

Disbursements Presented to Council 6/21/2022

PROFESSIONAL SERVICE:	GEN FUND	UTILITY	METRO	ANT. NOTE
Harris Co. Mayors' & Councils' Assoc.	\$ 1,000.00			
Office Depot (2 invoices)	\$ 78.60			
Petty Cash	\$ 78.67			
Amegy Credit Card	\$ 973.25			
Olson & Olson	\$ 1,725.00			
BBG Consulting	\$ 2,750.00			
NW Pest Control	\$ 280.76			
HDR Engineering 3/27 - 4/23	\$ 4,543.66	\$ 1,059.10		
HDR Engineering 4/24 - 5/21	\$ 4,529.46	\$ 132.44		
Inframark		\$ 2,645.38		
811		\$ 19.00		
USIC		\$ 846.78		
Flameout Design & Fabrication		\$ 4,600.00		
TOTAL	\$ 15,959.40	\$ 9,302.70	\$ -	\$ -

Harris County Mayors' & Councils' Association
C/O Louise Richman, CPA
8444 Winningham Lane
Houston, TX 77055-7532
713.301.8164
louiserichman@sbcglobal.net



BILL TO

City of Hilshire Village
Attn: City Secretary
8301 Westview Dr
Houston, TX 77055

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2022-2023 AD 002	06/01/2022	\$1,000.00	06/30/2022	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/01/2022	Annual Dues - Per Article VI of Rules & Bylaws Population 5000 and Under	1	1,000.00	1,000.00

BALANCE DUE

\$1,000.00



ODP Business Solutions, LLC
PO BOX 7241
SIOUX FALLS SD
57117-7241

ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US

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

FEDERAL ID:86-2161688

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
246569065001	5.99	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
24-MAY-22	Net 30	23-JUN-22

BILL TO:

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

000489-000794

SHIP TO:

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



ACCOUNT NUMBER		PURCHASE ORDER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
46999175				8301WESTVIEWDR		246569065001		23-MAY-22		24-MAY-22	
BILLING ID		ACCOUNT MANAGER		RELEASE		ORDERED BY		DESKTOP		COST CENTER	
217641						CASSIE STEPHENS					
CATALOG ITEM #/ MANUF CODE				DESCRIPTION/ CUSTOMER ITEM #		U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
9675733 10012587788155				TRASH,BAGS,OS,FRSHCLN,8G 9675733		BX	1	1	0	5.990	5.99

000489-000794

SUB-TOTAL	5.99
DELIVERY	0.00
SALES TAX	0.00
TOTAL	5.99

All amounts are based on USD currency

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

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
CITY OF HILSHIRE VILLAGE	217641	246569065001	24-MAY-22	5.99	

FL0

002176410 2465690650018 00000000599 1 2

Please
Send Your
Check to:

ODP Business Solutions, LLC
PO Box 660113
Dallas TX 75266-0113

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

Please DO NOT staple or fold. Thank You.



BUSINESS SOLUTIONS, LLC

ODP Business Solutions, LLC
PO BOX 7241
SIOUX FALLS SD
57117-7241

ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US

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

FEDERAL ID:86-2161688

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
246568592001	72.61	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
24-MAY-22	Net 30	23-JUN-22

BILL TO:

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

000489-000794

SHIP TO:

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



ACCOUNT NUMBER		PURCHASE ORDER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
46999175				8301WESTVIEWDR		246568592001		23-MAY-22		24-MAY-22	
BILLING ID		ACCOUNT MANAGER		RELEASE		ORDERED BY		DESKTOP		COST CENTER	
217641						CASSIE STEPHENS					
CATALOG ITEM #/ MANUF CODE				DESCRIPTION/ CUSTOMER ITEM #		U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
781602 CR314FN#140				INK,HP,951,COMBO,ALL 781602		PK	1	1	0	59.730	59.73
420782 DP09288				TRASHBAG,OD,DRSTRNG,13G 420782		BX	1	1	0	12.880	12.88

000489-000794

SUB-TOTAL	72.61
DELIVERY	0.00
SALES TAX	0.00
TOTAL	72.61

All amounts are based on USD currency

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

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
CITY OF HILSHIRE VILLAGE	217641	246568592001	24-MAY-22	72.61	

FL0 002176410 2465685920012 00000007261 1 1

Please
Send Your
Check to:

ODP Business Solutions, LLC
PO Box 660113
Dallas TX 75266-0113

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

Please DO NOT staple or fold. Thank You.

City of Hilshire Village
8301 Westview Dr
Houston, TX 77055

Date 5/31/22

Petty Cash Fund Expenditures

	Date of Purchase	Expenditure Description	GL Account ID	GL Account Name	Amount
1	5/16/22	Food for Council Meeting	56551	Mayor/Council/Admin	\$ 65.67
2	5/11/22	M&N Nameplate	56551	Mayor/Council/Admin	\$ 13.00
3					
4					
5					
6					
7					
8					
9					
10					

Expenditure Total	\$ 78.67
Petty Cash Regular Balance	\$ 250.00
Currently in Petty Cash	\$ 171.33

Audited by Office Staff 
 Audited by Signatory _____

Date of Invoice 5-31-2022	Date of Check
Check Number	Check Amount \$78.67
Account Number See details above	Account Name See details above
CK Signatory #1	CK Signatory #2
Initiator's Notes and	Initials

		Qty	Total
Bills	100	0	\$ -
	50	0	\$ -
	20	2	\$ 40.00
	10	6	\$ 60.00
	5	9	\$ 45.00
	1	26	\$ 26.00
Coins	Q	0	\$ -
	D	3	\$ 0.30
	N	0	\$ -
	P	3	\$ 0.03

Cash Box Total **\$ 171.33**

Reimbursement to Susan

Food & Drink for Council Meeting 5/17/22

Petty Cash : 5/16/2022

56551 Mayor/Council/Admin

\$65.67

paid back w/ petty cash



sam's club

Self Checkout

CLUB MANAGER MELISSA STAFFORD
(281) 955 - 2071
HOUSTON, TX

05/16/22 19:35 7647 08274 090 9090

YOU

E	980242087	VARIETYLOAFF	8.48	N
E	990004704	BROWNIE BITF	7.98	N
E	980252717	MM LEMONADEF	4.48	T
	980126232	SERVING TON	4.38	I
E	37355	WRAP TRAY F	13.98	N
E	9974	COLBYJKCUBEF	10.38	N
E	865271	CHEESE TRAYF	11.14	N
E	980334729	BROC MEDLEYF	4.12	N
		SUBTOTAL	64.94	
	TAX	8.250 %	0.73	
		TOTAL	65.67	
	DEBIT TEND		65.67	
	CHANGE DUE		0.00	

EFT DEBIT PAY FROM PRIMARY
65.67 TOTAL PURCHASE
US DEBIT **** * 7493 I 0
NETWORK ID. 0056 APPR CODE 001222

US DEBIT
AID A0000000980840
AAC FC5EAF8A7DE7D275
TERMINAL # SC010113

Visit sansclub.com to see your savings

ITEMS SOLD 8

ILW 9551 2105 4981 2995 6732



M&N NAMEPLATE
8566 KATY FREEWAY SUITE 127
HOUSTON, TX 77024
USA

Voice: 713-467-0238

Fax: 713-973-0314

PAID
DATE 05-11-22
CASH CHECK CHARGE

Invoice

Invoice Number:

255967

Invoice Date:

May 10, 2022

Page:

1

Sold To:

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TEXAS 77055

Ship to:

ATTN SUSAN BLEVINS

Customer ID
CITYOF HILSHIRE

Customer PO

Payment Terms

Net 30 Days

Sales Rep ID

Shipping Method

Ship Date

Due Date

UPS Ground

6/9/22

Quantity Item
2 603

Description
2 X 8 WHITE NAME PLATE
WITH BLACK LETTERING
JUSTIN CRAWFORD
BOB BUESINGER

Unit Price
6.50

Extension
13.00

REMIT TO:
P.O. BOX 55428
HOUSTON, TX 77255

Receipt No:

Subtotal	13.00
Sales Tax	
Freight	
Total Invoice Amount	13.00
Payment Received	
TOTAL	13.00

petty cash
07

ACCOUNT SUMMARY

Account Number	XXXX XXXX XXXX 1719	Previous Balance	\$583.74
Credit Limit	\$2,000.00	Payments	\$583.74
Available Credit	\$964.00	Credits	\$0.00
Statement Closing Date	June 06, 2022	Purchases	\$934.25
Payment Due Date	June 26, 2022	Other Charges	\$39.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$69.00	Finance Charges	\$0.00
Days in Billing Cycle	32	New Balance	\$973.25

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
05/06	05/06	2444571GE8PPR93K5	KROGER #346 HOUSTON TX 56541	\$25.97
05/07	05/07	2405523GG2M695GZB	SUMMIT DONUTS HOUSTON TX 56541	\$20.55
05/07	05/07	2469216GG2XRG4SB5	WHATABURGER 1079 HOUSTON TX 56541	\$19.84
05/09	05/09	2494300GH61KDB61Y	CERTIFIED MAIL ENVELOPE 800-406-1792 FL 56541	\$6.71
05/10	05/10	2469216GJ2XFNSDR3	SWEETWATER SOUND 800-222-4700 IN	\$40.00
05/16	05/16	2444500GTBLQ8GZD	WM SUPERCENTER #3297 HOUSTON TX 56551	\$67.70
05/18	05/18	2469216GS2XZXF8P7	MERRY MAIDS HOUSTON 713-364-0094 TX	\$98.00
05/18	05/18	2469216GS2X7GJF32	TST* Ember and Green 713-465-3333 TX 56551	\$32.48
05/31	05/31	7476800H8BKQ1FJDA	PAYMENT - THANK YOU	-\$583.74
06/01	06/01	2437735H90003W1NM	TEXAS MUNICIPAL CLERKS AS940-5653488 TX 56515	\$275.00
06/02	06/02	2437735HA0003PD4S	TEXAS MUNICIPAL CLERKS AS940-5653488 TX 56515	\$250.00
06/03	06/03	2469216HA2XAGLEWJ	MERRY MAIDS HOUSTON 713-364-0094 TX	\$98.00
06/06	06/06		LATE FEE	\$39.00

See Reverse Side for Important Information About Your Account.

