



# Regular Council Meeting Minutes

Tuesday, September 20, 2022, at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**This meeting was held in person at City Hall with remote attendees present.**

## **1. CALL TO ORDER**

Mayor Buesinger called to order the Regular Council Meeting at 6:30 P.M.

1.A. The invocation was given by Council Member Crawford

1.B. Pledge of Allegiance

1.C. Roll Call

PRESENT

Mayor Bob Buesinger

Council Member Mike Gordy

Council Member Andy Carey

Council Member Crawford

Mayor Pro Tem Paul Maddock

Council Member David Schwarz

Also present: City Administrator Blevins, Assistant City Secretary Stephens\*, City Clerk Ray, City Attorney Bounds, City Engineer Him, and Spring Valley Police Chief Schulze

\*Present remotely.

## **2. CITIZEN'S COMMENTS.**

**Bill Bristow, 1233 Pine Chase Drive**, said that he has missed some council meetings over the summer but looks forward to being in attendance more in the future.

**Glennie Scott-Allen, 7923 Hilshire Green Drive**, said she is in support of the sidewalk on the west side of Wirt Road. She said when she moved to Hilshire Green Drive Wirt Road was not as busy as it is today. Ms. Scott-Allen said she walks in the grass and gets bitten by bugs and therefore encouraged the Council to approve the sidewalk.

**Janis Hooker, 5 Pine Creek Lane**, asked for a status update on the construction at 2 Pine Creek Lane. She said that the owner does not live there, and she has witnessed people in his yard.

## **3. DISCUSSION AND POSSIBLE ACTION**

**3.A. Discussion and Possible Approval of Resolution # 2022-236 approving tax-exempt financing by the Hilshire Village Cultural Education Facilities Finance Corporation for the benefit of Odyssey 2020 Academy, and related matters.**

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

Council Member Crawford, Chair of the HVCEFFC, said that the Officers approved the tax-exempt financing for the expansion of educational facilities which is at no risk to the City.

Administrator Blevins said that the approved resolution is needed for Odyssey 2020 Academy to proceed.

Voting Yea: Council Member Gordy, Council Member Carey, Council Member Crawford, Mayor Pro Tem Maddock, Council Member Schwarz.

The motion carried 5-0.

**4. REPORTS TO COUNCIL**

**4.A. Police Report**

Spring Valley Police Chief Schulze stated that in August there were 231 calls for service and 13 traffic citations were issued.

Chief Schulze said there was an accident on Wirt Road where a vehicle struck and broke through the brick wall of a residential backyard. He stated that the driver was cited for excessive speed.

Administrator Blevins said that she spoke with Captain Lane about three (3) Flock cameras to be installed. It was suggested that the cameras be installed at Hickory Shadows, Friarcreek Lane, and Pine Creek Lane. Administrator Blevins said that each year the City could budget three (3) additional cameras including maintenance contracts.

**4.B. Building Official Report**

City Administrator Blevins said that there are no outstanding items to report.

**4.C. Engineer Report**

Engineer Him said that at **2 Pine Creek Lane** a section of the retaining wall collapsed, so the contractor was approved to repair that section. He stated that complete plans have still not been received.

Engineer Him said that the aesthetic improvements to the **Pine Chase Grove Water Meter Vault** area are pending a response from the City of Houston. He stated that this is not the only project in the City that is waiting on the City of Houston. Engineer Him said that once the communication is established a meeting

with the citizens will be scheduled.

Engineer Him stated that the **water quality** has improved and he is asking the City of Houston for direct contacts and confirmation of the resolution actions. Administrator Blevins said that she spoke with a City of Houston Public Works Technician who stated that the problems were identified and resolved. She said that the improvement has been noticed at City Hall as well.

Engineer Him said that the **Wirt Road Safety Project** budget currently includes a crosswalk at Wirt Road and Westview Drive. He said although he does not feel that it will be required, it is listed in the standard checklist from the City of Houston. He stated that a draft of the Interlocal Agreement with the City of Houston has been prepared.

#### **4.D. Fire Commissioner's Report**

Commissioner Presswood said that the new roof on the Fire Station Renovation was not installed correctly and will need either repair or a new layer on top. He stated that the windows are having a protective film installed for added strength from flying objects during storms.

Commissioner Presswood said that the money in the budget for overtime could be used to hire three (3) additional staff members. Council Member Gordy asked what the overtime budget was. Commissioner Presswood said it is **approximately \$150,000**.

Commissioner Presswood said that the Fire Department has historically not had a contingency fund. He said this is on their next agenda.

Council Member Gordy said that it is important to include the revenue sources on the budget worksheets. He said sources of income other than the participating city assessments, such as the ambulance fund revenue, are unknown to the Council. Commissioner Presswood said that in the packet that the commissioners received there is a line item for revenue and transfers are shown.

Commissioner Presswood said that Fire Marshal Kattner is retiring sometime next year.

Commissioner Presswood said that the firefighter turnout gear contains carcinogenic chemicals. Mayor Buesinger asked how old the current equipment is. Commissioner Presswood said approximately two (2) years old.

Mayor Buesinger asked if a lot of other fire departments are doing the same thing. Commissioner Presswood answered "yes".

Council Member Gordy asked where the money is coming from and if it affects next year's budget for protective gear. Commissioner Presswood stated that the fire department has 42 sets of Turnout Gear; 10 sets have been previously ordered as they are replaced on a rolling cycle, and 3 sets were ordered for the 3 new

hires. The remaining 29 sets were manufactured with the PFAS mentioned in the documents provided by the International Associations of Firefighters and Fire Chiefs. For the replacement equipment to be ordered, it must be done with a Purchase Order with available funds allocated. The lead time is unknown at this time as other fire departments are in the same situation replacing their gear manufactured with PFAs.

Council Member Gordy asked what would happen with 2023 funds in the Budget of \$55,000 for Protective Gear, would it be returned to the cities?

Council Member Schwarz asked what happens to excess revenue. Commissioner Presswood said it gets redistributed to other budget items. Administrator Blevins said that the Ambulance Funds used to be given back to the City. Commissioner Presswood said that he is still learning the Village Fire Department Budget allocations.

## **5. DISCUSSION AND POSSIBLE ACTION**

### **5.A. Discussion of Wirt Road Safety Project presented by Bill Bristow**

**Bill Bristow, 1233 Pine Chase Drive**, said that he is in opposition to the Wirt Road Sidewalk. He stated that there was an accident where a vehicle ran over the curb and into a brick wall at Hickory Shadows Drive. Mr. Bristow said the proposed sidewalk will be in the City of Houston easement and he does not want to spend City funds on another municipality. He stated that the sidewalk will encourage cut-through foot traffic. Mr. Bristow said that traffic control is needed at the Ridgeley Drive and Wirt Road intersection.

Mayor Pro Tem Maddock said that the Hilshire Oaks HOA also opposes the sidewalk for safety and nearby structure reasons.

Council Member Gordy said that the other side of Wirt Road has sidewalks, and he has not noticed any suspicious behavior or accidents. He stated that taxpayers on the Wirt Road side streets deserve access to the rest of the City.

Mayor Buesinger said that he sees people walking on the grass and it would be safer to have a sidewalk.

Bill Bristow said he is concerned for children and asked if there was a way to create a walking path through the City instead of next to Wirt Road. Council Member Gordy stated the funding from Harris County is only available for the location along Wirt Road.

### **5.B. Discussion and possible approval of the draft Interlocal Agreement between the City of Hilshire Village and the City of Houston for the installation of sidewalks along the west side of Wirt Road from Westview to Hickory Shadows Park**

Motion made by Council Member Gordy, Seconded by Council Member Crawford.

Voting Yea: Council Member Gordy, Council Member Carey, Council Member Crawford, Council Member Schwarz  
Voting Nay: Mayor Pro Tem Maddock

The motion carried 4-1.

**5.C. Discussion and possible authorization for the Engineering work and permitting fees for the sidewalk along the west side of Wirt Road from Westview to Hickory Shadows Park for a not to exceed the amount of \$89,385.**

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

City Administrator Blevins displayed the cost details for the Council to discuss.

Voting Yea: Council Member Gordy, Council Member Carey, Council Member Crawford, Council Member Schwarz  
Voting Nay: Mayor Pro Tem Maddock

The motion carried 4-1.

**5.D. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-238 approving a Budget Amendment of \$150,000 for the Village Fire Department's 2022 Budget for bunker gear.**

Motion made by Council Member Schwarz, Seconded by Council Member Carey. This was discussed in the Fire Commissioner's report.

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

The motion carried 5-0.

**5.E. Mayor Pro Tem Maddock made a motion for the Discussion and Possible Approval of a component of the tax rate in the amount of \$0.129671/100 for the purpose of paying the accruing interest and to provide a sinking fund for payment of the indebtedness of the City for the FYE 2023, Seconded by Council Member Gordy.**

Administrator Blevins conducted a Roll Call Vote:

Council Member Gordy - Aye  
Council Member Carey - Aye  
Council Member Crawford - Aye  
Mayor Pro Tem Maddock - Aye  
Council Member Schwarz - Aye

The motion carried 5-0.

**5.F. Mayor Pro Tem Maddock made a motion for the Discussion and Possible Approval of a component of the tax rate in the amount of \$0.447917/100 for the purpose of funding the maintenance and operation expenditures of the City for the FYE 2023. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.95 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-9.50, Seconded by Council Member Gordy.**

Administrator Blevins conducted a Roll Call Vote:  
Council Member Gordy - Aye  
Council Member Carey - Aye  
Council Member Crawford - Aye  
Mayor Pro Tem Maddock - Aye  
Council Member Schwarz - Aye

The motion carried 5-0.

**5.G. Mayor Pro Tem Maddock made a motion for the Discussion and Possible Approval of the 2022 property tax rate to be increased by the adoption of a tax rate of \$0.577588/100 which is effectively a 3.20 percent increase in the tax rate, Seconded by Council Member Carey.**

Administrator Blevins conducted a Roll Call Vote:  
Council Member Gordy - Aye  
Council Member Carey - Aye  
Council Member Crawford - Aye  
Mayor Pro Tem Maddock - Aye  
Council Member Schwarz - Aye

The motion carried 5-0.

**5.H. Mayor Pro Tem Maddock made a motion for the Discussion and Possible Approval of the City of Hilshire Village Ordinance Number 826-2022 providing for the Levy and Collection of Ad Valorem Taxes for the Year 2022 Providing for Two components to the Proposed Tax Rate consisting of a Tax Rate of \$0.129671/100 for the purpose of paying the accruing interest and to provide a sinking fund for payment of the indebtedness of the City and a Tax Rate of \$0.447917/100 for the purpose of funding Maintenance and Operation Expenditures. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.95 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-9.50. THE TOTAL PROPERTY TAX RATE IS A 3.20 PERCENT INCREASE, Seconded by Council Member Gordy**

Administrator Blevins conducted a Roll Call Vote:  
Council Member Gordy - Aye  
Council Member Carey - Aye

Council Member Crawford - Aye  
Mayor Pro Tem Maddock - Aye  
Council Member Schwarz - Aye

The motion carried 5-0.

- 6. CLOSED EXECUTIVE SESSION:** Mayor Pro Tem Maddock made a motion to convene into an Executive Session at 8:20 P.M. to discuss the appointment and duties of the Alternate Fire Commissioner, Seconded by Council Member Crawford.

The council reconvened the Regular Council Meeting at 8:34 P.M.

**7. DISCUSSION AND POSSIBLE ACTION**

- 7.A. Mayor Pro Tem Maddock made a motion for the approval of Resolution # 2022-237 appointing John Cooper as the Alternate Fire Commissioner, Seconded by Council Member Crawford.**

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

The motion carried 5-0.

**8. REPORTS TO COUNCIL**

**8.A. Mayor Buesinger's Report**

Mayor Buesinger stated that he appreciated the work that Administrator Blevins has done to prepare and explain the proposed budget and tax rate.

**8.B. City Administrator's Report**

City Administrator Blevins said that she met with a representative from the East Spring Branch Food Pantry who asked if an amendment to the Specific Use Permit was requested would the City allow them to expand their existing building. She stated that they also asked if they would be allowed to stay if another church entity took ownership.

Administrator Blevins said that there was a water line break on Friarcreek Lane caused by a contractor erecting the perimeter fencing in preparation for demolition. She stated that the contractor has been billed for the cost of repairs.

**8.C. City Treasurer's Report**

Administrator Blevins said that additional invoices were received for the consent agenda from Houston Chronicle advertisements for the Budget and Tax Rate, Inframark, and Office Depot.

She stated that she received an email from Generators of Houston stating that the

original contract requires a 40% payment down 10 days before the release of equipment and asked for the Council's approval for \$13,404.

Administrator Blevins said that \$100 was transferred from the Amegy General Fund to the TexPool General Fund to test the processing time. Council Member Crawford said that additional funds can be added because the account has a good interest rate. Administrator Blevins said that she can move money from the METRO account to the TexPool General Fund Account.

## **9. CONSENT AGENDA**

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

- 9.A. Disbursements
- 9.B. Approve Minutes from the Special Council Meeting and Budget Workshop, August 9, 2022
- 9.C. Approve Minutes from the Regular Council Meeting, August 16, 2022
- 9.D. Check Registers
- 9.E. Approving a Proclamation recognizing National Night Out to be held October 4, 2022, on Ridgeley Drive
- 9.F. Approving a Proclamation recognizing Halloween Night to be held October 31, 2022, on Archley Drive
- 9.G. Approving a Proclamation recognizing Teacher Day as October 5, 2022

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

The motion carried 5-0.

## **10. ADDITIONAL COUNCIL COMMENTS**

### **11. FUTURE AGENDA TOPICS**

Administrator Blevins asked if the Council would like to discuss equipment in the front yard at the next regular council meeting.

### **12. ANNOUNCEMENTS**

None

### **13. ADJOURNMENT**

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

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

The motion carried 5-0.

The meeting was adjourned at 8:54 P.M.

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Robert Buesinger, Mayor

ATTEST:

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Susan Blevins, City Secretary

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §  
HARRIS COUNTY §

I, the undersigned City Secretary of the City of Hilshire Village, Texas (the “City”), hereby certify as follows:

1. The City Council of the City convened in a regular meeting on September 20, 2022, at the regular meeting place thereof, within the City, and the roll was called of the duly constituted officers and members of the City Council, to wit:

Robert (Bob) Buesinger	Mayor
Mike Gordy	Council Member, Position 1
Justin Crawford	Council Member, Position 2
Andy Carey	Council Member, Position 3
Paul Maddock	Council Member, Position 4/Mayor Pro Tem
David Schwarz	Council Member, Position 5

and all of such persons were present except \_\_\_\_\_, thus constituting a quorum. Whereupon, among other business, the following was transacted at said meeting: a written

RESOLUTION APPROVING A TAX-EXEMPT FINANCING BY THE HILSHIRE VILLAGE CULTURAL EDUCATION FACILITIES FINANCE CORPORATION FOR THE BENEFIT OF ODYSSEY 2020 ACADEMY, INC., AND RELATED MATTERS

(the “Resolution”) was duly introduced for the consideration of the City Council. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, such motion, carrying with it the adoption of the Resolution, prevailed and carried by the following vote:

AYES: \_\_\_                      NAYS: \_\_\_                      ABSTENTIONS: \_\_\_

2. That a true, full and correct copy of the Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the City Council’s minutes of such meeting; that the above and foregoing paragraph is a true, full and correct excerpt from the City Council’s minutes of such meeting pertaining to the adoption of the Resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the City Council as indicated therein; that each of the officers and members of the City Council was duly and sufficiently notified officially and personally, in advance, of the date, hour, place and subject of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at such meeting, and each of such officers and members consented, in advance, to the holding of such meeting for such purpose; that such meeting was open to the public as required by law; and that public notice of the date, hour, place and subject of such meeting was given as required by the Open Meetings Law, Chapter 551, Texas Government Code.

SIGNED AND SEALED this 20th day of September, 2022

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Susan Blevins, City Secretary

(SEAL)

**RESOLUTION NUMBER 2022-236**

**RESOLUTION APPROVING A TAX-EXEMPT FINANCING BY THE HILSHIRE VILLAGE CULTURAL EDUCATION FACILITIES FINANCE CORPORATION FOR THE BENEFIT OF ODYSSEY 2020 ACADEMY, INC., AND RELATED MATTERS**

**WHEREAS**, the City of Hilshire Village, Texas (the “City”), has, pursuant to the Cultural Education Facilities Finance Corporation Act, Chapter 337, Texas Local Government Code, as amended (the “Act”), approved and provided for the creation of Hilshire Village Cultural Education Facilities Finance Corporation (the “Corporation”) as a non-stock, non-profit corporation

**WHEREAS**, the Corporation, on behalf of the City, is empowered to issue its bonds, notes or other obligations to loan or otherwise provide funds to a borrower to enable the borrower to finance, refinance, acquire, construct, enlarge, extend, repair, renovate, or otherwise improve cultural facilities, health facilities, educational facilities, or housing facilities or any facility incidental, subordinate, or related to or appropriate in connection therewith; and

**WHEREAS**, Odyssey 2020 Academy, Inc., a Texas nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Borrower”) has requested that the Corporation make a loan to the Borrower and the Borrower and the Corporation propose to enter into a tax-exempt loan agreement (the “Loan Agreement”) with Regions Equipment Finance Corporation (the “Lender”) for the purpose of borrowing funds from the Lender in the amount of \$2,161,310 to be loaned by the Corporation to the Borrower (the “Loan”) and evidenced by a note of the Corporation in accordance with the terms of the Loan Agreement (collectively, the “Financing”) for the purpose of (a) refinancing the outstanding Texas Public Finance Authority Charter School Finance Corporation Taxable Education Revenue Bonds (Odyssey Academy, Inc.) Series 2010Q (Qualified School Construction Bonds – Direct Pay) (the “Refunded Bonds”) originally issued to finance the construction, rehabilitation and repair of public school facilities on the Borrower’s Galveston Campus located at 2412 61st Street, Galveston, Texas 77551 and the acquisition of land on which such facilities were to be constructed and (b) paying the costs of the Loans (collectively, the “Project”); and

**WHEREAS**, the Corporation has approved of the issuance of the Financing for the Project for the benefit of the Borrower, subject to the terms of the financing to be agreed upon by the Corporation, the Borrower and the Lender; and

**WHEREAS**, Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), provides that the governmental unit having jurisdiction over the issuer of tax-exempt obligations for the benefit of 501(c)(3) organization shall approve the issuance of such tax-exempt obligations after a public hearing following reasonable public notice; and

**WHEREAS**, a public hearing with respect to the Loan was held on September 12, 2022 on behalf of the Corporation and the City, notice of such public hearing having

been published on September 3, 2022, not less than 7 days before the day of such hearing, in the *Houston Chronicle*, a newspaper of general circulation available to residents within the boundaries of the City;

**WHEREAS**, the Corporation has delivered to the City Council a certificate regarding the conduct of the public hearing;

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

**Section 1.** The City hereby approves the Financing and the Project solely for purposes of satisfying the requirements of Section 147(f) of the Code.

**Section 2.** The approval herein granted is solely for purposes of satisfying the requirements of the Code, and shall not be construed to constitute an endorsement of the creditworthiness of the Borrower or the Project or as a representation, warranty or other undertaking of any kind by the City in respect to the Financing or the Project. The Financing shall not constitute an obligation of the City or a pledge of its faith and credit, and the City shall not be obligated to pay the Loan or the interest thereon or otherwise incur any liability in respect thereof.

**Section 3.** The City hereby acknowledges that the Loan has been designated by the Corporation as a “qualified tax exempt obligation” under section 265(b)(3)(B)(i)(III) of the Code. The City represents, covenants and warrants the following: (a) that during the 2022 calendar year, the City (including the Corporation and any other subordinate entities) has not designated nor will designate obligations that will result in more than \$10,000,000 of "qualified tax exempt obligations" being designated; and (b) that the City reasonably anticipates that the amount of tax exempt obligations issued by the City (including tax exempt obligations of the Corporation and any other subordinate entities) during the 2022 calendar year will not in the aggregate exceed \$10,000,000.

**Section 4.** This Resolution shall become effective immediately upon its passage.

*[Signature page follows]*

PASSED AND ADOPTED this 20th day of September 2022.

THE CITY OF HILSHIRE VILLAGE,  
TEXAS

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Robert F. Buesinger, Mayor

ATTEST:

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Susan Blevins, City Secretary

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

08\01\2022  
 thru 08\31\2022  
 Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
6	ACCIDENT	2
22	ALARM	10
23	AMBULANCE CALL	4
149	BURGLARY - MOTOR VEHICLE	1
135	BUSINESS CHECK	138
53	DEBRIS IN ROADWAY	1
161	IDENTITY THEFT	1
70	INFORMATION	3
71	INVESTIGATION	1
159	MOTORIST ASSIST	2
81	OPEN DOOR	4
86	PUBLIC RELATIONS	43
96	SOLICITOR	1
97	SPECIAL ASSIGNMENT	1
104	SUSPICIOUS PERSON	2
105	SUSPICIOUS VEHICLE	5
11	TRAFFIC STOP	7
111	VEHICLE BLOCKING ROADWAY	1
112	VEHICLE CHECK	2
163	VIOLATION OF CITY ORDINANCE	1
116	WATER LEAK	1
<b>Total</b>		<b>231</b>

## **BUILDING REPORT SUMMARY**

for the month of

**August 2022**

### **Plan Review:**

1. New Construction – 1311 Friarcreek
2. Swimming Pool – 1131 Wirt Rd
3. Generator – 1202 Glourie Dr

### **Permits:**

Area Drain	2
Electrical	3
Fence	1
Plumbing	3
Tree Removal	3

**Total:** 12

### **Change of Occupancy Use:**

- None

**Extended Permit Request:** None

### **Inspections:**

Pass	34
Fail	4
Consult	
Canceled	

**Total:** 38

### **Red Tag / Stop Work Orders Issued:**

1. Red Tag @ 1126 Guinea Dr. (portable toilet facing the wrong direction)
2. Stop Work @ 1330 Glourie (working without a permit)

### **Building Finals / Certificates of Occupancy:**

1. 1131 Glourie Dr - Remodel

### Plan Review and Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
1	Tue 8/9/22	HV-22-066E	7919 Hilshire Green	BCM ELECTRIC	\$ 205.00	Electric for Remodel
2	Tue 8/9/22	HV-20-099AD	1326 Glouire Dr	Accolades Landscape	\$ 460.00	Area Drains
3	Wed 8/10/22	HV-22-069GE	1115 Glourie Dr	Generator Power Systems	\$ 330.00	Generator-Electrical
4	Wed 8/10/22	HV-21-045AD	7907 Hilshire Green	David Weekley Homes	\$ 460.00	Area Drains
5	Wed 8/10/22	HV-21-045FS	7907 Hilshire Green	David Weekley Homes	\$ 175.00	Fence
6	Wed 8/10/22	HV-22-066E	7919 Hilshire Green	BCM Electric	\$ 205.00	Electric
7	Thu 8/11/22	HV-22-062P	1015 Ridgeley Dr	Tower Plumbing	\$ 380.00	Plumbing for Remodel
8	Mon 8/15/22	HV-22-070	7 Hickory Shadows	Saurabn Anand	\$ 25.00	Tree Removal
9	Mon 8/15/22	HV-22-077	8201 Westview Drive	Marios Lawn Service	N/A	Tree Removal
10	Tue 8/16/22	HV-22-066P	7919 Hilshire Green	West Park Plumbing	\$ 380.00	plumbing for remodel
	Tue 8/16/22	HV-22-078	1311 Friarcreek Ln	RobRyan	\$ 4,924.95	Plan Review - New Construction
	Tue 8/16/22	HV-22-078D	1311 Friarcreek Ln	RobRyan	\$ 1,800.00	Plan Review - Drainage
	Thu 8/18/22	HV-22-080SP	1131 Wirt	Whale Pools	\$ 1,000.00	Plan Review - Drainage
	Thu 8/18/22	HV-22-080D	1131 Wirt	Whale Pools	\$ 250.00	Plan Review - Swimming Pool
11	Tue 8/23/22	HV-22-082	1203 Wirt Rd	Aaron's Plumbing	\$ 180.00	Annual Gas Test
12	Wed 8/31/22	HV-22-083	1206 Gloruie	3 Monkey Tree Service	\$ 25.00	Tree Removal
	Thu 8/18/22	HV-22-079GE	1202 Glourie Drive	A&A GenPro	\$ -	Plan Review

## Inspection Log

	Log #	Address	Permit #	Request Type	Pass or Fail	Date	Inspector
1	22-233	1326 Glourie Drive	HV-21-045E	Electric Underground	PASS	8/2/22	BBG
2	22-232	7907 Hilshire	HV-21-045E	Electrical Final	Pass	8/1/22	BBG
3	22-234	7907 Hilshire	HV-21-045GE	Electrical Final	PASS	8/2/22	BBG
4	22-237	1119 Glourie Dr	HV-22-061GP	Gas Test	PASS	8/3/22	BBG
5	22-235	7907 Hilshire Green	HV-21-045M	Vent Hood	PASS	8/3/22	BBG
6	22-235	7907 Hilshire Green	HV-21-045M	HVAC Final	PASS	8/3/22	BBG
7	22-236	8001 Bromley	HV-21-111B	Brick Tie	PASS	8/3/22	BBG
8	22-239	12 Pine Creek	HV-22-018P	Top Out	PASS	8/4/22	BBG
9	22-242	14 Pine Creek In	HV-21-078E	Electrical Final	FAIL	8/4/22	BBG
10	22-238	7907 Hilshire Green	HV-21-045P	Plumbing Final	PASS	8/4/22	BBG
11	22-240	7907 Irrigation Cover	HV-21-045I	Irrigation Cover	PASS	8/4/22	BBG
12	22-241	7907 Irrigation Cover	HV-21-045I	Irrigation Cover	PASS	8/4/22	BBG
13	22-246	1131 Glourie Dr	HV-21-028E	Remodel Electrical Meter Release	PASS	8/8/22	BBG
14	22-247	1131 Glourie Dr	HV-21-028E	Remodel Electrical Final	PASS	8/8/22	BBG
15	22-248	1131 Glourie Dr	HV-21-028M	Remodel HVAC Final	PASS	8/8/22	BBG
16	22-249	1131 Glourie Dr	HV-21-028P	Remodel Plumbing Final	PASS	8/8/22	BBG
17	22-250	1131 Glourie Dr	HV-21-028B	Remodel Building Final	PASS	8/8/22	BBG
18	22-243	14 Pine Creek In	HV-21-078P	GTO	PASS	8/5/22	BBG
19	22-244	14 Pine Creek In	HV-21-078P	Plumbing Final	PASS	8/5/22	BBG
20	22-245	14 Pine Creek In	HV-21-078E	Electrical Final	PASS	8/5/22	BBG
21	22-251	12 Pine Creek	HV-22-018M	HVAC Final	PASS	8/9/22	BBG
22	22-252	14 Pine Creek In	HV-22-078P	Plumbing Final	PASS	8/9/22	BBG
23	22-254	14 Pine Creek In	HV-21-078F	Fence	PASS	8/10/22	BBG
24	22-253	7907 Hilshire Green	HV-21-084	Tree Final	FAIL	8/10/22	Cary
25	22-255	14 Pine Creek In	HV-21-078I	Irrigation Final	PASS	8/10/22	BBG
26	22-256	7919 Hilshire Green	HV-22-068E	Electrical Rough-In	PASS	8/12/22	BBG
27	22-257	1111 Glourie Dr	HV-22-067M	Mechanical Final	PASS	8/12/22	BBG
28	22-258	7907 Hilshire Green	HV-21-078F	Tree Final	PASS	8/15/22	Carey
29	22-259	7919 Hilshire Green	HV-22-066E	Electric Cover	PASS	8/16/22	BBG
30	22-260	7919 Hilshire Green	HV-22-066M	Mechanical Cover	PASS	8/16/22	BBG
31	22-261	14 Pine Creek In	HV-21-078B	Building Final	PASS	8/16/22	BBG
32	22-262	7919 Hilshire Green	HV-22-066P	Plumbing Rough-In	PASS	8/17/22	BBG

## Inspection Log

	Log #	Address	Permit #	Request Type	Pass or Fail	Date	Inspector
33	22-263	1326 Glourie Dr	HV-20-099AD	Drainage Cover	FAIL	8/17/22	Javier Vasquez
34	22-264	7907 Hilshire Green	HV-21-045GE	Electrical Final	PASS	8/18/22	BBG
35	22-265	1203 Wirt Rd	HV-22-082P	Gas Test	PASS	8/23/22	BBG
36	22-267	7907 Hilshire Green	HV-21-045FS	Fence Final	FAIL	8/24/22	BBG
37	22-268	1015 Ridgeley	HV-22-062P	Gound & top out	PASS	8/29/22	BBG
38	22-269	1315 Pine Chase Grove	HV-22-042F	Fence Final	PASS	8/30/22	BBG



September 16, 2022

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

Re: Engineer's Report for September 20, 2022 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 12, 2022 to September 16, 2022.

