello@flocksafety.com). Flock will use commercially reasonable efforts to respond to requests for support. If Agency chooses to self-install Hardware or install Hardware on a mobile location, Flock shall make reasonable commercial efforts to provide On-Site Services, if permissible. Agency shall not be entitled to reimbursement, tolling, or credit for any lapse in Services associated with the Unit malfunction due to installation on mobile locations (i.e. trailers). Agency shall be subject to Reinstall Fees for re-positioning Units on mobile locations, or subsequent installation on Flock or other stationary poles.

**2.10 Special Terms.** From time to time, Flock may offer certain “Special Terms” related to guarantees, service and support which are indicated in the proposal and on the order form and will become part of this Agreement. To the extent that any terms of this agreement are inconsistent or conflict with the Special Terms, the Special Terms shall control.

**2.11 Changes to Platform.** Flock Safety may, in its sole discretion, make any changes to any system or platform that it deems necessary or useful to (i) maintain or enhance (a) the quality or delivery of Flock Safety’s products or services to its customers, (b) the competitive strength of, or market for, Flock Safety’s products or services, (c) such platform or system’s cost efficiency or performance, or (ii) to comply with applicable law.

## 3. AGENCY RESTRICTIONS AND RESPONSIBILITIES

**3.1 Agency Obligations.** Upon creation of a User ID, Agency agrees to provide Flock with accurate, complete, and updated registration information. Agency may not select as its User ID a name that Agency does not have the right to use, or another person’s name with the intent to impersonate that person. Agency may not transfer its account to anyone else without prior written permission of Flock. Agency will not share its account or password with anyone, and must protect the security of its account and password. Agency is responsible for any activity associated with its account. Agency shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services. Agency will, at its own expense, provide assistance to Flock, including, but not limited to, by means of access to, and use of, Agency facilities, as well as by means of assistance from Agency personnel, to the limited extent any of the foregoing may be reasonably necessary to enable Flock to perform its obligations hereunder, including, without limitation, any obligations with respect to Support Services or any Installation Services.

**3.2 Agency Representations and Warranties.** Agency represents, covenants, and warrants that Agency will use the Services only in compliance with this Agreement and all applicable laws and regulations, including but not limited to any laws relating to the recording or sharing of video, photo, or audio content and retention thereof. To the extent allowed by the governing law of the state mentioned in Section 10.6, or if no state is mentioned in Section 10.6, by the law of the State of Georgia, Agency hereby agrees to indemnify and hold harmless Flock against any damages, losses, liabilities, settlements and expenses, including without limitation costs and attorneys’ fees, in connection with any claim or action that arises from an alleged violation of the foregoing, Agency’s Installation Obligations, or otherwise from Agency’s use of the Services, Hardware and any Embedded Software, including any claim that such actions violate any applicable law or third party right. Although Flock has no obligation to monitor Agency’s use of the Services, Flock may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing.

# flock safety

## 4. CONFIDENTIALITY; AGENCY DATA; NON-AGENCY DATA

**4.1 Confidentiality.** Each Party (the “*Receiving Party*”) understands that the other Party (the “*Disclosing Party*”) has disclosed or may disclose business, technical or financial information relating to the Disclosing Party’s business (hereinafter referred to as “*Proprietary Information*” of the Disclosing Party). Proprietary Information of Flock is non-public information including but not limited to features, functionality, designs, user interfaces, trade secrets, intellectual property, business plans, marketing plans, works of authorship, hardware, customer lists and requirements, and performance of the Flock Services. Proprietary Information of Agency includes non-public Agency Data, Non-Agency End User Data, and data provided by Agency or a Non-Agency End User to Flock or collected by Flock via the Unit, including the Footage, to enable the provision of the Services. The Receiving Party shall not disclose, use, transmit, inform or make available to any entity, person or body any of the Proprietary Information, except as a necessary part of performing its obligations hereunder, and shall take all such actions as are reasonably necessary and appropriate to preserve and protect the Proprietary Information and the parties’ respective rights therein, at all times exercising at least a reasonable level of care. Each party agrees to restrict access to the Proprietary Information of the other party to those employees or agents who require access in order to perform hereunder. The Receiving Party agrees: (i) to take the same security precautions to protect against disclosure or unauthorized use of such Proprietary Information that the party takes with its own proprietary information, but in no event will a party apply less than reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. Flock’s use of the Proprietary Information may include processing the Proprietary Information to send Agency Notifications or alerts, such as when a car exits Agency’s neighborhood, or to analyze the data collected to identify motion or other events.

The Disclosing Party agrees that the foregoing shall not apply with respect to any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by Receiving Party prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to Receiving Party without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party.

Nothing in this Agreement will prevent the Receiving Party from disclosing the Proprietary Information pursuant to any subpoena, summons, judicial order or other judicial or governmental process, provided that the Receiving Party gives the Disclosing Party reasonable prior notice of such disclosure to obtain a protective order or otherwise oppose the disclosure. For clarity, Flock may access, use, preserve and/or disclose the Footage to law enforcement authorities, government officials, and/or third parties, if legally required to do so or if Flock has a good faith belief that such access, use, preservation or disclosure is reasonably necessary to: (a) comply with a legal process or request; (b) enforce this Agreement, including investigation of any potential violation thereof; (c) detect, prevent or otherwise address security, fraud or technical issues; or (d) protect the rights, property or safety of Flock, its users, a third party, or the public as required or permitted by law, including respond to an emergency situation. Having received notice prior to data being deleted, Flock may store Footage in order to comply with a valid court order but such retained Footage will not be retrievable without a valid court order.

**4.2 Agency and Non-Agency End User Data.** As between Flock and Agency, all right, title and interest in the Agency Data and Non-Agency End User Data, belong to and are retained solely by Agency. Agency hereby grants to Flock a limited, non-exclusive, royalty-free, worldwide license to use the Agency Data and Non-Agency End User Data and perform all acts with respect to the Agency Data and Non-Agency End User Data as may be necessary for Flock to provide the Flock Services to Agency, including without limitation the Support Services set forth in Section 2.9 above, and a non-exclusive, perpetual, irrevocable, worldwide, royalty-free, fully paid license to use, reproduce, modify and distribute the Agency Data and Non-Agency End User Data as a part of the Aggregated Data (as defined in Section 4.4 below). As between Flock and Agency, Agency is solely responsible for the accuracy, quality, integrity, legality, reliability, and appropriateness of all Agency Data and Non-Agency End User Data. As between Agency and Non-Agency End Users that have prescribed access of Footage to Agency, each of Agency and Non-Agency End Users will share all right, title and interest in the Non-Agency End User Data. This Agreement does not by itself make any Non-Agency End User Data the sole property or the Proprietary Information of Agency. Flock will automatically delete Footage older than thirty (30) days. Agency has a thirty (30) day window to view, save and/or transmit Footage to the relevant government agency prior to its deletion.

# flock safety

4.3 **Feedback.** If Agency provides any suggestions, ideas, enhancement requests, feedback, recommendations or other information relating to the subject matter hereunder, Agency hereby assigns (and will cause its agents and representatives to assign) to Flock all right, title and interest (including intellectual property rights) with respect to or resulting from any of the foregoing.

4.4 **Aggregated Data.** Notwithstanding anything in this Agreement to the contrary, Flock shall have the right to collect and analyze data that does not refer to or identify Agency or any individuals or de-identifies such data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Agency Data and data derived therefrom). For the sake of clarity, Aggregated Data is compiled anonymous data which has been stripped of any personal identifying information. Agency acknowledges that Flock will be compiling anonymized and/or aggregated data based on Agency Data and Non-Agency End User Data input into the Services (the “**Aggregated Data**”). Agency hereby grants Flock a non-exclusive, worldwide, perpetual, royalty-free right and license (during and after the Service Term hereof) to (i) use and distribute such Aggregated Data to improve and enhance the Services and for other marketing, development, diagnostic and corrective purposes, other Flock offerings, and crime prevention efforts, and (ii) disclose the Agency Data and Non-Agency End User Data (both inclusive of any Footage) to enable law enforcement monitoring against law enforcement hotlists as well as provide Footage search access to law enforcement for investigative purposes only. No rights or licenses are granted except as expressly set forth herein.

## 5. PAYMENT OF FEES

5.1 **Fees.** Agency will pay Flock the first Usage Fee, the Implementation Fee and any fee for Hardware (as described on the Order Form, together the “Initial Fees”) as set forth on the Order Form on or before the 30th day following receipt of invoice, after successful validation of the Units. Flock is not obligated to commence the Installation Services unless and until the Initial Fees have been made and shall have no liability resulting from any delay related thereto. Agency shall pay the ongoing Usage Fees set forth on the Order Form with such Usage Fees due and payable thirty (30) days in advance of each payment period. All payments will be made by either ACH, check, or credit card. The first month of Flock Services corresponding to the first Usage Fee payment will begin upon the first installation of Hardware. For Agencies who purchase ten (10) or more Units, in the event that only a portion of the Units are installed at the first installation with additional Units to be installed at a later date, Usage Fees shall be calculated on a pro rata basis corresponding to the then-installed Units. Agencies will be invoiced for the additional Units immediately upon installation of the remaining Units.

5.2 **Changes to Fees.** Flock reserves the right to change the Fees or applicable charges and to institute new charges and Fees at the end of the Initial Term or any Renewal Term, upon sixty (60) days’ notice prior to the end of such Initial Term or Renewal Term (as applicable) to Agency (which may be sent by email). If Agency believes that Flock has billed Agency incorrectly, Agency must contact Flock no later than sixty (60) days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Flock’s customer support department. Agency acknowledges and agrees that a failure to contact Flock within this sixty (60) day period will serve as a waiver of any claim Agency may have had as a result of such billing error.

5.3 **Invoicing, Late Fees; Taxes.** Flock may choose to bill through an invoice, in which case, full payment for invoices issued in any given month must be received by Flock thirty (30) days after the mailing date of the invoice. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection, and may result in immediate termination of Service. To the extent allowable by law or Agency regulations pertaining to tax-exempt entities, Agency shall be responsible for all taxes associated with Services other than U.S. taxes based on Flock’s net income.

5.4 **No-Fee Term Access.** Subject to Flock’s record retention policy, Flock offers complimentary access to the Flock System for thirty (30) days (“**No Fee Term**”) to Agency when Non-Agency End Users intentionally prescribe access or judicial orders mandate access to Non-Agency End User Data. Agency agrees to pay the Initial Fees and Usage Fees according to Section 5.1 and will receive Flock’s complimentary access to the Flock Service and

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Footage for no additional cost. Should such access cause Flock to incur internal or out-of-pocket costs that are solely the result of the access, Flock reserves the right to invoice these costs to Agency under Section 5.3 and Agency agrees to pay them. The complimentary No-Fee Term access to Flock Services shall survive the expiration or termination of this Agreement for five (5) years unless Agency provides written notice of the intent to cancel access to Flock Services.

## 6. TERM AND TERMINATION

**6.1 Term.** Subject to earlier termination as provided below, the initial term of this Agreement shall be for the period of time set forth on the Order Form (the “*Initial Term*”). *Following the Initial Term, unless otherwise indicated on the Order Form, this Agreement will automatically renew for successive renewal terms for the greater of one year and the length set forth on the Order Form* (each, a “*Renewal Term*”, and together with the Initial Term, the “*Service Term*”) *unless either party gives the other party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

**6.2 Agency Satisfaction Guarantee.** At any time during the agreed upon term, an Agency not fully satisfied with the service or solution may self-elect to terminate their contract. Self-elected termination will result in a one-time fee of actual cost of removal and labor, said cost not to exceed \$500 per camera. Upon self-elected termination, a refund will be provided, prorated for any fees paid for the remaining Term length set forth previously. Self-termination of the contract by the Agency will be effective immediately. Flock will remove all equipment at Flock’s own convenience, within a commercially reasonable period upon termination. Advance notice will be provided.

**6.3 Termination.** In the event of any material breach of this Agreement, the non-breaching party may terminate this Agreement prior to the end of the Service Term by giving thirty (30) days prior written notice to the breaching party; provided, however, that this Agreement will not terminate if the breaching party has cured the breach prior to the expiration of such thirty-day period. Either party may terminate this Agreement, without notice, (i) upon the institution by or against the other party of insolvency, receivership or bankruptcy proceedings, (ii) upon the other party's making an assignment for the benefit of creditors, or (iii) upon the other party's dissolution or ceasing to do business. Upon termination for Flock’s material breach, Flock will refund to Agency a pro-rata portion of the pre-paid Fees for Services not received due to such termination.

**6.4 Effect of Termination.** Upon any termination of the Service Term, Flock will collect all Units, delete all Agency Data, terminate Agency’s right to access or use any Services, and all licenses granted by Flock hereunder will immediately cease. Agency shall ensure that Flock is granted access to collect all Units and shall ensure that Flock personnel does not encounter Hazardous Conditions in the collection of such units. Upon termination of this Agreement, Agency will immediately cease all use of Flock Services.

**6.5 No-Fee Term.** The initial No-Fee Term will extend, after entering into this Agreement, for thirty (30) days from the date a Non-Agency End User grants access to their Footage and/or Notifications. In expectation of repeated non-continuous No-Fee Terms, Flock may in its sole discretion leave access open for Agency’s Authorized End Users despite there not being any current Non-Agency End User authorizations. Such access and successive No-Fee Terms are deemed to be part of the No-Fee Term. Flock, in its sole discretion, can determine not to provide additional No-Fee Terms or can impose a price per No-Fee Term upon thirty (30) days’ notice. Agency may terminate any No-Fee Term or access to future No-Fee Terms upon 30 days’ notice.

**6.6 Survival.** The following Sections will survive termination: 2.4, 2.5, 3, 4, 5 (with respect to any accrued rights to payment), 5.4, 6.5, 7.4, 8.1, 8.2, 8.3, 8.4, 9.1 and 10.5.

## 7. REMEDY; WARRANTY AND DISCLAIMER

**7.1 Remedy.** Upon a malfunction or failure of Hardware or Embedded Software (a “**Defect**”), Agency must first make commercially reasonable efforts to address the problem by contacting Flock’s technical support as described in Section 2.9 above. If such efforts do not correct the Defect, Flock shall, or shall instruct one of its contractors to repair or replace the Hardware or Embedded Software suffering from the Defect. Flock reserves the right in their

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sole discretion to refuse or delay replacement or its choice of remedy for a Defect until after it has inspected and tested the affected Unit provided that such inspection and test shall occur within seventy-two (72) hours after Agency notifies the Flock of a Defect. In the event of a Defect, Flock will repair or replace the defective Unit at no additional cost. In the event that a Unit is lost, stolen, or damaged, Flock agrees to replace the Unit at a fee according to the then-current Reinstall Policy (<https://www.flocksafety.com/reinstall-fee-schedule>). Agency shall not be required to replace subsequently lost, damaged or stolen Units, however, Agency understands and agrees that functionality, including Footage, will be materially affected due to such subsequently lost, damaged or stolen units and that Flock will have no liability to Agency regarding such affected functionality nor shall the Usage Fee or Implementation Fees owed be impacted.

**7.2 Exclusions.** Flock will not provide the remedy described in Section 7.1 above if any of the following exclusions apply: (a) misuse of the Hardware or Embedded Software in any manner, including operation of the Hardware or Embedded Software in any way that does not strictly comply with any applicable specifications, documentation, or other restrictions on use provided by Flock; (b) damage, alteration, or modification of the Hardware or Embedded Software in any way; or (c) combination of the Hardware or Embedded Software with software, hardware or other technology that was not expressly authorized by Flock.

**7.3 Warranty.** Flock shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Installation Services in a professional and workmanlike manner. Upon completion of any installation or repair, Flock shall clean and leave the area in good condition. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Flock or by third-party providers, or because of other causes beyond Flock's reasonable control, but Flock shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption.

**7.4 Disclaimer.** THE REMEDY DESCRIBED IN SECTION 7.1 ABOVE IS AGENCY'S SOLE REMEDY, AND FLOCK'S SOLE LIABILITY, WITH RESPECT TO DEFECTIVE HARDWARE AND/OR EMBEDDED SOFTWARE. THE FLOCK DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES AND INSTALLATION SERVICES ARE PROVIDED "AS IS" AND FLOCK DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. THIS DISCLAIMER OF SECTION 7.4 ONLY APPLIES TO THE EXTENT ALLOWED BY THE GOVERNING LAW OF THE STATE MENTIONED IN SECTION 10.6, OR IF NO STATE IS MENTIONED IN SECTION 10.6, BY THE LAW OF THE STATE OF GEORGIA.

**7.5 Insurance.** Flock and Agency will each maintain commercial general liability policies with policy limits reasonably commensurate with the magnitude of their business risk. Certificates of Insurance will be provided upon request.

**7.6 Force Majeure.** Flock Safety is not responsible nor liable for any delays or failures in performance from any cause beyond its control, including, but not limited to acts of God, changes to law or regulations, embargoes, war, terrorist acts, acts or omissions of third-party technology providers, riots, fires, earthquakes, floods, power blackouts, strikes, weather conditions or acts of hackers, internet service providers or any other third party or acts or omissions of Agency or any Authorized End User.

## 8. LIMITATION OF LIABILITY AND INDEMNITY

**8.1 Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, FLOCK AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL HARDWARE AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT

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LIABILITY, PRODUCT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY, INCOMPLETENESS OR CORRUPTION OF DATA OR FOOTAGE OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND FLOCK'S ACTUAL KNOWLEDGE OR REASONABLE CONTROL INCLUDING REPEAT CRIMINAL ACTIVITY OR INABILITY TO CAPTURE FOOTAGE OR IDENTIFY AND/OR CORRELATE A LICENSE PLATE WITH THE FBI DATABASE; (D) FOR ANY PUBLIC DISCLOSURE OF PROPRIETARY INFORMATION MADE IN GOOD FAITH; (E) FOR CRIME PREVENTION; OR (F) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID AND/OR PAYABLE BY AGENCY TO FLOCK FOR THE SERVICES UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS PRIOR TO THE ACT OR OMISSION THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT FLOCK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF AN EMERGENCY, AGENCY SHOULD CONTACT 911 AND SHOULD NOT RELY ON THE SERVICES. THIS LIMITATION OF LIABILITY OF SECTION 8 ONLY APPLIES TO THE EXTENT ALLOWED BY THE GOVERNING LAW OF THE STATE MENTIONED IN SECTION 10.6, OR IF NO STATE IS MENTIONED IN SECTION 10.6, BY THE LAW OF THE STATE OF GEORGIA.

**8.2 Additional No-Fee Term Requirements.** IN NO EVENT SHALL FLOCK'S AGGREGATE LIABILITY, IF ANY, ARISING OUT OF OR IN ANY WAY RELATED TO THE COMPLIMENTARY NO-FEE TERM AS DESCRIBED IN SECTION 6.5 EXCEED \$100, WITHOUT REGARD TO WHETHER SUCH CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE. Except for Flock's willful acts, Agency agrees to pay for Flock's attorneys' fees to defend Flock for any alleged or actual claims arising out of or in any way related to the No-Fee Term.

**8.3 Responsibility.** Each Party to this Agreement shall assume the responsibility and liability for the acts and omissions of its own employees, deputies, officers, or agents, in connection with the performance of their official duties under this Agreement. Each Party to this Agreement shall be liable (if at all) only for the torts of its own officers, agents, or employees that occur within the scope of their official duties. Agency will not pursue any claims or actions against Flock's suppliers.

**8.4 Indemnity.** Agency hereby agrees to indemnify and hold harmless Flock against any damages, losses, liabilities, settlements and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged violation of Section 3.2, a breach of this Agreement, Agency's Installation Obligations, Agency's sharing of any data in connection with the Flock system, Flock employees or agent or Non-Agency End Users, or otherwise from Agency's use of the Services, Hardware and any Software, including any claim that such actions violate any applicable law or third party right. Although Flock has no obligation to monitor Agency's use of the Services, Flock may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of Section 3.2 or this Agreement.

## 9. RECORD RETENTION

**9.1 Data Preservation.** The Agency agrees to store Agency Data and Non-Agency End User Data in compliance with all applicable local, state and federal laws, regulations, policies and ordinances and their associated record retention schedules. As part of Agency's consideration for paid access and no-fee access to the Flock System, to the extent that Flock is required by local, state or federal law to store the Agency Data or the Non-Agency End User Data, Agency agrees to preserve and securely store this data on Flock's behalf so that Flock can delete the data from its servers and, should Flock be legally compelled by judicial or government order, Flock may retrieve the data from Agency upon demand.

## 10. MISCELLANEOUS

**10.1 Severability.** If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable.

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**10.2 Assignment.** This Agreement is not assignable, transferable or sublicensable by Agency except with Flock's prior written consent. Flock may transfer and assign any of its rights and obligations, in whole or in part, under this Agreement without consent.

**10.3 Entire Agreement.** This Agreement, together with the Order Form(s), the then-current Reinstall Policy (<https://www.flocksafety.com/reinstall-fee-schedule>), and Deployment Plan(s), are the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. None of Agency's purchase orders, authorizations or similar documents will alter the terms of this Agreement, and any such conflicting terms are expressly rejected.

**10.4 Relationship.** No agency, partnership, joint venture, or employment is created as a result of this Agreement and Agency does not have any authority of any kind to bind Flock in any respect whatsoever.

**10.5 Costs and Attorneys' Fees.** In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees.

**10.6 Governing Law; Venue.** This Agreement shall be governed by the laws of the State of Georgia without regard to its conflict of laws provisions. To the extent that the arbitration language below does not apply, the federal and state courts sitting in the State of Georgia will have proper and exclusive jurisdiction and venue with respect to any disputes arising from or related to the subject matter of this Agreement. The parties agree that the United Nations Convention for the International Sale of Goods is excluded in its entirety from this Agreement. Any dispute arising out of, in connection with, or in relation to this agreement or the making of validity thereof or its interpretation or any breach thereof shall be determined and settled by arbitration in Atlanta, Georgia by a sole arbitrator pursuant to the rules and regulations then obtaining of the American Arbitration Association and any award rendered therein shall be final and conclusive upon the parties, and a judgment thereon may be entered in the highest court of the forum, state or federal, having jurisdiction. The service of any notice, process, motion or other document in connection with an arbitration award under this agreement or for the enforcement of an arbitration award hereunder may be effectuated by either personal service or by certified or registered mail to the respective addresses provided herein.

**10.7 Publicity.** Unless otherwise indicated on the Order Form, Flock has the right to reference and use Agency's name and trademarks and disclose the nature of the Services provided hereunder in each case in business and development and marketing efforts, including without limitation on Flock's website.

**10.8 Export.** Agency may not remove or export from the United States or allow the export or re-export of the Flock IP or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority. As defined in FAR section 2.101, the Services, the Hardware, the Embedded Software and Documentation are "commercial items" and according to DFAR section 252.2277014(a)(1) and (5) are deemed to be "commercial computer software" and "commercial computer software documentation." Consistent with DFAR section 227.7202 and FAR section 12.212, any use, modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by the U.S. Government will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.

**10.9 Headings.** The headings are merely for organization and should not be construed as adding meaning to the Agreement or interpreting the associated Sections.

**10.10 Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**10.11 Authority.** Each of the below signers of this Agreement represent that they understand this Agreement and have the authority to sign on behalf of and bind the organizations and individuals they are representing.

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10.12 **Notices.** All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested.

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**EXHIBIT B**

**Customer Implementation Guide (Initials Required on Page 1 of Order Form)**

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Flock Group Inc.  
Today's Date - Aug 04, 2021  
This proposal expires in 30 days.

Order Form  
[Name]

Item 4.A.

0064v00001rKDOcAAO

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## Customer Implementation Guide Law Enforcement

[Implementation Timeline](#)

[Implementation Team](#)

[Things to Consider when Picking Locations](#)

[Customer Responsibilities: AC-Powered Cams](#)

[Electrician Handout](#)

[Electrician Installation Steps](#)

[FAQs about AC-Powered Flock Cameras](#)

[Installation Service Brief](#)

[Permitting: Pre-Install Questionnaire](#)

[Timeline](#)

[Right of Way](#)

[AC Power vs. Solar](#)

[Traffic Control & Installation Methods](#)

[Paperwork & Required Forms](#)

[Contacts](#)

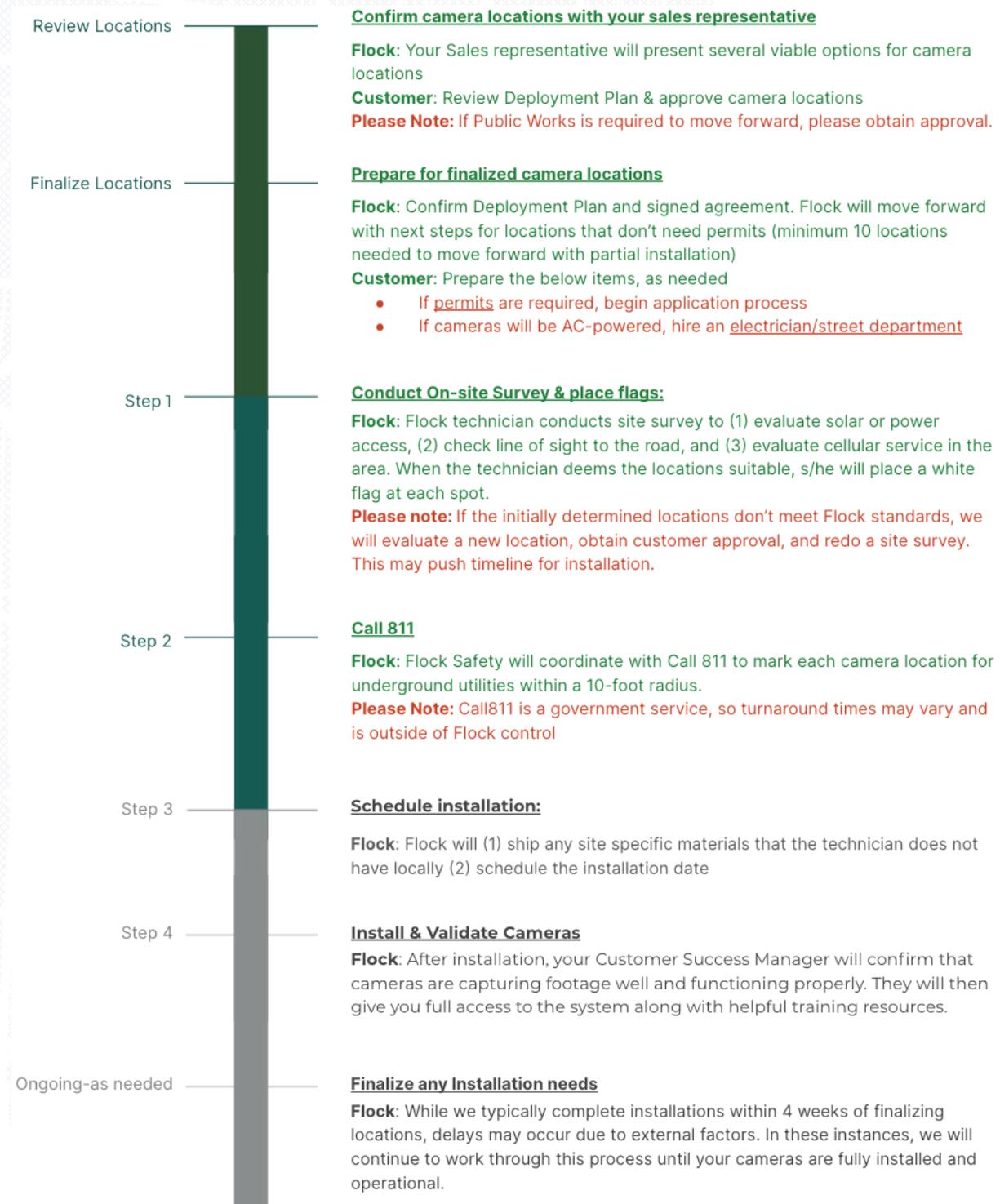
[Fee Schedule](#)

[Help Center](#)

[Customer Support](#)

## Implementation Timeline

This timeline provides general guidance and understanding of your installation process. While we typically complete installations 6-8 weeks after locations have been finalized, delays can occur as noted in the timeline below:



## Implementation Team

Flock Team	How they will support you
 <p data-bbox="219 642 488 709"><b>Customer Success Manager</b></p>	<p>Your <b>Customer Success Manager</b> is your <b>strategic partner</b> for your lifetime as a Flock customer.</p> <p>They will be your guide through the installation process. After install, they will help you understand how best to leverage the Flock Safety tool to solve crime. You should reach out to them when you want to discuss:</p> <ul data-bbox="581 579 1357 785" style="list-style-type: none"> <li>• Training</li> <li>• Benefits of features</li> <li>• Best practices for getting relevant data</li> <li>• Opportunities to expand the security network in your area</li> <li>• Feedback on your partnership with Flock</li> </ul>
 <p data-bbox="203 1131 505 1163"><b>Flock Safety Support</b></p>	<p>The Flock Safety Support team is committed to answering all your day-to-day questions as quickly as possible. To <b>get in touch with support</b>, simply email <a href="mailto:support@flocksafety.com">support@flocksafety.com</a>. Support can help you:</p> <ul data-bbox="581 963 1036 1169" style="list-style-type: none"> <li>• Request camera maintenance</li> <li>• Troubleshoot online platform</li> <li>• Contract / Billing questions</li> <li>• Update account information</li> <li>• Camera Sharing questions</li> <li>• Quick “How to” questions in your Flock Account</li> </ul>
 <p data-bbox="240 1516 467 1617"><b>Product Implementation Specialist</b></p>	<p>Your <b>Product Implementation Specialist</b> is your <b>technical product expert</b>.</p> <p>They will help translate your goal for using Flock Safety cameras into a technical plan that can be executed and enable you to solve crime. Your specialist will work with you to:</p> <ul data-bbox="581 1409 1417 1680" style="list-style-type: none"> <li>• Review the cameras in your deployment</li> <li>• Ensure that the deployment plan is set up for success from a technological standpoint in addition to meeting your goals for the product</li> <li>• If any of your locations require permits, a member of the Product Implementation team will assist you in packaging your application(s).</li> </ul>



**Field Operations Team**

The Field Operations team is responsible for the physical installation and maintenance of cameras and associated equipment provided by Flock. This includes a large team of technicians, schedulers, and many others involved in ensuring the delivery of your product.