5543 0001 BAH 3 7 4 220606 0 PAGE 1 of 2 12 5398 0000 ABBS 01AA5543 1148

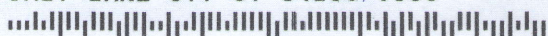
AmegyBank of Texas

P O BOX 30833
SALT LAKE CITY UT 84130-0833

For prompt credit, mail payment to location shown below.
Payment sent to any other location may delay crediting your account.
Please detach this portion and return it with your payment to ensure proper credit.

Make Checks Payable to :

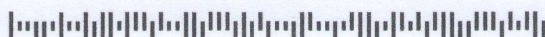
BANKCARD CENTER
PO BOX 30833
SALT LAKE CITY UT 84130-0833



PAYMENT INFORMATION

Account Number	XXXX XXXX XXXX 1719
Payment Due Date	06/26/22
New Balance	\$973.25
Minimum Payment Due	\$69.00
Past Due Amount	\$0.00
Cash Enclosed	
Total Payment Amount	\$

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



Kroger

Election Day Snacks 56541 Election

Amegy CC 5/6/22

\$ 25.97

\$ 25.97

Kroger FRESH FOR EVERYONE™

1505 WIRT
(713) 722-9800
Your cashier was: CHEC 503

COB COOKIE 4.99 F
KROGER PLUS CUSTOMER *****9537
GROH FRUIT BOWL PC 10.00 F
SC KROGER SAVINGS 2.99
KRO CLASS IRL MIX 6.49 F
KRO MINI PRETZEL 4.49 F
SC Fuel Points
TAX 0.00
**** BALANCE 25.97
HOUSTON TX 77055
VISA CREDIT Purchase
*****11719 - C
REF#: 006362 TOTAL: 25.97
AID: A0000000031010
TC: 905C361D47DF26B7

VISA 25.97
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 4
KROGER SAVINGS \$ 2.99
TOTAL COUPONS \$ 2.99
TOTAL SAVINGS (10 %) \$ 2.99
05/06/22 03:35pm 346 503 162 999999503

TELL US HOW WE ARE DOING!
EARN 50 BONUS FUEL POINTS!
Go to www.krogerfeedback.com
Date: 05/06/22
Time: 15:35
Entry ID: 034-444-162-346-503-665
No purchase necessary
See website for official rules

Fuel Points Earned Today: 26
Total May Fuel Points: 106

Remaining Apr Fuel Points: 411

Election

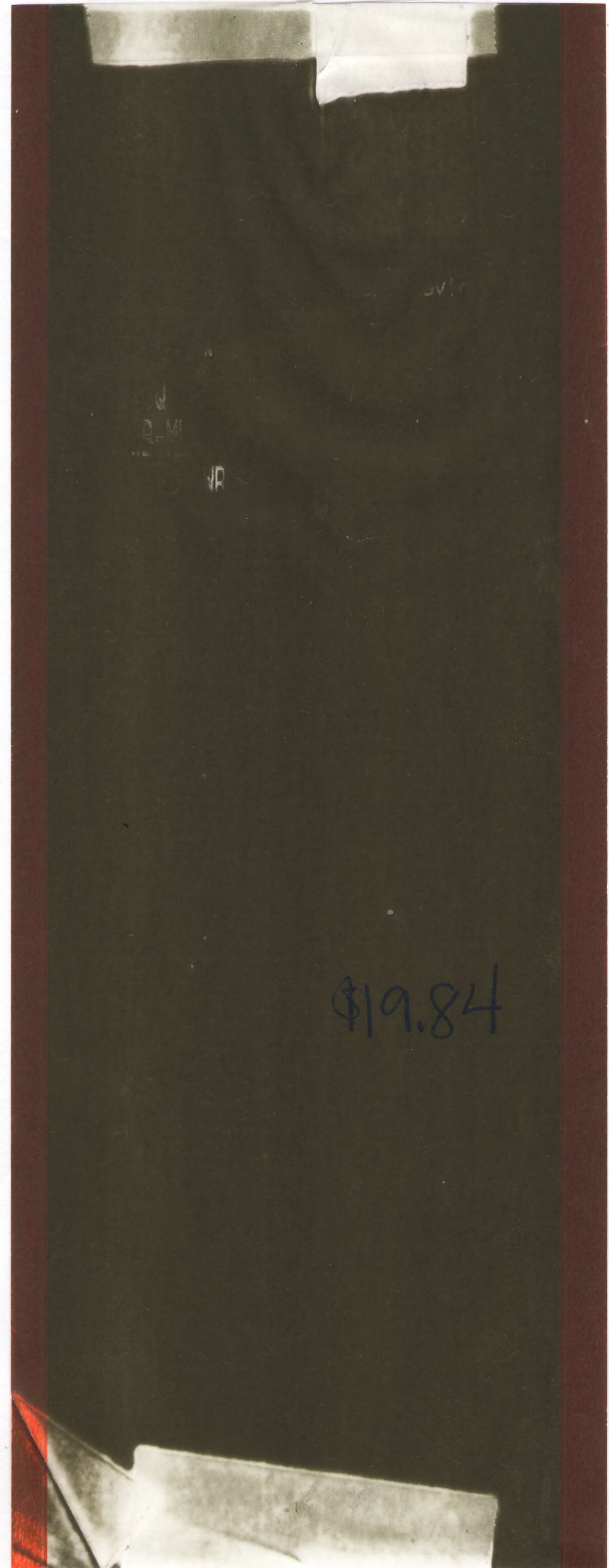
Amegy CC 5/7/22

Election Day Donuts	56541	Election	20.55
Election Day Lunch	56541	Election	19.84
			<hr/>
			\$ 40.39

Summit
Donuts

Whataburger

thermal
receipts
ruined in
scanner



Cassie Stephens

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Monday, May 9, 2022 3:48 PM
To: Cassie Stephens
Subject: Transaction Receipt from Certified Mail Envelopes, Inc. for \$6.71 (USD)

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

Order Information

Description: CML Balance Update
Invoice Number 751114
Customer ID 82716

Billing Information

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

Shipping Information

ES&S - Election
56541

Total: \$6.71 (USD)

Payment Information

Date/Time: 9-May-2022 16:47:55 EDT
Transaction ID: 43385283383
Payment Method: Visa xxxx1719
Transaction Type: Purchase
Auth Code: 009467

Merchant Contact Information

Certified Mail Envelopes, Inc.
Celebration, FL 34747
US

no-reply@certifiedmaillabels.com

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

From: Spencer Pyles <spencer_pyles@sweetwater.com>
Sent: Monday, May 9, 2022 1:42 PM
To: Susan Blevins <susan.blevins@hilshirevillagetexas.com>
Subject: Your Order 32028144 Confirmation



(800) 222-4700 | (260) 432-8176

[What's New](#) [DealZone](#) [Shop](#)

Your order number is **32028144**

Billing Information	Shipping Information
Susan Blevins City Of Hilshire Village 8301 Westview Houston, TX 77055	Susan Blevins City Of Hilshire Village 8301 Westview Houston, TX 77055
E-mail: susan.blevins@hilshirevillagetexas.com	

Payment Information	Shipping Method
Card: *****1719 \$40	First Class Mail

Product	QTY	Price	Total
RK412WS Windscreens 4-pk for MX412/418	2	\$20.00	\$40.00
Tax Exempt Certificate			
Subtotal:			\$40.00
Tax:			\$0.00
Shipping & Handling:			\$6.42
FREE Shipping			-\$6.42
Order Total:			\$40.00

[Microphone screens for Council Mayor/Council/Admin 56551](#)

Walmart

Food for Reception

56551 Mayor/Council/Admin

Amegy CC 5/16/22

67.70

\$

67.70

Give us feedback @ survey.walmart.com

Thank you! ID #:7RFN3D14PW4

Walmart

832-912-7320 Mgr:DALMACIO

12353 FM 1960 RD W

HOUSTON TX 77065

ST# 03297 OP# 009048 TE# 48 TR# 05665

ORG CARROTS 068113109132 F 1.56 N

GREEN GRAPE 000000004022KF 3.10 N

1.36 lb @ 1 lb /2.28

AMBRSA APPLE 084747300110 F 1.16 N

0.53 lb @ 1 lb /2.18

AMBRSA APPLE 084747300110 F 1.53 N

0.70 lb @ 1 lb /2.18

SUGARBEE 088828900102 F 2.39 N

1.03 lb @ 1 lb /2.32

GRAPE TOMATO 003338365585 F 1.48 N

COLBY JACK 007874215923 F 4.00 O

GV CHS CUBE 007874206221 F 1.98 O

GV CHS CUBE 007874228039 F 1.98 O

GRAPE TOMATO 003338365585 F 1.48 N

GUACAMOLE 068113116073 F 4.88 N

STRAWBERRIES 071575620002 F 2.33 N

DRESSING 007766112511 F 4.74 N

TOOTHPICK 007675333994 2.27 X

MANZANILLA 007365111706 F 2.94 O

MARA CHERRY 007874215194 F 2.82 O

GV YOGURT 007874205205 F 1.92 O

CLAS HUMMUS 068113113847 F 2.47 O

SPINACH DIP 068113110835 F 3.98 O

MAND 5 BAG 068113130536 F 7.12 N

CELERY STALK 085895900429 F 1.96 N

PINEAPPLE 744300887030 F 1.98 N

GV LED BOX 068113113244 1.54 X

NAB MUNCH MP 004400007263 F 5.78 O

SUBTOTAL 67.39

TAX 1 8.250 % 0.31

TOTAL 67.70

VISA TEND 67.70

VISA CREDIT ***** 1719 I 2

APPROVAL # 016848

REF # 1042000314

TRANS ID - 382137137719176

VALIDATION - BH9Z

PAYMENT SERVICE - E

AID A0000000031010

AAC C440B946C8AE2A49

TERMINAL # SC010642

05/16/22 22:49:36

CHANGE DUE 0.00

ITEMS SOLD 24

TC# 8665 5696 3874 5104 2945



Ember & Greens

Council Meeting Admin Dinner

56551 Mayor/Council/Admin

Amegy CC 5/17/22

32.48

\$

32.48



EMBER & GREENS
RESTAURANT AND BAR

Ember & Greens
9403B Katy Freeway Suite B
Houston, TX 77024
713-465-3333

Online Ordering - Takeout
(Online)

Cassie Stephens 713-973-1779
cassie.stephens@hilshirevillagetexas.com

Server: David M

Check #22

Ordered:

5/17/22 12:08 PM

Due:

5/17/22 12:38 PM

1 Persian Cucumber \$16.00

Grilled Chicken

No onion, dry toss, dressing on the side
please.