1. On-Going Services (10336207):

a. 1303 Friarcreek Lane –

- On August 19, 2022, it was reported that trees were being cut down along the ravine area behind 1303 Friarcreek where an erosion control project is currently taking place.
- On August 25, 2022, HDR made a site visit to review the current activities taking place onsite and coordinated with the General Contractor performing the work. It was verified that that a tree had fallen over onto the property and their crews were removing the tree and other debris from the site that would be a potential obstruction within the creek. Photos were taken to help document the conditions of the work area.

b. 1330 Glourie Drive –

- On September 6, 2022, HDR reviewed and returned comments to the City on the Parking Pad and Driveway Improvements review for 1330 Glourie Drive after an initial site inspection on August 19, 2022 to review the preliminary layout of the parking pad along with plan details. All comments/corrections were addressed by the landscape architect on September 13, 2022 with inspection of the parking pad initiated on September 15, 2022 for the parking pad formwork. A subsequent inspection will be performed to verify the final installation of the parking pad along with the driveway improvements.

c. 7907 Hilshire Green Drive –

- On September 1, 2022, HDR reviewed the As Built Drainage Plan and provided an As Built Drainage Inspection for 7907 Hilshire Green Drive. The inspection failed and comments were returned on September 8, 2022.

hdrinc.com 4828 Loop Central Drive, Suite 800  
Houston, Texas 77081  
T 713-622-9264 F 713-622-9265  
Texas Registered Engineering Firm F-754

- On September 15, 2022, HDR provided a consultation meeting with the Contractor to review corrections to be made to the site drainage and driveway
- d. 2 Pine Creek Lane –
- On September 13, 2022, HDR provided a site visit to 2 Pine Creek Lane to review erosion control work taking place along rear property adjacent to the creek. The Contractor was performing work to rebuild a retaining wall that had collapsed and is in coordination with the City on submitting plans and details for completing permitting and construction of the project.
- e. 12 Pine Creek Lane –
- On September 13, 2022, HDR provided a site visit to 12 Pine Creek Lane to coordinate proposed utility service connections for the site and to verify potential location of the sanitary sewer service lead. Coordination was made with the utility contractor performing the work to locate the existing sanitary service; however, they were not successful in locating the line. The Contractor was directed by the City to move forward with installation of a new water service line and sanitary service line to provide utility service to the property.
- f. 1210 Ridgeley Drive –
- On August 24, 2022, HDR reviewed and returned to the City the Drainage Plan for 1210 Ridgeley Drive. All previous comments/corrections were addressed by the engineer on August 16, 2022. The drainage plan was approved with exceptions noted.
- g. 7915 S. Villa Circle –
- On August 17, 2022, HDR received an As Built Pool Drainage plan for 7915 S. Villa Circle and performed an as built inspection. The as built drainage plan is currently being reviewed for comments.
- h. 1131 Wirt Road –
- On August 31, 2022, HDR received a Pool Drainage Plan for 1131 Wirt Road. The drainage plan is currently being reviewed for comments.
- i. Pine Chase Grove Water Meters –
- HDR continues efforts to coordinate with the City of Houston to provide guidance on options to improve the appearance and safety of the Pine Chase Grove easement area.

j. Water Quality Issues –

- HDR has been in coordination with Inframark regarding the water testing and recent concerns of the water quality. Coordination with the City of Houston has also been administered and we continue efforts to have their appropriate departments address this concern with the City.

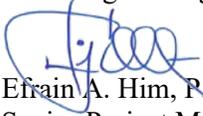
k. Wirt Road Safety Project/ Interlocal Agreements –

- HDR has revised the Engineering Services Proposal for the proposed sidewalk improvements under the Wirt Road Safety Project. After further discussions with the City of Houston (COH), they will accept partial survey (half of Wirt Road right-of-way) and Plan View only for the proposed sidewalk improvements design plans, resulting in approximately \$20,000 in net savings on survey and tree protection plan services from the original proposal.
- However, as requested by the COH, and as discussed during the July 19, 2022 City Council Meeting, HDR has excluded the intersecting streets from the basic services and added them as supplemental or additional services on an as needed basis per intersecting street if the COH requires Hilshire Village to do wheelchair ramps on both sides of Wirt Road for pedestrian crosswalks. The additional cost per intersection is approximately \$1,400 (\$400-\$500 for supplemental survey and \$1,000 for supplemental design).
- HDR has revised the Hilshire Village (HV) and COH Draft Interlocal Agreement (ILA), and City Counsel (Olson & Olson) has reviewed and commented on the draft. The second draft of the HV-COH ILA will be presented to City Council during the Regular September 20, 2022 Council Meeting for review and approval to transmit to the COH for final review and approval or comments.
- HDR has also coordinated with Harris County (HC) Precinct 3 on the preparation of the ILA between HV and HC. The County has taken the lead to draft the ILA with the understanding that HC will fund 100% of the construction cost using one (1) of their on-call contractors, fund 100% of construction materials testing, and Harris County Engineering Department – Construction Programs Division (HCED-CPD) will manage the construction phase.

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.  
Senior Project Manager

cc: Files (10336207)

CITY OF HILSHIRE VILLAGE

SUMMARY OF CAPITAL IMPROVEMENT PROJECTS (2023-2024)

9/16/2022

Project Area	Water		Sanitary Sewer		Paving & Drainage		Total Project Cost	Number of Residents	Year of Original Infrastructure
	Engineering	Construction	Engineering	Construction	Engineering	Construction			
Friar Creek Lane & Creekstone Circle	-	-	-	-	126,000	501,000	627,000	21	1969
Guinea Drive	-	-	-	-	123,000	487,000	610,000	13	
Burkhart Road (Ridgeley to Glourie)	-	-	-	-	103,000	410,000	513,000	4	1957
Hilshire Grove Lane	65,000	251,000	65,000	251,000	86,000	335,000	1,053,000	16	1989
Hilshire Green Lane	42,000	164,000	54,000	213,000	62,000	244,000	779,000	13	1972
Hickory Shadows Drive	114,000	450,000	-	-	160,000	638,000	1,362,000	24	1980
Hilshire Oaks Drive	37,000	144,000	13,000	49,000	52,000	204,000	499,000	10	1988
Glenhilshire Drive	20,000	80,000	46,000	178,000	59,000	229,000	612,000	4	1998
Bromley (Ridgeley to Pine Chase)	-	-	-	-	77,000	305,000	382,000	3	
Pine Creek Lane	-	-	-	-	-	-	-	10	2017
Bridle Spur Lane	-	-	-	-	-	-	-		2017
Archley Drive	-	-	-	-	-	-	-	21	2019
Ridgeley Drive including Mallie Ct, Glourie Circle and Burkhart West End	-	-	-	-	-	-	-	47	
Pine Chase & Glourie Drive, including Bromley, Anadell and Pine Chase Grove	-	-	-	-	-	-	-		
Channel Crossings on Ridgeley	-	-	-	-	-	-	-		
Glourie Drive (Burkhart to Ridgeley)	-	-	-	-	-	-	-		
Hilshire Villas S/D	-	-	-	-	-	-	-		
Lift Station Generator	N/A	N/A	-	33,510	N/A	N/A	33,510		
Tie-In Hilshire Villas Water System to Hilshire Village	11,000	42,000	N/A	N/A	N/A	N/A	53,000		
Water Meter Vault at Hickory Shadows	6,000	21,000	N/A	N/A	N/A	N/A	27,000		
Water Meter Vault at Pine Chase Grove	-	-	N/A	N/A	N/A	N/A	-		
Water Meter Vault at Pine Chase Grove	-	-	N/A	N/A	N/A	N/A	-		
<b>Sub-total for Completed Projects or WIP</b>	-	-	-	-	-	-	-		Completed/In-progress
<b>Sub-total for Priority 1</b>	17,000	63,000	-	33,510	-	-	113,510		Priority 1/Under Design
<b>Sub-total for Priority 2</b>	258,000	1,009,000	132,000	513,000	-	-	1,912,000		Priority 2
<b>Sub-total for Priority 3</b>	20,000	80,000	46,000	178,000	848,000	3,353,000	4,525,000		Priority 3
<b>Total</b>	<b>295,000</b>	<b>1,152,000</b>	<b>178,000</b>	<b>724,510</b>	<b>848,000</b>	<b>3,353,000</b>	<b>6,550,510</b>		

Notes

(1) Revised 2023 CIP Costs using a 5.0% escalation factor per year from 2022 CIP Costs.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
A	Total Number of Incidents 2022			Life Threatening (LT) EMS 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%	% of 2022 Calls are:		Fire Alarms	% of Fire Calls
												Fire	EMS		
Bunker Hill Village	103	87	190	36	3:24	100%	5:31	100%	20	5:27	100%	54%	46%	53	51%
Hedwig Village	120	192	312	108	3:11	100%	3:11	100%	16	3:09	100%	38%	62%	54	45%
Hilshire Village	20	34	54	19	3:55	100%	5:42	100%	1	5:42	100%	37%	63%	6	30%
Hunters Creek Village	170	91	261	37	3:54	100%	4:30	100%	14	4:26	100%	65%	35%	72	42%
Piney Point Village	119	76	195	43	3:33	100%	4:11	100%	12	4:13	100%	61%	39%	79	66%
Spring Valley Village	149	138	287	66	2:46	100%	4:22	100%	20	4:23	100%	52%	48%	36	24%
Houston	60	3	63												
<b>Totals</b>	<b>741</b>	<b>621</b>	<b>1362</b>	<b>309</b>	<b>3:27</b>	<b>100%</b>	<b>4:34</b>	<b>100%</b>	<b>83</b>	<b>4:27</b>	<b>100%</b>	<b>54%</b>	<b>46%</b>	<b>300</b>	<b>43%</b>

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.

**From:** ron@presswood-eng.com <ron@presswood-eng.com>  
**Sent:** Tuesday, September 13, 2022 2:51 PM  
**To:** Robert Buesinger <mayor@hilshirevillagetexas.com>; Susan Blevins <susan.blevins@hilshirevillagetexas.com>  
**Subject:** FW: fire commissioners packet

Bob and Susan,

I am trying to get an additional piece of information from the VFD for this report, but I thought I would send it to you. I can talk about this over the next few days if you would like any clarification.

Following up from my last email and for the next city council meeting:

There are 5 on going issues at the Fire Station:

1. The warranty of the roof on the new construction at the Fire Station.
  2. The safety rating of the overhead bay door windows.
  3. Replacement of the roof of the old part of the building and the training tower.
  4. Adding a 3<sup>rd</sup> ambulance.
  5. Replacing the Turnout Gear that contains PFAS materials.
- 
1. New Roof
    - a. While the base layer of the roof was installed and tied to the structure the company responsible for inspecting each step of the installation was not called out to inspect the work. While the inspector was called out before the work commenced, they where not called out before the top layer of the roof was installed to inspect the base layer. Review of pictures taken before the top layer was installed, so the wrong installation pattern was used to fasten the base layer to the roof deck.
    - b. The architect was responsible for scheduling the inspector.
    - c. The roofing contractor and the architect are working with the roof manufacture to develop a method to correct the installation error. The VFD has hired a roofing consultant to assist with this effort.
    - d. Until this is corrected the roof will not be warranted by the roof manufacturer or the VFD insurance company.
    - e. The issuance of the roof warranty is one of the items on the close out list. The VFD cannot close out the project until this is issued and other issues are resolved, so the building is still under the contractor's insurance.
    - f. The VFD commission is to hear proposals to fix the roof at the next VFD commissioners meeting.
  2. Windows on the overhead door
    - a. The windows on the overhead bay door are tempered glass. The specification was to have the doors rated for 150MPH winds with D rated impact resistant glass. A D rated glass will withstand an impact from a 2x4 in 150 MPH wind.
    - b. The specification for the rated glass did not make it in the bid package, thus the windows are only tempered and not rate for impact. Should a object impact the tempered glass, the glass will shatter into pebble size pieces. This would pose a risk to anyone in the bay if the glass should shatter.

- c. The architect admitted he knew of the request for impact resistance glass for the overhead bay doors, The 150 wind rate of the doors was in the spec, just not the D impact rating.
  - d. The quickest solution is to have a film installed on the bay door windows. This can be done within the next 3 weeks. The chief has scheduled this work. This will bring the windows up to a C impact rating. A C rating will withstand a impact of a small stone in a 150 PMPH wind. If the window does break the film and adhesive will retain the pieces of glass.
  - e. The VFD Commission has asked the architect and the Contractor to go back to the overhead door company to get a bid to replace the window panels with D rate windows, and a delivery time and present these numbers at the next VFD Commissioners meeting. During the build process the overhead doors became the critical path as the delivery was pushed back several months.
3. Replacing the roof on the old building and the training tower.
- a. The Commission has been carrying a \$40,000 line item to replace the roof on the old portion of the building and the training tower. This was a ball park number to replace over coat the existing roof, or remove and replace the roof material. On inspection additional work was required. A work plan was developed and it was put out for bid over the summer. The bids came back much higher than expected. The lowest bid was for \$189,000. We are scheduled to get an update at the next VFD commission meeting from the roofing consultant.
4. The Chief was task to provide options for a 3<sup>rd</sup> Ambulance.
- a. The Chief looked at hiring a ambulance service or running a 3<sup>rd</sup> ambulance.
    - i. The Chief has spoken to 3 companies, only one company could provide EMS service. The quote was \$1.9M
  - b. Running a 3<sup>rd</sup> ambulance or the Support Truck with Fire/Fighter EMT Crew
    - i. The VFD will receive new ambulances over the next 2 years to replace the current active ambulances. We can retain one of the 2 active ambulances to run a 3<sup>rd</sup>. The VFD has a 3<sup>rd</sup> backup ambulance.
    - ii. The VFD can run the Support Truck in place of an ambulance. Currently the Fire Truck will support the Ambulance for certain emergencies. Sending the support truck with two fire fighters/EMT to assist the ambulance leaves the fire truck at the station for other emergencies. The Support Truck can be staffed using money currently in the 2023 overtime budget.
5. Replacing the Turnout Gear that contains PFAS materials.
- a. The Turnout Gear is the pants and coats the fire fighters wear when responding to a fire or emergency.



- b. The fire department has 39 sets. 10 sets were previously ordered as they are replaced on a rolling cycle. These 10 sets should be delivered soon. The remaining 29 sets were manufactured with the PFAS mentioned in the documents provided by the International Associations of Firefighters and Fire Chiefs. The new equipment must be ordered, this will be done with a PO. The lead time is unknown at this time as other fire departments are in the same situation.
- c. The EMS revenue funds are the funds billed by the VFD for non-village residents transported by VFD Ambulance to the hospital. These funds are currently earmarked as a reserve fund for the building project. The Hillshire Village Council have mentioned they would like this money to be returned to the city, but the funds cannot be released until the building project is finalized. The issues outlined previously with the roof and the bay overhead door, are preventing the building project from being finalized.
- d. This falls under the budget line item "Protective Gear". I think this is currently budgeted for \$26,000 for 2022 and was raised to \$55,000 for 2023.
- e. I attached the information provided by Chief Foster and the VFD.
- f. Here is a link to the EPA site on PFAS: <https://www.epa.gov/pfas/our-current-understanding-human-health-and-environmental-risks-pfas>

g. Information on PFAS risks:

## Exposure to PFAS May be Harmful to Human Health

Current scientific research suggests that exposure to high levels of certain PFAS may lead to adverse health outcomes. However, research is still ongoing to determine how different levels of exposure to different PFAS can lead to a variety of health effects. Research is also underway to better understand the health effects associated with low levels of exposure to PFAS over long periods of time, especially in children.

### What We Know about Health Effects

Current peer-reviewed scientific studies have shown that exposure to certain levels of PFAS may lead to:

- Reproductive effects such as decreased fertility or increased high blood pressure in pregnant women.
- Developmental effects or delays in children, including low birth weight, accelerated puberty, bone variations, or behavioral changes.
- Increased risk of some cancers, including prostate, kidney, and testicular cancers.
- Reduced ability of the body's immune system to fight infections, including reduced vaccine response.
- Interference with the body's natural hormones.
- Increased cholesterol levels and/or risk of obesity.

### Additional Health Effects are Difficult to Determine

Scientists at EPA, in other federal agencies, and in academia and industry are continuing to conduct and review the growing body of research about PFAS. However, health effects associated with exposure to PFAS are difficult to specify for many reasons, such as:

- There are thousands of PFAS with potentially varying effects and toxicity levels, yet most studies focus on a limited number of better known PFAS compounds.
- People can be exposed to PFAS in different ways and at different stages of their life.
- The types and uses of PFAS change over time, which makes it challenging to track and assess how exposure to these chemicals occurs and how they will affect human health.

i.

All the best.

Ron



**INTERLOCAL AGREEMENT FOR  
CITY OF HILSHIRE VILLAGE PROJECT**

**THE STATE OF TEXAS   §  
  §  
COUNTY OF HARRIS   §**

**ARTICLE 1  
PARTIES**

**THIS INTERLOCAL AGREEMENT FOR CITY OF HILSHIRE VILLAGE** (“Agreement”) is made effective on the Countersignature Date between the **CITY OF HOUSTON, TEXAS** (“City”), a Texas home-rule city, and the **CITY OF HILSHIRE VILLAGE** (“Hilshire Village”), a Texas general law municipality, organized and existing under the laws of the State of Texas.

**1.1. Addresses**

The initial addresses of the parties, which one party may change by giving written notice of its changed address to the other party, are as follows:

**City**

City of Houston  
Director, Public Works  
P. O. Box 1562  
Houston, Texas 77521

**Attn:**  
**Email:**

**Hilshire Village**

City of Hilshire Village  
8301 Westview Drive  
Houston, TX 77055  
Attn: Mayor Robert Buesinger  
Email: Mayor@hilshirevillagetexas.com

The parties agree as follows:

WHEREAS, it is of mutual benefit to both Parties to construct sidewalk improvements along Wirt Road from IH-10 Westbound Feeder Road to Westview Drive, referred to as the Wirt Road Safety Project (“Project”) as generally illustrated on Exhibit A attached hereto and incorporated herein by reference;

WHEREAS, both Parties desire to cooperate in accordance with the terms of this Agreement to jointly accomplish the construction of the Project; and

WHEREAS, both Parties agree that all funds used under this Agreement shall be from current fiscal funds.

NOW THEREFORE, in consideration of the mutual promises, obligations, and benefits herein set forth, the Parties agree as follows:

**1.2. Table of Contents**

This Agreement consists of the following sections:

	Page No.
<b>ARTICLE 1 PARTIES .....</b>	<b>1</b>
<b>ARTICLE 2 DEFINITIONS .....</b>	<b>4</b>
<b>ARTICLE 3 DUTIES OF THE HILSHIRE VILLAGE .....</b>	<b>4</b>
<b>ARTICLE 4 DUTIES OF CITY .....</b>	<b>5</b>
<b>ARTICLE 5 TERM AND TERMINATION .....</b>	<b>5</b>
<b>ARTICLE 6 MISCELLANEOUS PROVISIONS .....</b>	<b>6</b>
<b>EXHIBIT A Scope of Work for City of Hilshire Village Project</b>	

**1.3. Parts Incorporated**

The exhibit described above is incorporated into this Agreement.

**1.4. Controlling Parts**

If a conflict between the sections of this Agreement and the exhibit arises, the sections control over the exhibit.

**1.5. Signatures**

The parties have executed this Agreement in multiple copies, each of which is an original.

**HILSHIRE VILLAGE:  
CITY OF HILSHIRE VILLAGE**

**THE CITY:  
CITY OF HOUSTON, TEXAS**

By: \_\_\_\_\_  
Name: Robert Buesinger  
Title: Mayor  
Tax ID No.: 74-2162965

\_\_\_\_\_  
Mayor

**ATTEST**

**ATTEST/SEAL:**

By: \_\_\_\_\_  
Name: Susan Blevins  
Title: City Administrator/City Secretary

\_\_\_\_\_  
City Secretary

**APPROVED AND RECOMMENDED:**

**APPROVED AND RECOMMENDED:**

\_\_\_\_\_  
Chief Development Officer

**COUNTERSIGNED BY:**

\_\_\_\_\_  
City Controller

**DATE COUNTERSIGNED:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Senior Assistant City Attorney  
L.D. File No. \_\_\_\_\_

**ARTICLE 2  
DEFINITIONS**

As used in this Agreement, the following terms shall have meanings set out below:

- 2.1. **“Hilshire Village”** is defined in Article 1 of this Agreement and includes the Hilshire Village’s successors and assigns.
- 2.2. **“Hilshire Village Contribution”** is defined in Section 3.1.1 of this Agreement.
- 2.3. **“City”** is defined in Article 1 of this Agreement and includes its successors and assigns.
- 2.4. **“City Contribution”** is defined in Section 4.1.1 of this Agreement.
- 2.5. **“Countersignature Date”** is the date of countersignature by the City Controller of the City of Houston.
- 2.6. **“Project”** means the sidewalk improvements (Pedestrian and Safety Improvements) along Wirt Road from IH-10 Westbound Feeder Road to Westview Drive, referred to as the Wirt Road Safety Project, and as generally illustrated on Exhibit A.
- 2.7. **“Project Costs”** means the costs associated with the Project.

**ARTICLE 3  
DUTIES OF THE HILSHIRE VILLAGE**

**3.1. Hilshire Village Contribution; Scope of Work**

3.1.1. Hilshire Village has received the commitment from Harris County Precinct 3 (County) to fund the construction, construction management/inspection and materials testing of the proposed sidewalk improvement along Wirt Road (Pedestrian and Safety Improvements) for the Project. These improvements may also include potential crosswalk locations at intersecting streets and wheelchair ramps on the east and west sides of Wirt Road, if required by the City. Hilshire Village will be responsible for providing funds for the engineering services needed for the design of the Pedestrian and Safety Improvements, including permitting and approvals from the City and County required for the Project. The funding contributions by each participant are summarized in Exhibit A – Scope of Work for City of Hilshire Village Project.

3.1.2. Hilshire Village and/or County shall provide all labor, material, and supervision necessary to construct the Project. Hilshire Village and/or County, their contractors and subcontractors, will be responsible for all permits required for the Project and all consents required to be obtained from any applicable governmental agency.

3.1.3 Hilshire Village will coordinate preparation of design and construction plans and specifications. Hilshire Village will coordinate with the County on the award of the construction contract to one of the County's On-Call Contractors, and administer construction administration and surveying for the Project. The City shall have no responsibility for administration of the construction contract and shall incur no obligation to any contractor thereby.

**3.2. Insurance and Indemnification**

Hilshire Village shall require that the Project contractor (and its subcontractors) provide the insurance and indemnification for the Project which are commensurate with other like public works construction projects.

**ARTICLE 4  
DUTIES OF CITY**

**4.1. City Contribution; Conditions of Expenditure; Use of Excess Funds**

4.1.1. The City shall contribute \$0.00 for Project Costs related to the Wirt Road Safety Project (Pedestrian and Safety Improvements) to the Village under this Agreement ("City Contribution").