They take the technical plan you finalized with Product Implementation and work closely with other teams at Flock to make sure that your cameras are installed quickly and safely, and in a way that maximizes the opportunity to solve crime at a specific location.

**\*Note\*:** For **all Installation questions or concerns**, please always direct them to your **Customer Success Manager** and not to the technician.

**Please Note:** On some occasions, third parties outside of Flock Safety may be (or need to be) involved in your implementation.

Outside Party	When they may be involved
Electrician/Street Department	If your Flock cameras need to be AC powered, you (customer) are responsible for providing an electrician to ensure power connectivity
Public Works (LE)	To weigh in on use of public Right of Ways or property
Department of Transportation (DOT), City, or County agencies	If installation in your area requires permitting

## Things to Consider when Picking Locations

### Falcon Cameras

- Use Cases
  - Flock LPRs are designed to capture images of rear license plates, aimed in the direction of traffic.
  - Flock LPRs are not designed to capture pedestrians, sidewalks, dumpsters, gates, other areas of non-vehicle traffic, intersections
- Placement
  - They capture vehicles driving away from an intersection.
  - They cannot point into the middle of an intersection.
  - They should be placed after the intersection, to prevent stop and go motion activation, or “stop and go” traffic.
- Mounting
  - They can be mounted on existing utility, light, or traffic signal poles, or 12 foot Flock poles. **\*\*NOTE\*\*** *Permitting (or permission from pole owner) may be required in order to use existing infrastructure or install in specific areas, depending on local regulations & policies.*
  - They should be mounted one per pole\*. If using AC power, they can be mounted 2 per pole.
    - \*Cameras need sufficient power. Since a solar panel is required per camera, it can prevent sufficient solar power if 2 cameras and 2 solar panels were on a single pole (by blocking visibility). Therefore if relying on solar power, only one camera can be installed per pole.
- They can be powered with solar panels or direct wire-in AC Power (no outlets). **\*\*NOTE\*\*** *Flock does not provide Electrical services. The agency or community must work with an electrician to wire the cameras once installed. Electrician services should be completed within 2 days of installation to prevent the camera from dying.*
- They will require adequate cellular service using AT&T or T-Mobile to be able to process & send images

### Solar Panels

Solar panels need unobstructed southern-facing views

## Customer Responsibilities: AC-Powered Cams

In the event your Flock cameras need to be AC-powered, the customer is responsible for acquiring an electrician and ensuring they connect the camera to power. See steps 2 and 6 below.

**flock safety™**  
Let's defeat crime together.™



## Don't Let Access to Solar Limit Your Power Needs

The Flock Safety license plate reading camera system can leverage AC power to help your community solve crime no matter the location.



Easy to Use Install Power Kit

Work with Local Electricians

Efficient Quote & Installation Process

### How to Get Started with a Powered Install

#### 1. Create a Deployment Plan

Work with Flock to select the best location(s) for your cameras and power sources.

#### 2. Acquire an Electrical Quote

Contact an electrician to receive a quote to run 120volt AC power to the camera.

#### 3. Sign Flock Safety Agreement

Sign the Flock Safety purchase order to begin the installation of the cameras.

#### 4. Conduct Site Survey

Flock will mark camera locations, locate underground utilities and mark if present.

#### 5. Install Camera

Flock will install the camera and AC power kit at the specified camera location.

#### 6. Connect Camera to Power

Notify the electrician that the camera is ready for the power connection installation.

flock safety™ | [www.flocksafety.com](http://www.flocksafety.com) | 866-901-1781

Visit [flocksafety.com/power-install](http://flocksafety.com/power-install) for the full plan, FAQs & to get started!

## Electrician Handout

### Electrician Installation Steps

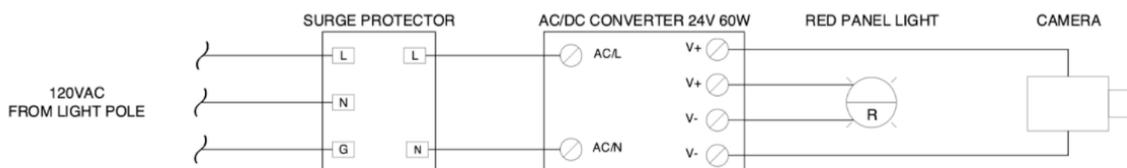
1. Run AC cable and conduit to the box according to NEC Article 300 and any applicable local codes. The gland accepts ½" conduit
2. Open the box using hinges
3. Connect AC Mains per wiring diagram below:
  - a. Connect AC Neutral wire to the Surge Protector white Neutral wire using the open position on the lever nut.
  - b. Connect AC Line wire to the Surge Protector black Line wire using the open position on the lever nut.
  - c. Connect AC Ground wire to the Surge Protector green ground wire using the open position on the lever nut.
4. Verify that both the RED LED is lit on the front of the box
5. Close box and zip tie the box shut with the provided zip tie
6. While still on site, call Flock who will remotely verify that power is working correctly:



Southeast Region - (678) 562-8766

West-Region - (804) 607-9213

Central & NE Region - (470) 868-4027



## FAQs about AC-Powered Flock Cameras

- **What voltage is supported?** The AC kit is designed to work with 120VAC infrastructure by default. A 240VAC version is available on request.
- **How much power does this consume?** Peak current draw is 1.5 A at 120VAC. Average power draw is roughly 30W in high traffic conditions, but may be lower when less vehicles are present.
- **Who is responsible for contracting the electrician?** The customer is responsible for contracting an electrician. We can help answer questions, but the customer is responsible for identifying and contracting an electrician.
- **Who is responsible for maintenance?** Flock will handle all maintenance related to the camera and power equipment installed by Flock. However, any problems with the electrical supply are the responsibility of the customer. The AC junction box has two lights to indicate the presence of power and make it easy for quick diagnosis if there is a problem related to the AC power source.
  - In the event the camera indicates to Flock that there is a power supply problem, Flock will notify the customer and request that the customer verify the lights on the AC junction box. If the AC Source light is illuminated, Flock will send a technician to investigate. If the AC source light is not illuminated the customer should check any GFCI's or breakers in the supply circuit or call the electrician who installed the power supply.
- **How much does it cost?** Work required to bring AC power to each location will be different, so exact pricing is not possible. The primary driver of cost is the distance from AC power source to the intended camera location.
- **What information do I need to provide my electrician?** The Flock deployment plan and these work instructions should be sufficient to secure a quote. It will be helpful if you know the location of existing power infrastructure before creating the deployment plan.
- **Can you plug into my existing power outlet?** The Flock AC power adapter does not use a standard outlet plug, but must be directly wired into the power mains. While using outlet plugs may be convenient, they can easily be unplugged presenting a tampering risk to this critical safety infrastructure. If an outlet is close to the camera, the electrician can route power directly to the camera with a direct wire-in connection.
- **How long does this process typically take?** The installation process typically takes 6-8 weeks. In order to accelerate the process, be sure to have the electrician perform his work shortly after the Flock technician finishes installing the camera.
- **What kind of electrician should I look for?** Any licensed electrician should be able to perform this work, though we have found that those who advertise working with landscape lighting are most suited for this work.
- **What happens if the electrician damages the equipment?** The customer is responsible for contracting the electrician. Any liability associated with this work would be assumed by the customer. If any future work is required at this site due

to the electrical infrastructure or the work performed by the electrician would be the responsibility of the customer.

- **When should the electrician perform his work?** Once Flock installs the camera, you will receive an email alert letting you know that this has been completed. After this, you will need to schedule the electrician to route power to the pole.
- **What if my electrician has questions about Flock's AC Kit?** You should share the [AC-Power Kit Details](#) packet with the electrician if they have questions
- **What if the AC power is on a timer?** Sometimes the AC power will be on a timer (like used for exterior lighting). Flock requires that the AC power provided to the camera be constant. The source that the electrician uses must not be on a timing circuit.

## Installation Service Brief

Below outlines the statement of work for your Flock Camera Installation:

What is covered by Flock	What is NOT covered by Flock	Special note
Flock Cameras & Online Platform	Traffic Control and any associated costs	
Mounting Poles	Electrician & ongoing electrical costs	
AC Power Kit <i>(as needed)</i>	Engineering Drawings	
Solar Panels <i>(as needed)</i>	Relocation Fees	<i>exc. changes during initial installation</i>
Site Surveys and Call 811 Scheduling	Contractor licensing fees	
Installation Labor Costs	Permit application processing fees	
Customer Support / Training	Specialist mounting equipment	<i>Including, but not limited to, *MASH poles or adapters</i>
Cellular Data Coverage	Bucket trucks	
Maintenance Fees <i>(review <a href="#">Fees Sheet</a> for more details)</i>	Loss, theft, damage to Flock equipment	
Data storage for 30 days	Camera downtime due to power outage	<i>Only applicable for AC-powered cameras</i>

\*MASH poles: Manual for Assessing Safety Hardware (MASH) presents uniform guidelines for crash testing permanent and temporary highway safety features and recommends evaluation criteria to assess test results

## Permitting: Pre-Install Questionnaire

### 1. Timeline

- In Flock Safety's experience, in-depth permitting requirements can **add 2+ months to the installation timeline**. Law enforcement agencies and city governments can work with their local Public Works or Department of Transportation offices directly to help expedite the process. When Flock Safety customers manage the permitting processes, results tend to come more quickly.
- Is your agency able to own the permitting process with Flock Safety's assistance?

### 2. Right of Way

- Will any of the Flock Safety cameras be installed on city, state or power company owned poles *or* in city, county, or state Right of Way (RoW)?
  - What is the RoW buffer?
  - Will additional permits or written permission be required from third-party entities (*such as DOT, power company, public works, etc*)?
- Will any cameras be installed on city-owned traffic signal poles (vertical mass)?
  - If yes, please provide heights/photos to determine if a bucket truck is needed for the installation.
    - Note: If height is greater than 15 feet tall, a bucket truck is **required**.

### 3. AC Power vs. Solar

- If AC powered, is there a 120V power source available, and is there access to an electrician who can connect the existing wire to the Flock Safety powered installation kit? ([link](#))
- If solar powered, consider the size of the solar panel and potential to impact visibility of DOT signs/signals:
  - Single Panel: 21.25" x 14" x 2" (Length x Width x Depth)
  - Double Panel: 21.25" x 28" x 2" (LxWxD)

### 4. Traffic Control & Installation Methods

- **If a bucket truck is required**, this typically necessitates a full lane to be blocked in the direction of travel. **Can you provide a patrol car escort, or will full traffic control be required?**
  - Note: If traffic control is required, you may incur additional costs due to city/state requirements; Fees will be determined by quotes received.
- **If full traffic control required (cones, arrowboards, etc.):**

- Will standard plans suffice, or are custom plans needed? Custom plans can double the cost, while standard plans can be pulled from the Manual of Uniform Traffic Control Devices ([MUTCD](#)).
  - Will a non-sealed copy of the traffic plan suffice? Or does the traffic plan need to be sealed and/or submitted by a professional engineer?
  - Are there state-specific special versions/variances that must be followed?
  - **If a bucket truck is *not* required**, the shoulder or sidewalk should suffice and enable Flock Safety to proceed without traffic control systems in place.
    - Note: In some states (i.e. California), sidewalks may require signage. If signage is mandatory, Will your Public Works department be able to assist?
5. Paperwork & Required Forms
- Flock Safety will need copies of paperwork to complete prior to proceeding (ex. business license applications, encroachment permit applications). We can save critical time by gathering these documents upfront. We appreciate your assistance in procuring these.
6. Contacts
- If Flock Safety will need to interface directly with the departments, please share the contact information of the following departments:
    - Permitting
    - Public Works
    - Traffic Department

**\*Fee Schedule**

After a deployment plan with Designated Locations and equipment has been agreed upon by both Flock and the Customer, any subsequent changes to the deployment plan (“Reinstalls”) driven by a Customer’s request will incur a fee per the table below.

All fees are per reinstall or required visit (in the case that a reinstall is attempted but not completed) and include labor and materials. If you have any questions, please email [support@flocksafety.com](mailto:support@flocksafety.com).

\*Below fee schedule is subject to change; see [HERE](#) for the most up to date information

Reinstall or job type	Reinstall fee
Camera or pole relocation	\$150
Camera replacement as a result of vandalism, theft, or third party damage	\$500
Pole replacement as a result of vandalism, theft, or third party damage	\$150
Pole upgrade	\$300
Angle Adjustment – Customer request	\$125
Installation of additional Flock Safety sign (including cost of sign)	\$100
Convert camera to use of electrical outlet (excluding cost of electrical work)	\$150
Other site visit/technician visit that does not result in a reinstall being required	\$150

## Help Center

Our Help Center is filled with tons of resources to help you navigate through the online platform. Below you will find some common questions and their relevant help article:

[How do I search camera footage?](#)

[How do I add a user?](#)

[How do I add a vehicle to my own Hot List?](#)

[How do I enable browser notifications for Hot List alerts?](#)

[How do I get text alerts for Hot List?](#)

[How do I request camera access from other nearby agencies?](#)

[How do I use the National Lookup to search for a plate?](#) *(National Lookup - network of law enforcement agencies that have opted to allow their Flock cameras to be used for searches)*

[How do I reset my / another user's password?](#)

## Customer Support

You can reach our customer support team anytime by emailing [support@flocksafety.com](mailto:support@flocksafety.com). They can help answer any “How-To” questions you may have.



September 17, 2021

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

Re: Engineer's Report for September 21, 2021 Council Meeting  
HDR Job No. 10281855

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from August 14, 2021 to September 17, 2021.

1. On-Going Services (10281855):

a. 1303 Friarcreek Lane –

- On September 9, 2021, HDR coordinated with the City regarding a neighbor's concern that the temporary erosion control measures implemented by the property owner at 1303 Friarcreek Lane (Mr. Jorge Lefebvre) are not holding up and are starting to fail into the creek.
- Per the City's last correspondence with Mr. Lefebvre back in March 2021, they were still doing soil testing/investigation and plans were not quite ready to submit to the City but understood that they cannot do any work until the plans were approved.
- On September 10, 2021, the City reached out to Mr. Lefebvre regarding the temporary erosion control measure issues and was informed that the initial bid he received to perform the permanent erosion control improvements was extremely high (i.e. approximately \$360,000), and that he was still looking for other bids.
- The City noted to Mr. Lefebvre that if the permanent erosion control improvements project will not start in the near future, he will need to temporarily stabilize the area by sodding or hydro-mulching seeding to prevent/mitigate further erosion in the area.

b. 1330 Glourie Drive –

- On August 27, 2021, HDR coordinated with Mr. Scott Magnuson (Contractor – studioMET Architects) regarding the removal of the existing asphalt walkway adjacent to the driveway at 1330 Glourie Drive. The walkway was originally in place to allow Hilshire Village residents to access what was the Church property for recreation use or walk to the Church; however, since the four (4) northeastern lots along Glourie Drive are now privately owned, there is no longer a use for the walkway. The Contractor will be allowed to remove the walkway as long as the ditch is properly restored after removal of the walkway.
- On September 14, 2021, HDR also coordinated with Mr. Magnuson regarding the as-built impervious calculation requirements.

c. 1334 Glourie Drive –

- On August 19, 2021, HDR reviewed and returned to the City the Drainage Plan Amendment for 1334 Glourie Drive. The drainage plan was modified to redirect drainage from the area inlet adjacent to the proposed pool from the north drain line to the south drain line due to a conflict with the existing grade beams that would not allow for the line to be connected as originally shown in the approved drainage plan. The drainage plan amendment was approved with exceptions noted.

d. 1123 Guinea Drive –

- On September 3, 2021, HDR reviewed and returned to the City the Drainage Plan Amendment for 1123 Guinea Drive. The amended drainage plan included a reduction in impervious coverage on the lot due to the elimination of the proposed pool construction previously shown in the approved drainage plan. The drainage plan amendment was approved with exceptions noted.

e. 1 Hickory Shadows Drive –

- On August 19, 2021, HDR performed a drainage cover inspection of the secondary drainage improvements at 1 Hickory Shadows Drive. No issues were noted, therefore it passed inspection.

f. 7907 Hilshire Green Drive –

- On August 16, 2021, HDR reviewed and returned to the City the Drainage Plans Resubmittal for 7907 Hilshire Green Drive. All comments/corrections requested by HDR in the July 14, 2021 review were addressed. The drainage plan resubmittal was approved with exceptions noted.

g. 8201 Mallie Court –

- On August 16, 2021, HDR reviewed and returned to the City and Contractor (Erik Silvey – Erosion Control Systems, Inc.) the Erosion Control Plans for 8201 Mallie Court. The erosion control plans were incomplete (i.e. missing floodplain boundaries in topographic survey, missing elevations, material/product information for proposed Bag Wall System, etc.), therefore it must be revised and resubmitted.
- On September 3, 2021, HDR reviewed and returned to the City and Contractor the Erosion Control Plans Resubmittal for 8201 Mallie Court. The erosion control plans resubmittal required additional corrections (i.e. missing proposed elevations, proposed silt fence encroaching into adjacent property owner, verification of cut/fill calculations, overlapping text, etc.), therefore it must be revised and resubmitted.
- On September 13, 2021, HDR reviewed and returned to the City the Erosion Control Plans Second Resubmittal for 8201 Mallie Court. The erosion control plans were approved with exceptions noted.

h. 1306 Pine Chase Drive –

- On August 16, 2021, HDR reviewed the Parking Pad Plan and Details for 1306 Pine Chase Drive prepared by Mr. Robert Taft Deden, P.E. The plan and details addressed the retaining wall design requirements for the parking pad to be less than 2-ft off from the ditch top of bank.
- On August 17, 2021, the City issued the parking pad permit to Mr. Greg Truax (Property Owner).
- HDR has been coordinating with the City and Mr. Truax on the follow up inspections and parking pad installation requirements.
- On August 18, 2021, HDR performed a site visit to determine the progress of the parking pad work which included the clearing of the retaining wall and parking pad area and installation of formwork for the wall base, vertical section and curbed areas, and a portion of the steel reinforcement.

- On August 30, 2021, HDR performed a Parking Pad Pre-Fill Inspection. No issues were noted, therefore it passed inspection. Mr. Truax was reminded to properly cleanup the project area once the concrete pour is completed.

i. 14 Pine Creek Lane –

- On August 27, 2021, HDR received the Drainage Plans for 14 Pine Creek Lane; however, upon cursory review of these plans they were found to be incomplete. HDR noted that there is no specific drainage plan prepared by a Professional Engineer licensed in the State of Texas, nor impervious coverage calculations. The City will follow up with the Contractor to request this information.

j. Wirt Road Safety Project –

- On August 19, 2021, the City and HDR attended a virtual MS-Team Meeting with the City of Houston (COH) to discuss the Wirt Road Safety Project (i.e. sidewalk, addition of traffic light/signal, and expansion of existing left turn holding lanes), its feasibility and potential partnership opportunities with COH.
- On September 8, 2021, HDR attended a virtual MS-Team Pre-Kickoff Meeting with COH Traffic & Drainage Operations, Planning, and Inter-Agency Coordination Groups to discuss and coordinate the Wirt Road Safety Project.
- On September 13, 2021, the City, Harris County and HDR attended a virtual MS-Team Kickoff Meeting with COH Council Member Amy Peck, COH Traffic & Drainage Operations, Planning, and Inter-Agency Coordination Groups to discuss and coordinate the Wirt Road Safety Project. The COH will coordinate with HDR and schedule a Design Coordination Meeting in the near future to discuss the proposed project improvement details, requirements and potential restrictions.

k. Water Meter Vault Upgrades –

- The City has received funds from the American Rescue Plan Act of 2021 (ARPA) and wishes to use some of these funds to upgrade/change the Water Meters at Pine Chase Grove and Hickory Shadows, including Meter Vaults (as necessary) to Electromagnetic Flow Meters similar to the one installed at City Hall. The electromagnetic flow meters, when compared to the existing combination fire/domestic meter assemblies, reduce the head loss across the meter vault assembly, resulting in less reduction of water pressure.

- In order to make these water meter upgrades, HDR will coordinate with Ms. Sherri Winslow, COH Director of Customer Account Services to schedule a meeting to discuss these upgrades and the COH's requirements.

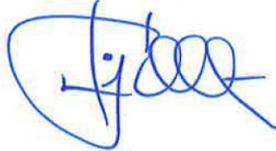
1. Lift Station Generator –

- Electrical power from CenterPoint Energy to the lift station has been interrupted since Tropical Storm Nicholas earlier this week. As a result of this power outage, InfraMark (City's Operation & Maintenance Company) is currently pumping out the sewage from the lift station wet well to prevent any sanitary sewer overflows or excursions.
- HDR is coordinating with the City to provide information on electrical loads for the lift station to be used in designing/sizing the emergency natural gas generator for the lift station.
- The City will request and secure specs and quotes for an emergency natural gas generator that will meet the lift station electrical requirements.

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 (10281855)

**August 2021**  
**MONTHLY BUILDING REPORT SUMMARY**

**Plan Review:** Two (2)      1123 Guinea Drive New Construction  
 14 Pine Creek Lane Addition and Remodel

**Permits:** Twenty-Five (25):

Demolition:	
Remodel / Add-On:	
New Construction:	
Accessory Building:	
Electrical:	4
HVAC:	
Plumbing:	5
Fire Sprinklers:	2
30-Day Dumpster:	

Sign:	
Roof:	3
Fence:	1
Tree Removal:	5
Irrigation:	1
Drainage:	
Swimming Pool:	
Swimming Pool Demo:	
Other: Flatwork	3
Other: Foundation Repair	1

**Inspections:** Twenty-One (21)

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

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

**Change of Occupancy Use:** None

**Extended Permit Request:** None

**CITY OF HILSHIRE VILLAGE PLAN REVIEW AND PERMIT LOG - August 2021**

<b>Date</b>	<b>Permit Number</b>	<b>Address</b>	<b>Issued To</b>	<b>Amount Received</b>	<b>Description / Scope</b>	<b>No of insp</b>
Tue 8/3/21	HV-21-061B	1123 Guinea Dr	RL Builders	\$ 4,752.03	Plan Review - New Construction	0
Tue 8/3/21	HV-21-061D	1123 Guinea Dr	RL Builders	\$ 1,800.00	Plan Review - Drainage	0
Tue 8/3/21	HV-21-059GE	1201 Pine Chase Dr	Generators of Houston	\$ 205.00	Electrical - Generator w/ Pre-Fab Pad	2
Tue 8/3/21	HV-21-059GP	1201 Pine Chase Dr	Dial One Plumbing	\$ 280.00	Plumbing - Gas Line for Generator	3
Tue 8/3/21	HV-21-060GE	1210 Archley Dr	Ark Generator	\$ 330.00	Electrical - Generator w/ Poured Slab	4
Tue 8/3/21	HV-21-060GP	1210 Archley Dr	Ark Generator	\$ 280.00	Plumbing - Gas Line for Generator	3
Tue 8/10/21	HV-21-062GE	8111 Bromley Rd	A&A GenPro	\$ 330.00	Electrical - Generator w/ Poured Slab	4
Tue 8/10/21	HV-21-063GE	10 Hickory Shadows	A&A GenPro	\$ 330.00	Electrical - Generator w/ Poured Slab	4
Wed 8/4/21	HV-20-099P	1326 Glourie Dr	Armatex Plumbing	\$ 530.00	Plumbing - New Construction	5
Wed 8/4/21	HV-21-064FN	7919 Hilshire Green	Olshan Foundation	\$ 280.00	Foundation Repair	2
Thu 8/12/21	HV-21-037R	1249 Archley	Sherri Hooper (Homeowner)	\$ 240.00	Roof Replacement	1
Fri 8/13/21	HV-21-065R	1232 Ridgeley Dr	Nicolas Rodriquez	\$ 240.00	Roof Replacement	1
Fri 8/13/21	HV-21-066V	21 Hickory Shadows	Allan Torregrossa (Homeowner)	\$ 380.00	Driveway Replacement	2
Mon 8/16/21	HV-20-059I	1330 Glourie Dr	The Outdoor Remedy	\$ 240.00	Irrigation	2
Mon 8/16/21	HV-21-068T	7914 Hilshire Green	Castillo Tree Experts	\$ -	Tree Removal - Dead	0
Tue 8/17/21	HV-21-070V	1306 Pine Chase Dr	Greg Truax (Homeowner)	\$ 480.00	Parking Pad	2
Wed 8/18/21	HV-21-071T	1228 Ridgeley	Garcia Professional Tree Service	\$ 50.00	Tree Removal	0
Wed 8/18/21	HV-21-072T	1218 Ridgeley	Garcia Professional Tree Service	\$ 50.00	Tree Removal	0
Wed 8/18/21	HV-21-073T	1023 Ridgeley Dr	Homeowner (CenterPoint)	\$ -	Tree Removal - CenterPoint	0
Wed 8/18/21	HV-21-074V	8 Hilshire Grove	APTO Construction	\$ 240.00	Paving - Walkway	2
Wed 8/18/21	HV-21-075P	11 Hilshire Grove	ARS of Houston North	\$ 180.00	Plumbing - Sewer Repair	1
Mon 8/23/21	HV-21-077R	8209 Mallie Ct	CCRR LLC	\$ 240.00	Roof Replacement	1
Mon 8/23/21	HV-21-035GP	1111 Glourie Dr	Joe Nettles Plumbing Company	\$ 180.00	Plumbing - Generator	1
Mon 8/23/21	HV-21-016FS	8373 Westview Dr	American Fire Systems	\$ 280.00	Fire Sprinkler	2
Thu 8/26/21	HV-20-059FS	1330 Glourie Dr	Modern Concept Construction	\$ 175.00	Perimeter Fencing	1
Fri 8/27/21	HV-21-078B	14 Pine Creek Ln	Steadfast Custom Homes	\$ 363.91	Plan Review - Building	0
Fri 8/27/21	HV-21-078D	14 Pine Creek Ln	Steadfast Custom Homes	\$ 1,800.00	Plan Review - Drainage	0
Fri 8/27/21	HV-21-014FS	1334 Glourie Dr	1st Texas Fire Protection, Inc	\$ 320.00	Fire Sprinkler	2
Mon 8/30/21	HV-21-079T	21 Hickory Shadows	Alan Torregrossa	n/a	Removal dead tree	0

### INSPECTION LOG - August 2021

LOG NO.	ADDRESS	PERMIT NO.	TYPE OF REQUEST	P OR F	DATE	INSPECTOR
21-150	7906 North Villa Court	HV-20-034B	Driveway forms	Passed on 7/30	7/30/21	BBG
21-151	1334 Glourie Dr	HV-21-014b	Driveway forms	Pass	8/4/21	BBG
21-152	8006 Anadell	HV-21-015SP	Deck Steel	Pass	8/4/21	BBG
21-153	1210 Archley Dr	HV-21-060GE	Generator Pad Pre-Pour	Pass	8/4/21	BBG
21-154	1334 Glourie Dr	HV-21-014P	Plumbing Top-Out	Pass	8/10/21	BBG
21-156	1326 Glourie Drive	HV-20-099P	Plumbing Ground	Pass	8/13/21	BBG
21-157	1334 Glourie Dr	HV-21-014D	Drainage Cover	Fail	8/18/21	Javier Vasquez
21-158	21 Hickory Shadows	HV-21-066V	Driveway Pre-pour	Pass	8/20/21	BBG
21-160	1 Hickory Shadows	HV-21-067D	Drainage Improvements Cover	Pass	8/19/21	Javier Vasquez
21-161	1232 Ridgeley Dr	HV-21-065R	Re-roof Final	Pass	8/20/21	BBG
21-162	1330 Glourie	HV-20-059I	Irrigation Final	Pass	8/23/21	BBG
21-163	1249 Archley Dr	HV-21-037R	Roof final	Pass	8/23/21	BBG
21-164	1334 Glourie Dr	HV-21-014B	Brick Tie	Pass	8/24/21	BBG
21-165	11 Hilshire Grove	HV-21-075P	Sewer Repair Cover	Pass	8/24/21	BBG
21-166	8111 Bromley St	HV-21-062GE	Slab Pre-Pour	Pass	8/26/21	BBG
21-167	10 Hickory Shadows Dr	HV-21-063GE	Slab Pre-Pour	Pass	8/26/21	BBG
21-168	1111 Glourie Dr	HV-21-035GP	Gas Test	Fail	8/27/21	BBG
21-159	7906 N Villa Ct	HV-20-034E	Electrical Final	Pass	8/30/21	BBG
21-169	7906 N Villa Ct	HV-20-034M	Vent Hood & Mechanical Final	Pass	8/30/21	BBG
21-170	7906 N Villa Ct	HV-20-034P	Plumbing Final	Pass	8/30/21	BBG
21-171	1306 Pine Chase Dr	HV-21-070V	Parking Pad Pre-Fill	Pass	8/30/21	Javier Vasquez

**RESOLUTION NO. 2021-219**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE, AND THE CITY SECRETARY TO ATTEST, RESPECTIVELY, AN AMENDED CONCEALED NETWORK NODE DEPLOYMENT AGREEMENT WITH GTE MOBILNET OF SOUTH TEXAS, LP D/B/A VERIZON WIRELESS FOR THE INSTALLATION OF CERTAIN NETWORK NODES AND RELATED EQUIPMENT SUBJECT TO THE CITY'S RIGHT-OF-WAY MANAGEMENT ORDINANCE.**

\* \* \* \* \*

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:**

**Section 1.** That the Mayor and City Secretary be, and they are hereby, authorized and directed to execute and attest, respectively, that certain "Amended Concealed Network Node Deployment Agreement" between the City and GTE Mobilnet of South Texas, LP. A copy of such Agreement is attached hereto as Exhibits "A" and is made a part hereof for all purposes.