1 1/2 E&G Veggie Samosas \$7.00

1 Half Caesar \$7.00

Subtotal \$30.00

Tax \$2.48

Total \$32.48

Credit -\$32.48

Amount Due \$0.00

Suggested Tip:

22%: (Tip \$7.15 Total \$39.63)

20%: (Tip \$6.50 Total \$38.98)

18%: (Tip \$5.85 Total \$38.33)

Tip percentages are based on the check
price after taxes.

Thank you!

Cassie Stephens

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Wednesday, June 1, 2022 2:55 PM
To: Cassie Stephens
Subject: Transaction Receipt from Texas Municipal Clerks Association Inc for \$275.00 (USD)

Order Information

Description: Time: 2022-06-01 14:55:17 EVENT_REGISTRATION: ON-DEMAND WEBINAR: Council Relations ID: 15530 EMAIL: cassie.stephens@hilshirevillagetexas.com NEON Account ID: 11973 EVENT_REGISTRATION: ON-DEMAND WEBINAR: Emergency Mgmt for the City Clerk's Office ID

Billing Information

Susan Blevins
77055
cassie.stephens@hilshirevillagetexas.com

Shipping Information

Total: \$275.00 (USD)

Payment Information

Date/Time: 1-Jun-2022 14:55:17 CDT
Transaction ID: 63744931615
Payment Method: Visa xxxx1719
Transaction Type: Purchase
Auth Code: 001978

Merchant Contact Information

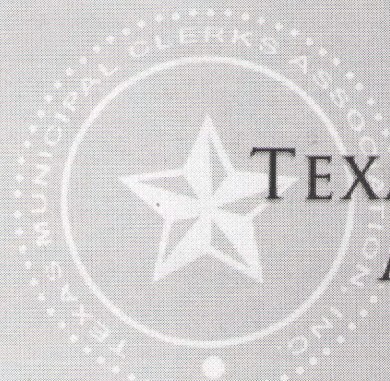
Texas Municipal Clerks Association Inc
Denton, TX 76207
US
miriam.sheehan@unt.edu

CONTINUE SHOPPING UPDATE CART CHECK OUT

*No sales tax except for state TX

** Tax will be calculated after shipping address is entered.

Texas Municipal Clerks Association, Inc.
1115 Union Circle #305067, Denton, Texas 76203-5017 · Phone 940-565-3488 · Fax 940-565-2012 · municipalclerks@unt.edu
home · [about TMCA, Inc.](#) · [about TMCCP](#) · [contact us](#)



PORTAL

TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.

[Member Access](#)[Store](#)[Events](#)[Texas Municipal Clerks Home](#)

Welcome Cassandra Stephens (Account# 11973)

What would you like to do? ▾

Your Shopping Cart

Item	Unit	Quantity	Price
Price			
ON-DEMAND WEBINAR: Council Relations[Edit]	\$75.00	<input type="text" value="1"/>	\$75.00
		remove	
ON-DEMAND WEBINAR: Emergency Mgmt for the City Clerk's Office[Edit]	\$75.00	<input type="text" value="1"/>	\$75.00
		remove	
ON-DEMAND WEBINAR: Buddy to Boss: The Professionalism it Takes to Make the Switch[Edit]	\$75.00	<input type="text" value="1"/>	\$75.00
		remove	
ON-DEMAND WEBINAR: Managing Stress as a Municipal Clerk[Edit]	\$75.00	<input type="text" value="1"/>	\$75.00
		remove	
ON-DEMAND WEBINAR: Using Parliamentary Procedure for More Efficient Meetings[Edit]	\$75.00	<input type="text" value="1"/>	\$75.00
		remove	
ON-DEMAND WEBINAR: The Public Servants' Survival Guide Workshop[Edit]	\$75.00	<input type="text" value="1"/>	\$75.00
		remove	
TMCCP Course 2 Enrollment[Edit]	\$125.00	<input type="text" value="1"/>	\$125.00
		remove	
ON-DEMAND WEBINAR: Council Relations [\$50.00 off]			-\$50.00
ON-DEMAND WEBINAR: Emergency Mgmt for the City Clerk's Office [\$50.00 off]			-\$50.00
ON-DEMAND WEBINAR: Buddy to Boss: The Professionalism it Takes to Make the Switch [\$50.00 off]			-\$50.00
ON-DEMAND WEBINAR: Managing Stress as a Municipal Clerk [\$50.00 off]			-\$50.00
ON-DEMAND WEBINAR: Using Parliamentary Procedure for More Efficient Meetings [\$50.00 off]			-\$50.00
ON-DEMAND WEBINAR: The Public Servants' Survival Guide Workshop [\$50.00 off]			-\$50.00
Add Donation:		<input type="text"/>	\$
Sub Total:			\$275.00
Shipping & Handling:			\$.00
Calculate			
*Tax:			**
Total:			\$275.00

Cassie Stephens

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Thursday, June 2, 2022 1:13 PM
To: Cassie Stephens
Subject: Transaction Receipt from Texas Municipal Clerks Association Inc for \$250.00 (USD)

Order Information

Description: Time: 2022-06-02 13:12:42 PRODUCT: Private Transaction--Webinars ID: 52 EMAIL:
cassie.stephens@hilshirevillagetexas.com NEON Account ID: 11973

Billing Information

Susan Blevins
77055
cassie.stephens@hilshirevillagetexas.com

Shipping Information

56515-education

Total: \$250.00 (USD)

Payment Information

Date/Time: 2-Jun-2022 13:12:42 CDT
Transaction ID: 63746859817
Payment Method: Visa xxxx1719
Transaction Type: Purchase
Auth Code: 002416

(discount was applied improperly,
owe \$250 for (6) webinars)

Merchant Contact Information

Texas Municipal Clerks Association Inc
Denton, TX 76207
US
miriam.sheehan@unt.edu

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

June 08, 2022

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 12167
Our File No. 1057-00000
Billing Through: 5/31/2022

City of Hilshire Village

Total Legal Services	\$1,725.00
Total Reimbursable Expenses	\$0.00

Net Balance Forward	\$0.00
Total Charge for this Bill	\$1,725.00
Total Balance Now Due	\$1,725.00

Legal	54540	\$1,225.00
Legal Zoning	54545	\$500.00

Date of Invoice	Date of Check
6-8-2022	
Check Number	Check Amount
	\$1,725.00
Account Number	Account Name
See details	See details
CK Signatory #1	CK Signatory #2
Initiator's Notes and	Initials
May 2022	

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

June 8, 2022

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No. 12167
Our File No. 1057-00000
Billing Through: 5/31/2022

City of Hilshire Village

5/4/2022 LSB	Receive email regarding rezoning inquiry for property on Wirt Road; review Harris County Appraisal District, prior emails and case law re same [.5] Telephone conference S. Blevins re orientation, county interlocal and zoning issue [.2] Telephone conference S. Blevins re Wirt Road ROW [.1]. <i>Zoning 54545</i>	0.80 hrs	250.00 /hr	200.00
5/5/2022 LSB	Telephone conference S. Blevins re procurement issue [.1].	0.10 hrs	250.00 /hr	25.00
5/10/2022 LSB	Email suggested changes to election ordinance [.1] review email from S. Blevins regarding Zoning Board of Adjustment hearing notice; research and email response re same [.3] Work on revised notice of public hearing for variance requests for detached garage - Hilshire Green [.8]. <i>Zoning 54545</i>	1.20 hrs	250.00 /hr	300.00
5/12/2022 LSB	Email response to S. Blevins re Zoning Board of Adjustment meeting [.1] prepare and email response to S. Blevins re Centerpoint franchise [.1].	0.20 hrs	250.00 /hr	50.00
5/13/2022 LSB	Review email and agenda from S. Blevins; Telephone conference S. Blevins re same [.3] attention to emails re agenda and conduit financing [.1].	0.40 hrs	250.00 /hr	100.00
5/17/2022 LSB	Attention to email re HVCEC - conflict of interest [.1]; prepare for and attend city council meeting [.3].	3.10 hrs	250.00 /hr	775.00

5/18/2022 LSB	Email S. Blevins suggested changes to the format of the meeting agenda [.5].	0.50 hrs	250.00 /hr	125.00
5/31/2022 LSB	Forward SVV centerpoint franchise agreement to S. Blevins [.1] prepare and email S. Blevins response regarding additional agenda notice for meetings with council members attending from remote location [.5].	0.60 hrs	250.00 /hr	150.00

Total Fees for this Matter

\$1,725.00

Total

\$1,725.00

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



BBG CONSULTING, INC.