4.1.2. The City will assist Hilshire Village in the review and permit approval process of the Wirt Road Safety Project design plans. The design plans will be submitted through InterAgency for review and distribution.

4.1.3. The City will accept the partial survey of the west side of Wirt Road and Plan view only in the preparation of design plans for the proposed sidewalk improvements in the Wirt Road Safety Project, as previously coordinated and agreed upon by the City's Planning & Development Department, and the Multimodal Safety & Design (MSD) Branch, respectively.

**ARTICLE 5  
TERM AND TERMINATION**

**5.1. Agreement Term**

This Agreement is effective on the Countersignature Date.

**5.2. Termination**

5.2.1. This Agreement shall terminate on December 31, 2024, or upon the completion of the Project, whichever occurs first.

**ARTICLE 6  
MISCELLANEOUS PROVISIONS**

**6.1. Purpose of Agreement; Responsibilities of the Parties**

The parties agree that this Agreement is necessary for the benefit of the public and that each party has the legal authority to perform and to provide the governmental function or service which is the subject matter of this Agreement. The parties further agree that neither party is an agent, servant, or employee of the other party and that each party is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

**6.2. Force Majeure**

Neither party shall be held liable for any loss or damage due to delay or failure in performance of any part of this Agreement from any cause beyond its control and without its fault or negligence, such causes may include acts of God, acts of civil or military authority, government regulations (except those promulgated by the party seeking the benefit of this section), embargoes, epidemics, war, terrorist acts, riots, insurrections, fires, explosions, earthquakes, nuclear accidents, floods, strikes, power blackouts, other major environmental disturbances or unusually severe weather conditions.

**6.3. Severability**

If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either party.

**6.4. Entire Agreement**

This Agreement merges the prior negotiations and understandings of the parties and embodies the entire agreement of the parties. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kind, exist between the parties regarding this Agreement.

**6.5. Written Amendment**

Unless otherwise specified elsewhere in this Agreement, this Agreement may be amended only by written instrument executed on behalf of the City (by authority of an ordinance adopted by the City Council) and Hilshire Village. The **designee of City** is only authorized to perform the functions specifically delegated to him or her in this Agreement.

**6.6. Applicable Laws**

This Agreement is subject to the laws of the State of Texas, the City Charter and Ordinances, the laws of the federal government of the United States, and all rules and regulations of any regulatory body or officer having jurisdiction. Venue for any litigation relating to this Agreement is in a state or federal court of competent jurisdiction in Harris County, Texas.

### **6.7. No Waiver of Immunity**

Notwithstanding anything contained in the Agreement to the contrary, nothing in the Agreement shall constitute a waiver by either party of any provisions of (i) Chapters 75, 84, 95 or 101 of the Texas Civil Practice and Remedies Code, as amended, (ii) any laws relating to limitations of liability of the type of entity of such party, or (iii) sovereign or governmental immunity, as any of the foregoing may be available to such party.

### **6.8. Notices**

All notices to either party to this Agreement must be in writing and must be delivered by hand, facsimile, United States registered or certified mail, return receipt requested, United States Express Mail, Federal Express, Airborne Express, UPS or any other national overnight express delivery service. The notice must be addressed to the party to whom the notice is given at its address set out in Article 1 of this Agreement or other address the receiving party has designated previously by proper notice to the sending party. Postage or delivery charges must be paid by the party giving the notice. A copy of such notice shall be emailed at the time of posting to the email addresses of the persons set out in Article 1.

### **6.9. Captions**

Captions contained in this Agreement are for reference only, and, therefore, have no effect in construing this Agreement. The captions are not restrictive of the subject matter of any section in this Agreement.

### **6.10. Non-Waiver**

If either party fails to require the other to perform a term of this Agreement, that failure does not prevent the party from later enforcing that term and all other terms. If either party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement. An approval by the **designee of City**, or by any other employee or agent of the City, of any part of Hilshire Village's performance does not waive compliance with this Agreement or establish a standard of performance other than that required by this Agreement and by law.

### **6.11. Enforcement**

The City Attorney, or his or her designee, may enforce all legal rights and obligations under this Agreement without further authorization. Hilshire Village shall provide to the City Attorney all documents and records pertaining to this Agreement that the City Attorney requests to assist in determining Hilshire Village's compliance with this Agreement, with the exception of those documents made confidential by federal or State law or regulation.

### **6.12. Ambiguities**

If any term of this Agreement is ambiguous, it shall not be construed for or against any party on the basis that the party did or did not write it.

**6.13. Survival**

Hilshire Village shall remain obligated to the City under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement.

**6.14. Parties in Interest**

This Agreement does not bestow any rights upon any third party, but binds and benefits the City and Hilshire Village only.

**6.15. Successors and Assigns**

This Agreement binds and benefits the parties and their legal successors and permitted assigns; however, this provision does not alter the restrictions on assignment and disposal of assets set out in the following paragraph. This Agreement does not create any personal liability on the part of any officer or agent of the City or Hilshire Village.

**6.16. Business Structure and Assignments**

Hilshire Village shall not assign this Agreement at law or otherwise or dispose of all or substantially all of its assets without the **designee of City**'s prior written consent.

**6.17. Remedies Cumulative**

Unless otherwise specified elsewhere in this Agreement, the rights and remedies contained in this Agreement are not exclusive but are cumulative of all rights and remedies which exist now or in the future. Neither party may terminate its duties under this Agreement except in accordance with its provisions.

**EXHIBIT A**

**SCOPE OF WORK FOR CITY OF HILSHIRE VILLAGE PROJECT**

**Estimated Project Cost:** **\$383,840**

**City of Houston (City) Contribution:** **\$0.00**

**Estimated Harris County Precinct 3 (County). Contribution:**

- Provide construction funding for sidewalk improvements project
- Provide construction management and inspection of the project

**City of Hilshire Village (Hilshire Village) Contribution:** **\$89,385**

**Managed by:** CITY OF HILSHIRE VILLAGE

**Project Scope:**

- **Pedestrian and Safety Improvement:** Construction of 5-ft wide sidewalks along the west side of Wirt Road from Westview Dr and the Harris County Park at the northwest corner of the intersection of IH-10 and Wirt Rd., including potential crosswalk locations at intersecting streets and wheelchair ramps on the east and west sides of Wirt Road, if required by the City of Houston.



September 16, 2022

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

Re: Proposal for Engineering Services for Wirt Road Safety Project, Revision 01

Dear Mayor and City Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this revised proposal for Professional Engineering Services for the above referenced project. The proposal is based on our understanding of the project as discussed in our previous meetings and conversations. For your convenience this proposal consists of General Overview, Scope of Services, Fee Schedule, and Terms and Conditions.

### **GENERAL OVERVIEW**

Wirt Road was originally a gravel access road to some small farms along Spring Branch Creek in the 1940's. In the 1950's residential development along what is now Old Katy Road turned into a two (2) lane asphalt track leading to thinly populated residential neighborhoods. This quiet situation existed through the 60's and 70's. In the 1980's the bridge over Buffalo Bayou opened access from the Southwest Freeway to the Katy Freeway and Wirt Road was widened into a four (4) lane boulevard.

Today, it is a major north/south artery in the Houston traffic pattern and carries a traffic load far in excess of its planned capacity in 1984. The Wirt Road Safety Project seeks to improve the safety of pedestrians by completing the sidewalk along the west side of Wirt Road between Westview Drive and the Harris County Park at the northwest corner of the intersection of I-10 and Wirt Road.

The City has reached out to Harris County Precinct 3 to request assistance on this Project. As a result of these initial meetings, Harris County Precinct 3 has committed to fund and oversee the construction of the proposed sidewalk improvements if the City of Hilshire Village designs these improvements and obtain approvals and permits from the City of Houston (COH) accordingly, since Wirt Road is within COH right-of-way. The City is coordinating and requesting an Interlocal Agreement (ILA) from HC Precinct 3 to formalize this commitment.

Likewise, the City has also reached out to the COH to request assistance on this Project. Initial discussions revolved around funding participation for additional Mobility Improvements such as left turn holding lane expansions/additions and a new traffic signal to improve the safety of pedestrians and motorists along Wirt Road. However, the City has decided not to pursue the Mobility Improvements at this time and the COH is unable to cost share the engineering design services associated with the proposed sidewalk improvements. Since the work will take place in COH right-of-way, a separate ILA with the COH will be required to outline all parties responsibilities and contributions.

[hdrinc.com](http://hdrinc.com) 4828 Loop Central Drive, Suite 800, Houston, TX 77081-2220  
T (713) 622-9264 F (713) 622-9265  
Texas Registered Engineering Firm F-754

The Preliminary Opinion of Probable Construction Cost (OPCC) is \$383,840 (See Exhibit A).

## **SCOPE OF SERVICES**

### **I. DESIGN PHASE SERVICES**

#### **A. Basic Services**

- Attend two (2) Public Hearing/Workshop Meetings with City Council and residents to address project progress and obtain feedback from City and residents, as necessary.
- Obtain utility information/record drawings on City of Houston (COH) stormwater, water and sanitary sewer lines within project area.
- Coordinate with private utility entities (i.e. gas, electric, cable, telephone, etc.), incorporate appropriate comments from pertinent entities into the final documents, and secure signatures.
- Perform field reconnaissance of the project area to obtain information on existing features, general deterioration and condition, and other information that could impact construction of proposed sidewalks and wheelchair ramps.
- Prepare Drawings (Plan View only, double banked) for the proposed sidewalk and wheelchair ramp improvements, including necessary driveway and culvert adjustments. Proposed 5-ft wide sidewalk and wheelchair improvements will be designed in accordance with the COH Infrastructure Design Manual, and Texas Accessibility Standards (TAS)/Americans with Disabilities Act (ADA).
- Prepare construction drawings and specifications for the project based on planned sidewalk and wheelchair ramp improvements.
- Prepare an Opinion of Probable Construction Cost (OPCC) for the project.
- Complete design services within four (4) months of the City's authorization to proceed with these engineering services.
- Furnish two (2) sets of 70% Submittal documents (Plans and Specifications) to the City.
- Furnish two (2) sets of 100%/Construction documents to the City.

#### **B. Special/Additional Services**

##### **1. Topographical Survey**

- Perform topographical survey services of the project areas to produce background information for design effort.
- Perform supplemental topographical survey services for each intersecting streets to Wirt Road, as may be required by the COH for crosswalk locations.

**2. Geotechnical Investigation**

- No geotechnical investigation services are anticipated for the Wirt Road Safety Project proposed sidewalk improvements.

**3. Tree Protection Plan**

- Obtain urban forestry consulting services to evaluate the impact of proposed improvements to existing trees and landscape within the project area and develop a tree protection/preservation plan that will minimize impact to existing trees and landscape within the project area.

**4. Traffic Control Plan**

- Preparation of traffic control plans and specifications, including construction sequence, and traffic control plan phases required for the construction of the project.

**5. Storm Water Pollution Prevention Plan**

- Preparation of storm water pollution prevention plans and specifications for the project, in accordance with the Texas Pollutant Discharge Elimination System (TPDES) requirements.

**6. COH Permitting**

- Coordination and submittal of Permit Plans for COH review, approval and permitting. Budget includes estimated fees for COH review and permitting.

**7. TDLR TAS/ADA Permitting**

- Coordination and submittal of Permit Plans for Texas Department of Licensing and Regulation (TDLR) review, approval and permitting. Budget includes estimated fees for TDLR review, permitting and inspections.

**8. Miscellaneous Expenses**

- Reproduction for review sets, submittals to Hilshire Village and private utility companies.
- Travel (mileage) and Courier/delivery services cost.

## II. BIDDING PHASE SERVICES (NOT APPLICABLE)

### A. Basic Services

#### 1. Bidding Services:

- Harris County Precinct 3 will be funding the construction and assigning one of their On-Call Contractors to perform this Project, therefore, no Bidding Services will be provided by HDR under this project

## III. LIMITED CONSTRUCTION PHASE SERVICES

### A. Basic Services

#### 1. Construction Administration:

- Harris County Precinct 3 will oversee construction of the project; therefore, Limited Construction Phase Services will be provided by HDR under this project.
- Attend a pre-construction conference for the project.
- Attend monthly construction progress meetings.
- Act as the City's Project Representative during the construction phase.
- Address questions and provide clarifications regarding plans, design details and related items during construction.
- Review and respond accordingly to all submittals as required by the contract specifications.
- Prepare change orders necessitated by field conditions.
- Review the contractor's pay estimates, evaluate the completed work based on HC Precinct 3 Inspector reports, and make payment recommendations to the City.
- Visit the site at intervals appropriate to the various stages of construction to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the Contract Documents. Full-time site representation is not included as part of the Construction Administration tasks.
- Monitor Contractor in maintaining a set of as-built drawings.
- Conduct substantial completion and final inspections of the Project, prepare punch list(s), and make a recommendation for Final Payment and closeout of the Project.

- HDR will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). HDR's effort will be directed toward providing a greater degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but HDR will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits and on the basis of on-site observations HDR shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.

**B. Special/Additional Services**

**1. Construction Observation Services (NOT APPLICABLE):**

- Harris County Precinct 3 will oversee construction of the Project; therefore, no Construction Observation Services will be provided by HDR under this project.

**2. Record Drawing Services**

- After construction is completed, HDR will prepare the record drawings for the project based on as-built information furnished by Contractor.

**3. Miscellaneous Expenses**

- Reproduction cost (i.e. pay estimates, meeting notes, submittals, etc.)
- Travel (mileage) and Courier/delivery services cost.

**FEE SCHEDULE**

The Basic Services Fee for the above-described scope of services are proposed to be on a lump sum basis, calculated on the basis of level of effort (LOE) estimates to complete each of the tasks required to fulfill the design and limited construction phase services of this project (refer to Exhibit B – Level of Effort for Wirt Road Safety Project).

The fee schedule is separated into: Design, Bidding, and Construction Phases, as outlined below:

**Basic Services:**

a) Design Phase Services – Lump Sum		
Level of Effort (See Exhibit B)	=	\$24,489
b) Bidding Phase Services – Lump Sum (NOT APPLICABLE)		
Level of Effort (See Exhibit B)	=	\$0
c) Limited Construction Administration – Lump Sum		
Level of Effort (See Exhibit B)	=	<u>\$6,130</u>
<b>Total – Basic Services</b>	=	<b>\$30,619</b>

**Design & Bidding Phase Additional Services:**

a) Topographical Survey – Subcontract Cost (See Exhibit B) - \$10,535 + 10%	=	\$11,589
b) **Supplemental Topographic Survey (14 Street Intersections) – Subcontract Cost (See Exhibit B) - \$5,700 + 10%	=	\$6,270
c) **Supplemental Design Services (14 Street Intersections) – Lump Sum/Intersection Level of Effort (See Exhibit B)(\$1,000/Street Intersection)	=	\$14,000
d) Geotechnical Investigation – (NOT APPLICABLE) Subcontract Cost (See Exhibit B) - \$0 + 10%	=	\$0
e) Tree Protection Plan – Subcontract Cost (See Exhibit B) - \$7,220 + 10%	=	\$9,048
f) Traffic Control Plan – Lump Sum Level of Effort (See Exhibit B)	=	\$4,102
g) Storm Water Pollution Prevention Plan – Lump Sum Level of Effort (See Exhibit B)	=	\$2,736
h) *COH Permitting – Hourly Level of Effort (See Exhibit B)	=	\$5,346
i) *TDLR TAS/ADA – Hourly Level of Effort (See Exhibit B)	=	\$3,346
j) *Miscellaneous Expenses (Reproduction, Travel & Courier Services) – Subcontractor Cost (See Exhibit B) – Cost plus 10%	=	<u>\$1,000</u>
<b>Total – Design &amp; Bidding Additional Services</b>	=	<b>\$57,435</b>

**Limited Construction Phase Additional Services:**

a) *Construction Observation – (NOT APPLICABLE) Hourly (Based on average 40 hours/week)(See Exhibit B)	=	\$0
b) Record Drawings – Lump Sum Level of Effort (See Exhibit B)	=	\$831
c) * Miscellaneous Expenses (Reproduction, Travel & Courier Services) – Subcontractor Cost (See Exhibit B) – Cost plus 10%	=	\$500
<b>Total – Limited Construction Additional Services</b>	=	<b>\$1,331</b>

**Grand Total** = **\$89,385**

- \* At this time the magnitude of these tasks is not known. Therefore budgetary amounts are provided. These figures may increase or decrease depending upon actual work required. If an increase becomes necessary it can be accomplished by utilizing available funds from other line items that have under run, or by contract amendment.
- \*\* Supplemental Topographic Survey and Supplemental Design Services associated with Street Intersections will be performed on an as needed basis if required by the COH during the review and permitting process for intersecting streets requiring wheelchair ramps on both sides of Wirt Road for pedestrian crosswalk.

The anticipated construction duration required for the project is estimated to be 120 calendar days. Reimbursable items will be:

- Vehicle Expenses (Mileage at the prevailing Federal rate)
- Reproduction (Documents pertaining to the project, special requests by the client, miscellaneous photocopies not pertaining to normal duties and responsibilities)

### **TERMS AND CONDITIONS**

This project will be performed as a Project Engineering Design Service under the current on-going engineering services contract with the City of Hilshire Village, and its terms and conditions will apply.

Invoices will be submitted on a monthly basis, reflecting charges to date on the basis specified in this proposal. Lump sum project tasks will be billed as a percentage of completion, based on the estimated progress of the work to date. Outstanding invoices will accrue interest charges at the current maximum allowable rate after 30 days.

For all services billed on an hourly basis, the fee includes hourly costs for all personnel based on actual raw labor rates times a multiplier of 2.99 for all employees. Hourly rates are subject to revision on an annual basis due to raises and personnel changes, however, the multiplier will not change without authorization from the City.

Overtime for hourly employees will be charged at 1.5 times the normal rate. Overtime is defined as time over 40 hours within a one-week period (Sunday to Saturday).

Subconsultant and subcontractor costs will be billed at the subcontract invoice cost plus 10%. Reimbursable expenses will be charged at cost plus 10%.

Mileage will be charged at the prevailing Federal rate.

HDR Engineering, Inc. appreciates the opportunity to submit this proposal and we look forward to working with the City of Hilshire Village on this very important project.

Sincerely,

HDR Engineering, Inc.



David C. Weston  
Area Manager

cc: Files (10336207)

Attachments:

1. Exhibit A – Preliminary Opinion of Probable Construction Cost (OPCC)
2. Exhibit B – Level of Effort (LOE) for Wirt Road Safety Project
3. Landtech Survey Proposal dated September 15, 2022
4. C.N. Koehl Urban Forestry Proposal dated September 14, 2022

Accepted by City of Hilshire Village this \_\_\_\_\_ day of \_\_\_\_\_, 2022

By \_\_\_\_\_  
Name and Title

WIRT ROAD SAFETY PROJECT  
CITY OF HILSHIRE VILLAGE

EXHIBIT A  
PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST (OPCC)

Item	Item Description	Unit	Quantity	Unit Price	Cost
<b>Sidewalk Items:</b>					
1	Traffic Control, complete in place, the sum of:	LS	1	\$18,000.00	\$18,000.00
2	SWPPP Plan, complete in place, the sum of:	LS	1	\$8,000.00	\$8,000.00
3	5-ft wide, 4" thick, reinforced concrete sidewalk, complete in place, the sum of:	SF	15,750	\$10.00	\$157,500.00
4	Remove and replace 6" concrete driveway	S.Y	500	\$130.00	\$65,000.00
5	Curb ramp with detectable warning pavers, in conformance with ADA requirements, complete in place, the sum of:	EA	13	\$2,500.00	\$32,500.00
6	12" wide solid Type I reflective pavement markers (thermoplastic), complete in place, the sum of:	L.F.	260	\$10.00	\$2,600.00
7	Remove, store, and reset existing traffic sign, complete in place, the sum of:	EA.	15	\$500.00	\$7,500.00
8	Remove, salvage, and reinstall post mailbox, complete in place, the sum of:	EA.	2	\$600.00	\$1,200.00
9	18-inch RCP culvert, complete in place, the sum of:	LF	24	\$90.00	\$2,160.00
10	Adjust existing valve box, meter box, or cleanout to be flush with top of proposed pavement or finished grade, complete in place, the sum of:	E.A.	5	\$350.00	\$1,750.00
11	Adjust existing manhole/inlet to be flush with top of proposed pavement or finished grade, complete in place, the sum of:	E.A.	1	\$750.00	\$750.00
<b>Base Bid Items Total:</b>					<b>\$296,960.00</b>
<b>Supplemental Items:</b>					
12	Cement Stabilized Sand, complete in place, the sum of:	CY	40	\$45.00	\$1,800.00
13	Bank Sand, complete in place, the sum of:	CY	40	\$20.00	\$800.00
<b>Supplemental Items Total:</b>					<b>\$2,600.00</b>
<b>Tree Protection Items:</b>					
14	Remove tree 3"-11.99", complete in place, the sum of:	EA.	4	\$500.00	\$2,000.00
15	Remove tree 12"-23.99", complete in place, the sum of:	EA.	4	\$1,000.00	\$4,000.00
16	Plant 2" tree with 15 gallon container, complete in place, the sum of:	EA.	4	\$500.00	\$2,000.00
17	Plant 4" tree with 65 gallon container, complete in place, the sum of:	EA.	4	\$1,200.00	\$4,800.00
18	Clearance prune, complete in place, the sum of:	EA.	20	\$100.00	\$2,000.00
19	Tree protection fence, complete in place, the sum of:	L.F.	250	\$10.00	\$2,500.00
20	Root pruning trench, complete in place, the sum of:	L.F.	200	\$10.00	\$2,000.00
21	Remove existing flower bed/garden bed, complete in place, the sum of:	EA.	2	\$500.00	\$1,000.00
<b>Tree Protection Items Total:</b>					<b>\$20,300.00</b>
Sidewalk Items Total:					\$296,960.00
Supplemental Items Total:					\$2,600.00
Tree Protection Items Total:					\$20,300.00
Total Construction Cost:					\$319,860.00
Contingency (20%):					\$63,972.00
<b>OPINION OF PROBABLE CONSTRUCTION COST:</b>					<b>\$383,840.00</b>

**CITY OF HILSHIRE VILLAGE  
EXHIBIT B - LEVEL OF EFFORT (LOE) FOR WIRT ROAD SAFETY PROJECT**

Item	Description / Task	Basic Services (HDR) - Estimated Manhours									Subtotal (hrs)	Subtotal (cost \$)	Additional Services - HDR	Basic Services - Subconsultants (cost+10%)	Additional Services - Subconsultants (cost+10%)	Other Costs/Allowances	Total Fee
		Principal (hrs)	Sr. Project Manager (hrs)	Project Manager (hrs)	Project Engineer (hrs)	Sr. Designer (hrs)	CAD Operator (hrs)	Clerical (hrs)	Constr. Manager (hrs)	Constr. Inspector (hrs)							
	Raw Salary	\$120	\$90	\$65	\$45	\$58	\$47	\$30	\$58	\$38							
	Raw Salary Multiplier	2.99	2.99	2.99	2.99	2.99	2.99	2.99	3.05	3.05							
<b>I</b>	<b>Phase II - Final Design :</b>																
<b>A</b>	<b>Project Management and Document Submission</b>																
	1. Data Collection		1.0		2.0						3.0	\$538					\$538
	2. Geotechnical Investigation										0.0			\$0			\$0
	3. Site / Coordination / Workshop Meetings		2.0		2.0						4.0	\$807					\$807
	4. Progress Submittals QA/QC (70% & 100%/Mylars)	2.0	2.0						2.0		6.0	\$1,610					\$1,610
	5. Specifications, Preparation & Review		1.0		2.0			4.0			7.0	\$897					\$897
	6. Construction Cost Estimate, Preparation & Review		1.0		2.0			1.0			4.0	\$628					\$628
	7. Interagency Coordination & Private Utility Signatures		1.0		4.0			1.0			6.0	\$897					\$897
	8. COH Permitting		1.0		8.0						9.0		\$1,346			\$4,000	\$5,346
	9. TDLR TAS/ADA Permitting		1.0		8.0						9.0		\$1,346			\$2,000	\$3,346
	10. Misc. Expenses (Reproduction, Travel & Courier Services)										0.0		\$0			\$1,000	\$1,000
	<b>Subtotal Project Management &amp; Document Submission</b>	<b>2.0</b>	<b>10.0</b>	<b>0.0</b>	<b>28.0</b>	<b>0.0</b>	<b>0.0</b>	<b>6.0</b>	<b>2.0</b>	<b>0.0</b>	<b>48.0</b>	<b>\$5,377</b>	<b>\$2,691</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$15,068</b>
<b>B</b>	<b>Drawings</b>																
	G-1 Cover Sheet			1.0	1.0		4.0				6.0	\$891					\$891
	G-2 General Notes / Legend & Abbreviations			1.0	1.0		4.0				6.0	\$891					\$891
	G-3 Overall Layout Plan (1"=60' / Double Bank)		1.0	1.0	1.0		4.0				7.0	\$1,160					\$1,160
	S-1 Survey & Survey Controls										0.0				\$11,589		\$11,589
	S-1A Supplemental Survey (Street Intersections)										0.0				\$6,270		\$6,270
	P-1 Plan 1"=20' (Wirt 1) Double Bank		1.0	1.0	4.0	2.0	16.0				24.0	\$3,597					\$3,597
	P-2 Plan 1"=20' (Wirt 2) Double Bank		1.0	1.0	4.0	2.0	16.0				24.0	\$3,597					\$3,597
	P-3 Plan 1"=20' (Wirt 3) Double Bank		1.0	1.0	4.0	2.0	16.0				24.0	\$3,597					\$3,597
	P-4 Plan 1"=20' (Wirt 4) Double Bank		1.0	1.0	4.0	2.0	16.0				24.0	\$3,597					\$3,597
	P-1A-4A Supplemental Plan Design (Wirt Street Intersections)		4.0	8.0	24.0	16.0	32.0				84.0		\$13,132			\$868	\$14,000
	SWP-1 SWPPP (1"=60' / Double Bank)		1.0	1.0	4.0		6.0				12.0		\$1,845				\$1,845
	SWP-2 SWPPP Details 1 (NTS)			1.0	1.0		4.0				6.0		\$891				\$891
	TCP-1 Construction Sequence Plan			1.0	2.0		4.0				7.0		\$1,026				\$1,026
	TCP-2 Traffic Control Plans			1.0	2.0		4.0				7.0		\$1,026				\$1,026
	TCP-3 Typical Traffic Control Intersection Details			1.0	2.0		4.0				7.0		\$1,026				\$1,026
	TCP-4 Typical Traffic Control Details			1.0	2.0		4.0				7.0		\$1,026				\$1,026
	D-1 Paving Details			1.0	1.0		4.0				6.0	\$891					\$891
	D-2 Storm Sewer Details			1.0	1.0		4.0				6.0	\$891					\$891
	TP-1 thru TP-3 Tree Protection Plans & Details										0.0				\$9,048		\$9,048
	<b>Subtotal Drawings</b>	<b>0.0</b>	<b>10.0</b>	<b>23.0</b>	<b>58.0</b>	<b>24.0</b>	<b>142.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>257.0</b>	<b>\$19,112</b>	<b>\$19,970</b>	<b>\$0</b>	<b>\$26,906</b>	<b>\$868</b>	<b>\$66,856</b>
<b>C</b>	<b>Bidding Phase (Not Applicable)</b>																
	1. Attend Pre-Bid Meeting										0.0	\$0					\$0
	2. Prepare & Issue Addenda										0.0	\$0					\$0
	3. Respond to Bidder Questions										0.0	\$0					\$0
	4. Bid Evaluation / Bid Tabulation										0.0	\$0					\$0
	5. Recommendation of Award										0.0	\$0					\$0
	6. Construction Contract Preparation										0.0	\$0					\$0
	<b>Subtotal Bidding Phase</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>II</b>	<b>Phase III - Limited Construction Phase Services:</b>																
	1. Attend Pre-Construction Meeting		1.0								1.0	\$269					\$269
	2. Attend Scheduled Construction Progress Meetings		4.0								4.0	\$1,076					\$1,076
	3. Submittals			2.0	4.0						6.0	\$927					\$927