**PASSED, APPROVED AND RESOLVED on this 21<sup>st</sup> day of September, 2021.**

\_\_\_\_\_  
Russell Herron  
Mayor

ATTEST:

\_\_\_\_\_  
Susan Blevins  
City Secretary



**ORDINANCE NO. 810-2021**

**AN ORDINANCE AMENDING CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, SECTION 02:00, DEFINITIONS, AND SECTION 11.02, STRUCTURE TO ALLOW HABITABLE AREAS IN AN ATTIC UNDER CERTAIN CONDITIONS; REGULATING LOCATION OF A BALCONY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH VIOLATION; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

**WHEREAS**, City Council, acting as the City’s Zoning Commission, provided a preliminary report on an amendment to the Zoning Ordinance related to allowing habitable areas in attics as required by Section 211.007 of the Texas Local Government Code, on August 5, 2021; and

**WHEREAS**, a public hearing on this preliminary report at which parties in interest and citizens had an opportunity to be heard was held before the City Council, acting as the Zoning Commission, on August 17, 2021; and

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

**WHEREAS**, a public hearing on this final report was held by City Council on September 21, 2021; and

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

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

Section 1, Section 02:00, Definitions, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by amending and adding the following definitions which shall read as follows:

02:A-03 Attic. ~~That portion of a building, not a story, included between the upper surface of the topmost floor and the ceiling or roof above. The area between the roof and the ceiling of the rooms below that is not habitable or that does not have an interior stairway. Improvement to habitable status shall make the attic space an attic story.~~

02:A-03.1 Attic story. Any attic space made habitable by improvement or any new construction of a habitable area located above the story below.

02:B-01 Balcony. An elevated platform projecting from the wall of a building and enclosed by a railing or parapet.

02:P-02.1 Pitched roof. A roof with a sloping surface with each plane pitched at a vertical to horizontal height no less than four to twelve (4:12) over eighty percent (80%) of the area of all roof surfaces as measured from plan view.

Section 2. Section 11:02, Structures, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by adding a new subsection 11:02.01(d) to read as follows:

“11:02.01 The maximum height of any building without a pitched roof shall be thirty feet (30’).”

Section 3. Section 11:02, Structures, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by amending subsection 11:02.04 to read as follows:

11.02.04 Attic: 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. Provided, however, an attic story of the principal structure may be habitable space if all of the following conditions exist:

- 1) the principal structure has a pitched roof;
- 2) the habitable area of the attic story is at least seventy square feet (70 sq.ft.);
- 3) the minimum width and length of the habitable area in the attic story is at least seven feet (7’);
- 4) the minimum ceiling height for at least fifty percent (50%) of the habitable area in the attic story is seven feet;
- 5) the attic story is accessed by a staircase within the principal structure that is in compliance with current International Building Code standards;
- 6) the habitable area of the attic story is less than forty percent (40%) of the habitable area of any lower story and does not extend beyond the footprint of the top floor and roof;
- 7) any window not facing the street must be frosted or made of textured materials to prevent direct visibility into neighboring properties;
- 8) each required emergency egress for the attic is located at least twenty feet (20’) from any side property line and thirty feet (30’) from any rear property line; and
- 9) the habitable area of the attic story complies with all other applicable city regulations, including the ICC building, electrical, fire and plumbing codes

Section 4. Section 11:02, Structures, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by amending and adding a new subsection 11:02.05, that shall read as follows:

“11:02.05 Balcony. Any balcony with a floor height over thirty-six inches (36”) above natural grade or above the first floor, whichever is less, shall be located at least sixteen feet (16’) from any side property line and twenty-five feet (25’) from any rear property line.”

Section 5. Any person, firm, partnership, association, corporation, company, or organization of any kind who or which intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this Comprehensive Zoning Ordinance shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed two thousand dollars (\$2,000). Each day during which such violation shall exist or occur shall constitute a separate offense. The owner or owners of any property or of premises where any violation of this Comprehensive Zoning Ordinance shall occur, and any agent, contractor, builder, architect, person, or corporation who shall assist in the commission of such offense shall be guilty of a separate offense, and, upon conviction thereof, shall be punished as above provided.

Section 6. This ordinance is intended to be cumulative and shall not repeal any previous ordinance except to the extent that any provision of such ordinance is inconsistent and cannot be reconciled with any provision contained herein.

Section 7. In case any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this ordinance, or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by any court of competent jurisdiction, the same shall not affect, impair, or invalidate this ordinance as a whole or any part or provision thereof other than the part so declared to be invalid or unconstitutional, and the City Council of the City of Hilshire Village, Texas, hereby declares that it would have passed each and every part of the same notwithstanding the omission of any such part so declared to be Invalid or unconstitutional, or whether there be one or more such parts. Furthermore, if any portion or portions hereof be so held to be invalid or unconstitutional, then the corresponding portion of the Zoning Ordinance adopted by the City of Hilshire Village, Texas, shall continue to be effective.

Section 8. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this 21st day of September, 2021.

\_\_\_\_\_  
Russell Herron, Mayor

ATTEST:

\_\_\_\_\_  
Susan Blevins, City Secretary

ORDINANCE NO. **811-2021**

AN ORDINANCE AMENDING APPENDIX “A” FEE SCHEDULE OF THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, BY DELETING SECTION 7.200 OF APPENDIX “A” THEREOF AND SUBSTITUTING THEREFOR A NEW SECTION 7.200 OF APPENDIX “A”, ESTABLISHING NEW WATER, WATER DEPOSITS, BILLING CHARGES, SANITARY SEWER AND SOLID WASTE COLLECTION RATES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

\* \* \* \* \*

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

Section 1. The Code of Ordinances of the City of Hilshire Village, Texas (the “Code”), is hereby amended by deleting Section 7.200 of Appendix A, and substituting therefore a new Section 7.200 of Appendix A to provide as follows with an effective date for all invoices rendered after date of Ordinance.

**“Sec. 7.200 Water Rates Established**

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

- (1) The charge for water is \$7.00/1000 gallons – no minimum
- (2) The flat rate bi-monthly sewer charge is \$74.00 and the maintenance charge is \$20.00.

(b) Commercial “C”, Bi-Monthly Charges

- (1) The charge for water is \$7.00/1000 gallons – no minimum
- (2) The flat rate bi-monthly sewer charge is \$74.00 and the maintenance charge of \$20.00.

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

- (1) The charge for water is \$7.00/1000 gallons – no minimum.
- (2) The flat rate bi-monthly sewer charge is \$525.94 and the maintenance charge is \$20.00.

**Meter Deposit**

- (1) A deposit for water meter hookup for any new residential, non-residential or commercial customer shall be required in the amount of \$500.00 per meter. The refund will be returned on the last water bill after a call for disconnection.
- (2) If in the event an existing resident's water is turned off due to nonpayment, a deposit will be required, in an amount necessary to cause a total deposit balance of \$500.00, prior to a reconnection of water service. Such deposit shall be mandatory if there is no deposit, or there is a deposit in an amount less than \$500.00 remaining on the account.

**Billing Charges Established for Residential, Non-Residential and Commercial**

**\*All Payments, as described below, shall be made in person or online (if applicable) at such place that payments are received, unless otherwise approved by the City or an authorized contractor for the City, with an authorized payment method (not to include personal checks or AMEX).**

- (1) Returned Check Fee is \$25.00
- (2) Meter Verification/Re-Read will be no charge if meter was read incorrectly, 1 free re-read a year and \$20.00 thereafter if the meter was read correctly by Inframark Water & Infrastructure Services.
- (3) A Service Account Transfer fee of \$15.00 will be charged for new accounts or when a resident moves from one address to another within the city, so that the records follow the resident.

- (4) Delinquent letter charge is \$10.00: The resident shall have five (5) business days (excluding holidays), from the date that such delinquent letter is issued, to pay all delinquent bills before a red tag is issued.
- (5) Red tag fee is \$20.00. Once a red tag is issued, the resident shall have five (5) business days (excluding holidays), from the date that such red tag is issued, to pay all delinquent bills before the water is turned off.
- (6) Turn off fee is \$50.00.
- (7) Reconnect fee is \$50.00.
- (8) Removal of Meter due to unauthorized usage after turn off is \$100.00.
- (9) Insufficient Funds Fee is \$25.00.

**Solid waste collection charges:**

Per residential unit, school, church, public building or similar use is \$46.76 bi-monthly, excluding sales tax. Additionally, a fuel surcharge and disposal environmental fee will be charged by the City if and when the Vendor's bill includes these fees.

Section 2. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 3. In the event any clause phrase, provision, sentence or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional and the City Council of the City of Hilshire Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 21<sup>st</sup> day of September, 2021.

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Russell Herron, Mayor

ATTEST:

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Susan Blevins, City Secretary

**ORDINANCE NO. 812-2021**

**AN ORDINANCE APPROVING AND ADOPTING THE CITY OF HILSHIRE VILLAGE, TEXAS, BUDGET FOR THE FISCAL YEAR ENDING 2022; MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

\* \* \* \* \*

**WHEREAS**, within the time and in the manner required by law, the Mayor of the City of Hilshire Village, Texas (the “City”), has prepared and submitted to the City Council a general budget of proposed expenditures and revenues of the City of Hilshire Village for the fiscal year ending 2022, beginning October 1, 2021 and ending on September 30, 2022; and

**WHEREAS**, such budget was timely filed with the City Secretary, has been available for inspection, was submitted to City Council, and pursuant to a motion of the City Council; and

**WHEREAS**, the City Council has considered the proposed general budget and has made such changes therein as in its judgment were warranted by law and were in the best interest of the citizens and taxpayers of the City; and

**WHEREAS**, this budget will raise more revenue from property taxes than last year’s budget by an amount of \$55,032, which is a 3.64 percent increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$22,469; and

**WHEREAS**, a copy of such general budget and cover page has been filed with the City Secretary and will be posted on the entity’s website until the date of the first anniversary the budget is adopted; and

**WHEREAS**, the City Council now desires to approve and adopt the same; now, therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:**

**Section 1.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

**Section 2.** The City Council hereby approves and adopts the general budget described in the preamble of this Ordinance, a copy of which is attached hereto and made a part of this Ordinance for all purposes and a copy of which is on file with the City Secretary. The City Secretary is hereby directed to place on said budget an endorsement, which shall be signed by the City Secretary, which reads as follows: “The Official Budget of the City of Hilshire Village, Texas, for the Fiscal Year Beginning October 1, 2021, and ending September 30, 2022.” Such budget, as thus endorsed, shall be kept on file in the office of the City Secretary as a public record.

**Section 3.** In support of said budget and by virtue of its adoption thereof, including any and all changes adopted thereto, the several amounts specified for the various purposes named in said budget are hereby appropriated to and for such purposes.

**Section 4.** The City Council takes cognizance of the fact, that in order to facilitate operations of the City and its various departments and activities and to make adjustments occasioned by events transpiring during the year, some transfers may be necessary to and from some accounts contained within the budget as originally adopted. Accordingly, should the Mayor from time to time determine that transfers are necessary from unexpected funds in one or more budget accounts to another budget account, and the same may be accomplished without creating a deficit in the requirements of any City Department or activity, he/she shall recommend such transfers to the City Council by attaching such recommended transfers to an ordinance amending the official budget. Upon approval of such ordinance by the City Council, an amendment sheet reflecting such transfer or transfers shall be attached to the budget as specifically adopted, whereupon the City Council shall treat such funds as if they had been thus budgeted in the first instance.

PASSED, APPROVED, AND ADOPTED on this 21st day of September, 2021 by a roll call vote.

- Pos. 1, Mike Gordy
- Pos. 2, Robert Byrne
- Pos. 3, Andy Carey
- Pos. 4, Paul Maddock
- Pos. 5, David Schwarz

CITY OF HILSHIRE VILLAGE

APPROVED:

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Russell Herron, Mayor

ATTEST:

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Susan Blevins, **City Secretary**

# City of Hilshire Village Fiscal Year 2021-2022 Budget Cover Page September 21, 2021

This budget will raise more revenue from property taxes than last year's budget by an amount of \$55,032, which is a 3.64 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$22,469.

The members of the governing body voted on the budget as follows:

**FOR:**

**AGAINST:**

**PRESENT** and not voting:

**ABSENT:**

## Property Tax Rate Comparison

	<b>2021-2022</b>	<b>2020-2021</b>
Property Tax Rate:	\$0.589884/100	\$0.590120/100
No-New-Revenue Tax Rate:	\$0.576348/100	\$0.577699/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.439661/100	\$0.434122/100
Voter-Approval Tax Rate:	\$0.589884/100	\$0.590120/100
Debt Rate:	\$0.134835/100	\$0.140804/100

Total debt obligation for City of Hilshire Village secured by property taxes:  
\$358,454

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

				2021 (YTD "ESTIMATES" (using actuals & estimates)	FYE '21 BUDGET	FYE '22 BUDGET	NOTES
		<b>FYE 2022 (2021 TAX YEAR) BUDGET</b>	ACCT NO.				
1		<b>UNRESTRICTED GENERAL FUND</b>					<b>UNRESTRICTED GENERAL FUND</b>
2		<b>Pass Through Cash Flow</b>					<b>Pass Through Cash Flow</b>
3		Recycle & Trash Fees	42500	\$ 82,213	\$ 84,444	\$ 87,535	Recycle & Trash Fees 312 users ( Will need to increase if rates to 46.76/bi monthly to cover increase)
4		Sales Tax Discount Income	47000	\$ 42	\$ 33	\$ 33	Sales Tax Discount (same as last year's budget)
5		<b>Total General Revenue - Garbage</b>		<b>\$ 82,256</b>	<b>\$ 84,477</b>	<b>\$ 87,568</b>	<b>Total General Revenue - Garbage</b>
6		<b>General Expense</b>					<b>General Expense</b>
7		Trash Service	52500	\$ 81,595	\$ 84,035	\$ 87,535	Trash Service (305 customers & 7 commercials ) SIGNED 3 YEAR CONTRACT (\$22.59 per user - contract effective 1-1-2019) increase could be up to a 3.6%
8		<b>Total General Expense - Garbage</b>		<b>\$ 81,595</b>	<b>\$ 84,035</b>	<b>\$ 87,535</b>	<b>Total General Expense - Garbage</b>
9		Building Permits/Inspections	47100	\$ 68,078	\$ 65,000	\$ 55,000	Building Permits-inspections - decrease in new construction
10		Re-Inspections	47101	\$ 720	\$ -	\$ -	Re-Inspections
11		Plan Check for Construction	47102	\$ 17,723	\$ 25,000	\$ 20,000	Plan Check for Construction
12		Plan Check for Drainage	47105	\$ 7,350	\$ 10,500	\$ 9,000	Plan Check for Drainage (4houses @1500 and 2 swimming pools @1000 and 1000 extra services)
13		<b>Total General Revenue -Permits</b>		<b>\$ 93,871</b>	<b>\$ 100,500</b>	<b>\$ 84,000</b>	<b>Total General Revenue -Permits</b>
14		Bldg. Permit Administration	55000	\$ 36,525	\$ 38,000	\$ 38,000	Bldg. Permit Administration (2750*12)+extra \$5,000 just in case
15		Inspection	55501	\$ 880	\$ 2,000	\$ 2,000	Inspections - Arborist
16		Engineering - Drainage/Construction	56583	\$ 36,757	\$ 60,500	\$ 44,000	Engineering - Drainage Plan Check and Inspections
17		<b>Total General Expense - Permits</b>		<b>\$ 74,162</b>	<b>\$ 100,500</b>	<b>\$ 84,000</b>	<b>Total General Expense - Permits</b>
		<b>TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET</b>		<b>\$ 20,370</b>	<b>\$ 442</b>	<b>\$ 33</b>	<b>TOTAL UNRESTRICTED GENERAL FUND PASS THROUGH CASH FLOW - NET</b>

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

18	<b>General Revenue</b>							<b>General Revenue</b>
19	Property Taxes - Current	42100	\$ 1,144,229	\$ 1,107,036	\$ 1,209,729			Using 2021 Voter Approval Rate and actual certified estimate for tax year 2021
20	Property Taxes - Delinquent	42200	\$ 2,076	\$ -	\$ -			Property Taxes - Delinquent
21	Total Property Taxes		\$ 1,146,304	\$ 1,107,036	\$ 1,209,729			Total Property Taxes
22	Int. Income-Taxes	46700	\$ 6,007	\$ 3,850	\$ 3,850			Int. Income-Taxes - (same as last year budget)
23	Franchise Tax	43000	\$ 54,885	\$ 55,000	\$ 55,000			Franchise Tax - (same as last year budge)
24	City Sales Tax	44000	\$ 65,387	\$ 54,000	\$ 54,000			City Sales Tax (Same as last year's budget - actuals are high because of takeout and deliveries due to COVID)
25	Total Other Taxes		\$ 126,279	\$ 112,850	\$ 112,850			Total Other Taxes
26	<b>Total General Revenue - Taxes</b>		<b>\$ 1,272,584</b>	<b>\$ 1,219,886</b>	<b>\$ 1,322,579</b>			<b>Total General Revenue - Taxes</b>
27	<b>Other Income</b>							<b>Other Income</b>
28	Ambulance Income	48300	\$ -	\$ -	\$ -			Ambulance Income (none) (Council voted for VFD to use the funds instead of returning to the City)
29	Court Fees	48200	\$ 1,556	\$ 3,608	\$ 1,804			Income (Court Fees) (1/2 of last year's budget due to COVID 19)
30	Int. Income CDARS - General Fund	46000	\$ 607	\$ 918	\$ 607			Int. Income CDARS - General Fund( interest rates are minimal)
31	Int. Income Gen Funds	46100	\$ 26	\$ -	\$ -			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	\$ 1,670	\$ 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 and Municipality Intermodal Permit Funds	48100	\$ 4,463	\$ 400	\$ 4,000			Other - Board of Adj, Specific Use Permits, Open Records and Municipality Intermodal Permit Funds
35	<b>Total General Revenue - Other Income</b>		<b>\$ 8,322</b>	<b>\$ 6,726</b>	<b>\$ 8,211</b>			<b>Total General Revenue - Other Income</b>
36			\$ -					
37	<b>Total of ALL General Revenue Excluding Pass Through-</b>		<b>\$ 1,280,906</b>	<b>\$ 1,226,612</b>	<b>\$ 1,330,791</b>			<b>Total of ALL General Revenue Excluding Pass Through-</b>

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

38	<u>General Expense</u>						<u>General Expense</u>
39	<u>City Operations Expense</u>						<u>City Operations Expense</u>
40	Police Protection/Court	51500	\$ 522,030	\$ 522,030	\$ 558,142		Police Protection/Court 6.9% Preliminary increase shown in SV budget
41	Police Cameras		\$ -	\$ -	\$ 8,250		2500 per camera plus \$250.00 implementation per camera
42	Fire Protection	52000	\$ 205,490	\$ 215,490	\$ 220,528		Fire Protection (per the actual VFD Approved Budget Oct-Nov-Dec 2021 Budget (\$43508.22) & Jan-September 2022 Budget(\$177019.39))
43	Fire Protection - extra item approved by Council - Prof Serv	52100	\$ -	\$ -	\$ -		
44	Fire Station Capital Improvement	52100	\$ 10,000	\$ 15,000	\$ -		Fire Station Capital Improvement (Estimate of overage)
45	Increase in Budget for Fire Station Capital Improvement	52100	\$ -	\$ -	\$ -		requested by the Fire Commissioners
46	CERT Supplies	52400	\$ -	\$ 1,000	\$ 1,000		CERT Supplies
47	Mosquito Spraying	53400	\$ 3,675	\$ 3,000	\$ 3,500		Mosquito Spraying (increase mosquitos are getting harder to manage)
48	Maintenance and Electrical Difference for Decorative Street Lights		\$ -	\$ -	\$ 5,611		Maintenance and Electrical Difference for Decorative Street Lights
49	Street Lights	53500	\$ 6,421	\$ 6,887	\$ 6,887		Street Lights (Additional line item if new lights are installed)
50	<b>Total General Expense - City Operations Expense</b>		<b>\$ 747,616</b>	<b>\$ 763,407</b>	<b>\$ 803,918</b>		<b>Total General Expense - City Operations Expense</b>
51	<u>PROCEDURAL AND PROFESSIONAL EXPENSES</u>						<u>PROCEDURAL AND PROFESSIONAL EXPENSES</u>
52	Tax Collection Fees	54000	\$ 12,141	\$ 13,728	\$ 12,141		Tax Collection Fees (SBISD \$ 1,200+ had actual number of 10941)
53	Audit Fees	54520	\$ 17,850	\$ 17,850	\$ 18,950		Audit Fees per the contract includes HVCEFFC, HVHEFC
54	GASB Audit Reporting	54520	\$ -	\$ 2,500			
55	Legal Fees	54540	\$ 13,905	\$ 17,000	\$ 17,000		Legal Fees (same as last year's budget)
56	Legal Fees - Zoning	54545	\$ 2,822	\$ 3,000	\$ 3,000		Legal Fees - Zoning (same as last year's budget)
57	Board of Adjustment	56000	\$ -	\$ 3,500	\$ 3,500		Board of Adjustment (same as last year's budget)
58	Insurance	56510	\$ 4,812	\$ 5,000	\$ 5,000		Insurance - (same as last year's budget)
59	Bank Charges	56525	\$ 2,658	\$ 2,000	\$ 3,000		Bank Charges high due to COVID and low interest used actuals
60	Police -Council Meeting	51600	\$ -	\$ -	\$ 2,400		Police Protection @ Council Meeting 16 Meetings @ \$150.00 a meeting
61	Dues	56526	\$ 2,091	\$ 2,000	\$ 2,000		Dues (same as last year's budget)
62	Public Notices- Newspaper Notices	56530	\$ 3,813	\$ 5,000	\$ 5,000		Public Notices (same as last year's budget)
63	Lobbyist Expense (or Legislative Consulting & Professional Serv.)		\$ -	\$ -	\$ -		Lobbyist Expense (or Legislative Consulting & Professional Serv.) (Nothing budgeted)
64	Muni Code Ordinance Codification	56560	\$ 3,465	\$ 4,000	\$ 4,000		Muni Code Ordinance Codification (same as last year's budget)
65	Village Ind. Festival	56580	\$ -	\$ 3,000	\$ 3,000		Village Ind. Festival \$2500 plus \$500 for float (same as last year)
66	Books for Library	56581	\$ 250	\$ 250	\$ 250		Books for Library (Same as last year's budget)