BILL TO

City of Hilshire Village
8301 Westview
Houston, TX 77055

INVOICE 22-2642

DATE 05/31/2022 **TERMS** Net 30

DUE DATE 06/30/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/31/2022	Services	Building Official Services Monthly Contract	1	2,750.00	2,750.00

TOTAL DUE

\$2,750.00



TX BBG CONSULTING, INC.

Hilshire Village				
#	Permit	Date	Address	Inspection
1	HV-21-ROW-001E-BROMLEY	5/4/2022	8109 2/3 Bromley Rd	Electrical underground
2	HV-21-ROW-001E-BROMLEY	5/4/2022	8109 2/3 Bromley Rd	Electrical Final
3	HV-21-ROW-001E-BROMLEY	5/4/2022	8109 2/3 Bromley Rd	Electrical Reconnect
4	HV-22-047R	5/6/2022	1035 Wirt Rd	Roof Final
5	HV-12-045P	5/12/2022	7907 Hilshire Green	Temp Gas
6	HV-22-050GE	5/12/2022	6 Hilshire Grove Ln	Electrical reconnect, rough, final
7	HV-22-050GE	5/12/2022	6 Hilshire Grove Ln	Electrical Rough
8	HV-22-050GE	5/12/2022	6 Hilshire Grove Ln	Electrical Final
9	HV-22-052DEMO	5/17/2022	1126 Guinea Dr	Pre-construction perimeter screened fencing, silt fencing, tree protection.
10	HV-21-078P	5/18/2022	14 Pine Creek Ln	Shower Pan
11	HV-21-059GE	5/18/2022	1201 Pine Chase Dr	Generator Final
12	HV-22-055AB	5/20/2022	8002 Bromley Rd	Pre-pour inspection - footings
13	HV-22-018P	5/24/2022	12 Pine Creek Lane	Plumbing Ground
14	HV-21-041E2	5/24/2022	1123 Guinea Dr	Electrical Ground
15	HV-21-111B	5/25/2022	8001 Bromley St	Clips & Straps
16	HV-21-111B	5/27/2022	8001 Bromley St	Nail Pattern
17	HV-22-058P	5/27/2022	1200 Pine Chase Dr	Water Re-Pipe
PLAN REVIEW				
1	5/5/2022	1327 Pine Chase Dr	Revision to Previously Approved Solar Panels	
2	5/6/2022	6 Hilshire Grove Ln	Generator	
3	5/23/2022	14 Pine Creek Ln	Irrigation	

Hilshire Village Job Site Maintenance May 2022

5/4/2022

New Home	1210 Ridgley	No violations
Demo & New Construction	1123 Guinea Dr	No violations
No construction yet watch grass and debris	1226 Glourie Dr	Citation still up
No construction yet, watch grass length	1306 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
8001 Bromley St	8001 Bromley St	No violations
Residential Remodel	1 Pine Creek Ln	No violations
12 Pine Creek Ln	12 Pine Creek Ln	No violations
New Home	14 Pine Creek Ln	No violations

5/11/2022

New Home	1210 Ridgley	No violations
Demo & New Construction	1123 Guinea Dr	No violations
No construction yet watch grass and debris	1226 Glourie Dr	Never have fixed screen and silt fencing
No construction yet, watch grass length	1306 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
Residential Remodel	1 Pine Creek Ln	No violations
8001 Bromley	8001 Bromley St	No violations
12 Pine Creek Ln	12 Pine Creek Ln	No violations
New Home	14 Pine Creek Ln	No violations

5/18/2022

Residential Remodel	1 Pine Creek Ln	No violations
Demo & New Construction	1123 Guinea Dr	No violations
New home	14 Pine Creek Ln	No violations
New home	1210 Ridgley	No violations
No construction yet; watch grass and debris	1226 Glourie Dr	no change no activity
No construction yet; watch grass and debris	1306 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
12 Pine Creek Ln	12 Pine Creek Ln	left warning to move lumber
8001 Bromley	8001 Bromley St	No violations

5/25/2022

Residential Remodel	1 Pine Creek Ln	No violations
Demo & New Construction	1123 Guinea Dr	No violations
New home	14 Pine Creek Ln	No violations
New home	1210 Ridgley	No violations
No construction yet; watch grass and debris	1226 Glourie Dr	Need cleanup of property
No construction yet; watch grass and debris	1306 Glourie Dr	No violations
New Project	1326 Glourie Dr	No violations
New Project	12 Pine Creek Ln	No violations
8001 Bromley	8001 Bromley St	No violations

MAKE CHECK PAYABLE TO:

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

Northwest Pest Patrol
PO Box 690548
Houston, TX 77269
281-469-7378

RETURN SERVICE REQUESTED

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

40.1.14538 1 AB 0.458 02466S11 4268 4344 001/001



HILSHIRE VILLAGE
8301 WESTVIEW DR
HOUSTON TX 77055-6737

ACCOUNT NUMBER

INVOICE DATE

BALANCE

51436NW

5/31/2022

\$280.76

Invoice # 823341B

Terms 0

Due date 5/31/2022

Northwest Pest Patrol
PO Box 690548
Houston, TX 77269

00000002461177001000000081593800000000636090

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Invoice # 823341B

Invoice date	Invoice #	Service	Price	Tax	Total	Due
8301 Westview Dr Houston, TX 77055-6737						
5/5/2022	1187440	Mosquito Control - Weekly	63.60	0.00	63.60	63.60
5/12/2022	1187441	Mosquito Control - Weekly	63.60	0.00	63.60	63.60
5/19/2022	1187442	Mosquito Control - Weekly	63.60	0.00	63.60	63.60
5/26/2022	1187443	Mosquito Control - Weekly	63.60	0.00	63.60	63.60
5/31/2022	823405B	Fuel Surcharge	26.36	0.00	26.36	26.36

PLEASE REMIT

\$280.76

Northwest Pest Patrol
PO Box 690548
Houston, TX 77269
Account # 51436NW
HILSHIRE VILLAGE

PLEASE REMIT

\$280.76



150354 0 0603 14538 29447 1/1 BIN:0



	Amount
Gen Fund	\$ 4,543.66
Utility Fund	\$ 1,059.10
METRO	\$ -

Invoice

Please send remittance with copy of invoice to

HDR, Inc.

US Engineering Accounts Receivable

P. O. Box 74008202

Chicago, IL 60674-8202

susan.blevins@hilshirevillagetexas.com

Total Invoice \$ 5,602.76

City of Hilshire Village
8301 Westview
Houston, Texas 77055

Invoice No. **1200433582**
Invoice Date 5/18/2022
Month Ending 4/23/2022
HDR Project No. 10336207

\$5,602.76

Attn: Ms. Susan Blevins

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

Invoice for services from: 03/27/22 to 04/23/22

2 Pine Creek <i>consult - erosion control engineering</i>			
Labor	Hours	Rate	Total
Efrain Him	1.00 ✓	\$264.88	\$ 264.88
Total:			\$ 264.88
			Total This Invoice: \$264.88

8001 Bromley <i>engineering - sewer connection, driveway HV-21-111</i>			
Labor	Hours	Rate	Total
Efrain Him	1.50 ✓	\$264.88	\$ 397.32
Javier Vasquez	0.50 ✓	\$167.17	\$ 83.59
Total:			\$ 480.91
			Total This Invoice: \$480.91

12 Pine Creek <i>pre-construction inspection HV-22-018</i>			
Labor	Hours	Rate	Total
Efrain Him	2.00 ✓	\$264.88	\$ 529.76
Javier Vasquez	0.50 ✓	\$167.17	\$ 83.59
Total:			\$ 613.35
			Total This Invoice: \$613.35

Miscellaneous Engineering <i>engineering</i>			
Labor	Hours	Rate	Total
Efrain Him	2.00 —	\$264.88	\$ 529.76
Javier Vasquez	6.25 —	\$167.17	\$ 1,044.81
Remya Kumar	1.00 —	\$97.77	\$ 97.77
Total:			\$ 1,672.34
			Total This Invoice: \$1,672.34

7903 South Villa <i>consult - garage setbacks engineering</i>			
Labor	Hours	Rate	Total
Efrain Him	1.50	\$264.88	\$ 397.32
Total:			\$ 397.32
			Total This Invoice: \$397.32

TCEQ MS4 <i>TCEQ</i>			
Labor	Hours	Rate	Total
Efrain Him	1.00 ✓	\$264.88	\$ 264.88
Aaron Croley	6.00 ✓	\$132.37	\$ 794.22
Total:			\$ 1,059.10
			Total This Invoice: \$1,059.10 <i>utility</i>

CARES Act <i>engineering</i>			
Labor	Hours	Rate	Total
Efrain Him	1.00 ✓	\$264.88	\$ 264.88
Total:			\$ 264.88
			Total This Invoice: \$264.88

7906 N. Villa Ct <i>as-built drainage plan review (secondary) HV-20-034</i>			
Labor	Hours	Rate	Total
Efrain Him	0.50 ✓	\$264.88	\$ 132.44
Javier Vasquez	1.75 ✓	\$167.17	\$ 292.55
Total:			\$ 424.99
			Total This Invoice: \$424.99

7915 S Villa Circle <i>drainage plan review (secondary) HV-21-080</i>			
Labor	Hours	Rate	Total
Efrain Him	0.50 ✓	\$264.88	\$ 132.44
Javier Vasquez	1.75 ✓	\$167.17	\$ 292.55
Total:			\$ 424.99
			Total This Invoice: \$424.99

TOTAL DUE THIS INVOICE:

\$5,602.76

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
03-28-2022	Coord w/ City on Septic Tank & Review of CCTV Inspection Videos for 8001 Bromley Sanitary Sewer Service (ESC 03 - SB)	1.50 ✓
03-28-2022	Coord w/ City & Olson & Olson on 7903 South Villa Ct (Lot 7) Garage Setbacks (ESC 03 - SB)	0.50 ✓
03-30-2022	Coord & Review of City's MS4 Year 3 Annual Report (ESC 03 - SB)	1.00 ✓
04-01-2022	Coord on 7915 S Villa Circle Drainage Plan Resubmittal Review (ESC 03 - SB)	0.50 ✓
04-04-2022	Coord on 7906 N Villa Ct As-Built Drainage Plan Review (ESC 03 - SB)	0.50 ✓
04-08-2022	Coord w/ City on CNP Electrical Service Requests for City Entrance Markers and Flock Cameras (ESC 03 - SB)	0.50 ✓
04-11-2022	Coord & MS-Team Mtg w/ City, Olson & Olson, BBG and Schwab Design Builders on 7903 S Villa Circle (Lot 7, Hilshire Villas) Garage Setback Requirements (ESC 03 - SB)	1.00 ✓
04-12-2022	Coord on 2 Pine Creek Landscape/Erosion Control Improvements (ESC 03 - SB)	1.00 ✓
04-14-2022	Coord on Information for Engineer's Report for Monthly City Council Mtg (ESC 03 - SB)	0.50 ✓
04-18-2022	Coord w/ City on 811 Utility Locates for Street Signs Installation/Replacement by Batterson, LLP (ESC 03 - SB)	1.00 ✓
04-21-2022	Coord w/ City on ARPA/CARES Act Reporting (ESC 03 - SB)	1.00 ✓
04-22-2022	Coord w/ City and 12 Pine Creek Pre-Construction Inspection (ESC 03 - SB)	2.00 ✓
Total:		11.00

AARON CROLEY

DATE	TASK	HOURS
03-28-2022	ESC 03 - S. Blevins - TCEQ MS4 Permitting Annual Report	1.00 ✓
03-29-2022	ESC 03 - S. Blevins - TCEQ MS4 Permitting Annual Report	2.00 ✓
03-30-2022	ESC 03 - S. Blevins - TCEQ MS4 Permitting Annual Report	1.00 ✓
03-31-2022	ESC 03 - S. Blevins - TCEQ MS4 Permitting Annual Report	2.00 ✓
		6.00

JAVIER VASQUEZ

DATE	TASK	HOURS
03-29-2022	ESC 03 - S. Blevins - 7906 N. Villa Court As Built Drainage Plan review and coordination	1.00 ✓
03-30-2022	ESC 03 - S. Blevins - 7915 S Villa Circle Drainage Plan review and coordination	1.00 ✓
04-04-2022	ESC 03 - S. Blevins - 12 Pine Creek Lane pre-construction meeting	0.50 ✓
04-07-2022	ESC 03 - S. Blevins - HCFCD Coordination for tree removal near Channel Crossing A	0.50 ✓
04-07-2022	ESC 03 - S. Blevins - Coordination for Bromley paving repair and Pine Chase Cir. inlet repair	0.50 ✓
04-08-2022	ESC 03 - S. Blevins - 7906 N. Villa Court As Built Drainage Plan Review and Coordination	0.75 ✓
04-08-2022	ESC 03 - S. Blevins - 7915 S. Villa Circle Pool Drainage Plan Amendment Review and Coordination	0.75 ✓
04-11-2022	ESC 03 - S. Blevins - 8001 Bromley Street Driveway Coordination	0.50 ✓
04-13-2022	ESC 03 - S. Blevins - Engineer's Report and Agenda	0.50 ✓
04-14-2022	ESC 03 - S. Blevins - Street Sign Replacement Coordination w/Contractor	2.00 ✓
04-14-2022	ESC 03 - S. Blevins - Engineer's Report and Agenda	1.50 ✓
04-19-2022	ESC 01 - Mayor Herron - April City Council Meeting	1.25 ✓
Total:		10.75

REMYA KUMAR

DATE	TASK	HOURS
04-07-2022	75' pine tree that's going to fall 1301 Ridgeley, Contacted HCFCD. Responded to HCFCD email and sent images of the 75' pine tree - (ESC 03 - Susan Blevins)	1.00 ✓
		1.00



susan.blevins@hilshirevillagetexas.com

City of Hilshire Village
8301 Westview
Houston, Texas 77055

Attn: Ms. Susan Blevins

	Amount
Gen Fund	\$ 4,529.46
Utility Fund	\$ 132.44
METRO	\$ -
Total Invoice	\$ 4,661.90

Invoice No. 1200440100
Invoice Date 6/13/2022
Month Ending 5/21/2022
HDR Project No. 10336207

Invoice

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

\$4,661.90

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

Invoice for services from: 04/24/22 to 05/21/22

2 Pine Creek	erosion control plan review	56583	
Labor	Hours	Rate	Total
Efrain Him	5.50 ✓	\$264.88	\$ 1,456.84
Total:			\$ 1,456.84
Total This Invoice:			\$1,456.84

8002 Bromley	drainage plan review	56583	HV-22-055
Labor	Hours	Rate	Total
Javier Vasquez	1.25 ✓	\$167.17	\$ 208.96
Total:			\$ 208.96
Total This Invoice:			\$208.96

8006 Anadell	as-built drainage plan review	56583	HV-21-015
Labor	Hours	Rate	Total
Javier Vasquez	1.50 ✓	\$167.17	\$ 250.76
Total:			\$ 250.76
Total This Invoice:			\$250.76

Miscellaneous Engineering	engineering	56585	
Labor	Hours	Rate	Total
Efrain Him	1.50 ✓	\$264.88	\$ 397.32
Javier Vasquez	4.00 ✓	\$167.17	\$ 668.68
Total:			\$ 1,066.00
Total This Invoice:			\$1,066.00

1302 Friar Creek	erosion control	56583	HV-21-099
Labor	Hours	Rate	Total
Javier Vasquez	0.25 ✓	\$167.17	\$ 41.79
Total:			\$ 41.79
Total This Invoice:			\$41.79

1127 Glourie	ditch improvement review-engineering	56585	
Labor	Hours	Rate	Total
Javier Vasquez	0.25 ✓	\$167.17	\$ 41.79
Total:			\$ 41.79
Total This Invoice:			\$41.79

Pine Chase Grove Cul-De-Sac	engineering-utility	60000	
Labor	Hours	Rate	Total
Efrain Him	0.50 ✓	\$264.88	\$ 132.44
Total:			\$ 132.44
Total This Invoice:			\$132.44

1210 Hilshire Villa	pre-development meeting-engineering	56585	
Labor	Hours	Rate	Total
Javier Vasquez	0.25 ✓	\$167.17	\$ 41.79
Total:			\$ 41.79
Total This Invoice:			\$41.79

1210 Ridgeley	pre-dev. meeting, plan review	56583	HV-22-048
Labor	Hours	Rate	Total
Javier Vasquez	1.75 ✓	\$167.17	\$ 292.55
Total:			\$ 292.55
Total This Invoice:			\$292.55

1126 Guinea Dr.	pre-dev. meeting-engineering	56585	
Labor	Hours	Rate	Total
Javier Vasquez	0.25 ✓	\$167.17	\$ 41.79
Total:			\$ 41.79
Total This Invoice:			\$41.79

Wirt Road Safety Project	engineering	56585	
Labor	Hours	Rate	Total
Efrain Him	2.00 ✓	\$264.88	\$ 529.76
Total:			\$ 529.76
Total This Invoice:			\$529.76

1311 Friarcreek

pre-dev. meeting- engineering

56585

Labor	Hours	Rate	Total
Javier Vasquez	0.25	\$167.17	\$ 41.79
Total:		\$	41.79

Total This Invoice:

\$41.79

7915 S Villa Circle

drainage review, inspections

56583

HV-21-080

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

Total This Invoice:

\$515.64

TOTAL DUE THIS INVOICE:

\$4,661.90

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**

04-25-2022	Coord & Field Mtg w/ City, Jay Knoth (Contractor) & Scott Lisman (Polk Attorneys at Law) on 2 Pine Creek Street Cleaning (ESC 03 - SB)	2.00 ✓
04-25-2022	Coord & Field Mtg w/ Daniel Slate on 7915 S Villa Circle Drainage (ESC 03 - SB)	1.00 ✓
05-02-2022	Coord w/ City on Leaking Backflow Preventer Valve at Pine Chase Grove (ESC 03 - SB)	0.50 ✓
05-05-2022	Coord w/ COH on ILA and Funding for Wirt Road Safety Project (ESC 03 - SB)	1.00 ✓
05-11-2022	Coord & Field Mtg w/ City & Jay Knoth (Advanced Curb Appeal) on 2 Pine Creek Erosion Control Improvements (ESC 03 - SB)	2.00 ✓
05-12-2022	Coord w/ City & Jay Knoth (Advanced Curb Appeal) on 2 Pine Creek Erosion Control Improvements Engineering Plan Submittal Requirements (ESC 03 - SB)	1.00 ✓
05-13-2022	Coord on Engineer's Report for Monthly City Council Mtg (ESC 01 - Mayor RH)	0.50 ✓
05-17-2022	Coord w/ Patrick Nguyen (COH) on Wirt Road Safety Project (ESC 03 - SB)	1.00 ✓
05-18-2022	Coord w/ Jay Knoth (Contractor) on Engineering Plans Status for 2 & 3 Pine Creek Erosion Control/Landscape Improvements (ESC 03 - SB)	0.50 ✓
05-18-2022	Coord w/ City on Exist Lift Station Survey Info for Generator Installation (ESC 03 - SB)	1.00 ✓