Item	Description / Task	Basic Services (HDR) - Estimated Manhours									Subtotal (hrs)	Subtotal (cost \$)	Additional Services - HDR	Basic Services - Subconsultants (cost+10%)	Additional Services - Subconsultants (cost+10%)	Other Costs/Allowances	Total Fee
		Principal (hrs)	Sr. Project Manager (hrs)	Project Manager (hrs)	Project Engineer (hrs)	Sr. Designer (hrs)	CAD Operator (hrs)	Clerical (hrs)	Constr. Manager (hrs)	Constr. Inspector (hrs)							
	Raw Salary	\$120	\$90	\$65	\$45	\$58	\$47	\$30	\$58	\$38							
	Raw Salary Multiplier	2.99	2.99	2.99	2.99	2.99	2.99	2.99	3.05	3.05							
	4. RFI's/Change Orders		1.0		2.0						3.0	\$538					\$538
	5. Review Contractor Monthly Pay Estimates		2.0		4.0						6.0	\$1,076					\$1,076
	6. Substantial/Final Completion Walk-Thru/Punch Lists		2.0		4.0						6.0	\$1,076					\$1,076
	7. As-Built Drawings		1.0				4.0				5.0		\$831				\$831
	8. Project Closeout		1.0		4.0			4.0			9.0	\$1,166					\$1,166
	9. Construction Observation (Not Applicable)										0.0		\$0				\$0
	10. Misc. Expenses (Reproduction, Travel & Courier Services)										0.0		\$0			\$500	\$500
	<b>Subtotal Phase III - Construction Phase Services</b>	<b>0.0</b>	<b>12.0</b>	<b>2.0</b>	<b>18.0</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0.0</b>	<b>40.0</b>	<b>\$6,130</b>	<b>\$831</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$7,461</b>
SUBTOTAL PHASE II - BASIC SERVICES HOURS		2.0	17.0	17.0	57.0	24.0	116.0	6.0	2.0	0.0	241.0						
SUBTOTAL PHASE II - BASIC SERVICES COST		\$718	\$4,575	\$3,304	\$7,669	\$4,162	\$16,301	\$538	\$354	\$0		\$24,489					\$24,489
SUBTOTAL PHASE II - ADDITIONAL SERVICES HOURS (HDR)		0.0	3.0	6.0	29.0	0.0	26.0	0.0	0.0	0.0	64.0						
SUBTOTAL PHASE II - ADDITIONAL SERVICES COST (HDR)		\$0	\$807	\$1,166	\$3,902	\$0	\$3,654	\$0	\$0	\$0			\$22,661			\$7,868	\$30,529
SUBTOTAL PHASE II - ADDITIONAL SERVICES COST (SUBS)															\$26,906		\$26,906
TOTAL PHASE II - BASIC & ADDITIONAL SERVICES												\$24,489	\$22,661	\$0	\$26,906	\$7,868	\$81,924
SUBTOTAL PHASE III - BASIC SERVICES HOURS		0.0	11.0	2.0	18.0	0.0	0.0	4.0	0.0	0.0	35.0						
SUBTOTAL PHASE III - BASIC SERVICES COST		\$0	\$2,960	\$389	\$2,422	\$0	\$0	\$359	\$0	\$0		\$6,130					\$6,130
SUBTOTAL PHASE III - ADDITIONAL SERVICES HOURS (HDR)		0.0	1.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	5.0						
SUBTOTAL PHASE III - ADDITIONAL SERVICES COST (HDR)		\$0	\$269	\$0	\$0	\$0	\$562	\$0	\$0	\$0			\$831			\$500	\$1,331
SUBTOTAL PHASE III - ADDITIONAL SERVICES COST (SUBS)															\$0		\$0
TOTAL PHASE III - BASIC & ADDITIONAL SERVICES		\$0	\$2,960	\$389	\$2,422	\$0	\$0	\$359	\$0	\$0		\$6,130	\$831	\$0	\$0	\$500	\$7,461
TOTAL PHASES II & III - BASIC AND ADD. SERVICES HOURS		2.0	32.0	25.0	104.0	24.0	146.0	10.0	2.0	0.0	345.0						
TOTAL PHASES II & III - BASIC SERVICES																	\$30,619
TOTAL PHASES II & III - ADDITIONAL SERVICES																	\$58,766
TOTAL PHASES II & III - BASIC AND ADDITIONAL SERVICES																	\$89,385

September 15, 2022

Mr. Efrain A. Him P.E.  
Senior Project Manager  
HDR  
4828 Loop Central Drive, Suite 800  
Houston, Texas 77081

RE: Hillshire Village Wirt Road Safety Project

Dear Mr. Him:

It is my pleasure to submit the following proposal for providing professional surveying service for the above referenced project. The scope of work will be as follows:

Topographic survey per City of Houston requirement of Wirt Road from the west right of way line to the curb of the south bound lane. Survey of utility and flowline of utilities are excluded. Provide survey control map.

Wirt Road from the west right of way line to the curb of the south bound lane  
 $3,450 \text{ feet} \times \$2.30/\text{feet} = \$7,935.00$

Site Control Monument per City of Houston requirement.  
 $1 \times \$2,600.00 = \$2,600.00$

Optional-

Topographic survey per City of Houston requirement of the full intersection. Survey of utility and flowline of utilities are excluded.

Westview –	\$ 500.00
Bobbitt Lane –	\$ 400.00
Hilshire Grove Lane –	\$ 400.00
Brykerwoods –	\$ 400.00
Wedgewood –	\$ 400.00
Hillshire Villa Drive –	\$ 400.00
Bellewood –	\$ 400.00
Edgeway –	\$ 400.00
Bryonwood Drive –	\$ 400.00
Betty Jane Lane –	\$ 400.00
Hilshire Green Drive –	\$ 400.00
Ridgeley –	\$ 400.00

Hickory Shadows (North) – \$ 400.00  
Hickory Shadows (South) – \$ 400.00  
Total \$5,700.00

Thank you for the opportunity to submit this proposal.

Sincerely,



Paul Kwan, RPLS.  
President

*S:\Users\Receptionist\Hillshire Village Writ Road Safety Project 09/15/2022*

September 14, 2022

Mr. Efrain A. Him, P.E.  
 Senior Project Manager  
 HDR  
 4828 Loop Central Drive, Suite 800  
 Houston, Texas 77081

Re: Proposal for Urban Forestry Consulting Services on the City of Hilshire Village Wirt Road Safety Project, Westview Drive to Hickory Shadows Drive.

Dear Mr. Him,

As per your request, C.N. Koehl Urban Forestry, Inc. proposes to provide Urban Forestry Consulting services for design phase of the Hilshire Village Wirt Road Safety Project. Approximately 3,496 linear feet of project right of way will be evaluated for proposed sidewalk/bike lane, and utility construction. Based on your request for proposal, and our most recent experience on past projects working with consulting civil engineers and the City of Houston’s Street Tree Ordinance and Urban Forestry department, we propose to provide the following Urban Forestry services:

**Phase II – Services for Final Design**  
Field Evaluation/Site Visit

We will walk west side of the Wirt where construction is proposed and evaluate the species, size, condition, and preservation feasibility of each tree. We will confirm the surveyed location of each tree and approximately locate any trees that may be impacted that were not picked up by surveyor. Proposed construction activity adjacent to each tree will be evaluated to determine impacts on long-term tree survival and compliance with City of Houston Street Tree Ordinance. The field evaluation will be scheduled in conjunction with the 60% submittal Tree Protection Plan development. The data collected will be used in development of the 60%, 90%, and final Tree Protection Plans.

Fee for Field Evaluation/Site Visit  
 6.0 hours @ \$125.00/hour.....\$750.00

**Tree Protection Plan for 60% Submittal**

The plan and profile drawings, provided by the engineer, will be reviewed between the 30 and 60 percent submittals, to determine treatment for each tree. Each tree will be numbered on the drawings. A tree treatment schedule will list each tree by number, species, diameter, condition, anticipated treatment, and mitigation required by ordinance for trees to be removed. Each tree (public and private) adjacent to construction activity will be evaluated to ensure that construction activity will not destroy too much of the structural root system. Should we find any conflicts with proposed construction or any liability issues we will make recommendations for minor design changes or for removal of the tree. Recommendations for minor design changes, such as shifting sidewalk alignment or using alternative walking surface, will be redlined on plan and profile drawings copied to our Tree Submittal Form with a brief description of recommended

changes and emailed to your office. Design change recommendations can then be reviewed by engineer and client to determine feasibility.

Minor design changes may reduce the number of trees needing to be removed and reduce the cost of replacement plantings required by ordinance. The design review and comment process is typically the most value-added aspect of our services, because the changes will preserve trees rather than requiring removal and replacement to comply with Street Tree Ordinance. If our recommendations preserve one 24" diameter ordinance tree the cost savings to the project, in removal and replacement costs, is approximately \$13,000.00.

After we receive your comments on our design change recommendations we will develop an AutoCAD drawn tree protection plan which will identify the mitigative and protective treatments needed to ensure long term tree survival and compliance with the City of Houston's Street Tree Ordinance. Plan and profile drawings, provided by the engineer, will be used to indicate each tree by number, and exact location of preservation treatments (protection fencing, root pruning trench, zero curb cutback, water line augers, etc.). The plan will also include the location, species, and size of replacement tree plantings required to comply with the Street Tree Ordinance. Details for tree treatments will be included in the tree protection plan. Quantity totals and cost estimates for each tree treatment will be provided. The tree protection plan and quantity totals and cost estimates will be emailed to you so that your staff may use the quantity estimates as needed and plot the tree protection plan as it is needed. The tree protection plan will include our logo with a signature line, which we sign at the mylar stage. The tree protection plan and quantity/cost estimate can be included in your 60% submittal so that the City's Urban Forestry staff can review our plan and provide comments prior to the final submittal. We will need 12-15 business days to schedule and complete the field evaluation and preliminary tree protection plan.

Fee for 60% Tree Protection Plan  
18.0 hours @ \$125.00/hour ..... \$2,250.00

Arboriculturally Significant Trees

Per City of Houston Urban Forestry requirement, Arboriculturally Significant Trees will be identified in the Tree Protection Plan. A separate table will be included on Tree Protection Plan Detail sheet that list each Arboriculturally Significant Tree by Tree Number, Location, and Tree Description.

Fee for Arboriculturally Significant Tree List  
2.0 hours @ \$125.00/hour ..... \$250.00

Construction Feasibility/Site Meeting

We will attend site meeting or Zoom meeting with City of Houston Public Works, EOR, and Urban Forestry to review tree protection plan and tree removal/mitigation requirements. We will prepare tree removal summary list and areas of design and tree preservation conflicts to review in the meeting.

Fee for Construction Feasibility/Site Meeting  
6.0 hours @ \$125.00/hour ..... \$750.00

Tree Protection Plan for 90% submittal

We will review the construction design between the 60% and 90% submittal, following comments from the City on recommendations made in the 60% submittal, to ensure that any design changes that may have been made are incorporated into the tree protection plan. Changes

necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for submittal. Quantity/Cost estimates will be updated and forwarded to engineer. We will need 7-10 business days to schedule and complete the 90% Tree Protection Plan.

Fee for 90% Tree Protection Plan  
5.0 hours @ \$125.00/hour.....\$625.00

Tree Protection Plan for Final submittal

We will review the construction design between the 90% and final submittal, following comments from the City on recommendations made in the 90% submittal, to ensure that any design changes that may have been made are incorporated into the tree protection plan. Changes necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for submittal. Quantity/Cost estimates will be updated and forwarded to engineer. We will provide a signed PDF set of the Tree Protection Plans prior to final submittal. We will need 7-10 business days to schedule and complete the 90% Tree Protection Plan.

Fee for Final Tree Protection Plan  
4.0 hours @ \$125.00/hour.....\$500.00

Drafting AutoCAD (DWG) files of Tree Preservation Plan

We do have AutoCAD capabilities and will provide a CAD drawn document. We will need the electronic files of proposed construction in DWG format. We will use the project title block and insert plan drawings at a 1:40 scale, double banked on each sheet, similar to most traffic control plans. Tree treatment schedule will be included on each sheet which will call out treatments for each specific tree. This format typically allows us to fit approximately 1,200-1,500 l.f. per plan sheet, which would give us 3-4 sheets on this project. Two sheets with project details will also be included, which would give us a total of 5 to 6 sheets. The drawings will be emailed or uploaded to your cloud, so that you may plot the files as you need them. CAD drafting will be completed in conjunction with the Preliminary and Final Plans. No additional time required.

Drafting Services Fee for DWG files of the Tree Preservation Plan  
10.0 hours @ \$60.00/hour.....\$600.00

**Total Final Design Services Fees**

**Urban Forestry Services for development of Tree Protection Plan.....\$5,125.00**  
**Drafting Services Fee for DWG files.....\$600.00**  
**Total Fee for CAD drawn Tree Protection Plan.....\$5,725.00**

**PHASE III – CONSTRUCTION PHASE SERVICES**

We can be available on an as needed basis to respond to RFIs or any tree related issues that may arise during the construction process. We propose providing this service on an hourly basis at our hourly rate of \$125.00/hour.

Proposed Not To Exceed Limit.....**\$2,500.00**

**TOTAL FEES INCLUDED IN THIS PROPOSAL**

**Phase 2        \$5,725.00**  
**Phase 3        \$2,500.00**

We have utilized the services contained in this proposal on similar projects for The City of West University Place Infrastructure Replacement Program, City of Houston Neighborhood Street Reconstruction Program, City of Houston Surface Water Transmission Program, Houston Storm Water Management Program, City of Missouri City Street Reconstruction, City of Friendswood Street Reconstruction, City of Piney Point Street Reconstruction, City of Sugarland Street Reconstruction, City of Texas City Street Reconstruction, and numerous City of Houston waterline and sewer projects in the past. It is our goal to provide you the most effective, efficient, and value added services we can provide. We are willing to provide services in whatever capacity you deem appropriate.

If this proposal meets with your approval and you would like to retain our services, please forward your standard agreement or a notice to proceed, and we will schedule the work as soon as we receive the plan and profile sheets. We greatly appreciate the opportunity to present this proposal and look forward to working with you on this project. If you have any questions or would like to make any changes, please do not hesitate to call me at 281-391-0022.

Respectfully submitted,



Craig Koehl  
Urban Forestry Consultant

**RESOLUTION NO. 2022-238**

WHEREAS, the Villages of Bunker Hill Village, Hedwig Village, Hilshire Village, Hunter’s Creek Village, Piney Point Village and Spring Valley (“Cities”) entered into an interlocal agreement on December 20, 1978 to establish a common municipal fire department to provide fire prevention, protection, suppression, investigation and emergency ambulance service for the property and inhabitants of each city; and,

WHEREAS, it was and is the desire of the contracting Cities that such common municipal fire department shall be jointly owned and operated by such contracting Cities; and

WHEREAS, the Fire Commission desires to ask each contracting City to approve the Village Fire Department’s Proposed 2022 Budget Amendment to move from the ambulance billing fund an amount of \$150,000 to the line item for protective gear. This will increase the existing \$26,000 to \$176, 000. This increase is to cover replacement of bunker gear deemed a health issue. This amount is a not to exceed amount; and,

NOW, THEREFORE, we, one of the undersigned contracting Cities, do hereby give our approval and consent, as evidenced by this Resolution, to the Fire Commission to approve the Village Fire Department’s Proposed 2022 Budget Amendment of \$150,000; and

PASSED AND APPROVED by the City Council of the City of Hilshire Village this 20<sup>th</sup> of September, 2022.

\_\_\_\_\_  
Robert Buesinger, Mayor

ATTEST:

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





## Joint Statement Regarding PFAS in Fire Fighter Turnout Gear



The International Association of Fire Fighters (IAFF) and Metropolitan Fire Chiefs Association (Metro Chiefs) have come together to notify members of the adverse health risks from fire fighter turnout gear.

Recent studies have shown that all three layers of fire fighter turnout gear contain Per and Polyfluoroalkyl Substances (PFAS), a class of fluorinated chemicals known as “forever chemicals” which have been linked to cancer and other serious health effects.<sup>1,2</sup> These studies highlight the risks associated with the materials and finishes used in turnout gear even before it is exposed to its first fire.

Identifying safe and effective PFAS-free materials for turnout gear is a long and challenging process. Until PFAS is fully removed from turnout gear, the IAFF and Metro Chiefs are asking fire fighters to reduce exposure to PFAS in turnout gear by using the following precautions:

- Turnout gear should NOT be taken into firehouse living areas.
- When transporting gear in personal vehicles, it should be in a sealed container or bag, and preferably NOT transported in the passenger compartment.
- Apparatus cabs should be cleaned regularly and after every fire.
- Wash your hands after handling turnout gear.
- Legacy turnout gear should be replaced as new PFAS-free technologies become available.
- Do not wear turnout gear on responses where this level of protection is not necessary.\*

The IAFF has been working with researchers, advocacy groups, industry stakeholders, and legislative leaders to help address this issue and remove harmful substances from protective equipment. The IAFF has also recently partnered with the American Cancer Society and hired its first ever Chief Medical Officer to expand cancer research.

Both the IAFF and Metro Chiefs are dedicated to removing PFAS chemicals from turnout gear. The joint efforts will take place before regulatory bodies and in continuing discussions with manufacturers in the critical initiative of eliminating PFAS “forever chemicals” from turnout gear.

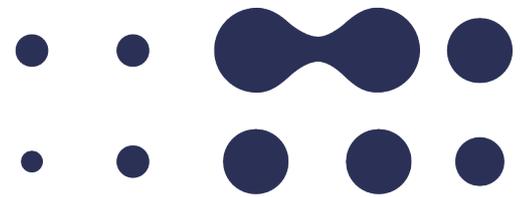
The International Association of Fire Fighters and the Metropolitan Fire Chiefs Association stand shoulder to shoulder in our combined efforts to rid occupational cancer from the fire service. The time has long passed for occupational cancer to be accepted as “part of the job.” You can do your part, and we urge you to take these steps to reduce your exposure.

We must raise our collective voices and diligently work toward a day when firefighting gear will not be a source of fire fighter illness.

*\*Wearing all PPE and SCBA during firefighting, overhaul, and while working in smoke is still the best first line of defense when it comes to limiting exposures to fireground contaminants. Following any exposure to the products of combustion, all PPE should be cleaned in accordance with NFPA 1851 to reduce cross-contamination and further exposure.*

## References

1. Muensterman DJ, Titaley IA, Peaslee GF, Minc LD, Cahuas L, Rodowa AE, Horiuchi Y, Yamane S, Fouquet TNJ, Kissel JC, Carignan CC, Field JA. Disposition of Fluorine on New Firefighter Turnout Gear. *Environ Sci Technol*. 2022 Jan 18;56(2):974-983
2. Peaslee, G. F.; Wilkinson, J. T.; McGuinness, S. R.; Tighe, M.; Caterisano, N.; Lee, S.; Gonzales, A.; Roddy, M.; Mills, S.; Mitchell, K. Another Pathway for Firefighter Exposure to Per- and Polyfluoroalkyl Substances: Firefighter Textiles. *Environ. Sci. Technol. Lett*. 2020, 7, 594–599.
3. Environmental Protection Agency: <https://www.epa.gov/pfas/pfas-explained>
4. Centers for Disease Control and Prevention: [https://www.cdc.gov/biomonitoring/PFAS\\_FactSheet.html](https://www.cdc.gov/biomonitoring/PFAS_FactSheet.html)
5. Agency for Toxic Substance and Disease Registry: <https://www.atsdr.cdc.gov/pfas/activities/assessments.html>
6. IAFF Position on PFAS: <https://www.iaff.org/news/statement-from-iaff-general-president-edward-a-kelly-on-pfas-lawsuits>



PRESS RELEASE No. 317

1 July 2022

## *IARC Monographs* evaluate the carcinogenicity of occupational exposure as a firefighter

**Lyon, France, 1 July 2022** – The International Agency for Research on Cancer (IARC), the cancer agency of the World Health Organization (WHO), has evaluated the carcinogenicity of occupational exposure as a firefighter.

A Working Group of 25 international experts, including 3 Invited Specialists, from 8 countries was convened by the *IARC Monographs* programme for a meeting in Lyon.

After thoroughly reviewing the available scientific literature, the Working Group classified occupational exposure as a firefighter as *carcinogenic to humans* (Group 1), on the basis of *sufficient evidence* for cancer in humans.

A summary of the final evaluations has now been published online in *The Lancet Oncology*.<sup>1</sup> The detailed assessment will be published in 2023 as Volume 132 of the *IARC Monographs*.

### **Evidence for cancer in humans**

Occupational exposure as a firefighter causes cancer. There was *sufficient evidence* for cancer in humans for the following cancer types: mesothelioma and bladder cancer.

There was *limited evidence* for cancer in humans for the following cancer types: colon cancer, prostate cancer, testicular cancer, melanoma of the skin, and non-Hodgkin lymphoma.

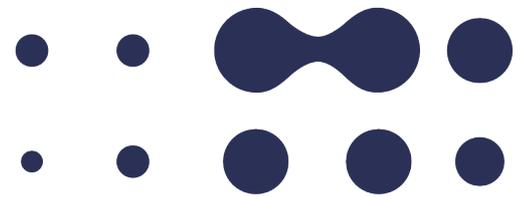
### **Strong mechanistic evidence**

There was *strong* mechanistic evidence in exposed humans that occupational exposure as a firefighter exhibits 5 of the 10 key characteristics (KCs) of carcinogens:<sup>2</sup> “is genotoxic” (KC2), “induces epigenetic alterations” (KC4), “induces oxidative stress” (KC5), “induces chronic inflammation” (KC6), and “modulates receptor-mediated effects” (KC8).

---

<sup>1</sup> Demers P, DeMarini D, Fent K, Glass D, Hansen J, Adetona O, et al. (2022). Carcinogenicity of occupational exposure as a firefighter. *Lancet Oncol*, Published online 30 June 2022; [https://doi.org/10.1016/S1470-2045\(22\)00390-4](https://doi.org/10.1016/S1470-2045(22)00390-4)

<sup>2</sup> Evaluating carcinogen mechanisms is a challenging part of hazard identification, because the data on this topic are abundant and diverse. An evaluation approach based on 10 key characteristics of human carcinogens (doi: [10.1158/1055-9965.epi-19-1346](https://doi.org/10.1158/1055-9965.epi-19-1346)) provides a holistic and unbiased way to tackle this challenge. The key characteristics of carcinogens were introduced to facilitate systematic consideration of mechanistic evidence in *IARC Monographs* evaluations.



### Exposure of firefighters

There are more than 15 million firefighters worldwide. The term “firefighters” encompasses a heterogeneous group of paid and unpaid workers in industrial, municipal, and wildland settings, at the wildland–urban interface, and in other situations. In some settings, firefighting exposures have become more prevalent over time, because of the impacts of climate change.

Firefighters respond to various types of fire, such as structure, wildland, and vehicle fires, as well as other events (e.g. vehicle accidents and building collapses).

Firefighters are exposed to a complex mixture of combustion products from fires (e.g. polycyclic aromatic hydrocarbons, volatile organic compounds, metals, and particulates), diesel exhaust, building materials (e.g. asbestos), and other hazards (e.g. heat stress, shift work, and ultraviolet and other radiation). In addition, the use of flame retardants in textiles and of persistent organic pollutants (e.g. per- and polyfluorinated substances) in firefighting foams has increased over time.