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

67	Memorial Villages Event - Recycling/Shred/Rx Event					\$ 500	Memorial Villages Event - Recycling/Shred/Rx Event
68	Miscellaneous	56550	\$ 571	\$ 4,000	\$ 4,000		Miscellaneous (same as last year's budget)
69	Contingency	56570	\$ -	\$ 15,000	\$ 15,000		Contingency (Same as last year's budget)
70	Hazard Mitigation Projects	56587	\$ -	\$ 5,000	\$ 5,000		Hazard Mitigation Projects (Need to plan on doing one of the projects so that FEMA will fund us if necessary)
71	Engineering for new Grant Money	56582	\$ 3,000	\$ 3,000	\$ 3,000		Engineering for new Grant Money
72	Engineering Services for Small Projects	56585	\$ 43,480	\$ 50,000	\$ 50,000		Engineering Services (same as last years budget)
73	<b>Total General Expense - Procedural and Professional Expenses</b>		<b>\$ 110,857</b>	<b>\$ 155,828</b>	<b>\$ 156,741</b>		<b>Total General Expense - Procedural and Professional Expenses</b>
74	<b>CITY HALL OPERATIONS</b>						<b>CITY HALL OPERATIONS</b>
75	City Hall Expenses	56520	\$ 16,006	\$ 14,000	\$ 16,000		City Hall Operations (\$2,000 increase over last year's budget )
76	City Hall Building Maintenance	56521	\$ 1,006	\$ 3,000	\$ 3,000		City Hall Building Maintenance
77	City Hall Paint - Interior	56517	\$ -	\$ 10,000	\$ 10,000		City Hall Paint - Interior -Same as last year due to COVID have not done the work
78	City Hall Flooring	56518	\$ -	\$ 15,000	\$ 15,000		City Hall Flooring - Same as last year due to COVID have not done the work
79	<b>City Hall Upgrades</b>		\$ -	\$ -	\$ 20,000		<b>City Hall Upgrades</b>
80	<b>Exterior Building (new doors, gutters, stain)</b>		\$ -	\$ -	\$ 10,000		<b>Exterior Building (new doors, gutters, stain)</b>
81	Office Supplies & Postage	56540	\$ 2,394	\$ 4,000	\$ 4,000		Office Supplies & Postage (same as last year's budget)
82	City Hall Equipment/Technology/Software	56545	\$ 6,771	\$ 6,000	\$ 6,000		City Hall Equipment/Technology/Software (same as last year's budget)
83	Extra Technology	56587	\$ -	\$ -	\$ 1,500		Upgrade on website
84	Website Hosting and Maintenance	56523	\$ 1,500	\$ 1,500	\$ 1,500		Website Hosting and Maintenance (same as last year's budget)
85	Generator Maintenance of Building	55600	\$ -	\$ 1,245	\$ 1,245		Generator Maintenance (every other year reduces pay for a 2 year contract)
86	Employee Wages and Benefits		\$ 202,233	\$ 204,158	\$ 265,316		Includes 5% increase for Administrator, 10% for Assistant City Secretary and a new hire
87	Mayor/Council/City Administrator Expenses	56551	\$ 2,085	\$ 3,000	\$ 3,000		Mayor/Council/City Administrator (same as last year's budget)
88	Education	56515	\$ 1,476	\$ 5,000	\$ 5,000		Education (same as last year's budget training for 2 employees and new councilmember)
89	Election/Voting Machine Rent	56541	\$ (20)	\$ 3,800	\$ 3,800		Election/Voting Machine Rent (Same as last year's budget)
90	<b>Total General Expense -City Hall Operations</b>		<b>\$ 233,453</b>	<b>\$ 270,703</b>	<b>\$ 365,361</b>		<b>Total General Expense -City Hall Operations</b>
91	<b>TOTAL GENERAL EXPENSE EXCLUDING PASS THROUGH</b>		<b>\$ 1,091,926</b>	<b>\$1,189,938</b>	<b>\$1,326,020</b>		<b>Total General Expense Excluding Pass Through</b>
92	<b>TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH</b>		<b>\$ 188,980</b>	<b>\$ 36,674</b>	<b>\$ 4,770</b>		<b>TOTAL UNRESTRICTED GENERAL FUND - NET EXCLUDING PASS THROUGH</b>
	<b>TOTAL UNRESTRICTED GENERAL</b>						<b>TOTAL UNRESTRICTED GENERAL</b>
93	<b>FUND - NET</b>		<b>\$ 209,350</b>	<b>\$ 37,116</b>	<b>\$ 4,803</b>		<b>FUND - NET</b>

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

94	<b>RESTRICTED GENERAL FUND</b>						<b>RESTRICTED GENERAL FUND</b>
95	Child Safety Fees Revenue	48400	\$ 853	\$ 849	\$ 849		Child Safety Fees Revenue (Same as last year's actuals)
96	Transfer from Child Safety Account		\$ -	\$ -	\$ -		Transfer from Child Safety account to pay for any projects requested by Schools or Civic Club
97	<b>Total Child Safety Revenues</b>		<b>\$ 853</b>	<b>\$ 849</b>	<b>\$ 849</b>		<b>Total Child Safety Revenues</b>
98	<b>Total Child Safety Expenses</b>	53700	\$ -	\$ 849	\$ 849		<b>Total Child Safety Expenses (Same as revenue)</b>
99	<b>CHILD SAFETY - NET</b>		<b>\$ 853</b>	<b>\$ -</b>	<b>\$ -</b>		<b>CHILD SAFETY - NET</b>
100	<b>Other Metro Revenue</b>						<b>Other Metro Revenue</b>
101	Income-Metro 1	41000	\$ 103,000	\$ 103,000	\$ 103,000		Income-Metro 1 (per contract will receive until 2025)
102	Interest-Metro 1	46500	\$ 36	\$ -	\$ -		Interest-Metro 1
103	Interest Metro EST	46300	\$ -	\$ -	\$ -		Interest Metro EST
104	Interest-Metro 2	46400	\$ -	\$ -	\$ -		Interest-Metro 2
105	Income- Metro 2	41000	\$ -	\$ -	\$ -		Income- Metro 2
106	Transfer from Metro EST	41005	\$ -	\$ -	\$ -		Transfer from Metro EST
107	Transfer from Metro 1	41006	\$ -	\$ -	\$ -		Transfer from Metro 1
108	Transfer from Child Safety Account	41001	\$ -	\$ -	\$ -		Transfer from Child Safety to pay for street sign engineering
109	<b>Total Other Revenue</b>		<b>\$ 103,036</b>	<b>\$ 103,000</b>	<b>\$ 103,000</b>		<b>Total Other Revenue</b>
110	<b>Other Metro Expense</b>						<b>Other Metro Expense</b>
111	Street Signs	53600	\$ -	\$ 2,000	\$ 2,000		Maintenance or damage
112	Engineering Services for Sign	53650	\$ -	\$ 1,000	\$ 1,000		Engineering -maintenance or damage or additional street signs
113	Metro Funded Misc. Expense	53000	\$ -	\$ 20,000	\$ 20,000		Metro Funded Misc. Expense (same as last year's budget)
114	Metro Funded Ditch/Ravine Cleaning	53002	\$ -	\$ 30,000	\$ 30,000		Metro Funded Ditch/Ravine Cleaning (yearly cleaning)
115	Metro - Curb and Gutter Street Repairs	53003	\$ -	\$ 50,000	\$ 50,000		Curb and gutter (increased number - used noise mitigation funds)
116							
117	<b>Total Other Expense</b>		<b>\$ -</b>	<b>\$ 103,000</b>	<b>\$ 103,000</b>		<b>Total Other Expense</b>
118							
119	<b>OTHER METRO - NET</b>		<b>\$ 103,036</b>	<b>\$ -</b>	<b>\$ -</b>		<b>OTHER METRO - NET</b>

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

120	<b>DEBT TAX</b>						<b>DEBT TAX</b>
121	<b>Debt Tax Revenue</b>						<b>Debt Tax Revenue</b>
122	Property Taxes-Debt-Current	42101	\$ 358,332	\$ 359,938	\$ 358,458		Property Taxes-Debt-Current - <b>Amount needed to pay for loan</b>
123	Property Taxes-Debt-Delinquent	42101	\$ 691	\$ -	\$ -		Property Taxes-Debt-Delinquent
124	Int-Income-Debt Taxes-SBISD	46800	\$ 1,874	\$ -	\$ -		Int-Income-Debt Taxes-SBISD(Same as actuals)
125	Int. Income Anticipation Note-BANK	46600	\$ 3	\$ -	\$ -		Int. Income Anticipation Note-BANK
126	Transfer from General Utilities Acct		\$ -	\$ -	\$ -		Transfer from General Utilities Acct
127	<b>Total Debt Tax Revenue</b>		<b>\$ 360,900</b>	<b>\$ 359,938</b>	<b>\$ 358,458</b>		<b>Total Debt Tax Revenue</b>
128							
129	<b>Debt Tax Expense</b>						<b>Debt Tax Expense</b>
130	Principal Due on 2014 Tax Note	57000	\$ 135,000	\$ 135,000	\$ 135,000		Principal Due on 2014 Tax Note (10 year tax Note)
131	Interest Due on 2014 Tax Note	57500	\$ 10,676.0	\$ 10,676	\$ 7,720		Interest Due on 2014 Tax Note
132	Principal Due on 2018 Tax Note		\$ 185,000.0	\$ 185,000	\$ 195,000		Principal Due on 2018 Tax Note (7 year tax Note)
133	Interest Due on 2018 Tax Note		\$ 26,263.0	\$ 26,263	\$ 20,734		Interest Due on 2018 Tax Note
134	Interest Due on 2018 Tax Note due 9-30-18		\$ -	\$ -	\$ -		Expenses for 2018 Tax Note
135	<b>Total Debt Tax Expense</b>		<b>\$ 356,939</b>	<b>\$ 356,939</b>	<b>\$ 358,454</b>		<b>Total Debt Tax Expense</b>
136	<b>DEBT TAX - NET</b>		<b>\$ 3,961</b>	<b>\$ 2,999</b>	<b>\$ 5</b>		<b>DEBT TAX - NET</b>

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

137							
138	Capital Improvement - Decorative Street Lights					Capital Improvement - Decorative Street Lights	
139	Decorative Street Lights Revenue					Decorative Street Lights Revenue	
140	Transfer from Metro	\$	-	\$	-	\$	40,000
141	Transfer from General Fund	\$	-	\$	-	\$	37,000
142	Transfer from Child Safety	\$	-	\$	-	\$	3,000
143	Total Decorative Street Lights Revenue	\$	-	\$	-	\$	80,000
144							
145	Decorative Street Lights Expense					Decorative Street Lights Expense	
146	CenterPoint installation	\$	-	\$	-	\$	75,000
147	CenterPoint removal of existing poles and lighting	\$	-	\$	-	\$	5,000
148	Total Street Lights Expense	\$	-	\$	-	\$	80,000
149	Street Lights - NET	\$	-	\$	-	\$	-
150	Capital Improvement - Wirt Road Safety Project					Capital Improvement - Decorative Street Lights	
151	Wirt Road Safety Project Revenue					Wirt Road Safety Project Revenue	
152	Transfer from Metro	\$	-	\$	-	\$	35,000
153	Transfer from General Fund	\$	-	\$	-	\$	35,000
154	Transfer from Child Safety	\$	-	\$	-	\$	3,000
155	Total Wirt Road Safety Project Revenue	\$	-	\$	-	\$	73,000
156							
157	Wirt Road Safety Project Expense					Wirt Road Safety Project Expense	
158	Engineering for Sidewalks	\$	-	\$	-	\$	65,000
159	Engineering for Permits with City of Houston	\$	-	\$	-	\$	8,000
160	Total Wirt Road Safety Project Expense	\$	-	\$	-	\$	73,000
161	Wirt Road Safety Project - NET	\$	-	\$	-	\$	-

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

162	<b>RESTRICTED UTILITY FUND</b>								<b>UNRESTRICTED UTILITY FUND</b>
163	<b>Operating Revenues - Water</b>								<b>Operating Revenues - Water</b>
164	Water Revenues	45000	\$ 266,320	\$ 311,719	\$ 289,804				Water Revenues . - (Using \$7.00/1000/gal which is the suggested rate)
165	New Construction Meter Installation	45009	\$ 8,921	\$ 3,000	\$ 3,000				New Construction Meter Installation
166	Maintenance Revenues	45002	\$ 41,890	\$ 41,880	\$ 41,880				Maintenance Revenues (349 connections @ \$20 bi monthly)
167	<b>Total Operating Revenues - Water</b>		<b>\$ 317,131</b>	<b>\$ 356,599</b>	<b>\$ 334,684</b>				<b>Total Operating Revenues - Water</b>
168	<b>Operating Expenses - Water</b>								<b>Operating Expenses - Water</b>
169	City Water Supply (COH)	51001	\$ 193,123	\$ 202,253	\$ 220,157				City Water Supply (COH) (Showing a 9% water rate increase from COH)
170	Utilities- Pine Chase Grove	51006	\$ 14	\$ 166	\$ 166				Utilities- Pine Chase Grove (Same as last year's budget)
171	Repairs to Water Lines	55501	\$ 69,975	\$ 45,000	\$ 50,000				Repairs to Water Lines increase by \$5,000
172	Repairs to Water Vaults	55503	\$ -	\$ -	\$ -				Repairs to Water Vaults
173	Meter Reader	56000	\$ 3,495	\$ 3,458	\$ 3,458				Meter Reader bi-monthly (Same as last year's budget)
174	Meter Replacement	55505	\$ 611	\$ 4,550	\$ 1,750				Replace approximately 5 replacement meters
175	New Construction Meter Installation	55507	\$ 8,921	\$ 3,000	\$ 3,000				Same as Revenue
176	Water Quality Testing	56001	\$ 26,443	\$ 25,228	\$ 26,443				Water Quality Testing (Same as actuals)
177	<b>Total Operating Expenses - Water</b>		<b>\$ 302,581</b>	<b>\$ 283,655</b>	<b>\$ 304,974</b>				<b>Total Operating Expenses - Water</b>
178	<b>OPERATING - WATER - NET</b>		<b>\$ 14,550</b>	<b>\$ 72,944</b>	<b>\$ 29,711</b>				<b>OPERATING -WATER - NET</b>
179	<b>Operating Revenues - Sewer</b>								<b>Operating Revenues - Sewer</b>
180	Sewer Revenues	45001	\$ 136,887	\$ 139,020	\$ 139,020				Sewer Revenues (306 @ \$74.00 +1 @ 525.94 bi monthly)
181	<b>Total Operating Revenues - Sewer</b>		<b>\$ 136,887</b>	<b>\$ 139,020</b>	<b>\$ 139,020</b>				<b>Total Operating Revenues - Sewer</b>
182	<b>Operating Expenses Sewer</b>								<b>Operating Expenses Sewer</b>
183	Wastewater Disposal (COH)	51002	\$ 92,748	\$ 93,891	\$ 93,891				The City pays \$24.71 per connection per month (306 connections ) and \$262.97 for Holy Cross
184	Utilities -Lift Station	51003	\$ 3,603	\$ 3,295	\$ 3,295				Utilities -Lift Station (Same as last year's actual)
185	Repairs to Sewer Lines	55502	\$ 13,758	\$ 15,000.00	\$ 15,000.00				Repairs to Sewer Lines
186	Repairs to Lift Station	55504	\$ 14,366	\$ 12,000.00	\$ 12,000.00				Repairs to Lift Station
187	Replacement of Lift Station Pumps	55506	\$ -	\$ -	\$ -				Replacement of Lift Station Pumps
188	Engineering for Hickory Shadows Sewer Rehab		\$ -	\$ -	\$ -				Engineering for Hickory Shadows Sewer Rehab
189	<b>Total Operating Expenses - Sewer</b>		<b>\$ 124,475</b>	<b>\$ 124,186</b>	<b>\$ 124,186</b>				<b>Total Operating Expenses - Sewer</b>
190	<b>OPERATING - SEWER - NET</b>		<b>\$ 12,412</b>	<b>\$ 14,834</b>	<b>\$ 14,834</b>				<b>OPERATING - SEWER - NET</b>

CITY OF HILSHIRE VILLAGE  
FYE 2022  
PRELIMINARY BUDGET

191	<b>Operating Revenues - Misc.</b>						<b>Operating Revenues - Misc.</b>
192	Interest - Bank	45040	\$ 15	0	0	0	Interest - Bank
193	Interest Utility Billing	45060	\$ 2,212	\$ 2,452	\$ 2,452	2,452	Interest Utility Billing <i>(Same as last year's actuals)</i>
194	Utility Services Income	45008	\$ 1,918	\$ 3,712	\$ 3,712	3,712	Utility Services Income <i>(Same as last year's actual)</i>
195	Garbage - holding account	45003	\$ -	\$ -	\$ -	-	Garbage - holding account
196	Garbage - Sales Tax - holding account	45004	\$ -	\$ -	\$ -	-	Garbage - Sales Tax - holding account
197	Transfer/Surpluses	45025	\$ -	\$ -	\$ -	-	Transfer/Surpluses
198	<b>Total Misc. Revenues</b>		<b>\$ 4,146</b>	<b>\$ 6,164</b>	<b>\$ 6,164</b>	<b>6,164</b>	<b>Total Misc. Revenues</b>
199	<b>Operating Expenses - Misc.</b>						<b>Operating Expenses - Misc.</b>
200	On Call Engineering Services	60000	\$ 7,069	\$ 13,729	\$ 13,729	13,729	On Call Engineering Services <i>(Same as last year's budget)</i>
201	Utility Line Locator Services	55508	\$ 6,919	\$ 6,000	\$ 6,000	6,000	60 calls
202	Contingency	58000	\$ -	\$ 5,000	\$ 5,000	5,000	Contingency
203	Bank Charges	52000	\$ 332	\$ -	\$ -	332	Bank Charges <i>(Same as last year's actuals)</i>
204	Utility Billing Costs	56002	\$ 7,231	\$ 7,209	\$ 7,209	7,209	Utility Billing Costs <i>bi-monthly billing (Same as last year's actual)</i>
205	Office Supplies & Postage	56003	\$ -	\$ 600	\$ 600	600	Office Supplies & Postage <i>(Same as last year's budget)</i>
206	Mayor & Council Expenses	56004	\$ -	\$ -	\$ -	-	Mayor & Council Expenses <i>(Same as last year's budget)</i>
207	Bad Debt	52000	\$ -	\$ 2,000	\$ 500	500	Bad Debt - Estimate
208	<b>Total Operating Misc. Expenses</b>		<b>\$ 21,552</b>	<b>\$ 34,538</b>	<b>\$ 33,370</b>	<b>33,370</b>	<b>Total Operating Misc. Expenses</b>
209	<b>TCEQ Expenses</b>						
210	Extra TCEQ equipment	55561	\$ -	\$ -	\$ -	-	Extra TCEQ equipment <i>(carry over from last year)</i>
211	Harris County Flood Control (TCEQ)	55560	\$ 395	\$ 395	\$ 395	395	Harris County Flood Control (TCEQ) <i>(Same as last year's actuals)</i>
212	Legal	55562	\$ 500	\$ 3,000	\$ 500	500	Legal - TCEQ <i>(same as last years actuals)</i>
213	Legal - City Engineer	55563	\$ 3,965	\$ 4,000	\$ 4,000	4,000	Engineer - TCEQ <i>(half of last years budget)</i>
214	<b>Total TCEQ Expenses</b>		<b>\$ 4,861</b>	<b>\$ 7,395</b>	<b>\$ 4,895</b>	<b>4,895</b>	
215	<b>OPERATING - MISC./TCEQ - NET</b>		<b>\$ (22,267)</b>	<b>\$ (35,769)</b>	<b>\$ (32,101)</b>	<b>(32,101)</b>	<b>OPERATING - MISC./TCEQ - NET</b>
			\$ -				
216	<b>UTILITY FUND REVENUE OVER/UNDER</b>		<b>\$ 4,695</b>	<b>\$ 52,009</b>	<b>\$ 12,443</b>	<b>12,443</b>	<b>UTILITY FUND REVENUE OVER/UNDER</b>



**FYE 2022 Budget**

The actual taxable value for tax year 2021  
 2021 Certified Estimates \$264,998,842.00  
 estimated 2021 value is \$265,845,890.00

	TAX YEAR 2019 FYE 2020	TAX YEAR 2020 FYE 2021	TAX YEAR 2021 FYE 2022		FYE 2022 Prop. Tax Revenue	FYE 2022 Other Revenue	FYE 2022 Total Expense	Surplus/ (Deficit)
1								
2	Certified Roll LINE 25	\$ 246,487,564	\$ 246,382,453	\$ 265,845,890				
3	M&O USING NO NEW REVENUE RATE	0.399145	0.434122	0.441513	\$ 1,173,744	\$ 292,629	\$ 1,497,555	\$ (31,182)
4	M&O USING VOTER APPROVED RATE	0.419265	0.449316	0.455049	\$ 1,209,729	\$ 292,629	\$ 1,497,555	\$ 4,803

5	Prop Valuation including new personal property LINE 37		\$ 255,630,171	FYE 2021 Prop. Debt Tax Revenue	\$ 265,845,890	FYE 2022 Prop. Debt Tax Revenue	
6	DEBT TAX FOR NO NEW REVENUE	0.139804	0.143577	\$ -		\$ -	
7	DEBT TAX IF USING VOTER APPROVED		0.140804	\$ -	0.134835	\$ 358,453	
8	Amount needed to pay loan			\$ 356,939		\$ 358,454	
9	DE minimis rate		0.770521	0.762574			
10	VOTER APPROVAL TAX RATE LINE 47	0.559069	0.590120	0.589884			
11	NO NEW REVENUE RATE LINE 24	0.538949	0.577699	0.576348			
12	ACTUAL ADOPTED TAX RATE	0.559069	0.577699	0.589884			

**CITY OF HILSHIRE VILLAGE**  
**BUDGET FYE 2020 FUNDS**  
 (Source: Accounting 9-16-21)

16-Sep-21

16-Sep-21	General Fund
<b>General Fund</b>	
Amegy Checking	\$ 78,571
Amegy Checking - American Rescue Plan Funds	\$ 100,106
Amegy Savings	\$ 425,170
<b>General Fund Immediately Available</b>	<b>\$ 503,740</b>
<b>CDARS Matures 12/10/20</b>	<b>\$ 1,000,385</b>
<b>Expenses for rest of the year</b>	<b>\$ (50,000)</b>
<b>General Fund Projected Balance @9-30-21</b> (without out any extra revenue)	<b>\$ 1,454,125</b>

16-Sep-21	Utility Fund
<b>Utility Fund</b>	
Amegy Bank Checking	\$ 333,105
<b>Utility Fund Available</b>	<b>\$ -</b>
	<b>\$ 333,105</b>

16-Sep-21	Metro #1
<b>Metro #1</b>	
Amegy Savings	\$ 260,486
Tex Pool	\$ 57,078
<b>Metro #1 Fund</b>	<b>\$ 317,564</b>
<b>Metro #1 Fund Availabe</b>	<b>\$ 317,564</b>

16-Sep-21	Tax Note
<b>Anticipation Note</b>	
Anticipation Note	\$ 13,791
<b>Anticipation Note Balance</b>	<b>\$ 13,791</b>

16-Sep-21	Child Safety
<b>Child Safety</b>	
Child Safety	\$ 6,850
<b>Child Safety Fund</b>	<b>\$ 6,850</b>

1	2		3		4		5		6		7		8		9		10		11		12		13		14		15		
	Total Number of YTD Incidents 2021		Life Threatening (LT) EMS Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		Life Threatening (LT) Fire Incidents		
	Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	Fire	EMS	Fire	EMS														
Bunker Hill Village	172	83	255	32	3:44	100%	6:23	100%	7	4:24	100%	67%	33%	82	48%														
Hedwig Village	140	153	293	90	3:11	100%	3:15	100%	25	3:28	100%	48%	52%	62	44%														
Hilshire Village	25	33	58	17	2:49	100%	4:50	100%	4	4:16	100%	43%	57%	9	0%														
Hunters Creek Village	304	135	439	54	3:57	100%	5:41	100%	26	5:16	100%	69%	31%	137	45%														
Piney Point Village	202	101	303	42	4:06	100%	5:17	100%	17	5:13	100%	67%	33%	92	46%														
Spring Valley Village	188	131	319	68	2:53	100%	4:20	100%	19	3:58	100%	59%	41%	50	27%														
Houston	75	0	75																										
Totals	1106	636	1742	303	3:27	100%	4:47	100%	98	4:25	100%	63%	37%	432	35%														

A

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 are "fire type" calls.

Column 14: Reflects the year to date, percentage of call which are "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	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/8/19	Susan Blevins	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. Contractor was unresponsive, HDR Engineering is taking over the project.	
12/12/19	Cassie Stephens	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. Contractor was unresponsive, HDR Engineering is taking over the project.	
2/11/20	Cassie Stephens	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. Susan will discuss with council.	
9/23/20	Susan Blevins	Guardrail on Westview was damaged by a vehicle a while back.	Westview, in front of 8399	Cassie submitted a 311 request to Houston, service request number is 101004293652 Received response that they do not operate in Hilshire Village, Cassie sent back that it is Houston's right-of-way. Case was escalated after email response from Cassie that Houston is responsible for the area. Case was closed stating no safety hazard found, did not find any type of damage to the permanent barricade over the crosswalk sidewalk at the location. Susan requested that a supervisor call her to discuss.	Houston is unresponsive, Cassie will re-submit the request and try to get a supervisor.	
6/28/21	Cassie Stephens	Tall orange poles and basketball goal in ROW	1306 Bridle Spur	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 items still there, will send violation letter to homeowner Poles were removed.	9/3/2021

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
6/28/21	Cassie Stephens	Composting company advertising sign in front yard - violation of sign ordinance	1308 Ridgeley	Cassie emailed the homeowners quoting ordinance and instruction to remove the sign.	7/12 sign still there, will send a violation letter to homeowner Sign was taken down.	9/3/2021
6/28/21	Cassie Stephens	Small wooden stakes in the ROW	1228 Archley	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 one stake without a flag still there, will send violation letter to homeowner Items were removed	9/7/2021
6/28/21	Cassie Stephens	Landscaping lights in the ROW	1221 Archley	Cassie sent an email to the homeowners quoting ordinance and calling for immediate action.	7/12 lights still there, will send violation letter to homeowner Items were removed.	9/7/2021
6/28/21	Cassie Stephens	Tire in the water vault area	Pine Chase Grove	Will try to find someone to pick up and dispose of		
6/30/21	Susan Blevins	Water is starting to back up in his yard, he said a swale needs to be re-dug between City Hall and his backyard.	1335 Friarcreek	Council Member Gordy visually inspected the area. Mr. McDuffy has a finger of the ravine in his backyard but not likely a result of City Hall.	Susan will set up a meeting. Council Member Gordy inspected the area and spoke with Mr. McDuffie. A small swale can be dug to direct water but there are no major actions needed.	
7/3/21	Susan Blevins	Oak tree across the street from him appears to be a hazard and impedes tall truck traffic.	8002 Burkhart	Cassie sent an email to the homeowner to trim the tree back away from the street and out of the way of delivery trucks and emergency vehicles.	Homeowner responded requesting tree companies that have been issued permits, Cassie sent via email. Homeowner requested the list again, re-sent to him.	
7/3/21	Cassie Stephens	Reported a hole in the pavement that could be a tripping hazard.	8116 Bromley	Javier Vasquez with HDR inspected the site and will provide suggestions for repair. Engineer Him reported that quotes will be obtained for the repair.		
7/16/21	Cassie Stephens	Fire hydrant needs to be painted to match.	Archley & Ridgeley	7/19 Susan sent Inframark the color mix code to be used on the hydrant.	Color was discontinued, finding similar alternatives.	
7/16/21	Cassie Stephens	Landscaping lights in the ROW	1221 Archley	Cassie has already contacted these homeowners and will be following up with a violation letter.	Items were removed.	9/7/2021
8/1/21	Susan Blevins	Asked why the fire hydrant in front of her house doesn't have the connector attachment that others in the City have.	8205 Burkhart	Susan responded that the City has not yet updated adapters and the Fire Commissioner is working with the Fire Department.	Susan received confirmation that Inframark started to install the valves but did not have enough in inventory to do all at the same time. Waiting on Inframark to order correct connectors Council has approved the remaining adapter installations.	
8/1/21	Susan Blevins	Construction fencing was removed but yard is unsightly.	1210 Ridgeley	New property owners have contacted a new builder who will be putting up his own fence. Susan contacted him to make sure the yard is maintained.	Cassie is monitoring the site as well as BBG Consulting.	
8/4/21	Susan Blevins	Tree hanging low over the street obstructing VFD truck from traveling properly.	1206 Pine Chase Drive	Susan has contacted the owners and will be organizing a city-wide tree trimming as there are several areas.		