Total: 10.50

JAVIER VASQUEZ**DATE****TASK****HOURS**

04-27-2022	ESC 03 - S. Blevins - 1210 Ridgeley Dr Pre-Development Meeting	0.25 ✓
04-28-2022	ESC 03 - S. Blevins - 1311 Friarcreek Pre-Development Meeting	0.25 ✓
04-29-2022	ESC 03 - S. Blevins - 7915 S. Villa Ct Pool Drainage - Cover inspection	1.25 ✓
04-29-2022	ESC 03 - S. Blevins - Street sign project field review and coordination with Contractor.	0.75 ✓
05-02-2022	ESC 03 - S. Blevins - 7915 S. Villa Circle Pool Drainage Plan Amendment cover inspection coordination	0.25 ✓
05-06-2022	ESC 03 - S. Blevins - 1210 Hilshire Villa Dr pre-development meeting	0.25 ✓
05-09-2022	ESC 03 - S. Blevins - 1127 Glourie Drive ditch improvements review	0.25 ✓
05-12-2022	ESC 03 - S. Blevins - 1126 Guinea Drive pre-development meeting	0.25 ✓
05-13-2022	ESC 03 - S. Blevins - Prepared Engineer's Report and Agenda for May City Council Meeting	1.50 ✓
05-16-2022	ESC 03 - S. Blevins - 1302 Friarcreek Erosion Control Project - Contractor coordination	0.25 ✓
05-17-2022	ESC 01 - Mayor Buesinger - May City Council Meeting	1.75 ✓
05-17-2022	ESC 03 - S. Blevins - 8002 Bromley Street secondary drainage review and coordination	0.75 ✓
05-18-2022	ESC 03 - S. Blevins - 1210 Ridgeley Drive drainage plan review and coordination	1.00 ✓
05-19-2022	ESC 03 - S. Blevins - 8002 Bromley Street secondary drainage review and coordination	0.50 ✓
05-19-2022	ESC 03 - S. Blevins - 1210 Ridgeley Drive drainage plan review and coordination	0.50 ✓
05-20-2022	ESC 03 - S. Blevins - 8006 Anadell Street as built pool drainage plan review and coordination	1.50 ✓

Total: 11.25



Inframark, LLC

2002 West Grand Parkway North, Suite 100

Katy, Texas 77449

(281) 578-4200

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

Invoice Number	1138345
Invoice Date	6/14/2022
Due Date	7/14/2022

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

Service Description	Total
Maintenance Services	\$2,645.38

Date of Invoice 6-14-2022	Date of Check
Check Number	Check Amount \$2,645.38
Account Number See details →	Account Name See details →
CK Signatory #1	CK Signatory #2
Initiator's Notes and	Initials

55563 - TCEQ	-
55504 - Lift Station	-
55502 - Sewer	-
55501 - Water	2,645.38
55507 - New Meter	-
55505 - Meter Replacement	-

Subtotal	\$2,645.38
Sales Tax	\$0.00
Total	\$2,645.38

Please Pay This Amount

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

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

INFRAMARK, LLC

DISTRICT : CITY OF HILSHIRE VILLAGE

INVOICE NO. 1138345 - SUMMARY

INVOICE DATE: 6/14/2022

14 Jun 2022 09:48:26AM CST

Go Green! Think before you print.

Work Type / Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
Maintenance, Water					
General Maintenance & Repairs	\$452.00	\$1,772.20	\$421.18	\$0.00	\$2,645.38
MW Total	\$452.00	\$1,772.20	\$421.18	\$0.00	\$2,645.38
Invoice Total	\$452.00	\$1,772.20	\$421.18	\$0.00	\$2,645.38

INFRAMARK, LLC

14 Jun 2022 09:48:26AM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

Go Green! Think before you print.

INVOICE NO. 1138345 - DETAIL

INVOICE DATE: 6/14/2022

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
Maintenance, Water										
General Maintenance & Repairs										
	5/12/2022	2854158	COHV District Area	Flushing of a Water System; monthly flush	\$48.00	\$202.97	\$1.62	\$0.00	\$252.59	N
	5/25/2022	2857859	1233 Archley Dr	Repair, Replace or Adjust a Water Meter Box Assembly; damaged meter box	\$16.00	\$67.66	\$1.62	\$0.00	\$85.28	N
	5/25/2022	2857860	17 Hickory Shadows Dr	Repair, Replace or Adjust a Water Meter Box Assembly; damaged meter box	\$8.00	\$33.83	\$1.62	\$0.00	\$43.45	N
	5/26/2022	2857861	1229 Ridgeley Dr	Repair, Replace or Adjust a Water Meter Box Assembly; damaged meter box	\$12.00	\$50.74	\$1.62	\$0.00	\$64.36	N
	5/26/2022	2857862	1237 Ridgeley Dr	Investigate Water System Leak; foggy lens	\$8.00	\$33.83	\$1.62	\$0.00	\$43.45	N
	5/11/2022	2858231	1200 Pine Chase Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	5/11/2022	2858259	1200 Pine Chase Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	5/5/2022	2859793	COHV District Area	Investigate Poor Water Quality of a Water System; Flush Pine Chase North interconnect.	\$52.00	\$179.69	\$0.00	\$0.00	\$231.69	N
	5/11/2022	2863536	1126 Guinea Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	5/9/2022	2863972	COHV District Area	Read Meter Only - Misread, High, Low, Reverse - From Billing Department; Reread meters	\$32.00	\$135.32	\$1.62	\$0.00	\$168.94	N
	5/11/2022	2865223	COHV District Area	Investigate Poor Water Quality of a Water System; Investigate poor water quality	\$56.00	\$236.80	\$1.62	\$0.00	\$294.42	N
	5/11/2022	2866122	COHV District Area	Investigate Poor Water Quality of a Water System; Flush 10" interconnect	\$52.00	\$179.69	\$0.00	\$0.00	\$231.69	N

INFRAMARK, LLC

14 Jun 2022 09:48:26AM CST

DISTRICT : CITY OF HILSHIRE VILLAGE

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INVOICE NO. 1138345 - DETAIL

INVOICE DATE: 6/14/2022

Work Type / Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
	5/16/2022	2870147	COHV District Area	Flushing of a Water System; Glourie DrFlush for Nitrification	\$16.00	\$67.66	\$1.62	\$0.00	\$85.28	N
	5/25/2022	2877722	COHV District Area	Investigate Poor Water Quality of a Water System; Poor water quality investigation	\$24.00	\$82.94	\$1.62	\$0.00	\$108.56	N
	5/25/2022	2878086	1123 Guinea Dr	Investigate Water System Leak; Investigate leak at hydrant	\$8.00	\$33.83	\$1.62	\$0.00	\$43.45	N
	5/26/2022	2879132	COHV District Area	Read Meter Only - Misread, High, Low, Reverse - From Billing Department; Reread meters and get sizes	\$24.00	\$101.49	\$1.62	\$0.00	\$127.11	N
	5/26/2022	2879482	1226 Glourie Dr	Investigate Water System Leak; Investigate leak at meter	\$12.00	\$50.74	\$4.86	\$0.00	\$67.60	N
	5/26/2022	2879497	1307 Friarcreek Ln	Locate a Water System Asset; Locate meter	\$24.00	\$101.49	\$3.24	\$0.00	\$128.73	N
	5/26/2022	2879550	1307 Friarcreek Ln	Investigate a Water System Problem; Check low water pressure	\$8.00	\$33.83	\$1.62	\$0.00	\$43.45	N
	6/3/2022	2883476	7 Hickory Shadows Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	6/1/2022	2884445	COHV District Area	Investigate Poor Water Quality of a Water System; Poor water quality investigation	\$32.00	\$110.58	\$0.00	\$0.00	\$142.58	N
	6/2/2022	2885438	COHV District Area	Relocate, Repair, Replace or Recondition Water System Asset; retrieve free ammonia reagent	\$4.00	\$13.82	\$310.40	\$0.00	\$328.22	N
	6/2/2022	2885580	COHV District Area	Investigate Water System Leak; city hall reported leak on hickory shadows	\$16.00	\$55.29	\$3.24	\$0.00	\$74.53	N
				General Maintenance & Repairs Total	\$452.00	\$1,772.20	\$421.18	\$0.00	\$2,645.38	
				MW Total	\$452.00	\$1,772.20	\$421.18	\$0.00	\$2,645.38	
				Invoice Total	\$452.00	\$1,772.20	\$421.18	\$0.00	\$2,645.38	

INFRAMARK Work Order

District: COHV	WO#: 2854158	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 4/28/2022
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Asset ID/Description: /

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

Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details: monthly flush

Req By: tracy b

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

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

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 33,750.00

Date Complete: 5/12/2022

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$252.59
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:	Monthly flushing district area
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV		WO#: 2857859		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 5/2/2022	
Asset ID/Description: /											
Activity Code/Description: MWRPLMTRBX/Repair, Replace or Adjust a Water Meter Box Assembly											
Address/Location: 1233 Archley Dr										Sched:	
Additional Address/Location or Task Details: damaged meter box											
Req By: billing				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:			MIU:			Special Class: Meter Reading Dept	
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:	
Date Complete: 5/25/2022				Attachments: 1		Backcharge To:			L-B-S:		
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>			<u>Qty</u>		<u>Price</u>
MS72			MISC. Photos						1.00		\$1.62
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>			<u>Units</u>		<u>OT?</u>
605678 - Mickayla Trombley						5/25/2022			1.00		N
TX120169 - Utility Truck			UTLTRK			5/25/2022			1.00		N
Milestone: Closed			Invoice#: 1138345			Date Invoiced: 6/14/2022			Total Price: \$85.28		
Mgr Rev Req: No			Bid Price: \$0.00			Manager Name:			Billing Notification: No		
Field Comments: Meter box does not need to be replaced, drive time											
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:											