This mixture may include many agents already classified by the *IARC Monographs* programme in Group 1 (*carcinogenic to humans*), Group 2A (*probably carcinogenic to humans*), and Group 2B (*possibly carcinogenic to humans*). Dermal exposure, inhalation, and ingestion are common routes of exposure, and biomarker studies among firefighters have found enhanced levels of markers of exposure to polycyclic aromatic hydrocarbons, flame retardants, and persistent organic pollutants.

### *IARC Monographs* classification

The *IARC Monographs* classification indicates the strength of the evidence that a substance or agent can cause cancer. The *IARC Monographs* programme seeks to identify cancer hazards, meaning the potential for the exposure to cause cancer. However, the classification does not indicate the level of cancer risk associated with exposure at different levels or in different scenarios. The cancer risk associated with substances or agents that are assigned the same classification may be very different, depending on factors such as the type and extent of exposure and the size of the effect of the agent at a given exposure level.

### For more information, please contact:

Véronique Terrasse, Communications Team, at +33 (0)6 45 28 49 52 or [terrassev@iarc.fr](mailto:terrassev@iarc.fr)  
or IARC Communications, at [com@iarc.fr](mailto:com@iarc.fr)

The International Agency for Research on Cancer (IARC) is part of the World Health Organization. Its mission is to coordinate and conduct research on the causes of human cancer, the mechanisms of carcinogenesis, and to develop scientific strategies for cancer control. The Agency is involved in both epidemiological and laboratory research and disseminates scientific information through publications, meetings, courses, and fellowships. If you wish your name to be removed from our press release emailing list, please write to [com@iarc.fr](mailto:com@iarc.fr).

**RESOLUTION # 2022-237**

A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE, TEXAS  
DESIGNATING THE CITY OF HILSHIRE VILLAGE'S ALTERNATE  
COMMISSIONER TO THE VILLAGE FIRE DEPARTMENT BOARD  
OF COMMISSIONERS

**BE IT RESOLVED**, by the Mayor and City Council of the City of Hilshire Village,  
Texas, that \_\_\_\_\_ is hereby designated as the City's Alternate  
Commissioner to the Village Fire Department Board of Commissioners.

**PASSED AND ADOPTED** by the City Council of the City of Hilshire Village, the 20th  
of September, 2022.

\_\_\_\_\_  
Robert F. Buesinger, Mayor

ATTEST:

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



**RESOLUTION # 2022-237**

A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE, TEXAS  
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Texas, that \_\_\_\_\_ is hereby designated as the City's Alternate  
Commissioner to the Village Fire Department Board of Commissioners.

**PASSED AND ADOPTED** by the City Council of the City of Hilshire Village, the 20th  
of September, 2022.

\_\_\_\_\_  
Robert F. Buesinger, Mayor

ATTEST:

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



Dear Hilshire Village Resident:

**The City of Hilshire Village is seeking applicants interested in filling the position of Alternate Fire Commissioner:**

**Village Fire Department provides Fire Protection and Emergency Medical Services to the six Memorial Villages under the inter-local agreement, and in turn, each city council appoints a commissioner and alternate to support VFD and represent their city's needs. The commissioners work under the guidance of their council.**

**The commission meets, at the fire department, on the fourth Wednesday at 6 pm (meetings are approximately 2 hours). Additional meetings include 3-4 budget workshops and a few special short meetings throughout the year.**

**The Alternate Fire Commissioner position is to allow for representation of a city when and if the commissioner is not available to be present at a meeting. Alternate Fire Commissioners are encouraged to attend any and all functions with or without the commissioner. Please note that all service is without compensation.**

**If this position is one that interests you, please submit your resume and a cover letter to the City Administrator Susan Blevins by, September 2nd. In the cover letter please state why you would like to fill the position.**

**Email to: [susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com)**

**Please contact the City Administrator, the Mayor, a Council Member or Ron Presswood (Fire Commissioner) if you have additional questions.**

**If you have any questions, please do not hesitate to contact the City or send any comments to [susan.blevins@hilshirevillagetexas.com](mailto:susan.blevins@hilshirevillagetexas.com)**

Sincerely,

Susan Blevins  
City Administrator  
City of Hilshire Village  
8301 Westview  
Houston, Texas 77055  
**713-973-1779**

**Michael E. Autenreith**  
**2424 Navigation, Unit C, Houston, TX 77003**  
**713-551-6565**  
**E-mail mautenreithsr@gmail.com**

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**Qualifications**

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- Reliable and committed salesperson with experience in residential and commercial contracting sales and management
- Proven track records for successful completion of design build projects and construction timelines
- Outstanding organizational, supervisory, and communication skills in negotiating, project design, closing and construction
- Skilled in sub-contractor selection/execution, contract negotiation, materials take off, procurement, and budget preparations
- Effective timeline management skills to ensure that design milestones are met on time, coordinated, and completed
- Highly motivated and independent worker with a skill for balancing priorities, managing goals, and progressive thinking

**Experience**

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Tribble & Stephens Construction 2021 to present

- Business Development with focus on multi-family, industrial, ground up office buildings, retail, hotels and other larger specialty projects
- Projects contracted since starting: Park 183 Industrial in Austin, Tx \$33MM, White Oak Multi Family Houston, TX \$63MM
- Current awarded project Cortado a student housing project in Austin, TX west campus at the University of Texas \$42MM
- Current negotiations Jones Crossing multi-family \$36MM, Artisan multi-family Houston, TX \$68MM, Buffalo Speedway Office Houston TX \$31MM, Southern Living Hotel Resort Fredericksburg, TX \$82MM, Margaritaville Resort Galveston, TX \$94MM

Autcon, LLC 2018 to 2021

- Real Estate service and marketing company.
- Residential renovations with a focus on updating homes to assist Brokers with faster sales transactions.
- FAA Part 107 UAV Licensed drone photography and videography.
- Create marketing material for commercial, farm and ranch properties

MARA1, LLC / MARA2 Enterprises, LLC 2015-2018

Real Estate investments

Primary role to develop relationships to source Probate Bankrupt properties

Purchased residential properties, managed inspections, closings, leasing management of tenant occupied properties, repairs, evictions, permitting, design & selections of renovations, and sales for investment group. \$5.1M investment with 28% ARR.

Beeson Properties/KNA Partners July 2014-August2015

- Established the creation of three Legislative Municipal Utility Districts (M.U.D.) Harris County M.U.D. 538, Harris County M.U.D. 539, and Ft. Bend 191, Recruited and Appointed 8 Directors for each M.U.D., Coordinated efforts of law firm, State Senators, and State Representatives, and all owners/investors of properties
- Co-lead negotiations and due diligence of major land acquisitions \$2.8M \$11M, \$15M, \$34.5M
- Managed 19 properties (750K+sqft) over the greater Houston area; dealing with leasing, construction, maintenance and various governmental agencies
- Consistently negotiated over \$250K a month in purchase orders and subcontracting work

Co-Founder, Houstonian Builders L.L.C. August 2006 to July 2014

- Daily roles include lead generation, all presentations/sales, estimating, job site management, contract negotiations, future business development, human resource, risk liability management, supplier and subcontractor negotiations, and creating all business processes
- Sold to elite Houstonian buyers that are highly sophisticated, successful and multiple homeowners who are high level executives in major corporations or successful entrepreneurs
- Commercial projects ranged from Buffalo Soldiers Museum, custom retail build outs, warehouse/office and Government building (city hall and police station work) and based throughout the Greater Houston Area & San Antonio
- Yearly sales consistently over \$3m

Vice President Sales, Crawford Renovation Inc. Houston, Texas (April 2004 to July 2006)

- Responsible for all business development activities with clients, Realtors, mortgage companies, designers and architects
- Developed specific sales processes for all new sales personnel
- Increased sales from \$2.4 Million to \$10.8 Million - "350% increase in 3 years"
- Negotiated contracts for purchase of land, supervised architectural design, and coordinated interior design for spec homes
- Negotiated and closed construction contracts (GHBA and AIA) ranging from \$15,000 to over \$1.3 Million

- Coordinated schedules for 8 to 10 design agreements for clients with multiple building designers, architects, interior designers, in house selection coordinators and client's schedules for periods of 12 to 24 months
- Developed monthly presentations to realtor groups up to 100 people per session
- Maintained weekly meetings, hosted event functions at multiple offices, and sponsored weekly open houses for realtors
- Responsible for all estimations for potential and actual jobs
- Managed sales leads and team from initial call, through contract, to end of production, and feedback
- Developed internal estimating software, checklist, sales process, sales presentation and marketing material

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### **Education**

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Texas Tech University B.B.A. Marketing 2000  
Texas Tech Athletics: Football 1996-1998, Track 1995-1998  
Elected Member of Texas Tech Student Senate, & Freshman Council  
Sigma Alpha Epsilon. Responsibilities included: Alumni Chairman for activities and fundraising. House Chairman included risk management, maintenance, and security. Pledge trainer

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### **Personal**

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Married and have 2 Children. Wife Susan (Attorney), Ava Jane (17) UT Austin fall 2021, Mitch (15) Memorial High  
Private Pilot License, Single Engine Land  
Mayor, Spring Valley Village 2013  
Chairperson of Civic Activities Board overseeing new park plan, development, and implementation 2010-12  
Chapelwood United Methodist Church  
Proficient with MS Office Suite, Salesforce, ACT

Hi Susan,

I am interested in the position of Alternate Fire Commissioner. We live at 1214 Ridgeley Drive. We moved to Hilshire Village in 2002.

I attended Baylor, spent a dozen years in medical device sales, then I ran a lighting and energy efficiency company called PowerSave Solutions. The last 12 years I have been a realtor with Cameron Foster Properties, now called Nexus One Properties.

I grew up in Bunker Hill Village, and have siblings whose kids attended Memorial High School, and Bunker Hill Elementary.

CITY OF HILSHIRE VILLAGE  
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/2/22	Susan Blevins	Brock Griffiths	Drainage issues in the right-of-way caused by hydrant flushing.	1324 Pine Chase Grove	Area was reported on 11/13/19 and addressed by DonMar Grading on 10/20/20.	City of Houston has been contacted and we are awaiting a meeting to discuss the area. The homeowners do not want the area fenced.	
6/29/22			Water has strange smell	7914 Hilshire Green	Emailed resident City of Houston's public notice	Susan also notified the city engineer who contacted city of Houston Patrick Nguyen and Veronica Davis. The City continues to work with City of Houston for a resolution.	
8/15/22	Cassie Stephens	Cheryl Wolfe	Rocks have been placed in the ditch.	1330 Glourie Drive	Javier with HDR Engineerring inspected the rocks and found other activity requiring further review. The street was cut 2-3 inches in preparation for a parking pad that had not yet been permitted. Additionally, a concrete walking path was being poured in the back yard. This was not included in the approved as-built drainage plan. The impervious coverage does not allow for any more ground coverage.	The rocks have been removed and Javier continues to coordinate with the homeowners. The address as well as the two flanking addresses have been added to the ditch grading project list.	8/20/2022
8/19/22	Susan Blevins	Yvonne Andrews	The lift station are has erosion.	1035 Ridgeley Dr	The area will be considered during the ditch grading project.		8/20/2022
8/22/22	Susan Blevins	Andrew Steffan	Neighbor's tree is hanging over into property in mulitiple areas	1238 Glourie Dr	Susan coordinating infromation between both neighbors		8/22/2022
8/25/22	Susan Blevins	Hal Green	backyard neighbor removing trees w/o permit	1303 Friarcreek	Emailed Javier to contact homeonwer		
8/30/22	Lisa Ray	Paul Sedita	Water bill high	1310 Pine Chase Dr	Asked resident to document the meter after shutting off the valve to rule out leaks		
9/1/22	Cassie Stephens	Fred Lyu	A person is sleeping under their exterior staircase and has left a sleeping bag.	8393 Westview Dr	Casse sent the information to SVPD Captain Lane.	SVPD went by the area after dark but could not find anyone there, Captain Lane said they will continue to monitor the area.	9/2/2022
9/1/22	Cassie Stephens	Connie Castro	Garbage cans are not being put back in the storage spot that they are kept in.	1229 Archley	Cassie sent a notice to GFL customer service.		9/1/2022
9/6/22	Cassie Stephens	Vimal Patel	The grass at the vacant house next door is getting tall.	8005 Anadell	Lisa will contact the owner/builder	Front yard was mowed, still working with contractor to take care of the rest of the lawn and fallen tree limbs.	
9/12/22	Lisa Ray	Lauren Price	Smells gas while walking by 1123 Guinea	1119 Guinea	Contacted CenterPoint and Village Fire Department		9/12/2022
9/14/22	Cassie Stephens	Gary Van Liew	Grass at the vacant lot across the street needs to be mowed	1306 Glourie Dr	Cassie called the builder who said they would have someone come out to mow.		
9/15/22	Lisa Ray	John Mathews	Water Leak, contractor hit tap pass the curb stop, ditches filled with water	1311 Friarcreek	Called Inframark to get a crew to come to property and make necessary repairs	Inframark repairing leak	9/15/2022

**Disbursements Presented to Council**

**9/20/2022**

<b>PROFESSIONAL SERVICE:</b>	<b>GEN FUND</b>	<b>UTILITY</b>	<b>METRO</b>	<b>ANT. NOTE</b>
Amegy Credit Card	\$ 980.29			
BBG Consulting	\$ 2,750.00			
Bob Blevins	\$ 987.16			
Cell Phone 6 Months - Susan	\$ 600.00			
CivicPlus - Municode	\$ 1,216.27			
EZTask Website Redesign	\$ 1,500.00			
Friends of the Library	\$ 250.00			
HDR Engineering	\$ 10,567.47	\$ 3,926.54		
Hour Messenger	\$ 28.66			
Houston Plumbing Specialist		\$ 12,800.00		
Inframark				
Mileage - Cassie	\$ 21.36			
Mileage - Lisa	\$ 23.15			
Mileage - Susan	\$ 40.88			
NW Pest Control	\$ 254.40			
Olson & Olson	\$ 1,752.50			
Petty Cash	\$ 244.44			
TML Annual Dues 11/2022 - 10/2023	\$ 591.00			
USIC		\$ 370.02		
811		\$ 16.15		
<b>TOTAL</b>	<b>\$ 21,807.58</b>	<b>\$ 17,112.71</b>	<b>\$ -</b>	<b>\$ -</b>

## ACCOUNT SUMMARY

Account Number	xxxx xxxx xxxx 1719	Previous Balance	\$2,002.35
Credit Limit	\$2,000.00	Payments	\$1,918.30
Available Credit	\$676.00	Credits	\$49.83
Statement Closing Date	September 06, 2022	Purchases	\$969.64
Payment Due Date	September 26, 2022	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$35.00	Finance Charges	-\$5.40
Days in Billing Cycle	33	New Balance	\$998.46

## TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
08/16	08/16	F539800KL000CF228	*FINANCE CHARGE* PURCHASES REFUND	-\$16.05
08/16	08/16	F539800KL000CL228	REFUND OF LATE FEES	-\$39.00
08/17	08/17	7476800KNBKDRHEY0	PAYMENT - THANK YOU	-\$1,918.30
08/24	08/24	2460794KXBM70QRYZ	VICTORIA'S CAFE VICTORIA TX 50515	\$15.90
08/25	08/25	2469216KY2Y84LW10	SQ *BELLA LUNA Corpus Christ TX 50515	\$16.24
08/26	08/26	2402207KZ0EWW5R6Z	SUNOCO 0318316700 CORPUS CHRIST TX 50515	\$43.28
08/26	08/26	2469216KZ2Y5N5MX	WHATABURGER 313 Q26 CORPUS CHRIST TX 50515	\$9.08
08/26	08/26	2475542KZ50HL8QZ6	OMNI CORPUS CHRISTI CORP CHRISTI TX 50515	\$419.92
08/29	08/29	2401134L100138W6E	ZOOM.US 888-799-9666 WWW.ZOOM.US CA 50545	\$225.06
09/02	09/02	2405523L52DYKCLK	WALMART.COM AA 800-966-6546 AR 50545	\$142.16
09/02	09/02	7405523L52D9LY589	WALMART.COM AA WALMART.COM AR CREDIT	-\$10.83
09/02	09/02	2469216L532YZA957	MERRY MAIDS HOUSTON 713-364-0094 TX 50520	\$98.00
09/06	09/06		*FINANCE CHARGE*	\$10.65

See Reverse Side for Important Information About Your Account.

5543 0001 BAH 3 7 4 220906 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 1131

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	09/26/22
New Balance	\$998.46
Minimum Payment Due	\$35.00
Past Due Amount	\$0.00
Cash Enclosed	
Total Payment Amount	\$

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

1131  
Q308



⑆5066 0000⑆5398000000 1 1 7 19⑈

SUSAN BLEVINS  
Account Number :  
xxxx xxxx xxxx 1719

Finance Charge Summary	Daily Periodic Rate (May Vary)	Total Finance Charge	Balance Subject to Finance Charge	Annual Percentage Rate
Purchase	0.03149%	\$10.65	\$1,025.90	11.50%
Cash Advances	0.04245%	\$0.00	\$0.00	15.50%

Questions:

Cardholder Services 1-866-749-7459  
Lost or Stolen 1-866-749-7459

Remit To:

Bankcard Center  
PO Box 30833  
Salt Lake City UT 84130

Or Write:

Bankcard Center  
PO Box 25787  
Salt Lake City UT 84125-0787

Visit us on the web at: [www.amegybank.com](http://www.amegybank.com)

Change of address? Please call 1-866-749-7459 or visit your local branch.

1-2

BAH

**VICTORIA'S CAFE**

3405 US HWY 59 NORTH  
VICTORIA, TX 77905  
3615790724

24-Aug-2022 5:49:16P

Transaction **200014**

1 41. Shrimp Quesadillas \$10.99

**Subtotal** \$10.99

Food 8.25% \$0.91

**Total** \$11.90

CREDIT CARD AUTH \$11.90  
VISA 1719

Tip \_\_\_\_\_

Total \_\_\_\_\_

Retain this copy for statement validation

24-Aug-2022 5:49:26P

\$11.90 | Method: EMV

VISA CREDIT XXXXXXXXXXXXX1719

SUSAN BLEVINS

Reference ID: 223600604451 | Auth ID:

024148

MID: \*\*\*\*\*4883

AID: A0000000031010

AthNtwkNm: VISA

SIGNATURE VERIFIED

Thank you for your business!

Order 5JKMD8SWZMQQ0

Payment C4QJYT864YTYC

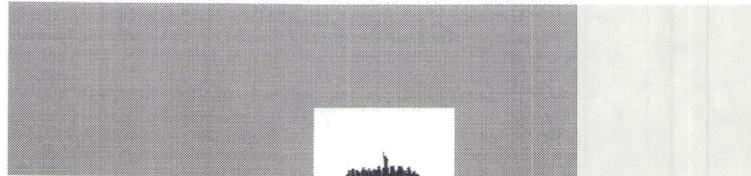
Clover Privacy Policy  
<https://clover.com/privacy>

**Cassie Stephens**

**From:** Bella Luna via Square <receipts@messaging.squareup.com>  
**Sent:** Thursday, August 25, 2022 9:30 PM  
**To:** Cassie Stephens  
**Subject:** Receipt from Bella Luna

50515 - education  
dinner before Corpus Christi  
Seminar

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



**Bella Luna**



**Bella Luna**

429 Schatzel St  
CORP CHRISTI, TX 78401  
(361) 887-4777  
bellalunadowntown.com  
@Bellalunadwtn  
Aug 25, 2022 9:27 PM  
Jessica

Ticket: Lola 2go

TO GO	
12" Cauliflower Crust x 1 Traditional	\$12.00
<b>Subtotal</b>	<b>\$12.00</b>
<b>Sales Tax</b>	<b>\$0.99</b>
<b>Total</b>	<b>\$12.99</b>

**\$ 16.24**

Now Hiring!

12" Cauliflower Crust x 1 Roasted red bell peppers, onions, jalapeño Traditional	\$12.00
Purchase Subtotal	\$12.00
Sales Tax (8.25%)	\$0.99
Tip	\$3.25
<b>Total</b>	<b>\$16.24</b>

**Welcome To  
Stripes 2179**

301 IH 37 ACCESS RD  
Corpus Christi, TX  
(361) 887-6767

\*\*\*\*\*

301 IH 37 ACCESS R  
CORPUS CHRISTI TX 78401

Description	Qty	Amount
UNLD CR #09	13.530G	43.28
SELF @ 3.199/ G		
Subtotal		43.28
Tax		0.00
<b>TOTAL</b>		<b>43.28</b>
CREDIT \$		43.28

VISA CREDIT  
USD\$43.28

+\*\*\*\*\*1710

Entry: Chip Read  
APP LABEL: VISA CREDIT  
AuthNet: VISA  
MODE: Issuer  
AID: A0000000031010  
Auth #: 026879  
Resp Code: 000  
Stan: 0055362436  
Invoice #: 145834  
Shift #: 1  
Store # \*\*\*\*\*

**THANKS COME AGAIN**

Diesel Fuel Contains  
Up To 5% Biodiesel Or  
Renewable State Diesel  
Tax \$ 0.19 Per Gallon

ST# 2179 TILL XXXX DR# 1 TRAN# 9092709  
CSH: 0 8/26/22 1:41:58 PM

Lost receipt during travel, image below is a similar order



# OMNI HOTELS & RESORTS

## Receipt for Cassie Stephens Confirmation #40049086462

[Generate PDF to Print](#)



**Omni Corpus Christi Hotel**  
900 North Shoreline Boulevard  
Corpus Christi TX US 78401  
Phone: 361-887-1600

Room No: 1839  
Nights: 2 nights  
Arrival: 08/24/2022  
Departure: 08/26/2022

56515-education

### Stay Charges:

Date	Description	Amount
08-24-2022	Room Charge	179.00 USD
08-24-2022	2% Corpus Christi Tourism PID Reimbursement Fee	3.58 USD
08-24-2022	9% City Occupancy Tax	16.43 USD
08-24-2022	6% State Occupancy Tax	10.95 USD
08-25-2022	Room Charge	179.00 USD
08-25-2022	2% Corpus Christi Tourism PID Reimbursement Fee	3.58 USD
08-25-2022	9% City Occupancy Tax	16.43 USD
08-25-2022	6% State Occupancy Tax	10.95 USD
08-26-2022	Visa	-419.92 USD

Total Due: 0.00 USD



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

# Invoice

Invoice Date: Aug 29, 2022  
 Invoice #: INV164277254  
 Payment Terms: Due Upon Receipt  
 Due Date: Aug 29, 2022  
 Account Number: 7009860782  
 Currency: USD  
 Account Information: City of Hilshire Village

Federal Employer ID Number: 61-1648780

Sold To Address: 8301 Westview Drive,  
Houston, Texas 77055  
United States  
(713) 973-1779  
susan.blevins@hilshirevillagetexas.com

56545-  
City Hall Equipment/Furnishing

Purchase Order Number:

Tax Exempt Certificate ID: 74-2162965

Zoom W-9

Bill To Address: 8301 Westview Drive,  
Houston, Texas 77055  
United States  
(713) 973-1779  
susan.blevins@hilshirevillagetexas.com

## Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
<b>Charge Name: Standard Pro Annual - Proration Credit</b>				
Quantity: 2 Unit Price: \$149.90	Aug 29, 2022-Sep 15, 2022	(\$14.78)	\$0.00	(\$14.78)
<b>Charge Name: Zoom One Pro Annual</b>				
Quantity: 2 Unit Price: \$149.90	Aug 29, 2022-Aug 28, 2023	\$299.80	\$0.00	\$299.80
<b>Charge Name: Zoom One Pro - Discount</b>				
Discount: 20.00%	Aug 29, 2022-Aug 28, 2023	(\$59.96)	\$0.00	(\$59.96)
		Subtotal		\$225.06
		Total (Including Taxes, Fees &		\$225.06

Surcharges)

Invoice Balance \$0.00

### Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Total (Including Taxes, Fees & Surcharges)				\$0.00

### Transactions

Invoice Total				\$225.06
TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Aug 29, 2022	P-188543879	Payment		(\$225.06)
Invoice Balance				\$0.00

Need help understanding your invoice?

[CLICK HERE](#)

Zoom Meetings Basic, Standard Pro and Standard Biz are now called Zoom One Basic, Zoom One Pro and Zoom One Business.

***This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$225.06 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at [zoom.us/billing](https://zoom.us/billing) will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to [zoom.us/billing](https://zoom.us/billing) and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.***



Order date: Thu, Sep 1, 2022  
Order number: 2000102-14214818

1 item arrives by end of day Tue, Sep 6, 2022

Fedex tracking number  
277497629440

Sold and shipped by Walmart

*server desk*



Studio Space 35" Sturdy Home Office Tower Computer Desk  
Modern Writing Study Desk with Book Shelf Storage, Monitor and  
PC Laptop Desktop Workstation

**\$131.33**

Nine shelves  
\$131.33/EA  
Qty: 1

*56515  
City Hall Equipment/  
Furnishing*

## Order summary

Subtotal

**\$131.33**

Taxes

**\$10.83**

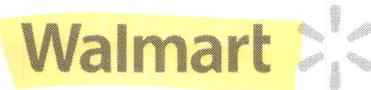
**Total**

**\$142.16**

Cassie Stephens

---

**From:** Walmart.com <help@walmart.com>  
**Sent:** Friday, September 2, 2022 9:07 AM  
**To:** Cassie Stephens  
**Subject:** You're getting \$10.83 back for your Sep 1 order



Order date: Thu, Sep 1, 2022

Order number: 200010214214818

## We're issuing a refund for your Sep 1 order

Hi Cassie,

We owe you a refund for an order placed on Sep 1. You're getting \$10.83 credited back to your card.

- If you paid with a credit or debit card, the refund amount should post within 10 business days.
- If you paid with a card with a preloaded balance, such as a gift card or EBT card, you'll be credited back within 3 hours.

Thanks for shopping with us,  
Team Walmart

Have questions? Visit our [Help Center](#) for more info.

---

Shop anywhere with the Walmart app

**Questions?** Visit our [Help Center](#)

**TX BBG Consulting Inc**  
201 Westheimer unit G  
Houston, TX 77006 US  
+1 8326567136  
ACCOUNTING@BBGCODE.COM



TX BBG CONSULTING, INC.