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
8/11/21	Susan Blevins	They are only emptying one of her garbage cans, has been going on for weeks.	1129 Archley	Susan sent notice to GFL rep Joshua Trinker	The truck came back and emptied the remaining items.	8/12/2021
8/12/21	Susan Blevins	They were skipped by the garbage collection team Monday, please make sure to collect today. Recycling has been picked up.	8214 Mallie Ct	Susan sent notice to GFL rep Joshua Trinker	Garbage was collected.	8/12/2021
8/16/21	Susan Blevins	Tree being removed, asked if there is an active permit	1023 Ridgeley Dr	CenterPoint cut the tree because of the proximity to the electrical lines. Cassie is getting the current tree count from the property owners.	Homeowners agreed to plant additional to meet the tree count.	
8/16/21	Susan Blevins	Tree in the front was cut, asked if there is an active permit.	1226 Ridgeley Dr	Cassie drove by the address and contacted the company. They were removing trees at two addresses, 1228 & 1218 Ridgeley Drive.	Contractor purchased a permit.	8/18/2021
8/23/21	Cassie Stephens	Swimming pool needs maintenance, could attract mosquitos and other nuisances.	1209 Archley Dr	Cassie contacted the owner of the property which has been sitting vacant.	Homeowner plans to fill pool and demo house.	
8/23/21	Cassie Stephens	Garbage did not get picked up	1229 Archley Dr	Cassie contacted the representative for GFL asking if there is an issue with where the cans are located because they have been consistently skipped.	Supervisor said he would investigate. The can was emptied.	8/26/2021
8/25/21	Cassie Stephens	Contractors at the north end of Glourie are parking along both sides of the street blocking traffic.	Glourie	Cassie called the contractors and asked them to park properly or at the church at the back of the lots.	Vehicles were moved.	8/25/2021
8/25/21	Cassie Stephens	Contractor vehicles present, appear to be doing work.	5 Pine Creek Ln	Cassie sent an email to the homeowner asking for the scope of the work.	Homeowner responded with project details, no permit needed.	8/25/2021
8/25/21	Cassie Stephens	Contractor vehicles present, appear to be doing work.	15 Pine Creek Ln	Cassie sent an email to the homeowner asking for the scope of the work.	Homeowner responded with project details, no permit needed.	8/30/2021
8/30/21	Susan Blevins	Sprinkler system doesn't appear to be working for the flower bed at the intersection.	Ridgeley & Wirt	Susan sent an email to Katherine Bodron to see if the beautification commttee maintains this area.	Beautification committee will have fixed	8/31/2021
8/30/21	Susan Blevins	Lawn debris out on the wrong day	1310 Pine Chase	Susan sent the homeowners an email	No further action needed.	8/30/2021
8/30/21	Susan Blevins	Garbage trucks are speeding through the City and rolling through stop signs.	City-wide	Susan contacted the GFL rep to correct his drivers' behavior.	Mr. Trinker responded that he will address the issue.	8/30/2021
9/1/21	Susan Blevins	Tree removal	22 Hickory Shadows	Susan verified no permit has been issued and contacted the homeowners.	Tree limbs being cut down	9/1/2021
9/3/21	Susan Blevins	Garbage was not collected, was put out the night before.	1221 Pine Chase Dr	Susan sent a message to GFL rep to send a truck back.	Garbage was collected.	9/6/2021
9/3/21	Susan Blevins	Garbage was not collected yesterday.	8 Hilshire Oaks Ct	Susan sent a message to GFL rep to send a truck back.	Garbage was collected.	9/6/2021
9/3/21	Susan Blevins	Water was backing up onto their property	1310 Pine Chase Dr	Susan called the neighbor who is working in the right-of-way to make sure that the ditch was not clogged.	The neighbor confirmed there were no obstructions. There is heavy rain and the water is likely pooling.	9/3/2021

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
9/3/21	Susan Blevins	Water flooding the street.	1310 Pine Chase Dr	Susan tried to clear the area but the water was too high. She found an Inframark technician who had the equipment to clear the pine needles.	Technician stayed on site clearing the debris periodically until the street drains. The tree might need to be removed to prevent future clogs.	9/3/2021
9/8/21	Susan Blevins	Construction materials and debris from the parking pad installation are in the roadway.	1306 Pine Chase Dr	Susan drove by the area and confirmed the violation. Cassie sent an email to BBG to enforce the construction site regulations.	BBG inspector responded, spoke with the homeowner and will monitor the site.	9/8/2021
9/7/21	Susan Blevins	Street light is out	1119 Glourie Dr	Cassie reported the issue on pole # 297581 to CenterPoint via the online portal.	CenterPoint tracking #1405404053 Light was repaired.	9/10/2021
9/7/21	Susan Blevins	Street light is out	Glourie & Ridgeley intersection	Cassie reported the issue on pole # 297552 to CenterPoint via the online portal.	CenterPoint tracking #1405403981	9/11/2021
9/8/21	Cassie Stephens	Light pole is leaking creosote and needs to be cleaned up.	1233 Pine Chase Dr	Cassie reported the issue on pole # 297578 to CenterPoint via the online portal.	CenterPoint tracking #1405405400	9/10/2021
9/9/21	Susan Blevins	Garbage was skipped again today, recurring issue.	7910 N Villa Ct	Susan forwarded the address to GFL rep who said he would send a truck back today.	Garbage was collected	9/9/2021
9/9/21	Cassie Stephens	Garbage was almost skipped today, driver said it had to be at the street. Mr. Shah watched them pull a can from a neighbor then another truck team member came over and picked up trash at his house. He was asking if the rules had changed for garbage.	1106 Guinea Dr	Advised that the contract has remained the same, garbage and recycling cans need to be visible from the street in order to be collected. Garbage collection crew is not to enter into a back yard or gate to retrieve hidden cans.	Homeowner understood, will prepare the cans properly for collection next week.	9/9/2021
9/11/21	Susan Blevins	Tree limbs blocking street light	13 Hickory Shadows	Susan will check out for city-wide tree trimming.		
9/13/21	Susan Blevins	car was stalking the neighborhood	Hilshire Green	Called Captain Lane	SVPD had officer on street during night	9/13/2021
9/13/21	Cassie Stephens	Concrete truck delivered next door, appeared to be laying a foundation and wanted to make sure he had permission.	1138 Glourie Dr	Cassie sent the information to Susan to see how to proceed	Cassie sent email and left message for the homeowner	
9/14/21	Cassie Stephens	Street light is out.	3 Hilshire Grove	Light is maintained by HOA, notified the contact for that area.	No further action needed.	9/15/2021
9/14/21	Susan Blevins	Lift station is down	Ridgeley Drive	Susan informed a technician with Inframark.	CenterPoint Problem - Susan contacted Service Manager for expedite	9/16/2021
9/14/21	Susan Blevins	Power Down other homes back up	1201 Pine Chase	Susan contacted CenterPoint Rep	Finally back up	9/15/2021
9/14/21	Cassie Stephens	Power Down other homes back up	1130 Glourie	Susan contacted CenterPoint Rep	Finally back up	9/15/2021
9/14/21	Susan Blevins	Power Down other homes back up	1210 Glourie Dr	Susan contacted CenterPoint Rep	Finally back up	9/15/2021
9/14/21	Susan Blevins	Power Down other homes back up	7915 S Villa Circle	Susan contacted CenterPoint Rep	Finally back up	9/15/2021
9/14/21	Susan Blevins	Power Down other homes back up	1206 Glourie	Susan contacted CenterPoint Rep	Finally back up	9/15/2021
9/14/21	Susan Blevins	Power Down other homes back up	8006 Burkhart	Susan contacted CenterPoint Rep	Finally back up	9/15/2021
9/15/21	Susan Blevins	Power Down other homes back up	1230 Glourie	Susan contacted CenterPoint Rep	Finally back up	9/16/2021
9/16/21	Susan Blevins	Power Down again	1130 Glourie	Explained that CP removing tree from lines	Finally back up	9/16/2021
9/16/21	Susan Blevins	Power Down again	1210 Glourie Dr	Explained that CP removing tree from lines	Finally back up	9/16/2021

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

<b>Date Notified</b>	<b>Person Taking Call</b>	<b>Complaint/Issue</b>	<b>Address of Concern</b>	<b>Action</b>	<b>Results</b>	<b>Date Resolved</b>
9/16/21	Susan Blevins	Power Down again	7915 S Villa Circle	Explained that CP removing tree from lines	Finally back up	9/16/2021
9/16/21	Cassie Stephens	Neighbor has a tree down in the back yard that is resting on a power line. They have not had their power restored yet and no news from CenterPoint.	1026 Glourie Circle	Cassie sent Susan photos of the tree and had the CenterPoint rep investigate.	The repairs are scheduled today, it is going to take a larger team to address the issues.	9/16/2021
9/16/21	Susan Blevins	Car parking on street overnight	Bridle Spur	Susan informed SVPD	Officer will check tonight	

**GENERAL FUND CDARS ACCOUNT**

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	
	8/30/2020					\$ 76.42	
	9/30/2020					\$ 74.02	
	10/30/2020					\$ 76.47	
	11/30/2020					\$ 73.98	
							\$1,000,426.66

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1023895346	6/11/2020	26 WEEK	12/10/2020	\$1,000,000.00	0.09%		
	12/10/2020					\$ 22.24	
							\$1,000,448.90
			MATURED AND DEPOSITED INTO SAVINGS				\$ <u>(1,000,448.90)</u>

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST	
1024451077	12/10/2020	52 WEEK	12/9/2021	\$1,000,000.00	0.06%		
	12/31/2020					\$36.14	
	1/29/2021					\$50.96	
	2/28/2021					\$46.04	
	3/31/2021					\$50.96	
	4/30/2021					\$49.36	
	5/30/2021					\$50.97	
	6/30/2021					\$49.33	
	7/31/2021					\$51.00	
	8/31/2021					\$50.97	
							\$1,000,435.73

**Disbursements Presented to Council 9/21/2021**

<b>PROFESSIONAL SERVICE:</b>	<b>GEN FUND</b>	<b>UTILITY</b>	<b>METRO</b>	<b>ANT. NOTE</b>
Susan Cell Phone	\$ 1,200.00			
Susan Mileage Reimbursement	\$ 65.26			
Susan Personal Card Reimbursement	\$ 2,109.99			
Cassie Mileage Reimbursement	\$ 71.90			
Bob Blevins	\$ 520.00			
Joe Schmidt	\$ 400.00			
Office Depot	\$ 612.95			
Amegy Credit Card	\$ 523.88			
Petty Cash	\$ 130.00			
NW Pest	\$ 540.00			
Houston Chronicle 34139874	\$ 28.00			
Houston Chronicle 34143850	\$ 93.00			
Houston Chronicle 34143851	\$ 845.90			
Houston Chronicle 34143852	\$ 845.90			
Olson & Olson	\$ 1,121.00			
BBG Consulting	\$ 3,250.00			
BBG Consulting	\$ 500.00			
Texas Municipal League	\$ 591.00			
811		\$ 18.05		
USIC		\$ 716.10		
<b>TOTAL</b>	<b>\$ 13,448.78</b>	<b>\$ 734.15</b>	<b>\$ -</b>	<b>\$ -</b>



SUSAN BLEVINS  
MILEAGE

SUSAN BLEVINS MILEAGE LOG

9/15/20	Wirt Road - report of water leak	2	0.575	
9/15/21	Meeting with Inframark 8823 Katy Freeway	2	0.575	
9/24/20	1030 Glourie check for green chemical in ditch	1	0.575	
9/24/20	8201 Burchart - wca hit a tree	1	0.575	
9/29/20	Drive thru city	3	0.575	
10/14/20	1220 Archley job site meeting	1	0.575	
10/15/20	1327 Friarcreek - check out report of rocks in ditch	1	0.575	
11/1/20	1210 Ridgeley - reports of lumber in ROW	1	0.575	
11/3/20	Drive thru city	3	0.575	
11/23/20	Drive thru city	3	0.575	
11/10/20	1306 Bridle Spur - report of problem	0.5	0.575	
12/17/20	1035 Wirt Road - check out complaint	1.5	0.575	\$ 11.50
1/22/21	Office Max	4	0.56	
1/28/20	Drive thru city	3	0.56	
2/10/21	Drive thru city	3	0.56	
2/27/21	Check out water leak	2	0.56	
3/2/21	USPO	1.5	0.56	
3/8/21	Verizon Meeting on Archley	1	0.56	
3/8/21	Meeting at lift station regarding generator	1	0.56	
3/31/21	Secretary Luncheon	4	0.56	
3/31/21	1307 Bridle Spur	1	0.56	
4/19/21	Meeting at lift station regarding seeco grant	1	0.56	
5/20/21	Glenhilshire Water leak	1	0.56	
6/1/21	Drive thru city	3	0.56	
6/6/21	City Administrator Luncheon	4	0.56	
6/9/21	Drive thru city	3	0.56	
6/20/21	1226 Glourie	1	0.56	
7/28/21	Drive thru city	3	0.56	
7/30/21	Bank	2	0.56	
8/1/21	Drive thru City looking at fire hydrants	3	0.56	
8/3/21	Drive thru city	3	0.56	
8/18/21	Drive thru city with arborist	6	0.56	
8/8/21	Bank	2	0.56	
8/24/21	Deliver TCEQ Sample bottles	3	0.56	
8/25/21	Pick-up TCEQ Sample Bottles	2	0.56	
8/26/21	Pick-up TCEQ Sample Bottles	2	0.56	
8/27/21	Drop off TCEQ sample Bottles to freight company	6	0.56	
9/3/21	1306 Pine Chase - parking pad	1	0.56	
9/3/21	Pine Creek Lane flooded	0.5	0.56	
9/3/21	Drop off mail at post office	2	0.56	
9/8/21	1306 Pine Chase - parking pad	1	0.56	
9/9/21	Pick-up camera at amazon hub and tv and best buy	6	0.56	
9/9/21	Altex	6	0.56	
9/9/21	Home Depot	4	0.56	
9/14/21	Drive thru City	3	0.56	
9/15/21	Lift Station	1	0.56	
9/16/21	Lift Station	1	0.56	
9/16/21	Best Buy	5	0.56	53.76
		116		\$65.26



**How does  
get more done.**

1341 WEST DAVIS  
CONROE, TX 77304 (936)539-2440

0508 00008 34887 09/11/21 11:45 AM  
SALE SELF CHECKOUT

887480058819 SHEET SCREW <A> SMS ZINC SLTD HEX 1/4 X 2 201.28	2.56
887480127010 SHEET SCREW <A> SMS ZINC PHL PAN 1/4 X 2-1/2 201.28	2.56
887480024319 FNDR WSHR <A> FENDER WASHER ZINC 5/16 201.28	2.56
887480024814 1/4 WASHER <A> FLAT WASHER ZINC 1/4	1.28
887480024913 WASHER <A> FLAT WASHER SAE ZINC 5/16	1.28
032076912581 COAX STRAP <A> 1/4" WHITE PLYETH CABLE STAPLES 25PK	2.48
887480062410 SHEET SCREW <A> SMS ZINC PHL PAN #6 X 1	1.28
058060678066 ANCHORS <A> FLIPTOGGLE 1/4 X 2-1/2 + BOLT 10 PK	10.98
884392584979 PLUGS, 18PK <A> ULTRA CLEAR PLUG PROTECTORS 18PK	2.98

SUBTOTAL 27.96  
SALES TAX 2.31  
TOTAL \$30.27

XXXXXXXXXXXX9283 MASTERCARD USD\$ 30.27  
AUTH CODE 11116S/8083214 TA  
Chip Read  
AID A0000000041010 MASTERCARD

0508 09/11/21 11:45 AM



0508 08 34887 09/11/2021 2765

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 12/10/2021

\*\*\*\*\*  
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User ID: H89 70571 70071  
PASSWORD: 21461 70063

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.

Welcome to Best Buy #216  
9670 OLD KATY RD  
HOUSTON, TX 77055



Val:100001-219707-350202-420775-187856-44577

0216 018 6080 09/16/21 14:33

6458774 BE-HCL324	19.99
RCA AUDIO CABLE	
Sales Tax	1.65
-----	
Subtotal	19.99
Sales Tax	1.65
-----	
Total	21.64

\*\*\*\*\*7872 ChipRead USD\$ 21.64  
VISA CREDIT - VISA  
BLEVINS/ROBERT  
Approval 09722D

CARD ENTRY: Chip  
MODE: Issuer  
AID: A0000000031010

My Best Buy  
Member ID 2673677060

ROBERT,  
Thanks for shopping at Best Buy today!  
Your My Best Buy balance as of 12/13/2020  
Posted points: 447  
Go to BestBuy.com for more info

Return/Exchange Policy: 15 days on most  
purchases, 14 days on cell phones and  
devices that can be activated (30 days for  
Verizon devices). For details,  
go to BestBuy.com>Returns.

To learn about privacy practices  
go to BestBuy.com/Privacy.

Your Customer Service PIN is:  
0216 018 6080 091621

City of Hilshire Village Texas  
8301 Westview  
Houston, Texas 77055

**CHECK REQUEST**

DATE: 9/8/21

TO: SUSAN BLEVINS

\_\_\_\_\_

\_\_\_\_\_

REQUESTED BY: SUSAN BLEVINS

VENDOR	<u>Sweetwater</u>	ACCOUNT #	<u>56545</u>	AMOUNT	<u>\$462.40</u>
			equipment		
VENDOR	<u>Best Buy</u>	ACCOUNT #	<u>56545</u>	AMOUNT	<u>\$699.99</u>
			tv		
VENDOR	<u>Amazon</u>	ACCOUNT #	<u>56545</u>		<u>\$399.00</u>
			camera		
ACCOUNT NAME	_____		_____		_____
ACCOUNT NAME	_____		_____		_____
			TOTAL AMOUNT		<u>\$1,561.39</u>

**Your order number is 28791811**

**Billing Information**

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

**Shipping Information**

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

E-mail: susan.blevins@hilshirevillagetexas.com

**Payment Information**

Card: \*\*\*\*\*8885

**Shipping Method**

FedEx Ground (Business)

Product	QTY	Price	Total
---------	-----	-------	-------

MX418DC 18" Desk Base Gooseneck Card Mic	1	\$299.00	\$299.00
---------------------------------------------	---	----------	----------

UCA222 2x2 USB Audio Interface	1	\$25.00	\$25.00
--------------------------------	---	---------	---------

XRF115 15' RCA-XLRF Cable	2	\$12.05	\$24.10
---------------------------	---	---------	---------

CPR206 20' 1/4 TSMx2-RCAMx2 Cable	1	\$15.70	\$15.70
-----------------------------------	---	---------	---------

CRA204 13.2' RCAMx2-RCAMx2 Cable	1	\$11.50	\$11.50
----------------------------------	---	---------	---------

GRA101 RCAF-RCAF Coupler 2-pk	4	\$3.40	\$13.60
-------------------------------	---	--------	---------

XLR20 20' XLRX-XLRM Excellines Mic Cable	3	\$24.50	\$73.50
---------------------------------------------	---	---------	---------

Tax Exempt Certificate

Free Shipping Promotion

Subtotal: \$462.40

Tax: \$0.00

Shipping & Handling: \$11.74

**FREE Shipping** **-\$11.74**

**Order Total: \$462.40**

Enjoy a safe, convenient shopping experience. [Learn more](#)

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[Search Best Buy](#)



[Bunker Hill Rd](#)

[Cart](#)

[Back to School](#) [Top Deals](#) [Deal of the Day](#)

[Hi, City of Hil...](#) [Recently Viewed](#) [Order Status](#) [Saved Items](#)

[Account Home](#) [Purchases](#) [Your Products](#) [Rewards](#) [Support](#) [Saved Items](#) [Recommendations](#) [Account Settings](#)

[See all orders](#)

# Order Details

[Print](#) [Print Gift Receipt](#)

**Purchase Date:** Sep 07, 2021

**Order Number:** BBY01-806489067171

**Total:** \$699.99

[Payment Details](#)



## Store Pickup

### Preparing for Pickup on Monday

We'll notify you when it's ready.

**Store Pickup**  
[BUNKER HILL RD TX](#)

**Pickup Person**  
Bob Blevins

### Samsung - 70" Class 7 Series LED 4K UHD Smart Tizen TV



**Model:** UN70TU7000BXZA/WXZA  
**SKU:** 6429416  
**Quantity:** 1

**Item Total:** \$699.99  
**Product Price:** \$699.99  
**Sales Tax, Fees & Surcharges:** \$0.00

[Make Pickup Changes](#)

[Ship it Instead](#)

[Cancel & Support Options](#)

[Why can't I make changes?](#)



### There's still time to protect your product

[What's Included](#) | [Terms & Conditions](#)

★★★★★ (16,762 reviews)

#### Standard Geek Squad Protection

2 Year **\$84.99** | 5 Year **\$139.99**

[Add 5 Year Protection](#)

## Want to help us build brighter futures?

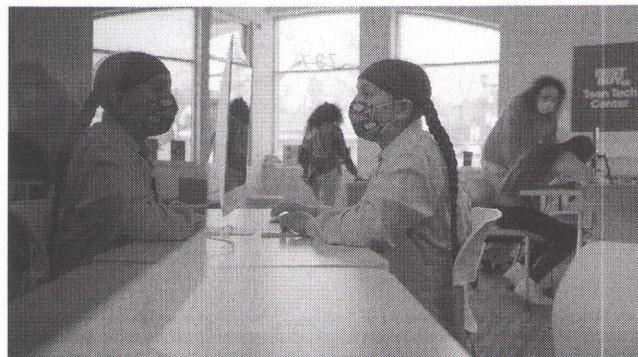
Best Buy Teen Tech Centers provide young people the opportunity to pursue their dreams through tech access, training and mentorship. Your donation brings technology training to a teen who truly needs it. [Learn more](#)

### Choose a donation amount:

[\\$2.00](#) [\\$5.00](#) [\\$10.00](#) [Other](#)

[Add Donation to Order](#)

Your donation to the Best Buy Foundation supports Best Buy Teen Tech Centers and is tax deductible as allowed by law and will be charged to the credit card used on your Best Buy order as a separate transaction on your credit card statement.



[Help](#)

Amazon Hub Locker - G...  
Houston 77024

All

Hello, Susan  
Account & Lists Returns & Orders

0

All Customer Service Buy Again Prime Best Sellers Prime Video Browsing History Whole Foods Get your school supplies, fast

Your Account > Your Orders > Order Details

### Payment information has been updated

New payment information is Visa \*\*\*\* 8885

## Order Details

Ordered on September 7, 2021 Order# 113-5057436-4095419

View or Print invoice

#### Shipping Address

Susan Blevins  
Amazon Hub Locker - Gleam  
Map  
9403 Katy Fwy  
at Ross Dress for Less  
Houston, TX 77024-1503  
United States

Change

#### Payment Method

VISA \*\*\*\* 8885

Change

#### Apply gift card balance

Enter code

Apply

#### Order Summary

Item(s) Subtotal:	\$399.00
Shipping & Handling:	\$0.00
Total before tax:	\$399.00
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$399.00</b>

### Arriving tomorrow by 10pm



Mevo Start, Wireless Live Streaming Camera, 1080p HD Video Quality, Intelligent App Control, Stream via LTE or Wi-Fi - Black  
Sold by: Amazon.com Services LLC  
\$399.00

Condition: New

Add gift option

Buy it again

Track package

Change Payment Method

Change shipping speed

Cancel items

Archive order

### Customers who bought Mevo Start, Wireless Live Streaming Camera, 1080p ... also bought

Page 1 of 12



Mevo Start Ethernet Power Adaptor

113

\$149.99

FREE One-Day



Mevo Quick Charger for Mevo Start

64

\$23.39

& Free Shipping  
Only 7 left in stock - order...



Mevo Floor Stand

152

\$79.99

& Free Shipping



VGSION Portable Bag Mini Case for Mevo Start Wireless Live Streaming Camera

65

\$17.99

FREE Same-Day



City of Hilshire Village Texas  
 8301 Westview  
 Houston, Texas 77055

**CHECK REQUEST**

DATE: 9/16/21

TO: SUSAN BLEVINS

REQUESTED BY: SUSAN BLEVINS

VENDOR	<u>altex</u>	ACCOUNT #	<u>56545</u>	AMOUNT	<u>\$196.89</u>
			software		
VENDOR	<u>zoom</u>	ACCOUNT #	<u>56545</u>	AMOUNT	<u>\$299.80</u>
VENDOR	<u></u>				
ACCOUNT NAME	<u></u>				
ACCOUNT NAME	<u></u>				
			TOTAL AMOUNT		<u>\$496.69</u>

Date of Invoice <u>9-16-2021</u>	Date of Check <u>9-22-2021</u>
Check Number <u>8553</u>	Check Amount <u>\$496.69</u>
Account Number <u>56545</u>	Account Name <u>City Hall Equipment / Furnishing</u>
CK Signatory #1 <u></u>	CK Signatory #2 <u></u>
Initiator's Notes and Initials <u></u>	



Altex Computers & Electronics  
 18670 Northwest Fwy  
 Houston TX 77065  
 United States

(281) 469-8886

Order #: CSHOU88066 9/9/2021 01:21 PM

Operation: Purchase  
 Sales Assoc.: Houston Register 3  
 Sales Rep.: Mason R Coleman  
 Customer: CITY OF HILSHIRE VILLAGE

(1x) 621-10 8.95 8.95

USB 2.0 A Male / A Female Cable - 10'

(1x) 04-ES-1000 26.95 26.95

NTE Electronics 1" Flame Retardant Expandable Braided Polyester Sleeving

(1x) U038-C13 25.95 25.95

Tripp Lite USB C to USB-A Cable 3A Rating USB-IF Cert M/M USB Type C 13ft

(1x) CX1625B 14.95 14.95

SR Components Heavy Duty Outdoor/Indoor 16AWG/3C Extension Cord - 25'

(1x) WT-8-50N 3.29 3.29

SR Components Cable Tie Natural 7.5" 50lb 100/pack

(1x) WT-8-50B 3.19 3.19

SR Components 7.5" Nylon Cable Ties - Black / 100 Pack

Item 14.A.