INFRAMARK Work Order

District: COHV		WO#: 2857860		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 5/2/2022		
Asset ID/Description: /												
Activity Code/Description: MWRPLMTRBX/Repair, Replace or Adjust a Water Meter Box Assembly												
Address/Location: 17 Hickory Shadows Dr										Sched:		
Additional Address/Location or Task Details: damaged meter box												
Req By: billing				Assigned To: Accounts Receivable				GL Code: 40500				
Utility Staking #:				UCC Start:				UCC End:				
OLD	Meter ID:			Read:			MIU:			Special Class: Meter Reading Dept		
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:		
Date Complete: 5/25/2022				Attachments: 1		Backcharge To:			L-B-S:			
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>			<u>Qty</u>		<u>Price</u>	
MS72			MISC. Photos						1.00		\$1.62	
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>			<u>Units</u>		<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley						5/25/2022			0.50		N	\$33.83
TX120169 - Utility Truck			UTLTRK			5/25/2022			0.50		N	\$8.00
Milestone: Closed		Invoice#: 1138345			Date Invoiced: 6/14/2022			Total Price: \$43.45				
Mgr Rev Req: No		Bid Price: \$0.00			Manager Name:			Billing Notification: No				
Field Comments: Meter box does not need to be replaced												
<div style="display: flex; justify-content: space-between;"> No Problem Found Customer Responsibility New WO New Asset Void WO/Reason: </div>												

INFRAMARK Work Order

District: COHV		WO#: 2857861		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 5/2/2022		
Asset ID/Description: /												
Activity Code/Description: MWRPLMTRBX/Repair, Replace or Adjust a Water Meter Box Assembly												
Address/Location: 1229 Ridgeley Dr										Sched:		
Additional Address/Location or Task Details: damaged meter box												
Req By: billing				Assigned To: Accounts Receivable				GL Code: 40500				
Utility Staking #:				UCC Start:				UCC End:				
OLD	Meter ID:			Read:			MIU:			Special Class: Meter Reading Dept		
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:		
Date Complete: 5/26/2022				Attachments: 1		Backcharge To:			L-B-S:			
<u>Material / Inventory ID</u>			<u>Vendor / Description</u>			<u>PO# / P-Card</u>			<u>Qty</u>		<u>Price</u>	
MS72			MISC. Photos						1.00		\$1.62	
<u>Labor / Equipment ID</u>			<u>Job Class</u>			<u>Date</u>			<u>Units</u>		<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley						5/23/2022			0.75		N	\$50.74
TX120169 - Utility Truck			UTLTRK			5/23/2022			0.75		N	\$12.00
Milestone: Closed		Invoice#: 1138345			Date Invoiced: 6/14/2022			Total Price:		\$64.36		
Mgr Rev Req: No		Bid Price: \$0.00			Manager Name:			Billing Notification:		No		
Field Comments: Meter box is good, does not need to be replaced. Drive time.												
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:												

INFRAMARK Work Order

District: COHV	WO#: 2857862	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/2/2022
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Asset ID/Description: /

Activity Code/Description: MWINVL/Investigate Water System Leak

Address/Location:	1237 Ridgeley Dr	Sched:
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Additional Address/Location or Task Details:	foggy lens
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Req By: billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID:	Read:	MIU:	Special Class:	Meter Reading Dept
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete:	5/26/2022	Attachments:	1	Backcharge To:		L-B-S:	
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[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$43.45
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: No leaks found, walk around property and property was completely dry

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

District: COHV	WO#: 2858231	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/2/2022
Asset ID/Description: /					
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service					
Address/Location: 1200 Pine Chase Dr					Sched:
Additional Address/Location or Task Details:					
Req By: Billing		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID: 86214597	Read: 496.74	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 5/11/2022		Attachments: 1	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS72	MISC. Photos		1.00	\$0.00
CSTOFMVOUT			1.00	\$20.00

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Units</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		5/11/2022	0.25	N	\$0.00
TX120169 - Utility Truck	UTLTRK	5/11/2022	0.25	N	\$0.00

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$20.00
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: Yes
Field Comments: Read meter, turned meter off			
<div style="display: flex; justify-content: space-between; padding: 5px;"> No Problem Found Customer Responsibility New WO New Asset Void WO/Reason: </div>			

INFRAMARK Work Order

District: COHV	WO#: 2858259	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/2/2022
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Asset ID/Description: /

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

Address/Location:	1200 Pine Chase Dr	Sched:
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Additional Address/Location or Task Details:

Req By: Billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 86214597	Read: 496.74	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete:	5/11/2022	Attachments:	1	Backcharge To:		L-B-S:	
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[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$20.00
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments: Read meter, turned meter on. Meter stopped

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

INFRAMARK Work Order

District: COHV	WO#: 2859793	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/4/2022
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Asset ID/Description: /

Activity Code/Description:	MWINVPWQ/Investigate Poor Water Quality of a Water System
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Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details: Flush Pine Chase North interconnect.

Req By: jcw

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

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

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 3,000.00

Date Complete: 5/5/2022

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$231.69
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Flush ten inch line for better residual.

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

INFRAMARK Work Order

District: COHV		WO#: 2863536		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 5/8/2022	
Asset ID/Description: /											
Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service											
Address/Location: 1126 Guinea Dr										Sched:	
Additional Address/Location or Task Details:											
Req By: Billing				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID: 17867079		Read: 224.51		MIU:		Special Class:				
NEW	Meter ID:		Read:		MIU:		Gallons Flushed:				
Date Complete: 5/11/2022				Attachments: 1		Backcharge To:		L-B-S:			

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS72	MISC. Photos		1.00	\$0.00
CSTOFMVOUT			1.00	\$20.00

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Units</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		5/11/2022	0.25	N	\$0.00
TX120169 - Utility Truck	UTLTRK	5/11/2022	0.25	N	\$0.00

Milestone: Closed		Invoice#: 1138345		Date Invoiced: 6/14/2022		Total Price: \$20.00	
Mgr Rev Req: No		Bid Price: \$0.00		Manager Name:		Billing Notification: Yes	
Field Comments: Read meter, turned meter off							
<div style="display: flex; justify-content: space-between; padding: 5px;"> No Problem Found Customer Responsibility New WO New Asset Void WO/Reason: </div>							

INFRAMARK Work Order

District: COHV	WO#: 2863972	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/9/2022
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Asset ID/Description: /

Activity Code/Description: BRERead/Read Meter Only - Misread, High, Low, Reverse - From Billing Department

Address/Location:	COHV District Area	Sched:
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Additional Address/Location or Task Details: Reread meters

Req By: mickayla trombley	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID:	Read:	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete:	5/9/2022	Attachments:	1	Backcharge To:		L-B-S:	
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[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$168.94
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments: Reread meters for Susan.

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

INFRAMARK Work Order

District: COHV	WO#: 2865223	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/10/2022
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Asset ID/Description: /

Activity Code/Description:	MWINVPWQ/Investigate Poor Water Quality of a Water System
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Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details:	Investigate poor water quality
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Req By: Mickayla Trombley

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

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

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 43,750.00

Date Complete: 5/11/2022

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$294.42
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:	Flushed for poor water quality. Drive time
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2866122	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/11/2022
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Asset ID/Description: /

Activity Code/Description:	MWINVPWQ/Investigate Poor Water Quality of a Water System
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Address/Location:	COHV District Area
--------------------------	--------------------

Sched:

Additional Address/Location or Task Details: Flush 10" interconnect

Req By: jcw

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

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

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 4,000.00

Date Complete: 5/11/2022

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$231.69
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:	Flush system to raise residual
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:

INFRAMARK Work Order

District: COHV	WO#: 2870147	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/16/2022
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Asset ID/Description: /

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

Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details:	Glourie DrFlush for Nitrification
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Req By: Mickayla Trombley

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

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

Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 10,000.00

Date Complete: 5/16/2022

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$85.28
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Flushed for nitrification. Drive time.

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

INFRAMARK Work Order

District: COHV	WO#: 2877722	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/25/2022
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Asset ID/Description: /

Activity Code/Description:	MWINVPWQ/Investigate Poor Water Quality of a Water System
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Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details:	Poor water quality investigation
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Req By: durrell routt

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 5/25/2022

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$108.56
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Mgr Rev Req: No

Bid Price:	\$0.00
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\$0.00	Manager Name:
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Billing Notification:	No
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Field Comments: Hooked up hose to the 10" interconnect RPZ in order to flush the line and not flood the yards, so I can get a residual.

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

INFRAMARK Work Order

District: COHV	WO#: 2878086	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/25/2022
Asset ID/Description: /					
Activity Code/Description: MWINV/L/Investigate Water System Leak					
Address/Location: 1123 Guinea Dr					Sched:
Additional Address/Location or Task Details: Investigate leak at hydrant					
Req By: Mickayla Trombley		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 5/25/2022		Attachments: 1	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS72	MISC. Photos		1.00	\$1.62

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Units</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		5/25/2022	0.50	N	\$33.83
TX120169 - Utility Truck	UTLTRK	5/25/2022	0.50	N	\$8.00

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$43.45
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Noticed leak coming from hydrant. Hydrant was shut off all the way, turned hydrant on slowly and turned hydrant off slowly, leak stopped.			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2879132	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/26/2022
Asset ID/Description: /					
Activity Code/Description: BREREAD/Read Meter Only - Misread, High, Low, Reverse - From Billing Department					
Address/Location: COHV District Area					Sched:
Additional Address/Location or Task Details: Reread meters and get sizes					
Req By: cassie stephens		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 5/26/2022		Attachments: 1	Backcharge To:	L-B-S:	

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS72	MISC. Photos		1.00	\$1.62

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Units</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		5/26/2022	1.50	N	\$101.49
TX120169 - Utility Truck	UTLTRK	5/26/2022	1.50	N	\$24.00

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$127.11
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: Yes
Field Comments: Susan asked me to reread a few meters. Reread meters, got sizes, sent results to Susan. The 1307 Friarcreek needs to be located, created a separate WO to locate meter. Drive time			
<div style="display: flex; justify-content: space-between;"> No Problem Found Customer Responsibility New WO New Asset Void WO/Reason: </div>			