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

**INVOICE 22-2773**

**DATE 08/31/2022 TERMS Net 30**

**DUE DATE 09/30/2022**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/31/2022	<b>Services</b>	Building Official Services Monthly Contract	1	2,750.00	2,750.00

**TOTAL DUE \$2,750.00**



TX BBG CONSULTING, INC.

<b>Hilshire Village</b>				
<b>#</b>	<b>Permit</b>	<b>Date</b>	<b>Address</b>	<b>Inspection</b>
1	HV-21-078E	8/4/2022	14 Pine Creek	Electrical Final
2	HV-21-078P	8/5/2022	14 Pine Creek	GTO
3	HV-21-078P	8/6/2022	14 Pine Creek	Plumbing Final
4	HV-21-078E	8/7/2022	14 Pine Creek	Electrical Final
5	HV-21-028E	8/8/2022	1131 Glourie Dr	Remodel Electrical Meter Release
6	HV-21-028E	8/9/2022	1131 Glourie Dr	Remodel Electrical Final
7	HV-21-028M	8/10/2022	1131 Glourie Dr	Remodel HVAC Final
8	HV-21-028P	8/11/2022	1131 Glourie Dr	Remodel Plumbing Final
9	HV-21-028B	8/12/2022	1131 Glourie Dr	Remodel Building Final
10	HV-22-018M	8/13/2022	12 Pine Creek	HVAC Final
11	HV-22-078P	8/14/2022	14 Pine Creek	Plumbing Final
12		8/15/2022	1131 Wirt	Site Visit
13	HV-21-045F	8/16/2022	14 Pine Creek	Fence
14	HV-2107-I	8/17/2022	14 Pine Creek	Irrigation Final
15	HV-22-068E	8/18/2022	7919 Hilshire Green	Electrical Rough-In
16	HV-22-067M	8/19/2022	1111 Glourie	Mechanical Final
17	HV-22-066E	8/20/2022	7919 Hilshire Green	electric cover
18	HV-22-066M	8/21/2022	7919 Hilshire Green	hvac cover
19	HV-21-078D	8/22/2022	14 Pine Creek	building final
20	HV-22-066P	8/23/2022	7919 Hilshire Green	Plumbing Rough In
21	HV-21-045	8/24/2022	7909 Hilshire Green	Building Final
22	HV-21-045GE	8/25/2022	7907 Hilshire Green	Electrical Final
23	HV-20-099AD	8/26/2022	1326 Glourie	Area Drains
24	HV-22-082P	8/27/2022	1203 Wirt Road	Gas Test
25	HV-21-045F	8/28/2022	7907 Hilshire Green	Fence Final
26	HV-22-062P	8/29/2022	1015 Ridgeley	ground & top out
27	HV-22-042F	8/30/2022	1315 Pine Chase Gro	Fence Final
28	HV-22-062P	8/31/2022	1015 Ridgeley	Shower Pan
<b>Plan Review</b>				
1		7/28/2022	1210 Ridgeley	Resubmittal - New Home
2		7/6/2022	7907 Hilshire Green Dr	Fence
3		7/27/2022	1115 Glourie	Generator
4		07/27/202	1115 Glourie Dr	Generator
5		7/6/2022	1123 Guinea	Height Certification
6		7/27/2022	1311 Friarcreek Ln	New Home

7	07/27/202	1330 Glourie Dr	Parking Pad
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Job Site Maintenance Report

Hilshire Village Job Site Maintenance August 2022

8/1/2022		
Residential Remodel	1 Pine Creek Ln	No violations
Demo & New Construction	1123 Guinea Dr	No violations
New Project	1126 Guinea Dr	No violations
New Project	12 Pine Creek Ln	No violations
New Home	1210 Ridgley	No violations
No construction yet watch grass and	1226 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Home	14 Pine Creek Ln	No violations
removed fencing to early	7907 Hilshire Green Dr	No violations
New Project	8001 Bromley St	No violations
8/8/2022		
Residential Remodel	1 Pine Creek Ln	No violations
Demo & New Construction	1123 Guinea Dr	No violations
New Project	1126 Guinea Dr	No violations
New Project	12 Pine Creek Ln	No violations
New Home	1210 Ridgley	No violations
No construction yet watch grass and	1226 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Home	14 Pine Creek Ln	No violations
removed fencing to early	7907 Hilshire Green Dr	No violations
New Project	8001 Bromley St	No violations
8/15/2022		
Residential Remodel	1 Pine Creek Ln	No violations
Demo & New Construction	1123 Guinea Dr	No violations
New Project	1126 Guinea Dr	No violations
New Project	12 Pine Creek Ln	No violations
New Home	1210 Ridgley	No violations
No construction yet watch grass and	1226 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Home	14 Pine Creek Ln	No violations
removed fencing to early	7907 Hilshire Green Dr	No violations
New Project	8001 Bromley St	No violations
8/22/2022		
Residential Remodel	1 Pine Creek Ln	No violations
Demo & New Construction	1123 Guinea Dr	No violations
New Project	1126 Guinea Dr	No violations
New Project	12 Pine Creek Ln	No violations
New Home	1210 Ridgley	No violations
No construction yet watch grass and	1226 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Home	14 Pine Creek Ln	No violations
removed fencing to early	7907 Hilshire Green Dr	No violations
New Project	8001 Bromley St	No violations
8/29/2022		
Residential Remodel	1 Pine Creek Ln	No violations

Demo & New Construction	1123 Guinea Dr	No violations
New Project	1126 Guinea Dr	Porta let has been turned around and can now see from the street. left warning
New Project	12 Pine Creek Ln	No violations
New Home	1210 Ridgley	No violations
No construction yet watch grass and	1226 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Home	14 Pine Creek Ln	No violations
removed fencing to early	7907 Hilshire Green Dr	No violations
New Project	8001 Bromley St	No violations

ROBERT BLEVINS  
8405 ACHGILL  
HOUSTON, TEXAS 77040

INVOICE DATE:  
09/14/22

INVOICE # 02-401

CITY OF HILSHIRE VILLAGE  
8301 Westview  
Houston, Texas 77055

BILL TO:

SERVICES PERFORMED:

6/12/22 - 4 Hours

Setup Computer, Office 365 Account and Peachtree access for new employee Lisa Ray  
Preserve Robert Byrne's email mailbox giving Susan access  
Added new users and setup Office 365 email for Justin Crawford and Mayor Buesinger  
Relocate Susan's notebook to new desk, setup monitors and transfer administrator documents  
Update council Mevo video camera software  
Perform windows updates on Server

8/2/22 - 2 hours

In preparation for new flooring and paint, relocated Server, Network Equipment and cables

8/5/22 - 3 hours

In preparation for new flooring and paint, disconnection and removal of TV, sound equipment, speakers and associated wiring in council chamber and assist with disconnection of all desktop computers, printers and cables

8/8/22 - 4 hours

Worked on getting everyone's computer back up and working with the server  
Troubleshoot desktop not working; called and worked with Dell to schedule replacement part  
Troubleshoot and resolve printer problems  
Mounted and connected TV, Speakers, Mevo camera and wiring in council chamber  
Helped test Zoom meeting to ensure sound systems and camera working correctly

8/10/22 - 1 hour

Went to Altex and Purchased Nylon Split Wrap Sleeve for speaker wire and installed across floor to council dais

9/12/22 - 2 hours

Put together new server tower desk

TOTAL HOURS 16 HOURS @ \$60.00/HOUR = \$960.00

**Reimbursement for Altex Expenses**

08/8/22 CSHOU111526	\$ 12.39
Insulated 5/16 Wire Staples	
08/10/22 CSHOU111720	\$ 14.77
½" Nylon Split Wrap Sleeve	
<b>Total Expenses</b>	<b><u>\$ 27.16</u></b>

**TOTAL DUE**

**\$987.16**



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

(281) 469-8886

Order #: 8/8/2022 08:06 AM  
 CSHOU111526

Operation: Purchase  
 Sales Assoc.: Houston  
 Sales Rep.: Register 2  
 Robert A Vega  
 Customer: CITY OF  
 HILSHIRE  
 VILLAGE

(1x) 450-100 39.95 39.95

Klein Loose Cable Stapler

(2x) 450-002 *1 Box* 12.39 24.78  
 STAPLES, INSULATED 5/16" x  
 5/16"

(1x) WTV6B 4.95 4.95

6" Hook and Loop Cable Ties  
 - 10 Pack(Multiple Colors  
 Available)

Subtotal 69.68  
 Discount 0.00  
 Tax 0.00  
 Total 69.68

Clover-Houston 69.68

Change \$0.00

**TOTAL \$69.68**



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

(281) 469-8886

Order #: 8/10/2022 08:49 AM  
 CSHOU111720

Operation: Purchase  
 Sales Assoc.: Houston Register  
 Sales Rep.: 2  
 Customer: Jose A Leon  
 CITY OF HILSHIRE  
 VILLAGE

(7x) BPSW120 2.11 14.77

1/2" SPLIT WRAP  
 SLEEV PER FT

Subtotal 14.77  
 Discount 0.00  
 Tax 0.00  
 Total 14.77

Clover-Houston 14.77

\*\*Authorization Code: 08009D

Change \$0.00

**TOTAL \$14.77**

City of Hilshire Village Texas  
8301 Westview  
Houston, Texas 77055

**CHECK REQUEST**

DATE: 9/16/22

TO: SUSAN BLEVINS

\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: SUSAN BLEVINS

PHONE REIMBURSEMENT PER BUDGET \$600.00  
April through Sep 2022

ACCOUNT NAME COUNCIL/ADMINISTRATOR EXPENSES

ACCOUNT NUMBER 56551

TOTAL AMOUNT \$600.00

Date of Invoice 9-20-22	Date of Check 9-20-22
Check Number	<b>\$600.00</b>
Account Number 56551	Account Name Administrator expense
CK Signatory #1	CK Signatory #2
Initiator's Notes and Initials	



# Invoice

CivicPlus LLC  
 NEW REMITTANCE ADDRESS  
 (FOR PAYMENTS ONLY)  
 CivicPlus  
 PO Box 1572  
 Manhattan KS 66505

#237668

8/26/2022

PO #

**Bill To**

Hilshire Village Texas  
 8301 Westview  
 Houston TX 77055

**TOTAL DUE**

**\$1,216.27**

Due Date: 9/25/2022

Terms	Due Date	PO #	Approving Authority
Net 30	9/25/2022		

Qty	Item	Start Date	End Date
56	Municode Pages	8/26/2022	8/26/2022
2	Municode No Charge Pages - Supp	8/26/2022	8/26/2022
13	Municode Images, Graphs & Tabular Matter - Supp	8/26/2022	8/26/2022
1	Municode Folio Update Fee - By Project	8/26/2022	8/26/2022
1	Municode Freight	8/26/2022	8/26/2022

**Total** \$1,216.27

**Due** **\$1,216.27**

1 COPY OF SUPPLEMENT 26 - TO THE CODE OF ORDINANCES

New Annual Fee Supplementation Billing Model: To Learn More, Please Reach Out To Us Today at [municodeinfo@civicplus.com](mailto:municodeinfo@civicplus.com)

CivicPlus is excited to offer our Codification customers an annual fee for supplementation services.

If you would like to learn more about this new billing model, please reach out to us today.

Thank you from your friends at CivicPlus!

CivicPlus, LLC acquired Municode, LLC and is the billing entity and payee for Municode services. Please note our updated contact, billing address, and payment information for your records.

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [billing@civicplus.com](mailto:billing@civicplus.com).

Item 9.A.

88

Bank Name	Account Name	Account Number	Routing Number
KS State Bank	CivicPlus LLC	1046202	101101526

# PROJECT QUOTE

PREPARED FOR:  
City of Hilshire Village TX  
ATTN: Susan Blevins  
8301 Westview  
Houston, Texas 77055

PREPARED BY:  
Glenn Schalles  
glenn@eztask.com  
(281) 239-3227 ext.1003

Upgrade Summary	Price
Website Redesign (Special Promotion w/3 Year Year Agreement) Work one-on-one with our art team to develop a whole new look and feel from the ground up. Enjoy a total website redesign to take your ezTaskTitanium™ website to the next level!	\$1,500.00
<b>Total</b>	<b>\$1,500.00</b>

Quote Accepted by:

*Next Steps:*

Upon quote acceptance, you will receive an invoice for Year One. Upon receipt of payment or a valid purchase order, your Design Discovery Call will be scheduled, and your project will enter production!

Susan Blevins

09 / 07 / 2022

*Susan Blevins*

ezTask.com, inc.

210-A MORTON STREET, RICHMOND, TX 77469

[WWW.EZTASK.COM](http://WWW.EZTASK.COM) | [SUPPORT@EZTASK.COM](mailto:SUPPORT@EZTASK.COM) | 800-921-6764

# City of Hilshire Village

## Friends of the Library Donation

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

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

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

For more information visit: <http://www.friendsofsbml.org/>

FYE 2022 annual Friends of the Library Donation

**56581 – Books for Library**                      **\$250.00**



susan.blevins@hilshirevillagetexas.com

City of Hilshire Village  
8301 Westview  
Houston, Texas 77055

Attn: Ms. Susan Blevins

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

Invoice for services from: 06/26/22 to 07/30/22

	Amount
Gen Fund	\$ 10,567.47
Utility Fund	\$ 3,926.54
METRO	\$ -

**Total Invoice \$ 14,494.01**

### Invoice

Please send remittance with copy of invoice to  
**HDR, Inc.**  
US Engineering Accounts Receivable  
P. O. Box 74008202  
Chicago, IL 60674-8202

Invoice No. **1200457040**  
Invoice Date 8/26/2022  
Month Ending 7/30/2022  
HDR Project No. 10336207

\$14,494.01

**Verizon engineering** 56585

Labor	Hours	Rate	Total
			\$ -
Efrain Him	5.00 ✓	\$264.88	\$ 1,324.40
Cole Kocmick	4.50 ✓	\$97.77	\$ 439.97
<b>Total:</b>			\$ 1,764.37

Total This Invoice: \$1,764.37

**8006 Anadell as-built drainage** 56583 HV-21-015

Labor	Hours	Rate	Total
Javier Vasquez	1.00 ✓	\$167.17	\$ 167.17
<b>Total:</b>			\$ 167.17

Total This Invoice: \$167.17

**Miscellaneous Engineering engineering** 56585

Labor	Hours	Rate	Total
Efrain Him	17.00 ✓	\$264.88	\$ 4,502.96
Javier Vasquez	3.50 ✓	\$167.17	\$ 585.10
Dick Pursley	2.00 ✓	\$175.33	\$ 350.66
Printing: 0 + 10%			
Mileage: 70.00 @		\$ 0.625	\$ 43.75
<b>Total:</b>			\$ 5,482.47

Total This Invoice: \$5,482.47

*13.5 hrs - city of Houston water quality + 2 hrs + \$ 3,575.88 + \$ 350.66 = 3,926.54*  
~~\$5,482.47~~ **1,555.93**

**1303 Friarcreek erosion control** 56583 HV-22-051

Labor	Hours	Rate	Total
Javier Vasquez	1.75 ✓	\$167.17	\$ 292.55
Efrain Him	0.50 ✓	\$264.88	\$ 132.44
<b>Total:</b>			\$ 424.99

Total This Invoice: \$424.99

**1307 Friarcreek erosion control - engineering** 56585

Labor	Hours	Rate	Total
Efrain Him	1.00 ✓	\$264.88	\$ 264.88
Javier Vasquez	1.50 ✓	\$167.17	\$ 250.76
<b>Total:</b>			\$ 515.64

Total This Invoice: \$515.64

**2 & 3 Pine Creek erosion control - engineering** 56585

Labor	Hours	Rate	Total
Efrain Him	1.50 ✓	\$264.88	\$ 397.32
<b>Total:</b>			\$ 397.32

Total This Invoice: \$397.32

**1306 Glourie pre-dev. mtg., drainage plan review** 56583

Labor	Hours	Rate	Total
Javier Vasquez	1.00 ✓	\$167.17	\$ 167.17
<b>Total:</b>			\$ 167.17

Total This Invoice: \$167.17

**1310 Glourie ROW permit review (CenterPoint) engineering** 56585

Labor	Hours	Rate	Total
Efrain Him	2.00 ✓	\$264.88	\$ 529.76
<b>Total:</b>			\$ 529.76

Total This Invoice: \$529.76

**Pine Chase Grove Cul-De-Sac engineering** 56585

Labor	Hours	Rate	Total
Efrain Him	1.50 ✓	\$264.88	\$ 397.32
Javier Vasquez	2.50 ✓	\$167.17	\$ 417.93
<b>Total:</b>			\$ 815.25

Total This Invoice: \$815.25

**7907 Hillshire Green drainage inspection** 55000

Labor	Hours	Rate	Total
Javier Vasquez	1.00 ✓	\$167.17	\$ 167.17
<b>Total:</b>			\$ 167.17

Total This Invoice: \$167.17

**1210 Ridgeley** drainage plan review/coordination on ravine 56583 HV-20-102

Labor	Hours	Rate	Total
Efrain Him	1.50 ✓	\$264.88	\$ 397.32
Javier Vasquez	4.50 ✓	\$167.17	\$ 752.27
Total:			\$ 1,149.59

Total This Invoice: \$1,149.59

**Wirt Road Safety Project** engineering

Labor	Hours	Rate	Total
Efrain Him	7.50 ✓	\$264.88	\$ 1,986.60
Total:			\$ 1,986.60

Total This Invoice: \$1,986.60

**1315 Friarcreek** drainage plan review 56583 HV-22-071

Labor	Hours	Rate	Total
Javier Vasquez	2.75 ✓	\$167.17	\$ 459.72
Total:			\$ 459.72

Total This Invoice: \$459.72

**14 Pine Creek** drainage plan coordination 56583 HV-21-078

Labor	Hours	Rate	Total
Javier Vasquez	0.50 ✓	\$167.17	\$ 83.59
Total:			\$ 83.59

Total This Invoice: \$83.59

**1218 Ridgeley** drainage coordination 56583

Labor	Hours	Rate	Total
Efrain Him	0.50 ✓	\$264.88	\$ 132.44
Javier Vasquez	1.50 ✓	\$167.17	\$ 250.76
Total:			\$ 383.20

Total This Invoice: \$383.20

**TOTAL DUE THIS INVOICE: \$14,494.01**

**Engineering Service Codes (ESC):**

- 01 - Services Requested by Mayor
- 02 - Services Requested by Member of Council
- 03 - Third Party Requests Referred by City Secretary, City Attorney or Building Official
  - 03.1 - Code/Building Ordinance Clarifications
  - 03.2 - Public/Property Owner Requests for Information
  - 03.3 - Other Governmental Agency Requests for Information

**EFRAIN HIM**

DATE	TASK	HOURS
06-27-2022	Coord w/ COH on Wirt Road Safety Project Design & Permitting Requirements (ESC 02 - MG)	1.00 ✓
06-27-2022	Coord on Verizon/mciMetro Fiber Optic Conduit Plan Review (ESC 03 - SB)	1.00 ✓
06-29-2022	Coord w/ City & Scott Lisman (Polk Attorney at Law) on 2 & 3 Pine Creek Erosion Control/Landscape Plan Requirements (ESC 03 - SB)	1.00 ✓
06-30-2022	Coord on Verizon/mciMetro Fiber Optic Conduit Plan Review (ESC 03 - SB)	1.00 ✓
07-01-2022	Coord on 1303 & 1307 Friarcreek Drainage Easement & Construction Issues (ESC 03 - SB)	1.00 ✓
07-05-2022	Coord on 1218 Ridgeley Pool Drainage Plan Requirements (ESC 03 - SB)	0.50 ✓
07-05-2022	Coord w/ City & COH on Wirt Road Safety Project (EC 03 - SB)	1.00 ✓
07-06-2022	Coord on 1210 Ridgeley Request for Drainage Mitigation Measures to Encroach Existing Finger of the Ravine (ESC 03 - SB)	0.50 ✓
07-07-2022	Coordination w/ COH and Council Member M. Gordy on Wirt Road Safety Project (ESC 03 - SB)	1.50 ✓
07-07-2022	Coord w/ City & Mr. Scott Lisman (Polk Attorney At Law) on 2 & 3 Pine Creek Erosion Control/Landscape Plan Submittal (ESC 03 - SB)	0.50 ✓
07-11-2022	Coord on 1307 Friarcreek Drainage Easement Issue (ESC 03 - SB)	0.50 ✓
07-14-2022	Coord w/ City & COH on Wirt Road Safety Project (ESC 03 - SB)	2.00 ✓
07-14-2022	Coord on 1210 Ridgeley Preliminary Drainage Mitigation Plans for City Council Mtg (ESC 03 - SB)	1.00 ✓
07-15-2022	Coord w/ City on Wirt Road Safety Project (ESC 03 - SB)	0.50 ✓
07-15-2022	Coord & Review of Verizon/MCI metro Conduit Plans (ESC 03 - SB)	1.00 ✓
07-15-2022	Coord on Agenda & Items for Monthly Engineer's Report to City Council (ESC 03 - SB)	1.00 ✓
07-18-2022	Coord on CNP ROW Permit Review for 1310 Glourie Gas Service (ESC 03 - SB)	0.50 ✓
07-19-2022	Coord w/ City & InfraMark on Disinfection Residual & Nitrification Issues (ESC 03 - SB)	2.50 ✓
07-19-2022	Coord on Verizon MCI metro Fiber Optic Conduit Plan Resubmittal Review (ESC 03 - SB)	0.50 ✓
07-20-2022	Coord w/ City, InfraMark & COH on Disinfection Residual & Nitrification Issues (ESC 03 - SB)	2.50 ✓
07-21-2022	Coord & Field Mtg w/ City, InfraMark & COH on Disinfection Residual & Nitrification Issues, and Meter Vault Site Security/Safety Issues (ESC 03 - SB)	2.50 ✓
07-21-2022	Review of City Hall Documents for Record Keeping (ESC 03 - SB)	2.00 ✓
07-22-2022	Coord w/ City, InfraMark & COH on Disinfection Residual & Nitrification Issues (ESC 03 - SB)	1.00 ✓
07-22-2022	Coord w/ City on Dead Trees at 1200 Pine Chase & 8002 Burkhardt (ESC 03 - SB)	0.50 ✓
07-25-2022	Coord on Revisions to COH-HV ILA for Wirt Road Safety Project (ESC 03 - SB)	1.50 ✓
07-26-2022	Coord w/ City & COH on Water Residual, Nitrification & Pressure Issues (ESC 03 - SB)	1.00 ✓
07-26-2022	Coord on Pine Chase Grove Meter Station Site Security/Safety Issues (ESC 03 - SB)	1.00 ✓
07-27-2022	Coord w/ City, InfraMark & COH on Water Residual, Nitrification & Pressure Issues (ESC 03 - SB)	2.00 ✓
07-27-2022	Coord on e-mail to Residents on Pine Chase Grove Meter Station Site Security/Safety Issues (ESC 03 - SB)	0.50 ✓
07-28-2022	Coord w/ City, InfraMark & COH on Water Residual, Nitrification & Pressure Issues (ESC 03 - SB)	2.00 ✓
07-28-2022	Coord & Review of CNP Permit & Plans for 1310 Glourie Gas Service Line (ESC 03 - SB)	1.50 ✓
07-29-2022	Coord & Review of Verizon/MCI metro Fiber Optic Conduit Plan Re-Submittal for Ridgeley-Archley South Intersection (ESC 03 - SB)	1.50 ✓
<b>Total:</b>		<b>38.00</b>

<b>COLE KOCMICK</b>		<b>HOURS</b>
<b>DATE</b>	<b>TASK</b>	
06-27-2022	ESC 03 - SB - Verizon/MCImetro Fiber Optic Plan Review	1.00 ✓
06-29-2022	ESC 03 - SB - Verizon/MCImetro Fiber Optic Plan Review	3.00 ✓
07-20-2022	ESC 03 - SB - Verizon/MCImetro Fiber Optic Plan Review	0.50 ✓
		<b>4.50</b>
<b>JAVIER VASQUEZ</b>		<b>HOURS</b>
<b>DATE</b>	<b>TASK</b>	
06-29-2022	ESC 03. S. Blevins - 7907 Hillshire Green Cover Inspection	1.00 ✓
06-29-2022	ESC 03. S. Blevins - 1303 Friarcreek erosion control site visit	0.50 ✓
06-29-2022	ESC 03. S. Blevins - 1210 Ridgeley Drive drainage plan coordination	0.50 ✓
06-30-2022	ESC 03 - S. Blevins - 1315 Friarcreek Lane Drainage Plan Review	0.50 ✓
06-30-2022	ESC 03 - S. Blevins - 1303 Friarcreek erosion control site visit coordination	1.00 ✓
06-30-2022	ESC 03 - S. Blevins - 14 Pine Creek Lane drainage plan coordination	0.50 ✓
07-01-2022	ESC 03 - S. Blevins - 1315 Friarcreek Lane Drainage Plan Review	1.00 ✓
07-05-2022	ESC 03 - S. Blevins - 1218 Ridgeley Drive - Resident consultation to review site drainage	0.50 ✓
07-06-2022	ESC 03 - S. Blevins - 1210 Ridgeley Drive - Coordination with Engineer for proposed site drainage	1.00 ✓
07-08-2022	ESC 03 - S. Blevins - 1218 Ridgeley Drive - Resident consultation to review site drainage	1.00 ✓
07-08-2022	ESC 03 - S. Blevins - 1303 Friarcreek Lane - review site drainage	0.25 ✓
07-08-2022	ESC 03 - S. Blevins - 1307 Friarcreek Lane - review site drainage	0.25 ✓
07-11-2022	ESC 03 - S. Blevins - 1210 Ridgeley Drive - Drainage plan coordination	0.50 ✓
07-12-2022	ESC 03 - S. Blevins - 1210 Ridgeley Drive - Drainage plan coordination	1.00 ✓
07-14-2022	ESC 03 - S. Blevins - 1315 Friarcreek Lane Drainage Plan Review	1.00 ✓
07-14-2022	ESC 03 - S. Blevins - 8006 Anadell Street Drainage As Built Review	1.00 ✓
07-15-2022	ESC 03 - S. Blevins - Prepare July Council agenda and engineers report	2.00 ✓
07-15-2022	ESC 03 - S. Blevins - 1210 Ridgeley Drive - Drainage plan coordination	0.50 ✓
07-19-2022	ESC 01 - Mayor Buesinger - Attend July City Council Meeting and coordination	1.50 ✓
07-19-2022	ESC 03 - S. Blevins - 1306 Glourie Drive - Pre-development Meeting and Drainage Plan Coordination	1.00 ✓
07-22-2022	ESC 03 - S. Blevins - 1307 Friarcreek Lane - resident meeting to discuss drainage	1.25 ✓
07-22-2022	ESC 03 - S. Blevins - Pinechase Grove COH Water Meters Meeting with COH and coordination/correspondence	1.50 ✓
07-22-2022	ESC 03 - S. Blevins - 1315 Friarcreek Ln. Drainage plan coordination	0.25 ✓
07-27-2022	ESC 03 - S. Blevins - Coordination and correspondence w/ COH for existing Pine Chase Grove meters	1.00 ✓
07-28-2022	ESC 03 - S. Blevins - 1210 Ridgeley Drive Drainage Plan Review and Coordination	0.50 ✓
07-29-2022	ESC 03 - S. Blevins - 1210 Ridgeley Drive Drainage Plan Review and Coordination	0.50 ✓
		<b>Total: 21.50</b>
<b>DICK PURSLEY</b>		<b>HOURS</b>
<b>DATE</b>	<b>TASK</b>	
07-21-2022	Travel to / from and attend meeting with City & COH on Water Disinfection Residual and Nitrification Issues	2.00 ✓
		<b>2.00</b>

Total billed hours: 46



Expense Report Rebilling Report

**Employee Name:** Pursley, Richard W (Dick)  
**Supplier Number:** 37329  
**Expense Report Number:** 4216278  
**Purpose:** Daily Operations  
**Approver:** Malinowski, Christopher A  
**Project:** 10336207  
**Task:** 001  
**Project Expenditure Organization:** 10190\_ENG-Houston TX  
**Report Submitted Date:** 25-Jul-22  
**Status:** Ready for Payment  
**Expense Report Total:** 43.76 USD  
**Header Attachment:**

Cash Expenses

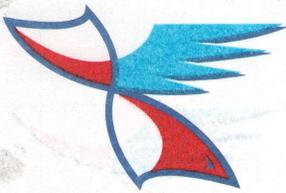
Date	Expense Type	Receipt Amount	Attendees	Justification	Merchant Name	Location	Project	Task	Receipt
------	--------------	----------------	-----------	---------------	---------------	----------	---------	------	---------

Per Diem Expenses

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

Mileage Expenses

Start Date	End Date	Expense Type	Trip Distance	Amount	Rate	Justification	Project	Task	Receipt
21-Jul-22	21-Jul-22	Mileage - Personal Auto	35 (MILES)	21.88 USD	0.625	Travel to Hillshire Village for meeting	10336207	001	
21-Jul-22	21-Jul-22	Mileage - Personal Auto	35 (MILES)	21.88 USD	0.625	Return from Hillshire Village	10336207	001	



HOURMESSENGER.COM

Payments also accepted by  
Credit Card and  
ACH Direct Deposit

281-497-2218



HOURMESSENGER.COM

Payments also accepted by  
Credit Card and  
ACH Direct Deposit

281-497-2218

CUSTOMER  
ACCOUNT NO.