(1x) CMB-1B 11.95 11.95

MG Electronics 7-Piece Universal Adjustable Camera Bracket (Black 180 Degree Tilt)

(1x) LCKIT 9.99 9.99

6' Apple Lightning to USB Cable and 3.1 Amp Dual USB Wall Plug

(1x) HDMI20-CL25 29.95 29.95

SR Components 25' 4K Ultra HD HDMI? Male (Type A) to Male (Type A) Cable CL3 Rated

(1x) WMTHD3780 34.95 34.95

Heavy Duty Tilt Mount for 37"-80" LED/LCD TVs

(1x) TSR2W-6A 10.99 10.99

1-1/4" one piece surface raceway latch duct - 6' stick - White

(2x) TSR1W-6A 7.89 15.78

3/4" one piece surface raceway - 6' sticks - White

Subtotal 196.89

Discount 0.00

Tax 0.00

Total 196.89

Houston-497C 196.89

Change \$0.00

**TOTAL \$196.89**

# Invoice



Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113

Invoice Date: Sep 16, 2021

Invoice #: INV107864023

Federal Employer ID Number: 61-1648780

Payment Terms: Due Upon Receipt

Due Date: Sep 16, 2021

Account Number: 7009860782

Currency: USD

Account Information: City of Hilshire Village

Purchase Order Number:

Sold To Address: 8405 Achgill,  
Houston, Texas 77040  
United States

Tax Exempt Certificate ID: 74-2162965

Zoom W-9

susan.blevins@hilshirevillagetexas.com

Bill To Address: 8405 Achgill,  
Houston, Texas 77040  
United States

susan.blevins@hilshirevillagetexas.com

REQUESTED BY: SUSAN BLEVINS

## Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & OTHER CHARGES	TOTAL
<b>Charge Name: Standard Pro Annual</b>				
Quantity: 2 Unit Price: \$149.90	Sep 16, 2021-Sep 15, 2022	\$299.80	\$0.00	\$299.80
Subtotal				\$299.80
Total (Including Tax)				\$299.80
Invoice Balance				\$0.00

## Taxes, Fees & Other Charge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR OTHER CHARGE AMOUNT
Total Tax				\$0.00

Account Number 56545	Account Name City Hall Equipment/ Furnishing
CK Signatory #1	CK Signatory #2
Initiator's Notes and Initials ST	

Cassie's Mileage Log					
Date	Destination	Mileage (Round Trip)	Rate (¢/mi.)		
9/18/20	Bank Deposit	2	57.5		
9/25/20	Bank Deposit	2	57.5		
10/2/20	Bank Deposit	2	57.5		
10/5/20	5 city intersections - recycling event signs posting	3	57.5		
10/9/20	Bank Deposit, Post Office	3	57.5		
10/15/20	City-Wide Complaint & Issues Log Update	5	57.5		
10/21/20	Post Office	2	57.5		
10/23/20	Bank Deposit	2	57.5		
10/26/20	Removing recycling event signs	3	57.5		
10/30/20	Bank Deposit	2	57.5		
11/5/20	Home Depot - Repair on office toilet	4	57.5		
11/6/20	Bank Deposit	2	57.5		
11/13/20	Bank Deposit	2	57.5		
11/20/20	Bank Deposit	2	57.5		
11/25/20	Kroger	2	57.5		
12/4/20	Bank Deposit	2	57.5		
12/11/20	Bank Deposit	2	57.5		
12/17/20	Delivered holiday mail to council	3	57.5		
12/18/20	Bank Deposit	2	57.5		
12/22/20	Removed subcontractor sign from ROW on Hilshire Green	1	57.5		
12/23/20	Bank Deposit	2	57.5		
12/30/20	Bank Deposit	2	57.5		
				Miles	Rate Total
				52	\$ 29.90
1/8/21	Bank Deposit	2	56		
1/20/21	Bank Deposit	2	56		
1/22/21	Bank Deposit	2	56		
2/2/21	Kroger	2	56		
2/5/21	Bank Deposit	2	56		
2/12/21	Bank Deposit	2	56		
2/26/21	Bank Deposit	2	56		
3/5/21	Bank Deposit	2	56		
3/12/21	Bank Deposit	2	56		
3/19/21	Bank Deposit	2	56		
3/26/21	Bank Deposit	2	56		
4/1/21	Bank Deposit	2	56		
4/9/21	Bank Deposit	2	56		
4/23/21	Bank Deposit	2	56		
4/30/21	Bank Deposit	2	56		
5/5/21	Kroger	2	56		
5/7/21	Bank Deposit	2	56		
5/14/21	Bank Deposit	2	56		
5/28/21	Bank Deposit	2	56		
6/7/21	Bank Deposit	2	56		
6/25/21	Bank Deposit	2	56		
6/28/21	Kroger	2	56		
7/9/21	Bank Deposit	2	56		
7/16/21	Bank Deposit	2	56		
7/23/21	M&N Nameplate	5	56		
7/23/21	Bank Deposit	2	56		
7/27/21	Kroger	2	56		
8/6/21	Bank Deposit	2	56		
8/13/21	Bank Deposit	2	56		
8/25/21	Post Office, Kroger, City-wide violation update	5	56		
9/10/21	Bank Deposit & City-wide violation checks	5	56		
9/17/21	Bank Deposit	2	56		
9/24/21	Bank Deposit	2	56		
				Miles	Rate Total
				75	\$ 42.00
<b>Totals:</b>		<b>127</b>			<b>\$71.90</b>

ROBERT BLEVINS  
8405 ACHGILL  
HOUSTON, TEXAS 77040

INVOICE DATE:  
9/17/21

INVOICE # 09-385

CITY OF HILSHIRE VILLAGE  
8301 Westview  
Houston, Texas 77055

BILL TO:

SERVICES PROVIDED

8/31/21 Inspected existing sound equipment and measured city hall for installation of audio-video equipment. Made parts list for staff to order appropriate equipment.

9/16/21 Installed tv, camera and connected to run audio video equipment for Hybrid meetings

QUOTED JOB \$400.00 (TWO MAN JOB INVOICE SEPARATE)

2 HOURS @ 60.00 to troubleshoot backup problem to new drives, to troubleshoot backup to cloud and to check network problem \$120.00

TOTAL DUE \$520.00

JOE SCHMIDT  
SEALY, TEXAS

INVOICE DATE:  
9/17/21

INVOICE

BILL TO:

CITY OF HILSHIRE VILLAGE  
8301 Westview  
Houston, Texas 77055

SERVICES PROVIDED

8/31/21 Inspected existing sound equipment and measured city hall for installation of audio-video equipment. Made parts list for staff to order appropriate equipment.

9/16/21 Installed tv, camera and connected to run audio video equipment for Hybrid meetings

QUOTED JOB

\$400.00

(TWO MAN JOB INVOICE SEPARATE)

ORIGINAL INVOICE

10000

**Office  
DEPOT, Inc.**

Office Depot, Inc  
PO BOX 7241  
SIOUX FALLS SD  
57117-7241

**THANKS FOR YOUR ORDER**

IF YOU HAVE ANY QUESTIONS  
OR PROBLEMS, JUST CALL US

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

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
187734107001	5.58	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
27-AUG-21	Net 30	30-SEP-21

**BILL TO:**

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

001291-002039

**SHIP TO:**

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



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
46999175		8301WESTVIEWDR	187734107001	26-AUG-21	27-AUG-21		
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
217641			CASSIE STEPHENS				
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
305466 99401	PAD,PERF,8.5X11,OD,LGL RLD 305466	PK	1	1	0	5.580	5.58

SUB-TOTAL	5.58
DELIVERY	0.00
SALES TAX	0.00
TOTAL	5.58

1 of 3

All amounts are based on USD currency

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

**DETACH HERE**

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
CITY OF HILSHIRE VILLAGE	217641	187734107001	27-AUG-21	5.58	
	FLO	002176410	1877341070019	00000000558	1 5

Please  
Send Your  
Check to:

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

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

Please DO NOT staple or fold. Thank You.

Item 14.A.

91

00003/00004

001291-002039

# Office DEPOT, Inc.

Office Depot, Inc  
PO BOX 7241  
SIOUX FALLS SD  
57117-7241

FEDERAL ID:59-2663954

## ORIGINAL INVOICE

10000

### THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS  
OR PROBLEMS. JUST CALL US  
FOR CUSTOMER SERVICE ORDER: (888) 263-3423  
FOR ACCOUNT: (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
187734224001	239.97	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
27-AUG-21	Net 30	30-SEP-21

#### BILL TO:

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

001291-002039

#### SHIP TO:

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



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
46999175		8301WESTVIEWDR	187734224001	26-AUG-21	27-AUG-21		
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
217641			CASSIE STEPHENS				
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
7740218 6HY112	2TB BACKUP PLUS SLIM 7740218	EA	3	3	0	79.990	239.97

SUB-TOTAL	239.97
DELIVERY	0.00
SALES TAX	0.00
<b>TOTAL</b>	<b>239.97</b>

2 of 3

All amounts are based on USD currency

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

#### DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
CITY OF HILSHIRE VILLAGE	217641	187734224001	27-AUG-21	239.97	

FL0

002176410 1877342240017 00000023997 1 3

Please  
Send Your  
Check to:

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

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

Please DO NOT staple or fold. Thank You.

Item 14.A.

92

\*0000000000020391000002039\*

980200-182100

0000100004

ORIGINAL INVOICE

10000

**Office  
DEPOT, Inc.**

Office Depot, Inc  
PO BOX 7241  
SIOUX FALLS SD  
57117-7241

**THANKS FOR YOUR ORDER**

IF YOU HAVE ANY QUESTIONS  
OR PROBLEMS, JUST CALL US

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

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
187698513001	367.40	Page 1 of 2
INVOICE DATE	TERMS	PAYMENT DUE
27-AUG-21	Net 30	30-SEP-21

**BILL TO:**

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

001281-002039

**SHIP TO:**

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



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE
46999175		8301WESTVIEWDR	187698513001	26-AUG-21	27-AUG-21
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER
217641			CASSIE STEPHENS		

CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
984488 0263B001AA	CARTRIDGE,TNR,104,BLK 984488	EA	1	1	0	76.360	76.36
617206 1821	PAPER,IMAGPRNT,10RM,8.5X1 617206	CA	2	2	0	45.900	91.80
196643 OX9004-CTN	PAPER,X-9,8.5X14,20LB,10/C 196643	CT	1	1	0	52.950	52.95
633984 ODP77145	ENVELOPE,#10,SEC,C/S,500BX 633984	BX	2	2	0	15.220	30.44
479560 AH505-12-BL	PEN,RET,BP,1.0MM,12/PK,BLU 479560	DZ	1	1	0	3.130	3.13
299847 654-12SSCY+4	NOTES,SUPER STICKY,3x3,YW 299847	PK	1	1	0	11.980	11.98
750067 684-SH	SIGN HERE TAPE FLAG 750067	PK	1	1	0	3.080	3.08
434207 C2P01FN#140	INK,951CMY/950XL,COMBO,HP 434207	EA	1	1	0	97.660	97.66

001281-002039

To ensure timely and accurate application of your payment, please include the following on your remittance: account number, invoice number, and the amount you are paying for each invoice.

CONTINUED ON NEXT PAGE...

# Office DEPOT, Inc.

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

FEDERAL ID: 59-2663954

## ORIGINAL INVOICE

10000

**THANKS FOR YOUR ORDER**

IF YOU HAVE ANY QUESTIONS  
OR PROBLEMS. JUST CALL US

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

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
187698513001	367.40	Page 2 of 2
INVOICE DATE	TERMS	PAYMENT DUE
27-AUG-21	Net 30	30-SEP-21

**BILL TO:**

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

001291-002039

**SHIP TO:**

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



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
46999175		8301WESTVIEWDR	187698513001	26-AUG-21	27-AUG-21		
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
217641			CASSIE STEPHENS				
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M TAX	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE

SUB-TOTAL	367.40
DELIVERY	0.00
SALES TAX	0.00
TOTAL	367.40

*30f3*

All amounts are based on USD currency

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

**DETACH HERE**

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
CITY OF HILSHIRE VILLAGE	217641	187698513001	27-AUG-21	367.40	

FL0 002176410 1876985130014 00000036740 1 2

Please  
Send Your  
Check to:

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

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

Please DO NOT staple or fold. Thank You.

Item 14.A.

94

001291-002039

\*0000000000020390000002039\*

## ACCOUNT SUMMARY

Account Number	xxxx xxxx xxxx 1719	Previous Balance	\$196.00
Credit Limit	\$2,000.00	Payments	\$196.00
Available Credit	\$1,476.00	Credits	\$0.00
Statement Closing Date	September 06, 2021	Purchases	\$523.88
Payment Due Date	September 26, 2021	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	32	New Balance	\$523.88

## TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
08/10	08/10	24005946Y8PYJ4G6F	KIRBY BUILT PRODUCTS BATAVIA IL	\$322.82
08/11	08/11	24692166Z2XVMBTKR	MERRY MAIDS HOUSTON 713-364-0094 TX	\$98.00
08/16	08/16	24943007461KDE7JJ	CERTIFIED MAIL ENVELOPE 800-406-1792 FL	\$5.06
08/23	08/23	74768007QBKQ181GT	PAYMENT - THANK YOU	-\$196.00
08/25	08/25	24692167D2XQ9BW0V	MERRY MAIDS HOUSTON 713-364-0094 TX	\$98.00

Finance Charge Summary	Daily Periodic Rate (May Vary)	Total Finance Charge	Balance Subject to Finance Charge	Annual Percentage Rate
Purchase	0.02533%	\$0.00	\$0.00	9.25%
Cash Advances	0.03629%	\$0.00	\$0.00	13.25%

See Reverse Side for Important Information About Your Account.

5543 0001 BAH 3 7 4 210906 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 3112

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 CITY UT 84130-0833



## PAYMENT INFORMATION

Account Number	xxxx xxxx xxxx 1719
Payment Due Date	09/26/21
New Balance	\$523.88
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



3112  
R308

5066 0000539800000011719



KirbyBuilt Sales  
 222 State Street  
 Batavia IL 60510  
 (866) 965-4729  
[info@kirbybuilt.com](mailto:info@kirbybuilt.com)

# Sales Order

Account Number - 89671  
 Sales Order # SOKSA8123

7/23/2021

**Bill To**

Cassie Stephens  
 Hilshire Village City Hall  
 8301 Westview Dr  
 Houston TX 77055  
 (713) 973-1779

**Ship To**

Cassie Stephens  
 Hilshire Village City Hall  
 8301 Westview Dr  
 Houston TX 77055

Payment Method	Terms	PO #
----------------	-------	------

VISA

Item	Qty	Rate	Amount	Estimated Lead Time
<b>LIFTGATE</b> Liftgate Fees	1	\$65.00	\$65.00	
<b>PRT-DR-KMC4100-GN</b> DOOR ASSEMBLY for KMC4100 Series INCLUDES Glass & Door Frame (NO HINGES) - GN	1	\$0.00	\$0.00	

<b>Subtotal</b>	\$65.00
<b>Tax Total (%)</b>	\$24.60
<b>Shipping</b>	\$233.22
<b>Total</b>	\$322.82

\*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide 2021 supply chain issue.

# RECEIPT



**Date:** 09/16/2021  
**Work Order No:** WO-68313520

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	08/09/2021	\$98.00
	Sales Tax	\$0.00
	Total Amount	\$98.00
	Amount Received	\$98.00

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# RECEIPT



**Date:** 09/16/2021  
**Work Order No:** WO-68576167

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	08/23/2021	\$98.00
	Sales Tax	\$0.00
	Total Amount	\$98.00
	Amount Received	\$98.00

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# Cassie Stephens

**From:** Auto-Receipt <noreply@mail.authorize.net>  
**Sent:** Monday, August 16, 2021 4:06 PM  
**To:** Cassie Stephens  
**Subject:** Transaction Receipt from Certified Mail Envelopes, Inc. for \$5.06 (USD)

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: 634679  
Customer ID: 82716

## Billing Information

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

## Shipping Information

**Total: \$5.06 (USD)**

## Payment Information

Date/Time: 16-Aug-2021 17:06:08 EDT  
Transaction ID: 42872384694  
Payment Method: Visa xxxx1719  
Transaction Type: Purchase  
Auth Code: 016123

## 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.

**City of Hilshire Village  
8301 Westview Dr  
Houston, TX 77055**

---

Date 8/31/21

**Petty Cash Fund Expenditures**

	Date of Purchase	Expenditure Description	GL Account ID	GL Account Name	Amount
1	8/25/21	Kroger - Water & Supplies	56540	Office Supplies	\$ 20.00
2	8/25/21	USPO - 2 Rolls of Stamps	56540	Office Supplies	\$ 110.00
3					
4					
5					
6					
7					
8					
9					
10					

Expenditure Total	\$ 130.00
Petty Cash Regular Balance	\$ 250.00
Currently in Petty Cash	\$ 120.00

Audited by Office Staff *Alpherr*  
Audited by Signatory \_\_\_\_\_

City of Hillshire Village  
 6901 Westview Dr  
 Houston, TX 77055

Date 8/31/21

**Kroger** FRESH FOR EVERYONE™  
 1505 WIRT (713) 722-9800  
 Your cashier was ED

KRO WATER	2.99 F
KRO WATER	2.99 F
KRO WATER	2.99 F
IPERK TEA BAGS	1.99 F
KROGER PLUS CUSTOMER	*****5640
GROCERY FS	9.04 F
TAX	0.00
**** BALANCE	20.00
CASH	20.00
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	5
08/25/21 01:03pm 346 9 85 150	
*****	
Fuel Points Earned Today:	20
Total Aug Fuel Points:	36
Annual Card Savings	\$187.06
New Year - Apply Today!	



LONG POINT  
 8000 LONG POINT RD  
 HOUSTON, TX 77055-9998  
 (800)275-8777

08/25/2021 12:05 PM

Product	Qty	Unit Price	Price
US Flag Coil/100	2	\$55.00	\$110.00
<b>Grand Total:</b>			<b>\$110.00</b>
<b>Cash</b>			<b>\$110.00</b>

\*\*\*\*\*  
 USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.  
 \*\*\*\*\*

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Preview your Mail  
 Track your Packages  
 Sign up for FREE @  
<https://informedelivery.usps.com>

Audited by Signatory

Date of invoice 8-31-2021	Date of Check 8-27-2021
Check Number 8548	Check Amount \$130.00
Account Number See details above	Account Name See details above
CK Signatory #1	CK Signatory #2
Initiator's Notes and	Initials M

	Qty	Total
Bills	100	0
	50	0
	20	2
	10	2
	5	8
Coins	1	15
	Q	14
	D	9
	N	9
	P	15
Cash Box Total		\$ 120.00

## 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 8/31/2021

Date	Description	Invoice	PO #	Amount	Tax	Total	Adjustment	Days Old	Finance Charge	Amount
<b>For service at 8301 Westview Dr Houston, TX 77055-6737</b>										
8/1/2021	MOSQUITO FOGGING	380288		\$60.00	\$0.00	\$60.00	\$0.00	30	\$0.00	\$60.00
	WEEKLY 2X									
8/4/2021	MOSQUITO FOGGING	380289		\$60.00	\$0.00	\$60.00	\$0.00	27	\$0.00	\$60.00
	WEEKLY 2X									
8/8/2021	MOSQUITO FOGGING	380290		\$60.00	\$0.00	\$60.00	\$0.00	23	\$0.00	\$60.00
	WEEKLY 2X									
8/11/2021	MOSQUITO FOGGING	380291		\$60.00	\$0.00	\$60.00	\$0.00	20	\$0.00	\$60.00
	WEEKLY 2X									
8/15/2021	MOSQUITO FOGGING	380292		\$60.00	\$0.00	\$60.00	\$0.00	16	\$0.00	\$60.00
	WEEKLY 2X									
8/18/2021	MOSQUITO FOGGING	380293		\$60.00	\$0.00	\$60.00	\$0.00	13	\$0.00	\$60.00
	WEEKLY 2X									
8/22/2021	MOSQUITO FOGGING	380294		\$60.00	\$0.00	\$60.00	\$0.00	9	\$0.00	\$60.00
	WEEKLY 2X									
8/25/2021	MOSQUITO FOGGING	380295		\$60.00	\$0.00	\$60.00	\$0.00	6	\$0.00	\$60.00
	WEEKLY 2X									
8/29/2021	MOSQUITO FOGGING	380296		\$60.00	\$0.00	\$60.00	\$0.00	2	\$0.00	\$60.00
	WEEKLY 2X									

<b>PLEASE REMIT</b>	<b>\$540.00</b>
---------------------	-----------------

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**

Northwest Pest Patrol

9330 Mills Rd  
 Houston, TX 77070

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

Acct # 32604  
 HILSHIRE VILLAGE  
 Statement As of 8/31/2021  
**PLEASE REMIT      \$540.00**

20  
Hillshire Village  
Map 451W  
Directions

8/29/2021 2:00 AM  
Target(s):  
Print Date 8/28/2021 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE  
8301 Westview Dr HOUSTON, TX 77055-6737  
Ph: (713) 973-1779

Bill To: HILSHIRE VILLAGE  
8301 Westview Dr HOUSTON, TX 77055-6737  
(713) 973-1779

Instructions : \*\*\*2x/wk STARTING 5/19/2021\*\*\*

TIME: n/a  
DURATION: 35 mins  
MILEAGE: 7 miles  
GATE CODE: n/a  
CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

INV # 380296

This work order	Amount	Adj Total	Tax	Total
(380296) MOSQUITO FOGGING WEEKLY 2X	\$60.00	\$60.00	\$0.00	\$60.00

Active Programs  
MOSQUITO FOGGING - OMEGA 2/2015  
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Douglas	8/25/2021	\$60.00	\$60.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	8/22/2021	\$60.00	\$60.00

Bal this site as of 8/28/2021: \$480.00  
Production Value \$60.00

Balance all sites \$480.00 30 days \$0.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$480.00

**Northwest Pest Patrol**

9330 Mills Rd  
HOUSTON, TX 77070  
281-469-7378  
Lic#: 7876/7538

Acct # 32604 INV # 380296  
HILSHIRE VILLAGE  
8301 Westview Dr HOUSTON, TX 77055-6737

Terms :

(380296) MOSQUITO FOGGING WEEKLY 2X

Pd  Cash  Check # \_\_\_\_\_  
Date 8-27 Time \_\_\_\_\_  
Credit Card \_\_\_\_\_

Cust. Sig. \_\_\_\_\_

**Site of Treatment Correspond to Material Numbers**

Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

**Method of Treatment Correspond to Material Numbers**

Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

**Location of Treatment Correspond to Material Numbers**

Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspace(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					
6. <input type="checkbox"/>					
	(380296) MOSQUITO FOGGING WEEKLY 2X				\$60.00

**OUTSIDE ONLY SERVICE PERFORMED:** We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

**COMMENTS & RECOMMENDATIONS**

Adj Total \$60.00 \$0.00 \$60.00

Prepay (\$0.00)

Technician [Signature] Amount Due This INV \$60.00

Time In: 9:25 Time Out: 10:00

Mile In: 101891 Mile Out: 101898

Please return this portion

(380296) MOSQUITO FOGGING WEEKLY 2X \$60.00

Acct # 32604 INV # 380296  
HILSHIRE VILLAGE  
8301 Westview Dr  
HOUSTON, TX 77055-6737

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Bal this site as of 8/28/2021 \$480.00

Card# \_\_\_\_\_

Type \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

	Tax	Total
This INV \$60.00		
Adj Total \$60.00	\$0.00	\$60.00
Prepay (\$0.00)		
Amount Due		\$60.00

30  
Hillshire Village  
Map 451W  
Directions

8/25/2021 7:00 AM  
Target(s):  
Print Date 8/25/2021 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE  
8301 Westview Dr HOUSTON, TX 77055-6737  
Ph: (713) 973-1779

Bill To: HILSHIRE VILLAGE  
8301 Westview Dr HOUSTON, TX 77055-6737  
(713) 973-1779

INV # 380295

Instructions : \*\*\*2x/wk STARTING 5/19/2021\*\*\*

TIME: n/a  
DURATION: 35 mins  
MILEAGE: 7 miles  
GATE CODE: n/a  
CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

This work order	Amount	Adj Total	Tax	Total
(380295) MOSQUITO FOGGING WEEKLY 2X	\$60.00	\$60.00	\$0.00	\$60.00

Active Programs  
MOSQUITO FOGGING - OMEGA 2/2015  
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	8/22/2021	\$60.00	\$60.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Douglas	8/18/2021	\$60.00	\$60.00

Bal this site as of 8/25/2021: \$420.00  
Production Value \$60.00

Balance all sites \$420.00 30 days \$0.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$420.00

**Northwest Pest Patrol**

9330 Mills Rd  
HOUSTON, TX 77070  
281-469-7378  
Lic#: 7876/7538

Acct # 32604 INV # 380295  
HILSHIRE VILLAGE  
8301 Westview Dr HOUSTON, TX 77055-6737

Terms :

(380295) MOSQUITO FOGGING WEEKLY 2X

Pd \_\_\_\_\_  Cash  Check # \_\_\_\_\_  
Date 8-25-21 Time \_\_\_\_\_  
Credit Card \_\_\_\_\_

Cust. Sig. \_\_\_\_\_

**Site of Treatment Correspond to Material Numbers**

Baseboards	_____	Cabinets	_____
Sill Area	_____	Eaves	_____
Outside Perimeter	_____	Outside Beddings	_____
Carpeting	_____	Furniture	_____
Wall Voids	_____	Other	_____
C & C	_____	Under & Behind	_____
Other	_____	Kitchen Equipment	_____

**Method of Treatment Correspond to Material Numbers**

Spot Treatment	_____	ULV Machine	_____
Space Spray	_____	C&C Aerosol	_____
Bait	_____	Inspected	_____
Actisol Machine	_____	Drill & Treat Voids	_____
Broadcast	_____	Fan Spray	_____
Duster	_____	Air Sprayer	_____
Rat Station	_____	Mouse Station	_____
Monitor	_____	Total Release Aerosol	_____

**Location of Treatment Correspond to Material Numbers**

Kitchen	_____	Living Room	_____
Attic	_____	Shed(s) & Store Room	_____
Office(s)	_____	Lawn Area	_____
Bathroom(s)	_____	Bedroom(s)	_____
Dining Room(s)	_____	Crawlspace(s)	_____
Garage(s)	_____	Basement(s)	_____
Dumpster Area	_____	Rodent Pathway	_____
Rodent Burrow	_____	Laundry/Utility	_____
Family Room/Den	_____	Other	_____

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					
6. <input type="checkbox"/>					
	(380295) MOSQUITO FOGGING WEEKLY 2X				\$60.00

OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

**COMMENTS & RECOMMENDATIONS**

Adj Total \$60.00 \$0.00 \$60.00

Prepay (\$0.00)

Amount Due This INV \$60.00

Technician Aaron Douglas

Time In: 3:30 Time Out: 4:10

Mile In: 14840 Mile Out: 14847

Acct # 32604 INV # 380295  
HILSHIRE VILLAGE  
8301 Westview Dr  
HOUSTON, TX 77055-6737

Please return this portion

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Card# \_\_\_\_\_

Type \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

(380295) MOSQUITO FOGGING WEEKLY 2X \$60.00

Bal this site as of 8/25/2021 \$420.00

	Tax	Total
This INV	\$60.00	
Adj Total	\$60.00	\$60.00
Prepay	(\$0.00)	
Amount Due		\$60.00

20  
Hilshire Village  
Map 451W  
Directions

8/22/2021 2:00 AM  
Target(s):  
Print Date 8/22/2021 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
Ph: (713) 973-1779

Bill To: HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
(713) 973-1779

Instructions : \*\*\*2x/wk STARTING 5/19/2021\*\*\*  
TIME: n/a  
DURATION: 35 mins  
MILEAGE: 7 miles  
GATE CODE: n/a  
CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

INV # 380294

This work order	Amount	Adj Total	Tax	Total
(380294) MOSQUITO FOGGING WEEKLY 2X	\$60.00	\$60.00	\$0.00	\$60.00

Active Programs  
MOSQUITO FOGGING - OMEGA 2/2015  
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Douglas	8/18/2021	\$60.00	\$60.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	8/15/2021	\$60.00	\$60.00

Balance all sites \$360.00 30 days \$0.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$360.00

Bal this site as of 8/22/2021: \$360.00  
Production Value \$60.00

**Northwest Pest Patrol**

9330 Mills Rd  
Houston, TX 77070  
281-469-7378  
Lic#: 7876/7538

Acct # 32604 INV # 380294  
HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737

Terms :  
(380294) MOSQUITO FOGGING WEEKLY 2X

Pd \_\_\_\_\_  Cash  Check # \_\_\_\_\_  
Date 8-22 Time \_\_\_\_\_  
Credit Card \_\_\_\_\_

Cust. Sig. \_\_\_\_\_

**Site of Treatment Correspond to Material Numbers**

Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

**Method of Treatment Correspond to Material Numbers**

Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

**Location of Treatment Correspond to Material Numbers**

Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspace(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					
6. <input type="checkbox"/>					

OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential to preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

**COMMENTS & RECOMMENDATIONS**

Adj Total \$60.00 \$0.00 \$60.00

Prepay (\$0.00)

Amount Due This INV \$60.00

Technician CAE

Time In: 945 Time Out: 1030

Mile In: 100618 Mile Out: 100625

Acct # 32604 INV # 380294  
HILSHIRE VILLAGE  
8301 Westview Dr  
Houston, TX 77055-6737

Please return this portion

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Card# \_\_\_\_\_

Type \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

(380294) MOSQUITO FOGGING WEEKLY 2X \$60.00

Bal this site as of 8/22/2021 \$360.00

	Tax	Total
This INV \$60.00		
Adj Total \$60.00 \$0.00 \$60.00		
Prepay (\$0.00)		
Amount Due \$60.00		

30  
Hillshire Village  
Map 451W  
Directions

8/18/2021 7:00 AM  
Target(s):  
Print Date 8/18/2021 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
Ph: (713) 973-1779

Bill To: HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
(713) 973-1779

Instructions : \*\*\*2x/wk STARTING 5/19/2021\*\*\*

TIME: n/a  
DURATION: 35 mins  
MILEAGE: 7 miles  
GATE CODE: n/a  
CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