106500

INVOICE  
NUMBER

136195

INVOICE  
DATE

09/09/22

CUSTOMER  
ACCOUNT NO.

106500

INVOICE  
NUMBER

136195

INVOICE  
DATE

09/09/22

CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW  
HOUSTON TX 77055

CITY OF HILSHIRE VILLAGE  
8301 WESTVIEW

BALANCE DUE UPON RECEIPT.  
AFTER 09/24/22, PAY \$33.66

DELIVERY  
DATE

09/08/22

TICKET NUMBER

3241114

AMOUNT

28.66

DELIVERY  
DATE

09/08/22

TICKET NUMBER

3241114

AMOUNT

28.66

hourmessenger.com

281-497-2218

3241114

Celebrating 39 Years of Delivering Quality Since 1980

Toll Free: 800-659-7994

11767 Katy Frwy #630, Houston, TX 77079

CUSTOMER NO.

106500

DATE

9/8/22

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

PREPAID

NO. PCS.

1 ew

DESCRIPTION AND REMARKS

JOB#

GF#

TRACKING #

3RD PARTY BILLING:

TO City of Houston  
Houston - Utility  
4200 Leeland Houston TX  
77023  
ATTN: Utility Billing

COLLECT

CHARGES

AREA

C

TIME IN:

OUT:

WEIGHT:

DECLARED VALUE \$50.00  
UNLESS OTHERWISE SPECIFIED

TIME IN: 1235

OUT: 1240

RECEIVED IN GOOD ORDER CONSIGNEE

CALLER IN: 11:13

AM

PM

RECEIVED:

AM

PM

X

X

DRIVER: 105/117

TOTAL

28.66

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

Date of Invoice

9-9-2022

Date of Check

Check Number

Check Amount

\$28.66

Account Number

56550

Account Name

Miscellaneous

CK Signatory #1

CK Signatory #2

Initiator's Notes and

Initials

Payable Upon Receipt 14701 Saint Mary's Ln.  
Past Due Suite 280  
5 Days Houston TX 77079

TOTAL DUE

28.66

Please return  
this portion with  
payment to:

14701 Saint Mary's Ln.  
Suite 280  
Houston TX 77079

TOTAL DUE

28.66

Item 9.A.

95

City Reimbursed by homeowner

**CONTRACT**

**HOUSTON PLUMBING SPECIALIST**

8520 SWEETWATER LN. STE. 15-B  
HOUSTON, TX 77037

OFFICE: 281-809-3937 / FAX: 281-836-5499

[houstonplumbingspecialist@yahoo.com](mailto:houstonplumbingspecialist@yahoo.com)

Page 1

<b>To:</b>	<u>CASSIE STEPHENS</u> <u>CITY OF HILSHIRE VILLAGE</u> <u>8301 WESTVIEW, HOU.TX.77055</u>	<b>DATE:</b>	<u>08/16/2022</u>
<b>email:</b>	<u>Cassie.stephens@hilshirevillagetexas.com</u>	<b>JOB LOCATION:</b>	<u>12 PINE CREEK LN.</u> <u>HOUSTON, TX.77055</u>
<b>Phone:</b>	<u>713-973-1779</u>	<b>JOB SITE:</b>	<u>12 PINE CREEK LN.</u> <u>HOU.TX.77055</u>

PROPOSAL FOR: (ONE) SANITARY SEWER TAP & (ONE) 1" WATER TAP

- |  |            |
|--|------------|
| ➤ 1. 1" SHORT WATER TAP TO PROPERTY LINE ONLY. |            |
| ➤ 2. SAW CUT PAVEMENT                          |            |
| ➤ 3. RESTORATION OF 5x5 CEMENT PAD.            |            |
| ➤ 4. HAUL OFF OF HPS DEBRIS                    | \$5,600.00 |

1. SANITARY SEWER TAP TO MAIN, 12" AND UNDER
  2. WITH (ONE) 8x6 SADDLE
  3. 6" EXTENSION 26 PIPE TO PROPERTY LINE.
  4. HAUL OFF OF HPS DEBRIS.
  5. SAW CUT 5 x 5 CEMENT PAD.
  6. RESTORATION 8x6 CEMENT.
- \$7,200.00

**NOTE: PRICE DOES NOT INCLUDE ANY OTHER WORK NOT SPECIFIED**

**TOTAL JOB: \$12,800.00**

Permits:

- PERMITS - Permit processing fees, expired permits, and plan runner fees may apply to the builder apply to HPS
- BONDS - HPS to pay all bonds needed including expired bonds.
- PERMITTED AND INSPECTED BY CITY. (All necessary communications and meetings to complete City Inspections and required permits> NOTE- All excavated soil to be stored on site for duration of jobs. Any unnecessary extra soil or debris will be removed by HPS NOTE-HPS while on location is not responsible for and cannot guarantee the survival of plant life and grass. Though after plumbing excavation and install, any grass, soil, crushed granite, or landscape will be placed back in its original locations by HPS or hauled away if extra, per above NOTE. NOTE- HPS is responsible for replacement of SOD, concrete, and/or any other material that's part of this contract. NOTE-HPS is responsible for any damage to any un-marked public or private services or utilities. If necessary, HPS is responsible to mark any utilities or services around excavation.

NOTE- All excavated soil to be stored on site for duration of jobs.

NOTE-HPS while on location is not responsible for any grass or landscape damage and cannot guarantee the survival of plant life and grass and they may have to be replaced by customer.

NOTE- HPS is not responsible for replacement of SOD, concrete, and/or any other material that's not stated in this contract.

**CONTRACT**

**HOUSTON PLUMBING SPECIALIST**

8520 SWEETWATER LN. STE. 15-B  
HOUSTON, TX 77037  
OFFICE: 281-809-3937 / FAX: 281-836-5499  
[houstonplumbingspecialist@yahoo.com](mailto:houstonplumbingspecialist@yahoo.com)

Page: 2

**Job Site:** 12 PINE CREEK LANE, HOU, TX. 77055

FOR THE LUMP SUM OF:

**TWELVE THOUSAND EIGHT HUNDRED AND NO/100**

**PAYMENTS TO BE MADE AS FOLLOWS: Half Due Upon Signed Contract = \$6,400.00 and HALF ON SITE AT COMPLETION OF HPS WORK \$6,400.00**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices and ordinances and laws. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and may become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance on, 12 PINE CREEK LANE, property. Unforeseen underground obstacles will be the responsibility of HPS for repairs. Delayed payment will not void any warranties. Acceptance of Contract - The above prices, specification and conditions are satisfactory and are hereby accepted. Once appropriate and necessary permits are received and parties agree, HPS is authorized to do the work as specified. Payment will be made as outlined above. Tests or inspections postponed due to incorrect and/or lack of paperwork or outdated plans will constitute noncompletion of any work performed and give reason for delayed payment of such. Any alterations or deviations from above specifications involving extra costs will be executed upon written order or verbal authorization. Any new costs incurred due to 8373 Group Inc negligence, will become an extra charge over and above the estimate submitted. All agreements contingent upon strikes, accidents, or delays beyond our control.

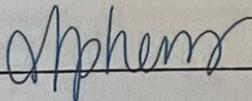
Acceptance of Contract - The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above.

Tests or inspections postponed due to incorrect and/or lack of paperwork or outdated plans does not constitute incompleteness of any work performed, nor give reason for delayed payment of such.

Any alterations or deviations from above specifications involving extra costs will be executed upon written order or verbal authorization. The new costs incurred will become an extra charge over and above the estimate submitted. All agreements contingent upon strikes, accidents, or delays beyond our control.

We assume the debt is valid. This contract will deem valid once the first payment is made. Any outstanding payments made after 30 days are subject to 1% per month, which is calculated from the 31st day through payment.

Signature:   
Authorized Builder / Company Representative

Date: 8/18/22

Print Name: Cassie Stephens - Asst. City Secretary  
Authorized Builder / Company Representative

**\*\* BID PRICE WILL EXPIRE IN 30 DAYS FROM THE BID SUBMISSION DATE \*\***

# Mileage Log and Expense Report

Employee Name	Cassie Stephens	Rate Per Mile	\$0.585	\$0.625
Employee ID		For Period	4/1/2022 - 6/30/2022	7/1/22 - 9/30/22
Vehicle Description		Total Mileage	13	22
Authorized By	Susan Blevins	Total Reimbursement	\$7.61	\$13.75

35 miles
\$ 21.36

Date	Starting Location	Destination	Description/Notes	Mileage	Reimbursement
4/1/2022	City Hall	Amegy bank	weekly deposit	1	\$0.59
4/8/2022	City Hall	Amegy bank	weekly deposit	1	\$0.59
4/15/2022	City Hall	Amegy bank	weekly deposit	1	\$0.59
4/22/2022	City Hall	Amegy bank	weekly deposit	1	\$0.59
4/29/2022	City Hall	Amegy bank	weekly deposit	1	\$0.59
5/20/2022	City Hall	Amegy bank	weekly deposit	1	\$0.59
5/26/2022	City Hall	Amegy bank	weekly deposit	1	\$0.59
6/3/2022	City Hall	Amegy bank	weekly deposit	1	\$0.59
6/17/2022	City Hall	HV	city-wide inspection	4	\$2.34
6/24/2022	City Hall	Amegy bank	weekly deposit	1	\$0.59
7/1/2022	City Hall	Amegy bank	weekly deposit	1	\$0.63
7/15/2022	City Hall	Amegy bank	weekly deposit	1	\$0.63
7/29/2022	City Hall	Amegy bank	weekly deposit	1	\$0.63
8/11/2022	City Hall	HV	city-wide inspection	5	\$3.13
8/12/2022	City Hall	Amegy bank	weekly deposit	1	\$0.63
8/29/2022	City Hall	(10) HV Addresses	TCEQ Water Test Bottle Distribution	5	\$3.13
8/30/2022	City Hall	(10) HV Addresses	TCEQ Water Test Bottle Collection	5	\$3.13
8/31/2022	City Hall	(2) HV Addresses	TCEQ Water Test Bottle Collection	2	\$1.25
9/16/2022	City Hall	Amegy bank	weekly deposit	1	\$0.63
<b>Totals</b>				<b>35</b>	<b>\$21.36</b>



# Mileage Log and Expense Report

Employee Name	Susan Blevins
Employee ID	
Vehicle Description	
Authorized By	Susan Blevins

Rate Per Mile	\$0.585	\$0.625
For Period	4/1/2022 - 6/30/2022	7/1/2022 - 9/30/2022
Total Mileage	65	
Total Reimbursement	\$40.88	

Date	Starting Location	Destination	Description/Notes	Mileage	Reimbursement
4/11/2022	City Hall	Pine Chase	tree complaint	1	\$0.63
4/11/2022	City Hall	1233 PineChase	Verizon box	1	\$0.31
4/20/2022	City Hall	flock locations	check out locations	2	\$1.25
4/22/2022	City Hall	Lift Station	check out utility markings	2	1.25
4/27/2022	City Hall	Ridgeley	Pick up sign that was knocked down	2	1.25
4/27/2022	City Hall	City-wide drive through	4 times looking at trees with Flores	10	6.25
4/28/2022	City Hall	Verizon locations	check on installations	3	1.875
4/28/2022	City Hall	Burkhart	tree complaint	1	0.3125
5/2/2022	City Hall	City-wide drive through	check out complaints	3	1.875
5/5/2022	City Hall	Pine Chase Grove	Drainage complaints	1	0.625
5/6/2022	City Hall	Bank	weekly deposit	1	0.625
5/6/2022	City Hall	Kroger	purchases	1	0.625
5/6/2022	City Hall	Burkhart	check out tree	1	0.625
5/7/2022	City Hall	Hickory Shadows	water leak	2	1.25
5/13/2022	City Hall	Verizon locations	check locations	3	\$2.13
5/17/2022	City Hall	8108 Bromley	utility markings	1	0.625
5/28/2022	City Hall	1226 Glourie	Complaint log	1	0.625
6/1/2022	City Hall	City-wide drive through	check on complaints	3	1.875
6/2/2022	City Hall	Longhorn	Administrator lunch	3	1.875
6/9/2022	House	Altex	Pick up equipment	3	1.875
6/9/2022	City Hall	VFD	Meeting	3	1.875
6/27/2022	House	Altex	Pick up equipment	3	1.875
7/21/2022	City Hall	Pine Chase Grove	Meeting	1	0.625
7/25/2022	City Hall	Glourie Circle	tree in ditch	1	0.625
8/1/2022	City Hall	Spring Valley	Police budget	3	1.875
8/15/2022	City Hall	1330 Glourie and city	complaints	3	1.875
8/19/2022	City Hall	Lift station	check out erosion complaint	2	1.25
8/29/2022	City Hall	Hickory Shadows	Brick wall	2	1.25
8/31/2022	City Hall	Food Pantry and city	meeting	3	1.875
					0
<b>Totals</b>				<b>65.4</b>	<b>\$40.88</b>

Date of Invoice <b>9-1-2022</b>	Date of Check
Check Number	Check Amount <b>\$40.88</b>
Account Number <b>56551</b>	Account Name <b>Mayor/Council/Admin</b>
CK Signatory #1	CK Signatory #2
Initiator's Notes and Initials	



**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, 2022

City of Hilshire Village  
 8301 Westview Drive  
 Houston, Texas 77055

Invoice No. 12519  
 Our File No. 1057-00000  
 Billing Through: 8/31/2022

**City of Hilshire Village**

Total Legal Services \$1,752.50  
 Total Reimbursable Expenses \$0.00

Net Balance Forward \$0.00  
 Total Charge for this Bill \$1,752.50  
 Total Balance Now Due \$1,752.50

Date of Invoice 9-9-2022	Date of Check
Check Number	Check Amount \$1,752.50
Account Number 54540	Account Name Legal
CK Signatory #1	CK Signatory #2
Initiator's Notes and August 2022	Initials

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

September 9, 2022

City of Hilshire Village  
 8301 Westview Drive  
 Houston, Texas 77055

Invoice No. 12519  
 Our File No. 1057-00000  
 Billing Through: 8/31/2022

**City of Hilshire Village**

8/3/2022 LSB	Prepare and email S. Blevins changes to agenda [.2].	0.20 hrs	250.00 /hr	50.00
8/12/2022 LSB	Review draft agenda; review ordinances related to same; email S. Blevins comments re same [.2] prepare and email response to email from S. Blevins re agenda [.3].	0.50 hrs	250.00 /hr	125.00
8/16/2022 LSB	Telephone conference S. Blevins re agenda [.2]; prepare for and attend city council meeting [2.9].	3.10 hrs	250.00 /hr	775.00
8/17/2022 LSB	Received telephone call <sup>Cassie</sup> Kathy [.1] work on memorandum regarding batting cages and other objects in the front yard [1.5].	1.60 hrs	250.00 /hr	400.00
8/19/2022 LSB	Received telephone call S. Blevins re street [.1].	0.10 hrs	250.00 /hr	25.00
8/29/2022 LSB	Prepare and email response regarding contractor damage to street [.2].	0.20 hrs	250.00 /hr	50.00
8/31/2022 LSB	Received telephone call S. Blevins re tax rate; attention to same; review email re retaining wall failure - Lison / Him [.2].	0.20 hrs	250.00 /hr	50.00
8/31/2022 TR	Discuss issues related to public hearings for budget and tax rate adoption with S. Bounds [.1]; research re same [.8]; Calls with J. Pruitt and S. Blevins re same [.4]; email S. Bounds [.2].	1.50 hrs	185.00 /hr	277.50

Total Fees for this Matter

\$1,752.50

Total

\$1,752.50

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

Date 8/31/22

**Petty Cash Fund Expenditures**

Date of Purchase	Expenditure Description	GL Account ID	GL Account Name	Amount
1	Antone's Lunch during remodel	56551	Mayor/Council/Admin	\$ 63.54
2	Mia's Table Budget workshop dinner	56551	Mayor/Council/Admin	\$ 104.71
3	Kroger City Hall beverages	56540	Office Supplies	\$ 25.99
4	Kroger City Hall beverages	56540	Office Supplies	\$ 50.20
5				
6				
7				
8				
9				
10				

Expenditure Total	\$ 244.44
Petty Cash Regular Balance	\$ 250.00
Currently in Petty Cash	\$ 5.56

Audited by Office Staff   
 Audited by Signatory PRM

Date of Invoice <b>8-31-2022</b>	Date of Check
Check Number	Check Amount <b>\$244.44</b>
Account Number See details above	Account Name See details above
CK Signatory #1 <i>PRM</i>	CK Signatory #2
Initiator's Notes and	Initials

		Qty		Total
Bills	<b>100</b>	0	\$	-
	<b>50</b>	0	\$	-
	<b>20</b>	0	\$	-
	<b>10</b>	0	\$	-
	<b>5</b>	0	\$	-
	<b>1</b>	5	\$	5.00
Coins	<b>Q</b>	2	\$	0.50
	<b>D</b>	0	\$	-
	<b>N</b>	0	\$	-
	<b>P</b>	6	\$	0.06
<b>Cash Box Total</b>			<b>\$</b>	<b>5.56</b>



**Sandwich/Burger Boxed Lunch \$12.79**

serves 1

- Sandwich Or Burger Choice: Cheeseburger
- Side Choice: Sweet Potato Fries
- Dessert Choice: Chocolate Chip Cookie
- Instructions: "Mike" - No onions on the burger please

**Antone's**  
**Mia's Table**

**Petty Cash 8/8/2022**

**Mayor /**

**Council /**

**Dinner - Budget**

**Workshop**

**56551 Administrator \$104.71**

**Sandwich/Burger Boxed Lunch \$12.79**

serves 1

- Sandwich Or Burger Choice: Cheeseburger
- Side Choice: Fruit Cup (GLUTEN-FREE)
- Dessert Choice: Oatmeal Raisin Cookie
- Instructions: "Andy"

**Sandwich/Burger Boxed Lunch \$12.79**

serves 1

- Sandwich Or Burger Choice: Chicken Salad Sandwich
- Side Choice: Fruit Cup (GLUTEN-FREE)
- Dessert Choice: Oatmeal Raisin Cookie
- Instructions: "Paul"

**Meatloaf Boxed Lunch \$14.79**

serves 1

- Side Choice: Mashed Potatoes (GLUTEN-FREE)
- Dessert Choice: Peanut Butter Cookie
- Instructions: "Susan"

**Meatloaf Boxed Lunch \$14.79**

serves 1

- Side Choice: Green Beans
- Dessert Choice: Chocolate Chip Cookie
- Instructions: "Bob"

**Salad Boxed Lunch \$16.99**

serves 1

- Salad Choice: Chopped Asian Salad w/ Chicken
- Dessert Choice: Oatmeal Raisin Cookie
- Sub: Salmon
- Instructions: "Justin"

**Vegan Boxed Lunch w/ Fruit \$10.29**

serves 1

- Dressing Choice: Balsamic Vinaigrette (GLUTEN-FREE)
- Instructions: "Cassie"



1505 WIRT  
 (713) 722-9800  
 Your cashier was Janette

	KRO WATER		3.69 F
	PURE LEAF TEA	PC	2.50 F
SC	KROGER SAVINGS	0.39	
	PURE LEAF TEA	PC	2.50 F
SC	KROGER SAVINGS	0.39	
	COKE CLASSIC 12PK	PC	7.99 B
	DIET COKE 12PK	PC	7.99 B
	KROGER PLUS CUSTOMER	*****7676	
SC	Fuel Points		
	TAX		1.32
****	BALANCE		25.99
	CASH		30.00
	CHANGE		4.01

TOTAL NUMBER OF ITEMS SOLD = 5  
 KROGER SAVINGS \$ 0.78  
 TOTAL COUPONS \$ 0.78  
 TOTAL SAVINGS (3 %) \$ 0.78

08/09/22 02:42pm 346 9 96 154  
 \*\*\*\*\*  
 Fuel Points Earned Today:25  
 Total August Fuel Points:437  
 \*\*\*\*\*

With Our Low Prices, You Saved

**\$0.78**

Annual Card Savings \$277.90  
 Fresh opportunity awaits  
 Join our team today!





1505 WIRT  
(713) 722-9800  
Your cashier was CARMELA

DIET COKE 12PK	7.99	B
DIET COKE 12PK	7.99	B
COKE CLASSIC 20PK	10.49	B
KRO PURIFIED WATER	3.19	F
KRO WATER XP	3.69	F
KRO WATER XP	3.69	F
KRO APRIVA	5.49	F
SPLND SWTNR	5.49	F
KROGER PLUS CUSTOMER	*****5640	
SC Fuel Points		
TAX	2.18	
**** BALANCE	50.20	

Debit Purchase  
\*\*\*\*\*5252 - C  
REF#: 279794 TOTAL: 50.20  
PURCHASE: 50.20 CASHBACK: 0.00  
AID: A000000042203  
TC: 138C17393F807EB5  
VERIFIED BY PIN  
DEBIT 50.20  
CHANGE 0.00  
TOTAL NUMBER OF ITEMS SOLD = 8  
08/31/22 11:52am 346 10 99 100

\*\*\*\*\*  
TELL US HOW WE ARE DOING!  
EARN 50 BONUS FUEL POINTS!  
Go to [www.krogerfeedback.com](http://www.krogerfeedback.com)

Date: 08/31/22  
Time: 11:51  
Entry ID: 034-242-99-346-10-109

No purchase necessary  
See website for official rules  
\*\*\*\*\*

Fuel Points Earned Today: 48  
Total August Fuel Points: 149  
\*\*\*\*\*

Points-Rewards-Plus Gaming  
Every \$30 Spent on participating  
items earns Rewards Points.  
Look for printout at checkout  
with Rewards Points Pin Code.

Your Rewards spending: \$11.17  
Expires on 9/30/2022  
\*\*\*\*\*

Annual Card Savings \$137.48  
Fresh opportunity awaits  
Join our team today!





TEXAS MUNICIPAL LEAGUE

*Empowering Texas cities to serve their citizens*

President **Martha Castex-Tatum**, Vice Mayor Pro Tem, Houston  
Executive Director **Bennett Sandlin**

September 9, 2022

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

Ms. Blevins:

It is time to renew the City of Hilshire Village's membership with the Texas Municipal League (TML). An invoice is enclosed for your convenience.

We are thankful for your city's participation since August 1, 1955, and hope that you are taking full advantage of member benefits:

- ✓ **Legislative Advocacy.** The League vigorously coordinates and advocates for a legislative program set by our member cities at the state and federal level.
- ✓ **Legal Support.** City officials have to know a lot, and we're here to help. TML has attorneys on staff to answer general legal questions about municipal law, and monitor federal and state laws and regulations, as well as city-related developments in the courts.
- ✓ **Training.** From our annual conference to workshops on municipal hot topics to webinars, the League offers training events to help you better serve your citizens and community.
- ✓ **Resources and Experts.** Whether it's connecting you to our library of information, publications, an expert in the field, a private-sector service, revenue sources, example policies/ordinances, or national and state programs, we've got access to the people and resources to help you seize an opportunity or creatively solve a problem.
- ✓ **Risk and Health Pools.** TML sponsors two very successful pooling programs (property/liability/workers' compensation and health) that provide huge dollar savings for TML member cities.

We look forward to serving you for another year. If you have any questions about member benefits or the renewal notice, please contact me a (512) 231-7472 or [rpitts@tml.org](mailto:rpitts@tml.org).

Sincerely,

Rachael Pitts  
Deputy Executive Director, Affiliate and Member Services  
Texas Municipal League



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:	2022-09-08
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 2022-11-01 - 2023-10-31.

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

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

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

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

**For Payments by EFT/ACH:**

Bank: JPMorgan Chase  
 ABA# 111000614  
 Account # 9440682815

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

Date of Invoice	Date of Check
9-8-2022	
Check Number	Check Amount
	\$591.00
Account Number	Account Name
56526	Dues
CK Signatory #1	CK Signatory #2
Initiator's Notes and Initials	

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



Invoice No: 533654

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

Date of Invoice: 8/31/22  
 Due Date: 9/30/22  
 Period: 8/1/22 - 8/31/22

Grouping	Description	Quantity	Rate	Total
HLV	Per Ticket	3	\$ 105.72	\$ 317.16
HLV	Project Time	2	\$ 26.43	\$ 52.86
HLV	Quarter Hour	2	\$ 0.00	\$ 0.00
Total				\$ 370.02



# Invoice

#22-15345

Texas Excavation Safety System, Inc.  
PO Box 678058  
Dallas TX 75267  
(972) 280-8630

8/31/2022

## AMOUNT DUE

# \$16.15

Due Date: 9/30/2022

### Bill To

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

Account Number	Terms	Due Date	PO #	Additional Info	Status
B03364	Net 30	9/30/2022			Open

Quantity	Description	Rate	Amount
17	Message fees for August 2022 / HLV	\$0.95	\$16.15

Total	\$16.15
Amount Paid	\$0.00
<b>Amount Due</b>	<b>\$16.15</b>

### Payment Options

- 1) Check
- 2) Credit card via this link: <https://www.texas811.org/i-want-to-pay-my-invoice>
- 3) ACH: Contact accounting at [accountsreceivable@texas811.org](mailto:accountsreceivable@texas811.org) for details



22-15345

Item 9.A.



# Tuesday, August 9, 2022 Council Budget Workshop and Special Council Meeting Minutes

Tuesday, August 9, 2022 at 6:00 PM  
8301 Westview Drive, Houston, Texas 77055

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## **1. CALL TO ORDER**

### **1.A. PRESENT**

Mayor Robert Buesinger  
Council Member Mike Gordy  
Council Member Justin Crawford  
Council Member Andy Carey  
Mayor Pro Tem Paul Maddock

**Absent:** Council Member David Schwarz

**Also Present:** City Administrator Blevins and Assistant City Secretary Stephens

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

## **3. DISCUSSION AND POSSIBLE ACTION**

### **3.A. Discussion on FYE 2023 Budget and FY 2021 Tax Rate**

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. It is a 3.5% increase over last year. She explained that the No New Revenue Rate is the rate that results in no new revenue. She stated that Council would need to go into an Executive Session prior to approving the Proposed Tax Rate to discuss her retirement, promotion for Cassie Stephens and an increase for Lisa Ray. Council discussed Child Safety Fund and the Wirt Road Safety Project.

## **4. CLOSED EXECUTIVE SESSION** The Council convened into Executive Session to deliberate the appointment, evaluation, and duties of an employee, as permitted by Tex. Gov't Code 551.074 – *Personnel Matters* at 8:10 P.M.

- 4.A.** City Clerk position.
- 4.B.** City Secretary position; and
- 4.C.** City Administrator position.

The Council reconvened the Regular Council Meeting at 8:35 P.M.

**5. DISCUSSION AND POSSIBLE ACTION**

**5.A. No action was taken from the Executive Session**

**5.B. Discussion and possible approval of the City of Hilshire Village Resolution Number 2022-235 approving the Proposed 2022 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 2022 tax rate and to publish the required information**

<b>No New Revenue Tax Rate</b>	<b>\$0.432771/\$100</b>
<b>Voter Approval M &amp; O Tax Rate</b>	<b>\$0.447917/\$100</b>
<b>Debt Tax Rate</b>	<b>\$0.129671/\$100</b>

**Motion to approve of the City of Hilshire Village Resolution Number 2022-235 approving the Proposed 2022 Voter Approval Tax Rate \$0.577588/\$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 2022 tax rate and to publish the required information.**

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

**Roll Call Vote:**

- Council Member Gordy - Aye**
- Council Member Crawford - Aye**
- Council Member Carey - Aye**
- Mayor Pro Tem Maddock - Aye**
- Council Member Schwarz - Absent**

**The motion passed unanimously.**

**6. ANNOUNCEMENTS**

**7. ADJOURNMENT**

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

**Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Carey and Mayor Pro Tem Maddock.**

The meeting was adjourned at 8:40 P.M.

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Robert F. Buesinger, Mayor

ATTEST:

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Susan Blevins, City Secretary



# Regular Council Meeting Agenda

Tuesday, August 16, 2022, at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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## 1. CALL TO ORDER

1.A. The **invocation** was given by Council Member Carey

1.B. **Pledge of Allegiance**

1.C. **Roll Call**

PRESENT

Mayor Bob Buesinger  
Council Member Mike Gordy  
Council Member Justin Crawford  
Council Member Andy Carey  
Mayor Pro Tem Paul Maddock  
Council Member David Schwarz

**Also present were:** City Administrator Blevins, Assistant City Secretary Stephens, Spring Valley Police Chief Schulze, Spring Valley Police Corporal Clawson, Spring Valley Police Sergeant Manchaca, City Attorney Bounds, City Engineer Vasquez, Dick Pursley, HDR Engineering, and CenterPoint Representative Angie Pindell

\*Present remotely

## 2. CITIZEN'S COMMENTS

**Raul Rizo-Patron, 4 Hilshire Oaks Ct**, said that he believes only a small percentage of residents will use the sidewalk. He stated that the project carries liabilities for property damage and has the potential to decrease property values. Mr. Rizo-Patron said it is dangerous for pedestrians to walk on such a busy street.

**Ignacio Pujol, 10 Hilshire Oaks Ct**, said that he has concerns about the sidewalk project. He stated that he consulted the City of Houston sidewalk specifications which require certain widths and there is not enough room alongside Wirt Road. Mr. Pujol also said that traffic speed on Wirt Road is too dangerous for pedestrians. Additionally, he stated that there is an existing sidewalk on the other side of Wirt Road which pedestrians can use.

**Brock Griffiths, 1324 Pine Chase Drive**, said that he has concerns about the lack of plans for the Pine Chase Grove cul-de-sac water vaults and equipment. He said that the City of Houston opened the fire hydrant and flushed water onto his personal property causing damage to the ground. He stated that repairs are needed to the whole area and a

plan to prevent future erosion.

**Bill Chesney, 3 Hilshire Oaks Ct**, said that he is in opposition to the proposed sidewalk on Wirt Road. He stated that he doesn't believe there is enough room to comply with ADA requirements and it isn't safe. He said more foot traffic would be dangerous at the city's busy intersections.

**Austin Davis, 2 Hilshire Oaks Ct**, stated that he lives on the corner of Ridgeley Drive and Wirt Road. He said that there are a lot of vehicles traveling at high rates of speed on Wirt Road, and he is worried about peak travel times as it is already difficult to enter and exit the City.

### **3. REPORTS TO COUNCIL**

**3.A. Police Report:** Police Chief Schulze said that there were 257 calls for service. He said on the 1300 block of Glourie Drive there was a gas leak and officers were able to work with the Village Fire Department to shut down the street until it was safe.

Chief Schulze said that on August 1<sup>st</sup> there was a burglary of a motor vehicle on Glourie Drive. He stated that the suspect was found, and charges were filed. Corporal Clawson said that she assisted with the recovery of the stolen items and the suspect was charged for the crime in Hilshire Village as well as previous illegal activities in the City of Houston.

Council Member Carey asked for location suggestions within the City where additional license plate reader cameras would be effective. Chief Schulze said that Hickory Shadows is a good candidate as there is only one entry point and the camera could also capture the pocket park. He also said that Friarcreek Lane and Creekstone Circle are good options as well as Pine Creek Lane and Hilshire Grove Lane.

**3.B. Building Official Report:** City Administrator Blevins stated that in the month of July there were 12 permits issued and 24 inspections performed. She said a red tag was issued for premature removal of silt fencing on Hilshire Green and at 12 Pine Creek Lane for loose debris in the street.

**3.C. Engineer Report:** Engineer Vasquez said that there are concerns about the erosion of the outfall channel between **1307 Friarcreek Lane and 1305 Friarcreek Lane**. He stated that he visited the site and took photos of the current conditions including existing stones and concrete flatwork. He said that this is a city easement and there are options on how to address the area. Administrator Blevins played a video for the Council and audience taken during a rain event showing the volume of water that passes through this channel.

Council Member Gordy asked for an estimated elevation drop to the rear creek. Engineer Vasquez said he wasn't sure, but that Harris County Flood Control District should be involved as well.

Engineer Vasquez said that the Pine Chase Grove site meeting with the City of Houston was scheduled to establish parameters for the safety and aesthetics of the meter vaults and related equipment. He said that the City of Houston verbally

prohibited any items in the easement including fencing and vegetation. Engineer Vasquez said that a survey is needed to locate the exact area of the easement. He stated that the meter needs to be close to the vault, and the City of Houston representative said it cannot be moved.

**Brock Griffiths, 1324 Pine Chase Grove**, asked why the meters cannot be relocated off the vaults similar to the positioning at the Pine Creek Lane Water Vault. He also said that fire hydrant flushing has caused erosion. Engineer Vasquez said that the City of Houston agreed to allow safety skirting around the metal vault covers.

Council Member Schwarz asked Engineer Vasquez to research an orange and white fiber optic stub that has been installed at Archley Drive and Ridgeley Drive, and whether it is temporary or permanent.

Nick Pursley, HDR Engineering Water/Wastewater Department, said it is ultimately the City of Houston's responsibility to deliver safe water. He stated that the data he has seen indicates that the water is safe for human consumption, but there are some aesthetic problems with it. He said that HDR Engineering as well as Inframark and City Staff have been reporting the issue to the City of Houston, but they have only responded minimally. Mr. Pursley stated that he is not sure exactly what the problem is, but that it likely has to do with the ratio of chemicals used to disinfect the water. He said there are five (5) interconnects where the City of Hilshire Village receives water from the City of Houston.

- 3.D. Fire Commissioner's Report:** Commissioner Presswood said that there are periods when there are no vehicle assets at the station because they are all out on service calls. He stated that during the COVID-19 outbreak there was a lot of "wall time" spent waiting for the patient to be transferred from the fire medics to the hospital. He stated that the fire trucks carry enough equipment to provide EMS services, and there is a scheduled discussion to hire three (3) EMS-certified firefighters to support a third ambulance. Commissioner Presswood said that this is included in the budget for next year by transferring overtime funds, it is less expensive to staff a third ambulance than continue with overtime pay. He said that he has been looking into the procedures for Medicare and Medicaid and when the transfer of patient responsibility is supposed to occur. He stated that the commission is planning to coordinate with the hospitals to transfer patients to hospital staff more efficiently. Council Member Crawford asked if it was possible to split up the EMS team to return the vehicle and equipment into rotation. Commissioner Presswood said when needed, they are doing that.

Commissioner Presswood said that the **Fire Station Renovation** is still ongoing as there are issues with the roof and windows on the bay door. He said that Chief Foster had a meeting with the architect and the final payment is being held.

#### **4. DISCUSSION AND POSSIBLE ACTION**

- 4.A. Discussion with representative and possible approval of a LED Replacement Agreement with CenterPoint Energy Houston Electric, LLC**

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

Council Member Carey said that there is not a fee structure included in the documents provided and asked for more guidance on the selection of color tone.

Council Member Gordy said that there will be savings on the bills in the future but wants to make sure that the City isn't signing up for a big increase in the payback period.

CenterPoint representative Angie Pindell said that CenterPoint applies to the Public Utility Commission for a distribution cost recovery factor, which determines what percentage of payback will be allowed, then approved fees would be assessed to the City's Street light bill. She stated that streetlights are a non-metered service based on kilowatt usage and maintenance fees per light. Angie said that kilowatt usage will be reduced significantly by upgrading to LED and added that the cost to maintain and replace high-pressure sodium lights is becoming more expensive.

Mayor Buesinger asked if the waiting period of one (1) year was accurate. Angie said there is a waiting list between 6-8 months from when the agreement was signed.

Mayor Buesinger asked about the color output. Angie said they are a 4000-kelvin white light, and that the majority of the City of Houston is converted except for specialty decorative fixtures.

Council Member Gordy asked if there is a standard cost for adding streetlights. Angie said that most overhead lights are free if there is an existing pole and power source. She said that if a transformer is required then there is a cost.

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

**Motion carried 5-0.**

The council discussed items 4.B. and 4.C. collectively.

- 4.B. Discussion and possible approval to allow an existing circular driveway to remain in the same size and location after new construction at 1126 Guinea Drive in addition to a single access driveway to the garage. Hilshire Code of Ordinances Section 4.623 (Permitted Driveway and Pedestrian Access within Public Rights-of-Way).**
- 4.C. Discussion and possible approval to allow an existing circular driveway to remain in the same size and location after new construction at 1123 Guinea Drive in addition to a single access driveway to the garage. Hilshire Code of Ordinances Section 4.623 (Permitted Driveway and Pedestrian Access within Public Rights-of-Way).**

Motion made by Council Member Schwarz, Seconded by Council Member Carey.

Mark Huber, 1126 Guinea Drive, and Alex Celli, 1123 Guinea Drive, presented images of their respective properties. Mr. Huber explained that both properties are corner lots and have existing circular driveways. He stated that the driveways provide additional parking to keep vehicles off the street and added that the intersection of Burkhart Road and Guinea Drive is uncontrolled. Mr. Celli and Mr. Huber stated that they do not have plans to change the location or size of the circular driveways but might need to replace the concrete and asphalt with new materials. They also said these circular drives are in addition to a single access driveway which in both situations will exit onto Burkhart Road.

Attorney Bounds said that the provisions regulating driveways are in the general code, not in zoning and that is why the Council has the authority to approve.

**Voting Yea for approval to retain existing driveways at 1126 Guinea Drive and 1123 Guinea Drive: Council Member Gordy, Council Member Crawford, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

**Motion carried 5-0.**

## **5. DISCUSSION AND POSSIBLE ACTION**

### **5.A. Discussion on Wirt Road Safety Project**

Mayor Pro Tem Maddock said that he is concerned about undesired foot traffic as a result of the sidewalk construction.

Council Member Gordy said that people dangerously cross Wirt Road to get to the east sidewalk and added that he hasn't seen suspicious people traveling on it. Council Member Gordy said that Harris County has generously offered to fund the sidewalk and the City will only have to pay for the design. He said he is not sure about the width requirements but there will be accessible ramps to get to the street level at each intersection. He stated that the Mennonite Church was required by the City of Houston to install the sidewalk in front of their building when it was rebuilt.

Council Member Carey said that there are sidewalks on both sides of the street in Spring Valley and asked if there are known issues there. Chief Schulze stated that the sidewalk on Bingle Road has curves and is narrow in some areas, and they have received complaints about it. Council Member Gordy said that power poles can be moved, or the sidewalk could go behind the poles and away from the street side.

Mayor Pro Tem Maddock said that the right-of-way elevation changes and asked how the perimeter brick walls and supports would be affected. Engineer Him said that retaining walls can be created for areas with grade issues.

### **5.B. Discussion on structures and recreational objects such as playground equipment in front of the building line**

Attorney Bounds said that this is a zoning matter because it's a "use" issue. He stated that enforcement can be difficult because a judgment of temporary versus permanent is subjective.

**Chad Ireton, 1327 Pine Chase Drive**, said that his children play in the front yard and none of the structures at 1323 Pine Chase Grove are permanent. He also said that lighting has been installed in the trees and to his knowledge, none of the neighbors have an issue with the lights.

Attorney Bounds said that other cities have restrictions specifically for batting cages including a stipulation that it be in the backyard, as well as lighting and size specifications.

Council Member Carey said that he would like to see ordinance examples from other cities that restrict items such as batting cages and trampolines. Attorney Bounds suggested asking BBG Consulting for examples they are familiar with.

**5.C. Review FYE 2023 Budget, Capital Improvement Projects, Utility Rates, FYE 2022 Actuals, and Proposed 2022 Taxes**

Administrator Blevins said that she added funds to the Hilshire Green Capital Improvement Project.

Council Member Carey said he was looking at the debt schedule. He asked for an updated capital improvement project list.

**6. REPORTS TO COUNCIL**

**6.A. Mayor Buesinger's Report:** Mayor Buesinger did not have anything additional to report.

**6.B. City Administrator's Report:** City Administrator Blevins said that she added newly received invoices to the consent agenda disbursements, copies of which were provided to the Council before the meeting.

**6.C. City Treasurer's Report:** City Administrator Blevins stated that she was working on setting up a new account with TexPool so that funds could be transferred for the General Fund.

**7. CONSENT AGENDA**

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

**7.A.** Disbursements

**7.B.** Minutes from the Regular Council Meeting on July 19, 2022

**7.C.** Approve the Minutes from the Council Budget Workshop, August 2, 2022

**7.D.** Check Registers

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

**Motion carried 5-0.**

- 8. **CLOSED EXECUTIVE SESSION:** The Council did not convene in an executive session.
- 9. **ADDITIONAL COUNCIL COMMENTS:** None
- 10. **FUTURE AGENDA TOPICS:** None
- 11. **ANNOUNCEMENTS:** None
- 12. **ADJOURNMENT:**

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

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

**The motion carried 5-0.**

The meeting was adjourned at 9:10 PM

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Robert Buesinger, Mayor

ATTEST:

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Susan Blevins, City Secretary

CITY OF HILSHIRE VILLAGE  
**Check Register**  
 For the Period From Aug 1, 2022 to Aug 31, 2022

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
8761V	8/31/22	EZTASK	11114	-1,500.00
8764V	8/31/22	Amegy Bank	11114	-1,563.53
8770	8/1/22	GFL Environmental	11114	6,799.59
8771	8/9/22	Sanchez Landscaping	11114	320.00
8772	8/16/22	Centerpoint-Energy	11114	32.40
8773	8/16/22	Cary M. Moran	11114	160.00
8774	8/16/22	West Houston Document	11114	81.00
8775	8/16/22	Hudson Energy Services L	11114	586.87
8776	8/16/22	Election Systems & Softw	11114	3,795.00
8777	8/16/22	Olson & Olson, Attys at L	11114	1,100.00
8778	8/16/22	Northwest Pest Patrol	11114	280.76
8779	8/16/22	EZTASK	11114	1,500.00
8780	8/16/22	BBG Consulting	11114	2,750.00
8781	8/16/22	Harris County Appraisal	11114	2,882.00
8782	8/16/22	Architectural Floors	11114	28,796.08
8783	8/16/22	Amegy Bank	11114	1,918.30
8784	8/16/22	CARLOS MENCHACA	11114	200.00
8785	8/23/22	Lisa Ray	11114	106.06
8786	8/23/22	Merry Maids	11114	98.00
8787	8/23/22	A T & T	11114	279.34
8788	8/23/22	Petty Cash	11114	77.50
8789	8/23/22	Sanchez Landscaping	11114	575.00
ACH 08-01-22	8/12/22	Sprg.Valley GenFund- Pol	11114	46,511.84
ACH 08-01-22 1	8/12/22	Village Fire Department	11114	25,582.00
ACH 08-01-22 2	8/12/22	Villages Mutual Insurance	11114	4,580.89
ACH 08-01-22 3	8/1/22	A T & T	11114	380.06
ACH 08-15-22	8/15/22	Blevins, Susan N.	11114	3,152.59
ACH 08-15-22	8/15/22	Texas Municipal Retireme	11114	2,235.17
ACH 08-31-22	8/16/22	Blevins, Susan N.	11114	3,152.59
ACH 09-01-22	8/30/22	Sprg.Valley GenFund- Pol	11114	46,511.84
ACH1 08-15-22	8/15/22	Stephens, Cassandra L.	11114	1,845.89
ACH1 08-31-22	8/31/22	Stephens, Cassandra L.	11114	1,988.42
ACH1 09-01-22	8/30/22	Village Fire Department	11114	22,107.81
ACH2 08-15-22	8/15/22	Ray, Lisa	11114	1,359.98
ACH2 08-31-22	8/31/22	Ray, Lisa	11114	1,522.45
Item 9.D. -22	8/31/22	Villages Mutual Insurance	11114	4,580.89

CITY OF HILSHIRE VILLAGE  
**Check Register**  
 For the Period From Aug 1, 2022 to Aug 31, 2022

Filter Criteria includes: Report order is by Check Number.

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
ACH3 08-31-22	8/31/22	Texas Municipal Retireme	11114	2,338.82
ANT 1055	8/26/22	Amergy Bank	11114	8,743.33
ANT 1056	8/26/22	The Independent Bankers	11114	3,046.84
ELECTRONIC 08-	8/4/22	Internal Revenue Service	11114	2,183.78
ELECTRONIC 08-	8/22/22	Internal Revenue Service	11114	2,201.46
ELECTRONIC 08-	8/31/22	Internal Revenue Service	11114	<u>2,307.54</u>
<b>Total</b>				<u><u>235,608.56</u></u>

## CITY OF HILSHIRE VILLAGE - UTILITY FUND

## Check Register

For the Period From Aug 1, 2022 to Aug 31, 2022

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
4184V	8/1/22	City of Hilshire Village	11012	-15,310.27
4185V	8/1/22	City of Hilshire Village	11012	-15,366.54
4193	8/1/22	Harris County Flood Contr	11012	395.38
4194	8/1/22	Inframark, LLC	11012	2,000.00
4195	8/1/22	Inframark, LLC	11012	1,870.28
4196	8/1/22	City of Houston, Public W	11012	16,825.14
4196V	8/1/22	City of Houston, Public W	11012	-16,825.14
4197	8/1/22	Cityof Houston#7099-300	11012	38,160.77
4197V	8/1/22	Cityof Houston#7099-300	11012	-38,160.77
4198	8/9/22	A T & T	11012	408.78
4199	8/16/22	Hudson Energy Services L	11012	19.95
4200	8/16/22	Texas Excavation Safety S	11012	18.05
4201	8/16/22	Inframark, LLC	11012	4,900.54
4202	8/16/22	City of Houston, Public W	11012	16,825.14
4203	8/16/22	Cityof Houston#7099-300	11012	38,160.77
4204	8/23/22	Lorena Gomez	11012	63.45
4205	8/24/22	Houston Plumbing Special	11012	4,400.00
4205V	8/24/22	Houston Plumbing Special	11012	-4,400.00
4206	8/24/22	Houston Plumbing Special	11012	4,400.00
Total				<u>38,385.53</u>



*A PROCLAMATION RECOGNIZING NATIONAL NIGHT OUT  
OCTOBER 4, 2022, 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 4, 2022, 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 4, 2022, is designated as “National Night Out” in the City of Hilshire Village, Texas.*

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*Robert F. Buesinger, Mayor*

*ATTEST:*

---

*Susan Blevins, City Secretary*



*A PROCLAMATION RECOGNIZING HALLOWEEN NIGHT  
MONDAY, OCTOBER 31, 2022, 5:30 PM TO 7:30 PM*

*WHEREAS, the Hilshire Village Civic Club is sponsoring a unique, Halloween Night, Monday, October 31, 2022, 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.*

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*Robert F. Buesinger, Mayor*

*ATTEST:*

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*Susan Blevins, City Secretary*

**A PROCLAMATION OF  
THE CITY OF HILSHIRE VILLAGE, TEXAS  
IN RECOGNITION OF TEACHER DAY**

\* \* \* \* \*

*WHEREAS, The City of Hilshire Village strength depends on providing a high-quality education to all students; and*

*WHEREAS, teacher quality matters more to student achievement than any other school-related factor; and*

*WHEREAS, teachers spend countless hours preparing lesson plans and supporting students; and*

*WHEREAS, teachers have demonstrated great resilience, adaptability, and creativity during the COVID-19 crisis; and*

*WHEREAS, our community recognizes and supports its teachers in educating the children of this community; and*

*WHEREAS, #TeachersCan is a statewide movement supported by more than 125 partnering businesses and organizations committed to elevating the teaching profession and honoring the critical role teachers play in the success of Texas; and*

*NOW, THEREFORE, BE IT RESOLVED that the City of Hilshire Village City Council joins #TeachersCan and its partnering entities across Texas in celebrating World Teachers' Day and proclaims October 5, 2022, to be the City of Hilshire Village Teachers' Day; and*

*BE IT FURTHER RESOLVED that the City of Hilshire Village City Council encourages members of our community to "Be a light for the City of Hilshire Village teachers" and personally express appreciation to our teachers and display a light blue ribbon outside your homes or businesses the week of October 5 as a symbol of support for our educators.*

*IN WITNESS WHEREOF, I have hereunto set my signature and the seal of the City of Hilshire Village, this 20<sup>th</sup> day of September 2022.*

*Attest*

\_\_\_\_\_  
*Robert F. Buesinger, Mayor*

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