INV # 380293

This work order	Amount	Adj Total	Tax	Total
(380293) MOSQUITO FOGGING WEEKLY 2X	\$60.00	\$60.00	\$0.00	\$60.00

Active Programs  
MOSQUITO FOGGING - OMEGA 2/2015  
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	8/15/2021	\$60.00	\$60.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Douglas	8/11/2021	\$60.00	\$60.00

Balance all sites \$300.00 30 days \$0.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$300.00

Bal this site as of 8/18/2021: \$300.00  
Production Value \$60.00

**Northwest Pest Patrol**  
9330 Mills Rd  
Houston, TX 77070  
281-469-7378  
Lic#: 7876/7538

Acct # 32604 INV # 380293  
HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737

Terms :  
(380293) MOSQUITO FOGGING WEEKLY 2X

Pd \_\_\_\_\_  Cash  Check # \_\_\_\_\_  
Date 8-18-21 Time \_\_\_\_\_  
Credit Card \_\_\_\_\_

Cust. Sig. \_\_\_\_\_

Site of Treatment Correspond to Material Numbers	
Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

Method of Treatment Correspond to Material Numbers	
Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

Location of Treatment Correspond to Material Numbers	
Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspace(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>	(380293) MOSQUITO FOGGING WEEKLY 2X				\$60.00
6. <input type="checkbox"/>					

OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

COMMENTS & RECOMMENDATIONS			
Adj Total	\$60.00	\$0.00	\$60.00
Prepay	(\$0.00)		
Amount Due This INV			\$60.00
Technician	Adam Douglas		
Time In:	3:20	Time Out:	4:00
Mile In:	147721	Mile Out:	147728

Acct # 32604 INV # 380293  
HILSHIRE VILLAGE  
8301 Westview Dr  
Houston, TX 77055-6737

Please return this portion

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Card# \_\_\_\_\_

Type \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

(380293) MOSQUITO FOGGING WEEKLY 2X \$60.00			
Bal this site as of 8/18/2021	\$300.00		
		Tax	Total
This INV	\$60.00		
Adj Total	\$60.00	\$0.00	\$60.00
Prepay	(\$0.00)		
Amount Due			\$60.00

20  
Hillshire Village  
Map 451W  
Directions

8/15/2021 2:00 AM  
Target(s):  
Print Date 8/14/2021 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE  
8301 Westview Dr HOUSTON, TX 77055-6737  
Ph: (713) 973-1779

Bill To: HILSHIRE VILLAGE  
8301 Westview Dr HOUSTON, TX 77055-6737  
(713) 973-1779

Instructions : \*\*\*2x/wk STARTING 5/19/2021\*\*\*  
TIME: n/a  
DURATION: 35 mins  
MILEAGE: 7 miles  
GATE CODE: n/a  
CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

INV # 380292

This work order	Amount	Adj Total	Tax	Total
(380292) MOSQUITO FOGGING WEEKLY 2X	\$60.00	\$60.00	\$0.00	\$60.00

Active Programs  
MOSQUITO FOGGING - OMEGA 2/2015  
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Douglas	8/11/2021	\$60.00	\$60.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	8/8/2021	\$60.00	\$60.00

Balance all sites \$240.00 30 days \$0.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$240.00

Bal this site as of 8/14/2021: \$240.00  
Production Value \$60.00

**Northwest Pest Patrol**  
9330 Mills Rd  
HOUSTON, TX 77070  
281-469-7378  
Lic#: 7876/7538

Acct # 32604 INV # 380292  
HILSHIRE VILLAGE  
8301 Westview Dr HOUSTON, TX 77055-6737

Terms :  
(380292) MOSQUITO FOGGING WEEKLY 2X

Pd  Cash  Check # \_\_\_\_\_  
Date 8-15 Time \_\_\_\_\_  
Credit Card \_\_\_\_\_

Cust. Sig. \_\_\_\_\_

Site of Treatment Correspond to Material Numbers	
Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

Method of Treatment Correspond to Material Numbers	
Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

Location of Treatment Correspond to Material Numbers	
Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspace(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					
6. <input type="checkbox"/>					
	(380292) MOSQUITO FOGGING WEEKLY 2X				\$60.00

OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

COMMENTS & RECOMMENDATIONS

Adj Total \$60.00 \$0.00 \$60.00

Prepay (\$0.00)

Amount Due This INV \$60.00

Technician OH

Time In: 945 Time Out: 1020

Mile In: 99424 Mile Out: 99431

Acct # 32604 INV # 380292  
HILSHIRE VILLAGE  
8301 Westview Dr  
HOUSTON, TX 77055-6737

Please return this portion

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Card# \_\_\_\_\_

Type \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

(380292) MOSQUITO FOGGING WEEKLY 2X \$60.00

Bal this site as of 8/14/2021 \$240.00

	Tax	Total
This INV	\$60.00	
Adj Total	\$60.00	\$60.00
Prepay	(\$0.00)	
Amount Due		\$60.00

30  
Hillshire Village  
Map 451W  
Directions

8/11/2021 7:00 AM  
Target(s):  
Print Date 8/11/2021 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
Ph: (713) 973-1779

Bill To: HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
(713) 973-1779

INV # 380291 ✓

Instructions : \*\*\*2x/wk STARTING 5/19/2021\*\*\*

TIME: n/a  
DURATION: 35 mins  
MILEAGE: 7 miles  
GATE CODE: n/a  
CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

This work order	Amount	Adj Total	Tax	Total
(380291) MOSQUITO FOGGING WEEKLY 2X	\$60.00	\$60.00	\$0.00	\$60.00

Active Programs  
MOSQUITO FOGGING - OMEGA 12/2015  
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	8/8/2021	\$60.00	\$60.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Douglas	8/4/2021	\$60.00	\$60.00

Balance all sites \$180.00 30 days \$0.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$180.00

Bal this site as of 8/11/2021: \$180.00  
Production Value \$60.00

**Northwest Pest Patrol**

9330 Mills Rd  
Houston, TX 77070  
281-469-7378  
Lic#: 7876/7538

Acct # 32604 INV # 380291  
HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737

**Terms :**

(380291) MOSQUITO FOGGING WEEKLY 2X

Pd \_\_\_\_\_  Cash  Check # \_\_\_\_\_  
Date 8-11-21 Time \_\_\_\_\_  
Credit Card \_\_\_\_\_

Cust. Sig. \_\_\_\_\_

**Site of Treatment Correspond to Material Numbers**

Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

**Method of Treatment Correspond to Material Numbers**

Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

**Location of Treatment Correspond to Material Numbers**

Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspace(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

	MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>						
2. <input type="checkbox"/>						
3. <input type="checkbox"/>						
4. <input type="checkbox"/>						
5. <input type="checkbox"/>	(380291) MOSQUITO FOGGING WEEKLY 2X	\$60.00				
6. <input type="checkbox"/>						

OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential to preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

**COMMENTS & RECOMMENDATIONS**

Adj Total \$60.00 \$0.00 \$60.00  
Prepay (\$0.00)  
Amount Due This INV \$60.00

Technician Aaron Douglas  
Time In: 2:50 Time Out: 3:30  
Mile In: 146783 Mile Out: 146790

Acct # 32604 INV # 380291  
HILSHIRE VILLAGE  
8301 Westview Dr  
Houston, TX 77055-6737

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Card# \_\_\_\_\_

Type \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

(380291) MOSQUITO FOGGING WEEKLY 2X \$60.00

Bal this site as of 8/11/2021  
\$180.00

	Tax	Total
This INV \$60.00		
Adj Total \$60.00 \$0.00 \$60.00		
Prepay (\$0.00)		
Amount Due \$60.00		

20  
Hillshire Village  
Map 451W  
Directions

8/8/2021 2:00 AM  
Target(s):  
Print Date 8/6/2021 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
Ph: (713) 973-1779

Bill To: HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
(713) 973-1779

Instructions : \*\*\*2x/wk STARTING 5/19/2021\*\*\*

TIME: n/a  
DURATION: 35 mins  
MILEAGE: 7 miles  
GATE CODE: n/a  
CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

INV # 380290

This work order	Amount	Adj Total	Tax	Total
(380290) MOSQUITO FOGGING WEEKLY 2X	\$60.00	\$60.00	\$0.00	\$60.00

Active Programs  
MOSQUITO FOGGING - OMEGA 12/2015  
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Douglas	8/4/2021	\$60.00	\$60.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	8/1/2021	\$60.00	\$60.00

Balance all sites \$480.00 30 days \$120.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$600.00

Bal this site as of 8/6/2021: \$600.00  
Production Value \$60.00

**Northwest Pest Patrol**  
9330 Mills Rd  
Houston, TX 77070  
281-469-7378  
Lic#: 7876/7538

Acct # 32604 INV # 380290  
HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737

Terms :  
(380290) MOSQUITO FOGGING WEEKLY 2X

Pd \_\_\_\_\_  Cash  Check # \_\_\_\_\_  
Date 8-8 Time \_\_\_\_\_  
Credit Card \_\_\_\_\_

Site of Treatment Correspond to Material Numbers	
Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

Cust. Sig. \_\_\_\_\_

	MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>						
2. <input type="checkbox"/>						
3. <input type="checkbox"/>						
4. <input type="checkbox"/>						
5. <input type="checkbox"/>						
6. <input type="checkbox"/>						
	(380290) MOSQUITO FOGGING WEEKLY 2X	\$60.00				

OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

Method of Treatment Correspond to Material Numbers	
Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

Location of Treatment Correspond to Material Numbers	
Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspace(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

COMMENTS & RECOMMENDATIONS	
Technician	<u>[Signature]</u>
Time In:	<u>9:55</u> Time Out: <u>10:30</u>
Mile In:	<u>9.8000</u> Mile Out: <u>9.8008</u>

This INV	\$60.00		
Adj Total	\$60.00	\$0.00	\$60.00
Prepay	(\$0.00)		
Amount Due This INV			\$60.00

(380290) MOSQUITO FOGGING WEEKLY 2X \$60.00

Bal this site as of 8/6/2021 \$600.00

Acct # 32604 INV # 380290  
HILSHIRE VILLAGE  
8301 Westview Dr  
Houston, TX 77055-6737

Please return this portion

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Card# \_\_\_\_\_

Type \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

	Tax	Total
This INV	\$60.00	
Adj Total	\$60.00	\$60.00
Prepay	(\$0.00)	
Amount Due		\$60.00

30  
Hillshire Village  
Map 451W  
Directions

8/4/2021 7:00 AM  
Target(s):  
Print Date 8/4/2021 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
Ph: (713) 973-1779

Bill To: HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
(713) 973-1779

INV # 380289

Instructions : \*\*\*2x/wk STARTING 5/19/2021\*\*\*

TIME: n/a  
DURATION: 35 mins  
MILEAGE: 7 miles  
GATE CODE: n/a  
CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

This work order	Amount	Adj Total	Tax	Total
(380289) MOSQUITO FOGGING WEEKLY 2X	\$60.00	\$60.00	\$0.00	\$60.00

Active Programs  
MOSQUITO FOGGING - OMEGA 2/2015  
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	8/1/2021	\$60.00	\$60.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Douglas	7/28/2021	\$60.00	\$60.00

Bal this site as of 8/4/2021: \$540.00  
Production Value \$60.00

Balance all sites \$480.00 30 days \$60.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$540.00

**Northwest Pest Patrol**  
9330 Mills Rd  
Houston, TX 77070  
281-469-7378  
Lic#: 7876/7538

Acct # 32604 INV # 380289  
HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737

Terms :  
(380289) MOSQUITO FOGGING WEEKLY 2X

Pd.  Cash  Check # \_\_\_\_\_  
Date 8-4-21 Time \_\_\_\_\_  
Credit Card \_\_\_\_\_

Cust. Sig. \_\_\_\_\_

Site of Treatment Correspond to Material Numbers	
Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

Method of Treatment Correspond to Material Numbers	
Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

Location of Treatment Correspond to Material Numbers	
Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspace(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					(380289) MOSQUITO FOGGING WEEKLY 2X \$60.00
6. <input type="checkbox"/>					

OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office. This INV \$60.00

COMMENTS & RECOMMENDATIONS			
Adj Total	\$60.00	\$0.00	\$60.00
Prepay	(\$0.00)		
Technician	Aenan Douglas		
Time In:	3:10	Time Out:	3:45
Mile In:	145741	Mile Out:	145748
Amount Due This INV	\$60.00		

Acct # 32604 INV # 380289  
HILSHIRE VILLAGE  
8301 Westview Dr  
Houston, TX 77055-6737

Please return this portion

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Card# \_\_\_\_\_

Type \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

(380289) MOSQUITO FOGGING WEEKLY 2X \$60.00

Bal this site as of 8/4/2021 \$540.00

	Tax	Total
This INV	\$60.00	
Adj Total	\$60.00	\$60.00
Prepay	(\$0.00)	
Amount Due	\$60.00	

20  
Hillshire Village  
Map 451W  
Directions

8/1/2021 3:00 AM  
Target(s):  
Print Date 8/1/2021 Lic#: 7876/7538

Acct # 32604

Sold By HOUSE ACCOUNT

Service Address HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737

Bill To: HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737  
(713) 973-1779

Ph: (713) 973-1779

INV # 380288

Instructions : \*\*\*2x/wk STARTING 5/19/2021\*\*\*

TIME: n/a  
DURATION: 35 mins  
MILEAGE: 7 miles  
GATE CODE: n/a  
CARD(S): n/a

NOTE: Be sure to spray parking lots of businesses shown on map at 1203, 1231 and 1321 Wirt Rd. Also spray parking lot of Hickory Shadows Park at the "GPS Drop Point". Drive slow.

This work order	Amount	Adj Total	Tax	Total
(380288) MOSQUITO FOGGING WEEKLY 2X	\$60.00	\$60.00	\$0.00	\$60.00

Active Programs  
MOSQUITO FOGGING - OMEGA 2/2015  
Cash on Account 12/8/2016

History	Program	Employee	Completed	Prod \$	Inv \$
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Douglas	7/28/2021	\$60.00	\$60.00
MOSQUITO FOGGING WEEKLY 2X	MOSQUITO	Pruetz	7/25/2021	\$60.00	\$60.00

Bal this site as of 8/1/2021: \$480.00  
Production Value \$60.00

Balance all sites \$480.00 30 days \$0.00 60 days \$0.00 90 days \$0.00 120 Days \$0.00 Prepay \$0.00 Total Prev \$480.00

**Northwest Pest Patrol**  
9330 Mills Rd  
Houston, TX 77070  
821-469-7378  
Lic#: 7876/7538

Acct # 32604 INV # 380288  
HILSHIRE VILLAGE  
8301 Westview Dr Houston, TX 77055-6737

Terms :  
(380288) MOSQUITO FOGGING WEEKLY 2X

Pd  Cash  Check # \_\_\_\_\_  
Date 8-1 Time \_\_\_\_\_  
Credit Card \_\_\_\_\_

Site of Treatment Correspond to Material Numbers

Baseboards	Cabinets
Sill Area	Eaves
Outside Perimeter	Outside Beddings
Carpeting	Furniture
Wall Voids	Other
C & C	Under & Behind
Other	Kitchen Equipment

Method of Treatment Correspond to Material Numbers

Spot Treatment	ULV Machine
Space Spray	C&C Aerosol
Bait	Inspected
Actisol Machine	Drill & Treat Voids
Broadcast	Fan Spray
Duster	Air Sprayer
Rat Station	Mouse Station
Monitor	Total Release Aerosol

Location of Treatment Correspond to Material Numbers

Kitchen	Living Room
Attic	Shed(s) & Store Room
Office(s)	Lawn Area
Bathroom(s)	Bedroom(s)
Dining Room(s)	Crawlspace(s)
Garage(s)	Basement(s)
Dumpster Area	Rodent Pathway
Rodent Burrow	Laundry/Utility
Family Room/Den	Other

Cust. Sig. \_\_\_\_\_

MATERIAL	AMOUNT	MIXTURE RATE	UOM	% A	PEST
1. <input type="checkbox"/>					
2. <input type="checkbox"/>					
3. <input type="checkbox"/>					
4. <input type="checkbox"/>					
5. <input type="checkbox"/>					
6. <input type="checkbox"/>					

OUTSIDE ONLY SERVICE PERFORMED: We as professionals feel that the exterior treatment is essential in preventing pests from entering the interior. We consider this a full price service. Do not be alarmed, you have a warranty. If you have any problems within the warranty period, call our office.

COMMENTS & RECOMMENDATIONS

Adj Total \$60.00 \$0.00 \$60.00

Prepay (\$0.00)

Amount Due This INV \$60.00

Technician [Signature]

Time In: 1005 Time Out: 1040

Mile In: 96720 Mile Out: 96720

Acct # 32604 INV # 380288  
HILSHIRE VILLAGE  
8301 Westview Dr  
Houston, TX 77055-6737

Please return this portion

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Card# \_\_\_\_\_

Type \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

(380288) MOSQUITO FOGGING WEEKLY 2X \$60.00  
Bal this site as of 8/1/2021 \$480.00

	Tax	Total
This INV \$60.00		
Adj Total \$60.00 \$0.00 \$60.00		
Prepay (\$0.00)		
Amount Due \$60.00		

34139874

# HEARST

## MEDIA SOLUTIONS

Houston Chronicle | Houston Community Newspapers & Media Group | The Courier

CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW DR  
HOUSTON, TX 77055

### REMITTANCE ADDRESS

Houston Chronicle  
PO BOX 80075  
PRESCOTT, AZ 86304-8075

## Invoice Bill

Invoice #: 34139874

08/13/2021

Purchase Oder No.

Bill Account Number: 20016860

Adv Number	Advertiser Name	Publication	Placement	Position	Pub Date	Amount
20016860	CITY OF HILSHIRE VILLAGE	HCN Legal Liner SW			08/18/21	87.80
	ordinance # 809-2021 parking pads				Total	87.80

credit (59.80)  
due \$28.00



**THE COURIER**  
OF MONTGOMERY COUNTY

Return Service Requested

**ADVERTISING INVOICE/STATEMENT**

Advertiser/Client Number: 20016860  
Advertiser/Client Name: CITY OF HILSHIRE VILLAGE  
Billed Account Number: 20016860  
Billing Date: 08/31/21  
Payment Terms: By 25th of Month  
**Total Amount Due: \$28.00**  
Amount Enclosed: \$



9961000151 PRESORT PBPS001 <>



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

**PLEASE INCLUDE STATEMENT NUMBER 700021608 ON CHECK AND MAKE IT PAYABLE TO HOUSTON CHRONICLE.**

**SEND PAYMENTS TO:**

HOUSTON CHRONICLE  
PO BOX 80075  
PRESCOTT, AZ 86304-8075



3341202108312000000000200168600017000216080000028009

Please detach, **INCLUDE STATEMENT NUMBER IN ALL REMITTANCE** and return above portion with your payment.

**HOUSTON CHRONICLE**



**THE COURIER**  
OF MONTGOMERY COUNTY

**ADVERTISING INVOICE/STATEMENT**

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

Advertiser/Client Name	Adv/Client Number	Billed Acct Number	Billing Period	Sales Rep.	Total Amount Due
CITY OF HILSHIRE VILLAGE	20016860	20016860	08/01/21 - 08/31/21	Notices HOU-Legal	<b>\$28.00</b>

Date	Invoice# or Transaction#	Description/Other Comments and Charges	SAU Size Billed Units	Times Run Rate	Gross Amount	Net Amount
08/01/21	34132231-08012021	HCN Legal Liner SW ORDINANCE NO. 808-2021 The City of Hilshire Village has adopted OrdBy:Susan Blevins				\$0.00
08/18/21	34139874-08182021	HCN Legal Liner SW ORDINANCE NO. 809-2021 The City of Hilshire Village has adopted OrdBy:Susan Blevins				\$87.80

**Summary of Current Activity**

Lines:	0	Previous Balance:	(\$59.80)
Inches:	0	Current Net Charges:	\$87.80
Inserts:	0		
Gross Amount:		Current Payments/Credits:	\$0.00

Current	30 days	60 days	90 days	120 days	Unapplied Amount	Total Amount Due
\$87.80	\$93.00	\$0.00	\$0.00	\$0.00	(\$152.80)	<b>\$28.00</b>

34143850

# HEARST

## MEDIA SOLUTIONS

Houston Chronicle | Houston Community Newspapers & Media Group | The Courier

CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW DR  
HOUSTON, TX 77055

### REMITTANCE ADDRESS

Houston Chronicle  
PO BOX 80075  
PRESCOTT, AZ 86304-8075

## Invoice Bill

09/01/2021

Invoice #: 34143850

Purchase Order No.

Bill Account Number: 20016860

Adv Number	Advertiser Name	Publication	Placement	Position	Pub Date	Amount
20016860	CITY OF HILSHIRE VILLAGE	HCN Legal Liner SW			09/01/21	93.00
					<b>Total</b>	<b>93.00</b>

*public hearing 9/21/2021*

34143851

# HEARST

## MEDIA SOLUTIONS

Houston Chronicle | Houston Community Newspapers & Media Group | The Courier

CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW DR  
HOUSTON, TX 77055

### REMITTANCE ADDRESS

Houston Chronicle  
PO BOX 80075  
PRESCOTT, AZ 86304-8075

## Invoice Bill

Invoice #: 34143851

09/01/2021

Purchase Oder No.

Bill Account Number: 20016860

Adv Number	Advertiser Name	Publication	Placement	Position	Pub Date	Amount
20016860	CITY OF HILSHIRE VILLAGE	HCN Memorial Examiner	Main-HCN	Legals-ROP	09/01/21	845.90
					<b>Total</b>	<b>845.90</b>

*public hearing 9/21/2021*

34143852

# HEARST

## MEDIA SOLUTIONS

Houston Chronicle | Houston Community Newspapers & Media Group | The Courier

CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW DR  
HOUSTON, TX 77055

### REMITTANCE ADDRESS

Houston Chronicle  
PO BOX 80075  
PRESCOTT, AZ 86304-8075

## Invoice Bill

Invoice #: 34143852

09/01/2021

Purchase Oder No.

Bill Account Number: 20016860

Adv Number	Advertiser Name	Publication	Placement	Position	Pub Date	Amount
20016860	CITY OF HILSHIRE VILLAGE	HCN Memorial Examiner	Main-HCN	Legals-ROP	09/01/21	845.90
					<b>Total</b>	<b>845.90</b>

public hearing 9/21/2021  
tax rate

**Olson & Olson LLP**

Wortham Tower, Suite 600  
2727 Allen Parkway  
Houston, Texas 77019-2133  
Phone No.: (713) 533-3800  
Fax: (713) 533-3888

September 09, 2021

City of Hilshire Village

8301 Westview Drive  
Houston, Texas 77055

Invoice No. 11139  
Our File No. 1057-00000  
Billing Through: 8/31/2021

**City of Hilshire Village**

Total Legal Services	\$1,121.00
Total Reimbursable Expenses	\$0.00

**Invoice Summary**

Total Legal Services	\$1,121.00
Total Expenses	\$0.00
<b>Total Charge for this Bill</b>	<b>\$1,121.00</b>

**Utility Account**

55562 - Legal TCEQ \$ -

**General Fund Account**

54540 - Legal \$ 924.00

54545 - Zoning \$ 197.00

56000 - BOA

Total Invoice: **\$ 1,121.00**

**Olson & Olson LLP**

Wortham Tower, Suite 600  
 2727 Allen Parkway  
 Houston, Texas 77019-2133  
 Phone No.: (713) 533-3800  
 Statement as of: 08/31/2021  
 Statement No: 11139

City of Hilshire Village  
 8301 Westview Drive  
 Houston, Texas 77055

**City of Hilshire Village**

Professional Fees	Description	<sup>\$25</sup> Hours	Rate	Amount	
08/02/2021	LSB	Review and edit draft attic zoning memo; email to S. Blevins [.1]; review email from S. Blevins and T. Brocato re Centerpoint - Gas securitization application; email proposed agenda item to S. Blevins re same [.1].	0.20	250 /hr	50.00
08/03/2021	KR	Call with S. Blevins regarding employment matter [.3].	0.30	180 /hr	54.00
08/04/2021	LSB	Prepare and email S. Blevins rezoning process / calendar [.4].	0.40	250 /hr	100.00
08/14/2021	LSB	Review agenda and agenda packet; draft ordinance implementing attic rules; email draft to client [1].	1.00	250 /hr	250.00
08/16/2021	LSB	Attention to meeting agenda [.1].	0.10	250 /hr	25.00
08/17/2021	KO	Host Zoom Regular Council Meeting and Public Hearing; email to S. Blevins forwarding recording of Zoom meeting.	1.90	100 /hr	190.00
08/17/2021	KR	Review habitable attic ordinance [.4]; attend City Council meeting virtually [1].	<sup>\$72</sup> 1.40	180 /hr	252.00
08/30/2021	LSB	Review petition and exhibits regarding Public Information Act suit against notary; Telephone conference S. Blevins re same [.5] review Mayor's inquiry re open meetings act; review declaration and past declarations; review Attorney General's website and listserv; prepare and email response to Mayor [.3].	0.80	250 /hr	200.00
		Sub-total:	6.10		1,121.00
				Sub-total Fees:	\$1,121.00

Total Current Billing:	\$1,121.00
Previous Balance Due:	\$2,338.00
Total Payments:	<u>(\$2,338.00)</u>
<b>Total Now Due:</b>	<b>\$1,121.00</b>

TX BBG Consulting Inc  
201 Westheimer unit G  
Houston, TX 77006 US  
(832) 656-7136  
ACCOUNTING@BBGCODE.COM



BBG CONSULTING, INC.

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

**INVOICE 1332**

**DATE** 09/01/2021 **TERMS** Net 30

**DUE DATE** 10/01/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/31/2021	<b>Services</b>	Building Official Services Monthly Contract	1	2,750.00	2,750.00

**TOTAL DUE**

**\$2,750.00**

TX BBG Consulting Inc  
201 Westheimer unit G  
Houston, TX 77006 US  
(832) 656-7136  
ACCOUNTING@BBGCODE.COM



BBG CONSULTING, INC.

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

**INVOICE 1348**

**DATE** 09/01/2021 **TERMS** Net 30

**DUE DATE** 10/01/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/31/2021	<b>Services</b>	Additional Zoning Work on parking pads and habitable attics	1	500.00	500.00

**TOTAL DUE**

**\$500.00**



BBG CONSULTING, INC.

<b>Hilshire Village</b>				
<b>#</b>	<b>Permit</b>	<b>Date</b>	<b>Address</b>	<b>Inspection</b>
1	HV-21-014B	8/4/2021	1334 Glourie	Driveway Forms
2	HV-21-015SP	8/4/2021	8006 Anadell	Decking Steel
3	HV-21-060GE	8/4/2021	1210 Archley Dr	Generator Pad Pre-pour
4	HV-21-014P	8/10/2021	1334 Glourie Dr	Plumbing Top-Out
5	HV-20-099P	8/13/2021	1326 Glourie Dr	Plumbing Ground
6	HV-21-066V	8/20/2021	21 Hickory Shadows	Driveway & Walkway Pre-Pour
7	HV-21-065R	8/20/2021	1232 Ridgeley Dr	Re-roof Final
8	HV20-059i	8/23/2021	1330 Glourie	Irrigation Final
9	HV-21-037R	8/23/2021	1249 Archley	Roof
10	HV-21-014B	8/24/2021	1334 Glourie Dr	Brick Tie
11	HV-21-075P	8/24/2021	11 Hilshire Grove	Sewer Repair Cover
12	HV-21-062GE	8/26/2021	8111 Bromley	Generator Pad Pre-Pour
13	HV-21-063GE	8/26/2021	10 Hickory Shadows	Generator Pad Pre-Pour
14	HV-21-035GP	8/27/2021	1111 Glourie Dr	Gas Test
15	HV-20-034E	8/30/2021	7906 N Villa Ct	Electrical Final
16	HV-20-034M	8/30/2021	7906 N Villa Ct	Vent Hood & Mechanical Final
17	HV-20-034P	8/30/2021	7906 N Villa Ct	Plumbing Final
<b>PLAN REVIEW</b>				
1	8/11/2021	1330 Glourie	Irrigation	
2	8/12/2021	8 Hilshire Grove Ln	Generator	
3	8/12/2021	1131 Glourie	Resubmittal (Final Modifications?) - Porch Enclosure	
4	8/18/2021	8 Hilshire Grove Ln	Walkway	
5	8/31/2021	1330 Glourie	Fence	

Hillshire Village August 2021 Job Site Maintenance Results

8/4/2021		
Demo & New Construction	1123 Guinea Dr	Screen fencing up No Porto let yet
New Home	1210 Ridgley	Screen fencing is down
Swimming Pool & Drainage	8006 Anadell St	No violations
No construction yet watch grass and debris	1226 Glourie Dr	No violations-watching grass
No construction yet, watch grass length	1306 Glourie Dr	Cited for debris
New Home	1330 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Home	1334 Glourie Dr	No violations
Interior ReNovation / Commercial	8373 Westview Dr	No violations
New Construction	7906 N Villa	No violations
8/11/2021		
Demo & New Construction	1123 Guinea Dr	No violations
New Home	1210 Ridgley	No violations
Swimming Pool & Drainage	8006 Anadell St	No violations
No construction yet, watch grass and debris	1226 Glourie Dr	No violations
No construction yet, watch grass length	1306 Glourie Dr	Still not cleaned up
New Home	1330 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Home	1334 Glourie Dr	No violations
Interior Renovation / Commercial	8373 Westview Dr	No violations. Job looks complete
New Construction	7906 N Villa	No violations
8/18/2021		
Demo & New Construction	1123 Guinea Dr	Started work. No violations
New Home	1210 Ridgley	No violations
Swimming Pool & Drainage	8006 Anadell St	No violations
No construction yet, watch grass and debris	1226 Glourie Dr	No violations
No construction yet, watch grass length	1306 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Home	1330 Glourie Dr	No violations
New Home	1334 Glourie Dr	No violations
Interior Renovation / Commercial	8373 Westview Dr	No violations
New Construction	7906 N Villa	No violations
8/25/2021		
Demo & New Construction	1123 Guinea Dr	no violations
New Home	1210 Ridgley	Screen fencing is down
Swimming Pool & Drainage	8006 Anadell St	No violations
No construction yet, watch grass and debris	1226 Glourie Dr	No violations
No construction yet, watch grass length	1306 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Home	1330 Glourie Dr	No violations
New Home	1334 Glourie Dr	No violations
Interior Renovation / Commercial	8373 Westview Dr	No violations
New Construction	7906 N Villa	No violations



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

**Renewal Notice**

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

Account No.	C-952
Date:	2021-08-02
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 2021-11-01 - 2022-10-31.

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

<b>BILLED</b>	<b>\$591.00</b>
<b>PAID</b>	<b>\$0.00</b>
<b>ADJ</b>	<b>\$0.00</b>
<b>BALANCE</b>	<b>\$591.00</b>

Texas Excavation Safety System, Inc.  
PO Box 678058  
Dallas TX 75267



# Invoice

#21-18578

8/31/2021

**Bill To**

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

**AMOUNT DUE**

**\$18.05**

**Due Date: 9/30/2021**

Terms	Due Date	PO #	Additional Info	Status
Net 30	9/30/2021			Open

Quantity	Description	Rate	Amount
19	Message fees for August 2021/HLV	\$0.95	\$18.05

Total	\$18.05
<b>Amount Paid</b>	\$0.00
<b>Amount Due</b>	\$18.05



Item 14.A.

21-18578

USIC Locating Services, LLC  
 P.O. Box 715409  
 Cincinnati, OH 45271-5409  
 1-317-575-7849 - Office  
 USICBilling@usicl.com - Email



Invoice No: 460786

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

Date of Invoice: 8/31/21  
 Due Date: 9/30/21  
 Period: 8/1/21 - 8/31/21

Grouping	Description	Quantity	Rate	Total
HLV	Per Ticket	6	\$ 95.48	\$ 572.88
HLV	Project Time	6	\$ 23.87	\$ 143.22
HLV	Quarter Hour	3	\$ 0.00	\$ 0.00
Grand Total			\$	716.10



# Council Workshop and Special Council Meeting Minutes

Thursday, August 05, 2021 at 6:00 PM  
8301 Westview Drive, Houston, Texas 77055

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In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, this meeting was conducted via telephonic conference (Teams).

## 1. CALL TO ORDER

### 1.A. Roll Call

#### **PRESENT**

Mayor Russell Herron  
Council Member Mike Gordy  
Council Member Robert Byrne  
Council Member Andy Carey  
Mayor Pro Tem Paul Maddock  
Council Member David Schwarz

**Also Present:** City Engineer Him, City Engineer Vasquez, Deputy Building Official DuVall, City Administrator Blevins, Assistant City Secretary Stephens

## 2. CITIZEN'S COMMENTS: None

## 3. DISCUSSION AND POSSIBLE ACTION

### 3.A. **Approve the engagement of Lloyd Gosselink, Attorneys, to intervene in the Securitization Application of CenterPoint Gas before the Texas Railroad Commission**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.**

Administrator Blevins said Lloyd Gosselink will be representing other Memorial Villages as well.

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

**The motion passed unanimously.**

**3.B. Discussion and possible approval of the City of Hilshire Village Ordinance Number 809-2021 regulating parking pads in the Public Rights of Way**

**Motion made by Council Member Byrne, Seconded by Council Member Schwarz.**

Council Member Byrne said there are some formatting errors in the document that need to be corrected. He also stated that there should be a time frame for property owners to repair or replace unmaintained parking pads upon notice by the City. Engineer Him said thirty days should be enough time for the owner to take action.

Mayor Herron said the line item requiring a two-foot distance from the inside edge of a parking pad to the bank of the ditch remains. Engineer Him said this is a safety measure as well as to protect the integrity of the ditch.

Council Member Gordy said black star gravel looks good but crushed granite stays in place well and becomes a solid surface over time. Council Member Byrne stated that compactible gravel might also be used. Administrator Blevins said the language can be changed to state that the materials will be approved by the City Engineer.

**Council Member Byrne amended his motion to approve of the City of Hilshire Village Ordinance Number 809-2021 regulating parking pads in the Public Rights of Way with the amendments discussed.**

**Voting Yea to the Amended Motion: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

**The motion passed unanimously.**

**3.C. Discussion and possible action on proposed changes to zoning regulations for residential districts related to attics, and habitable rooms**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.**

Mayor Herron said the definitions have been added to clarify what constitutes an attic, balcony and pitched roof. He said that a flat roof house cannot be taller than thirty-feet, and a sloped roof house has a height limit of thirty-five feet. Mayor Herron stated that the ordinance prevents a rooftop balcony on a two-story house.

Administrator Blevins stated that Attorney Bounds recommended that she consult with Trey Hoffman, the Planning and Zoning Committee Chairman at Spring Valley Village, who recently worked through a similar ordinance. She said he advised that any windows facing the rear of the property be blacked out or obscured and that if a bedroom was constructed in the attic space, then it would have to be at the front of the house.

Mayor Herron said he has heard from some citizens that they did not like the idea of a window at the rear of the house. He also stated that the fire code requires two (2) methods of egress, like a window or door, for an emergency. Administrator Blevins

said it could be added that any windows not facing the front of the property should be tinted or frosted while still functioning as a window for egress.

**Nancy Friedman, 1313 Pine Chase Grove and Planning and Zoning Committee Member**, asked if the Committee will be writing the ordinance. Mayor Herron said City Staff will put the approved language into the ordinance then proceed with the public hearings and citizen comments before adopting.

**Voting Yea to proceed with a Preliminary Report to be presented at the Next Council Meeting: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

**The motion passed unanimously.**

**3.D. Discussion on Tax Year 2021, FYE 2022 Budget**

Administrator Blevins said she is suggesting that the Council approve the Voter Approval Rate, being the highest possible rate that the City can adopt without holding an election. She said as more numbers come in from the appraisal district the Council can consider lower rates. Administrator Blevins said the money mainly goes to maintenance and operations, and if an infrastructure project needs to happen then the City should seek a loan.

**3.E. Discussion and possible approval of the City of Hilshire Village Resolution Number 2021-218 approving the Proposed 2021 Tax Rate 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**

<b>No New Revenue Tax Rate</b>	<b>\$0.439661/\$100</b>
<b>Voter Approval M &amp; O Tax Rate</b>	<b>\$0.455049/\$100</b>
<b>Debt Tax Rate</b>	<b>\$0.134835/\$100</b>

**Motion to approve of the City of Hilshire Village Resolution Number 2021-218 approving the Proposed 2021 Voter Approval Tax Rate \$0.589884/\$100 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.**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Byrne.**

**Roll Call Vote:**

**Council Member Gordy - Aye  
Council Member Byrne - Aye  
Council Member Carey - Aye  
Mayor Pro Tem Maddock - Aye  
Council Member Schwarz - Aye**

The motion passed unanimously.

**4. CLOSED EXECUTIVE SESSION:** The Council did not convene into executive session.

**5. ADDITIONAL COUNCIL COMMENTS** None

**6. ANNOUNCEMENTS** Mayor Herron said he attended a webinar by the Public Health Department and State of Texas Emergency Management in regard to the delta variant of COVID-19.

**7. ADJOURNMENT:** Motion made by Council Member Byrne, Seconded by Council Member Schwarz.

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

The motion passed unanimously.

The meeting was adjourned at 7:25 P.M.

---

Russell Herron, Mayor

ATTEST:

---

Susan Blevins, City Secretary



# Regular Council Meeting and Public Hearing Minutes

Tuesday, August 17, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, this meeting was conducted via telephonic conference (Zoom).

**1. CALL TO ORDER** Mayor Herron called to order the Regular Council Meeting at 6:31 P.M.

1.A. **Invocation** was given by Council Member Gordy.

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

Mayor Russell Herron  
Council Member Mike Gordy  
Council Member Robert Byrne  
Council Member Andy Carey  
Council Member David Schwarz

**Also Present:** Olson & Olson Attorney Rutherford, City Engineer Him, City Engineer Vasquez, Spring Valley Police Captain Lane, City Administrator Blevins and Assistant City Secretary Stephens

**ABSENT**

Mayor Pro Tem Paul Maddock

**2. CITIZEN'S COMMENTS**

Administrator Blevins said several letters were received from citizens regarding the Street Light discussion.

**Drew & Kristy Steffen, 1238 Glourie Drive**, wrote in support of the additional lighting stating that in their professional real estate experience, well-lit streets increase safety and improves aesthetics.

**Michelle & James Mayes, 8108 Bromley Rd**, wrote in support stating the streets are very dark. They said they and neighbors are out walking and running with no sidewalks and must share the road with cars.

**Brett & Kim Williams, 1201 Pine Chase Drive**, wrote in support as Kim is an early morning runner and has expressed concerns for safety because of the low output and spacing of street lights.

**Nancy Polis, 1210 Glourie Drive**, wrote in opposition as additional lighting will increase light pollution. They stated that the existing street lights are sufficient and individuals can light their own porches and keep doors locked for safety.

**David Sanders, 1206 Glourie Drive**, wrote in support of increased street lighting as long as the poles are visually appealing and cables are underground.

**Austin Davis, 2 Hilshire Oaks**, wrote in favor of decorative lighting similar to what the other villages have already installed.

**Melissa Blakeslee, 24 Hickory Shadows**, wrote in favor of decorative lighting similar to other villages, stated that it will attract future residents and increase property value and safety.

**Christy & Jackson Naponic, 22 Hickory Shadows**, wrote in favor of decorative lighting similar to other Memorial Villages stating that it will help keep children safe as well as increase property values and attract future residents.

### **3. REPORTS TO COUNCIL**

#### **3.A. Police Report**

Captain Lane said there were 123 calls for service in the month of July. Of which, he stated that there were 9 alarm, 39 business checks, 46 public relations, and 9 information reports but no major incidents to report. He stated that Hilshire Village and Spring Valley have had low crime numbers, but to be aware in surrounding areas as Houston has experienced an increase.

Council Member Gordy asked Captain Lane from a safety standpoint, how he felt about additional lighting in the City. Captain Lane said in his opinion it would be a great help, and that in Hilshire Village it is easy to hide in the shadows because there is not a lot of light. He stated that increased visibility would deter people from checking door handles on parked cars. Captain Lane said in residential areas, keeping doors locked is the biggest deterrent, but lights will help. Council Member Byrne asked if the activity in Spring Valley is on locked cars. Captain Lane said the majority of vehicles that are broken into are left unlocked. He said in commercial areas they are more likely to break a window, but not residential.

Council Member Byrne asked “how is the City doing on the overnight parking”? Captain Lane said there has not been near as much problem with the parked cars since the warnings have been issued.

#### **3.B. Building Official Report**

Deputy Building Official DuVall said there are more inspections this month due to the multiple construction projects on Glourie.

Administrator Blevins said a parking pad permit was issued to **1306 Pine Chase Drive**.

Council Member Gordy said in the past residents have complained about things that are going on at job sites but that has decreased since BBG Consulting has been working the City.

Council Member Byrne said BBG Consulting is the code enforcement for Hedwig Village and has also helped with the Fire Department.

### 3.C. **Engineer's Report**

Engineer Him said it has been somewhat of a slow month. There were only a few residential Drainage Plans for review, but mostly it is business as usual.

Engineer Him stated that the parking pad design at **1306 Pine Chase Drive** had been approved. Mayor Herron said the shoulder does not appear to provide enough space. Engineer Him said Mr. Truax will be constructing a retaining wall adjacent to the bank of the ditch which will sit six (6) inches above the height of the pavement and act as a curb. Council Member Gordy asked if surface water flows from the centerline of the street toward the ditches, then how will the six (6) inch curb affect the drainage? Engineer Him responded that there will be openings for water to flow into the ditch. Council Member Byrne said the plans have been submitted and approved so he doesn't have a problem with a skilled citizen taking on the task of the installation, but he asked what will be inspected during the construction. Engineer Him said Javier will meet with Mr. Truax before he resumes digging in the area, then again before the concrete is poured, and a final inspection to make sure the ditch cross-section has not been disturbed. Engineer Him said that there has been a request for a similar design on Glourie but that particular ditch has a three (3) foot depth and is a different story.

**Street & Shoulder Drop Offs** - Engineer Him stated that Engineer Vasquez will set up a meeting with Mayor Herron to evaluate the street shoulder drop-offs throughout the City to identify areas that need repair work.

**Wirt Road Safety Project** – Engineer Him said that he will be attending a meeting on Thursday with Veronica Davis in charge of City of Houston Traffic Drainage Operations Division, as well as individuals from Traffic Signals and Engineering to discuss left turn holding lane expansions and a traffic signal. Administrator Blevins, Mayor Herron and Council Member Gordy will also be in attendance.

Council Member Carey asked about the cabling along Wirt Road. Engineer Him said that it is likely Verizon who would have permitted through the City of Houston for the Wirt Road Right-of-Way. Mayor Herron said there is also work on Ridgeley near the Wirt intersection. Engineer Him said there's a portion on Ridgeley just before the lift station that was permitted through City of Hilshire Village.

## **4. DISCUSSION AND POSSIBLE ACTION**

### 4.A. **Public Hearing regarding the Preliminary Report related to attic story**

**Motion was made to end the Regular Council Meeting and begin Public Hearing at 7:06 P.M. made by Council Member Gordy, Seconded by Council Member Byrne.**

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Council Member Schwarz**

Mayor Herron said there is no current definition of a "legal attic story" in the City of Hilshire Village's Code of Ordinances. Mayor Herron displayed images of a house

elevation depicting the attic space with both an acceptable sloped roof and an unacceptable flat roof, per the proposed changes.

There were no citizen comments.

**Motion to adjourn the Public Hearing and resume the Regular Council Meeting at 7:10 P.M. made by Council Member Byrne, Seconded by Council Member Gordy.**

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Council Member Schwarz**

**The motion passed unanimously.**

4.B. **Discussion and possible approval of the Final Report on changes to the Zoning Ordinance related to attic story and set date for Public Hearing on the Amendment to the Zoning Ordinance related to attic story.**

**Motion for discussion made by Council Member Gordy, Seconded by Council Member Byrne.**

Administrator Blevins said the next Public Hearing will be on September 21<sup>st</sup>, 2021.

Mayor Herron said the purpose of adding language which regulates balconies was to prevent them on a roof. He asked if there are any regulations about constructing a balcony on a second floor. He said according to the proposed ordinance, a balcony can be three (3) feet from the natural grade. He stated that the setbacks for the balcony would be twenty feet from the side property line and thirty feet from the rear property line, which is smaller than the current requirements.

Attorney Rutherford said the regulations for a legal attic story might need to be separated from those for balconies in the code of ordinances.

Council Member Byrne said if there is language in this ordinance that affects other sections then those should be evaluated.

Administrator Blevins asked if the language stating that any balcony above thirty-six inches must be set back at least twenty feet from the side and thirty feet from the rear property lines would prevent a second-story balcony. Deputy Building Official DuVall said it would prevent a second-story balcony that does not meet those setbacks. He said the item could be modified to address a legal attic story by saying "No balcony shall be constructed above the second floor". Deputy Building Official DuVall said he has seen a third-story balcony off attic spaces in other Memorial Villages.

Attorney Rutherford asked if there are any single-story homes that have a balcony off the habitable attic space? Deputy Building Official DuVall said he hasn't seen that design, but it would be possible and would be similar to requirements for a second story balcony.

Mayor Herron said the concern from citizens is that they don't want people above the first floor looking down into the neighbor's property.

Council Member Gordy amended the motion to approve the Final Report of the changes to the Zoning Ordinance related to an attic story subject to the amendments to the balcony provision as discussed.

**Motion made by Council Member Gordy, Seconded by Council Member Byrne.**

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Council Member Schwarz**

**The motion passed unanimously.**

4.C. Discussion of FYE 2022 Budget and FY 2021 Taxes

Administrator Blevins said the certified numbers came in from Harris County Appraisal District but she is still recommending the Voter Approval Tax Rate. She said she added three (3) license plate reader cameras as a line item and that there are no extra funds for capital improvement. Administrator Blevins said she would like to add a website upgrade because the City needs to be ADA compliant.

Council Member Byrne said on line 27 of the Budget there is a note about the Village Fire Department keeping the ambulance funds. He asked that it be clarified that those funds have been voted on to stay within the department.

Council Member Schwarz asked if it would be possible to create a platform where citizens could log in to access the directory online? Administrator Blevins said the directory is a function of the Civic Club.

Council Member Gordy said last year there was nothing done with the funds to improve City Hall such as painting and flooring but the amount included in this budget would be insufficient. He said new quotes might need to be obtained.

Administrator Blevins said the City of Houston is increasing water rates, but did not know yet exactly how much.

She said there will be a Public Hearing at the September 21<sup>st</sup> Regular Council Meeting to vote on the approval of the tax rate.

**5. CLOSED EXECUTIVE SESSION:** The Council did not convene into an executive session.

**6. DISCUSSION AND POSSIBLE ACTION**

**7. REPORTS TO COUNCIL**

7.A. **Fire Commissioner's Report**

Fire Commissioner Byrne said the department is still working under budget. He said yesterday's storm caused 27 calls including a house fire in Piney Point. He said the department's response times are still within the national standard.

Commissioner Byrne updated the Council on the status of the **Fire Station Renovation**. He said the apparatus doors were being painted, the building HVAC system is not functional yet and the building still doesn't have electricity but possibly could in the next week. He stated that the project's substantial completion date is October 8<sup>th</sup> but that is likely to be moved due to issues.

7.B. **Mayor Herron's Report:** The mayor had nothing additional to report.

7.C. **City Administrator's Report**

Administrator Blevins said she is meeting with the City Arborist to make a list of the areas that have trees with branches overhanging the roadway and therefore creating an obstacle for emergency vehicles.

She said it was noted that Inframark started installing the fire hydrant valves as a result of miscommunication but they have put a stop to the work for now. She said as soon as a meeting is set up with them to determine a total cost then we can continue with the installation.

7.D. **City Treasurer's Report:** CDARS worksheet was provided, the maturity date is December 9<sup>th</sup>, 2021.

## **8. CONSENT AGENDA**

**Motion made by Council Member Byrne, Seconded by Council Member Schwarz to approve the Consent Agenda consisting of:**

8.A. Disbursements

8.B. Minutes from the July 20, 2021 Regular Council Meeting

8.C. Check Registers

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Council Member Schwarz**

**The motion passed unanimously.**

## **9. ADDITIONAL COUNCIL COMMENTS**

## **10. FUTURE AGENDA TOPICS**

## **11. ANNOUNCEMENTS:**

Administrator Blevins said the Budget Hearing is scheduled for September 21, 2021 and the Council will also discuss zoning changes for attic spaces. She said the Budget Workshop date is to be determined.

Council Member Byrne said there is a virtual educational seminar from the City of Houston Lighting Advocacy Group on August 25<sup>th</sup>.

Council Member Gordy asked if the City will resume in-person meetings after September 1<sup>st</sup>. Administrator Blevins said, "Yes".

**12. ADJOURNMENT**

**Motion made by Council Member Byrne, Seconded by Council Member Schwarz.**

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Council Member Schwarz**

**The motion passed unanimously.**

The meeting was adjourned at 8:04 P.M.

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Russell Herron, Mayor

ATTEST:

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Susan Blevins, City Secretary



# Tuesday, September 7, 2021 Council Budget Workshop and Special Council Meeting Minutes

Tuesday, September 07, 2021 at 6:00 PM  
8301 Westview Drive, Houston, Texas 77055

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## **1. CALL TO ORDER**

### **1.A. PRESENT**

Council Member Mike Gordy  
Council Member Robert Byrne  
Council Member Andy Carey  
Mayor Pro Tem Paul Maddock  
Council Member David Schwarz

**Also Present:** City Administrator Blevins and Assistant City Secretary Stephens

### **ABSENT**

Mayor Russell Herron

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

## **3. DISCUSSION AND POSSIBLE ACTION**

- 3.A. **Discussion and possible approval of the replacement of the Storz Fire Hydrant Pumper Connections on all fire hydrants throughout the City. Replacement would be done under the Inframark service contract at a cost to purchase and install the units at 35 locations within the city at \$160.49/location with total cost \$5,617.08.**

**Motion made by Council Member Gordy, Seconded by Council Member Schwarz.**

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

**The motion passed unanimously.**

- 3.B. **Workshop - Discussion on FYE 2022 Budget and FY 2021 Tax Rate**

The Council discussed the sections of the budget with Administrator Blevins.

## **4. DISCUSSION AND POSSIBLE ACTION**

## **5. ADDITIONAL COUNCIL COMMENTS**

## **6. ANNOUNCEMENTS**

**7. ADJOURNMENT**

**Motion made by Council Member Carey, Seconded by Council Member Schwarz.**

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

The meeting was adjourned at 7:43 P.M.

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Paul Maddock, Mayor Pro Tem

ATTEST:

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Susan Blevins, City Secretary

CITY OF HILSHIRE VILLAGE  
**Check Register**  
 For the Period From Aug 1, 2021 to Aug 31, 2021

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8517	8/1/21	Village Fire Department	11114	17,403.29
8518	8/1/21	Villages Mutual Insurance	11114	1,670.85
8519	8/1/21	GFL Environmental	11114	6,799.59
8520	8/1/21	Northwest Pest Patrol	11114	480.00
8521	8/4/21	Sanchez Landscaping	11114	280.00
8522	8/4/21	Cary M. Moran	11114	80.00
8523	8/17/21	A T & T	11114	102.75
8524	8/17/21	Centerpoint-Energy	11114	23.24
8525	8/17/21	Hudson Energy Services L	11114	559.95
8526	8/18/21	Amegy Bank	11114	196.00
8527	8/18/21	Olson & Olson, Attys at L	11114	2,338.00
8528	8/18/21	Harris County Mayors &	11114	500.00
8529	8/18/21	BBG Consulting	11114	2,750.00
8530	8/18/21	Petty Cash	11114	47.97
8531	8/18/21	HDR	11114	9,287.43
8532	8/26/21	Cary M. Moran	11114	120.00
8533	8/26/21	A T & T	11114	378.67
ACH 08-04-21	8/4/21	Sprg.Valley GenFund- Pol	11114	43,502.50
ACH 08-04-21 2	8/4/21	A T & T	11114	378.67
ACH 08-05-21	8/5/21	Hudson Energy Services L	11114	599.09
ACH 08-11-21	8/13/21	Susan N. Blevins	11114	3,013.07
ACH 08-30-21	8/31/21	Texas Municipal Retireme	11114	1,875.45
ACH 08-31-21	8/31/21	Susan N. Blevins	11114	3,013.07
ACH 8-19-21	8/19/21	Harris County Appraisal	11114	2,839.00
ACH1 08-11-21	8/13/21	Cassandra L. Stephens	11114	1,476.42
ACH1 08-31-21	8/31/21	Cassandra L. Stephens	11114	1,750.96
ANTI NOTE 1049	8/18/21	The Independent Bankers	11117	4,599.00
ANTI NOTE 1050	8/18/21	Amergy Bank	11117	11,895.84
ELECTRONIC 08-	8/20/21	State Comptroller	11114	1,107.77
ELECTRONIC 5-3	8/31/21	Internal Revenue Service	11114	1,856.68
ELECTRONIC 8-1	8/13/21	Internal Revenue Service	11114	1,749.86
Total				<u>122,675.12</u>

## CITY OF HILSHIRE VILLAGE - UTILITY FUND

## Check Register

For the Period From Aug 1, 2021 to Aug 31, 2021

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
4042	8/4/21	Cityof Houston#7099-300	11012	16,716.18
4043	8/4/21	A T & T	11012	307.23
4044	8/4/21	Inframark, LLC	11012	2,000.00
4045	8/4/21	Inframark, LLC	11012	1,599.20
4046	8/4/21	Inframark, LLC	11012	1,656.05
4047	8/9/21	Sarah Gabbart	11012	453.91
4048	8/9/21	Emery Pustejovsky	11012	176.05
4049	8/9/21	Lillian Newman	11012	500.00
4050	8/9/21	Belinda Young	11012	468.99
4051	8/9/21	Mark Sheppard	11012	478.52
4052	8/9/21	Bobby O'Dell	11012	480.91
4053	8/9/21	City of Hilshire Village	11012	14,838.34
4054	8/9/21	City of Houston, Public W	11012	7,774.81
4055	8/9/21	Hudson Energy Services L	11012	23.00
4056	8/9/21	Whitestone Builders	11012	1,108.51
4057	8/17/21	DSHS Central Lab MC20	11012	106.96
4058	8/18/21	HDR	11012	254.69
4059	8/18/21	Texas Excavation Safety S	11012	17.10
4060	8/18/21	USIC Locating Services	11012	678.97
4061	8/18/21	Inframark, LLC	11012	10,862.89
Total				<u>60,502.31</u>



*A PROCLAMATION RECOGNIZING NATIONAL NIGHT OUT  
OCTOBER 5, 2021 5:30 -7:30 P.M.*

*WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime and drug prevention program on October 5, 2021, called “National Night Out”; and*

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

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

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

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

*FURTHER, LET IT BE PROCLAIMED THAT October 5, 2021 is designated as “National Night Out” in the City of Hilshire Village, Texas.*

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*Russell Herron, Mayor*

*ATTEST:*

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*Susan Blevins, City Secretary*



*A PROCLAMATION RECOGNIZING HALLOWEEN NIGHT  
SUNDAY OCTOBER 31, 2021 5:30 PM TO 7:30 PM*

*WHEREAS, the Hilshire Village Civic Club is sponsoring a unique, Halloween Night, Sunday, October 31, 2021, and*

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

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

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

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

\_\_\_\_\_  
*Russell Herron, Mayor*

*ATTEST:*

\_\_\_\_\_  
*Susan Blevins, City Secretary*