INFRAMARK Work Order

District: COHV	WO#: 2879482	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/26/2022
Asset ID/Description: /					
Activity Code/Description: MWINVL/Investigate Water System Leak					
Address/Location: 1226 Glourie Dr					Sched:
Additional Address/Location or Task Details: Investigate leak at meter					
Req By: Mickayla Trombley		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 5/26/2022		Attachments: 3		Backcharge To:	
L-B-S:					

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS72	MISC. Photos		3.00	\$4.86

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Units</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		5/26/2022	0.75	N	\$50.74
TX120169 - Utility Truck	UTLTRK	5/26/2022	0.75	N	\$12.00

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$67.60
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Investigated leak at meter, pumped out box, noticed leak coming from spicket attached to meter. Not district issue. Notified Susan about leak. No house at residents			

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

District: COHV	WO#: 2879497	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/26/2022
Asset ID/Description: /					
Activity Code/Description: MWLOC/Locate a Water System Asset					
Address/Location: 1307 Friarcreek Ln					Sched:
Additional Address/Location or Task Details: Locate meter					
Req By: Mickayla Trombley		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 5/26/2022		Attachments: 2		Backcharge To:	
L-B-S:					

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS72	MISC. Photos		2.00	\$3.24

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Units</u>	<u>OT?</u>	<u>Price</u>
605678 - Mickayla Trombley		5/26/2022	1.50	N	\$101.49
TX120169 - Utility Truck	UTLTRK	5/26/2022	1.50	N	\$24.00

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$128.73
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Probed around area 3 times looking for meter box, could not find it. Knocked on customers door asking if she possibly would know where her meter box is, she knew exactly where the meter box was, meter is in customers yard. Found meter. Notified Susan			
No Problem Found Customer Responsibility New WO New Asset Void WO/Reason:			

INFRAMARK Work Order

District: COHV	WO#: 2879550	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/26/2022
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Asset ID/Description: /

Activity Code/Description: MWINVPRB/Investigate a Water System Problem

Address/Location: 1307 Friarcreek Ln

Sched:

Additional Address/Location or Task Details: Check low water pressure

Req By: Susan Blevins

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed:

Date Complete: 5/26/2022

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$43.45
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments: Checked customers pressure, pressure is 55PSI. made customer contact, notified Susan

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

INFRAMARK Work Order

District: COHV	WO#: 2883476	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 5/31/2022
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Asset ID/Description: /

Activity Code/Description: CSTOFMVOUT/Customer Move Out - Read Meter, Disconnect or Turn Off Service

Address/Location:	7 Hickory Shadows Dr	Sched:
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Additional Address/Location or Task Details:

Req By: Billing	Assigned To: Accounts Receivable	GL Code: 40500
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Utility Staking #:	UCC Start:	UCC End:
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OLD	Meter ID: 49112922	Read: 3670.66	MIU:	Special Class:
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NEW	Meter ID:	Read:	MIU:	Gallons Flushed:
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Date Complete:	6/3/2022	Attachments:	1	Backcharge To:		L-B-S:	
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[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$20.00
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	Yes
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Field Comments: Read meter, was told not to turn meter off per Susan Blevins.

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

INFRAMARK Work Order

District: COHV	WO#: 2884445	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/1/2022
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Asset ID/Description: /

Activity Code/Description:	MWINVPWQ/Investigate Poor Water Quality of a Water System
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Address/Location:	COHV District Area
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Sched:

Additional Address/Location or Task Details:	Poor water quality investigation
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Req By: durell

Assigned To: Accounts Receivable

GL Code: 40500

Utility Staking #:

UCC Start:

UCC End:

OLD	Meter ID:
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Read:

MIU:

Special Class:

NEW Meter ID:

Read:

MIU:

Gallons Flushed: 1,700.00

Date Complete: 6/1/2022

Attachments: 1

Backcharge To:

L-B-S:

[illegible][illegible]

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$142.58
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Mgr Rev Req:	No	Bid Price:	\$0.00	Manager Name:		Billing Notification:	No
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Field Comments:	Investigate poor water
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No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:
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INFRAMARK Work Order

District: COHV		WO#: 2885438		Dept: 5755		WO Type: MW		Resp: OPS		Issued: 6/2/2022	
Asset ID/Description: /											
Activity Code/Description: MWGENREP/Relocate, Repair, Replace or Recondition Water System Asset											
Address/Location: COHV District Area										Sched:	
Additional Address/Location or Task Details: retrieve free ammonia reagent											
Req By: charles lowe				Assigned To: Accounts Receivable				GL Code: 40500			
Utility Staking #:				UCC Start:				UCC End:			
OLD	Meter ID:			Read:			MIU:			Special Class:	
NEW	Meter ID:			Read:			MIU:			Gallons Flushed:	
Date Complete: 6/2/2022				Attachments: 0		Backcharge To:			L-B-S:		

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
CM0020	Reagent - Free Ammonia		200.00	\$310.40

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Units</u>	<u>OT?</u>	<u>Price</u>
700366 - Charles Lowe		6/2/2022	0.25	N	\$13.82
TX121679 - Utility Truck	UTLTRK	6/2/2022	0.25	N	\$4.00

Milestone: Closed		Invoice#: 1138345		Date Invoiced: 6/14/2022		Total Price: \$328.22	
Mgr Rev Req: No		Bid Price: \$0.00		Manager Name:		Billing Notification: No	
Field Comments: Retrieved free reagents for mono residuals.							

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

District: COHV	WO#: 2885580	Dept: 5755	WO Type: MW	Resp: OPS	Issued: 6/2/2022
Asset ID/Description: /					
Activity Code/Description: MWINVL/Investigate Water System Leak					
Address/Location: COHV District Area					Sched:
Additional Address/Location or Task Details: city hall reported leak on hickory shadows					
Req By: charles lowe		Assigned To: Accounts Receivable		GL Code: 40500	
Utility Staking #:		UCC Start:		UCC End:	
OLD	Meter ID:	Read:	MIU:	Special Class:	
NEW	Meter ID:	Read:	MIU:	Gallons Flushed:	
Date Complete: 6/2/2022		Attachments: 2		Backcharge To:	
L-B-S:					

<u>Material / Inventory ID</u>	<u>Vendor / Description</u>	<u>PO# / P-Card</u>	<u>Qty</u>	<u>Price</u>
MS72	MISC. Photos		2.00	\$3.24

<u>Labor / Equipment ID</u>	<u>Job Class</u>	<u>Date</u>	<u>Units</u>	<u>OT?</u>	<u>Price</u>
700366 - Charles Lowe		6/2/2022	1.00	N	\$55.29
TX121679 - Utility Truck	UTLTRK	6/2/2022	1.00	N	\$16.00

Milestone: Closed	Invoice#: 1138345	Date Invoiced: 6/14/2022	Total Price: \$74.53
Mgr Rev Req: No	Bid Price: \$0.00	Manager Name:	Billing Notification: No
Field Comments: Investigated call in about the back flow preventer for interconnect Wirt 1 on hickory shadows leaking. The sample valve was open on arrival. Closed valve and notified City Hall and supervisor of findings.			

No Problem Found	Customer Responsibility	New WO	New Asset	Void WO/Reason:
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Texas Excavation Safety System, Inc.
PO Box 678058
Dallas TX 75267



Invoice

#22-09170

5/31/2022

Bill To

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

AMOUNT DUE

\$19.00

Due Date: 6/30/2022

Terms	Due Date	PO #	Additional Info	Status
Net 30	6/30/2022			Open

Quantity	Description	Rate	Amount
20	Message Fees for May 2022 / HLV	\$0.95	\$19.00

Total \$19.00

Amount Paid \$0.00

Amount Due \$19.00



22-09170

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



Invoice No: 513202

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

Date of Invoice: 5/31/22
Due Date: 6/30/22
Period: 5/1/22 - 5/31/22

Grouping	Description	Quantity	Rate	Total
HLV	Per Ticket	7	\$ 102.64	\$ 718.48
HLV	Project Time	5	\$ 25.66	\$ 128.30
HLV	Quarter Hour	4	\$ 0.00	\$ 0.00
Total				\$ 846.78

May 13, 2022

Re: Notice of Price Revision, Effective May 1, 2022

Dear Valued Customer,

In recent months, we have seen considerable increases in costs of labor, materials, and fleet costs. At every opportunity, USIC has endeavored to find cost savings to mitigate this, however, we have concluded that a price revision is necessary to maintain the current levels of quality and service.

This letter is to notify you of a price increase effective May 1, 2022, in accordance with the terms and conditions of your contract with USIC. Your prices for service, provided on or after May 1, 2022, will increase by 7.5%, and these increases will span across all service types and categories. This supplemental increase is in addition to any past or future price adjustments within your contract.

We value your business and appreciate your loyalty to USIC. Please contact 317-680-5100 or sales@usicllc.com with any questions regarding this pricing revision.

We thank you for your continued business and ask that you communicate this notification as appropriate.

Sincerely,
Chuck Adams
Chief Commercial Officer



INVOICE

CITY OF HILSHIRE

Invoice Date

Jun 2, 2022

Invoice Number

INV-0370

Reference

HV-SB-22-105

Flameout Design &

Fabrication, LLC

1701 Brittmoore Rd

HOUSTON TX 77043

713-984-8310

Item	Description	Quantity	Unit Price	Tax	Amount USD
	HPHA50-40NH/Cap	23.00	200.00	Tax on Sales	4,600.00
TOTAL USD					4,600.00

Due Date: Jul 2, 2022

Net 30

PAYMENT ADVICE

To: Flameout Design & Fabrication, LLC

1701 Brittmoore Rd

HOUSTON TX 77043

713-984-8310

Customer

CITY OF HILSHIRE

Invoice Number

INV-0370

Amount Due

4,600.00

Due Date

Jul 2, 2022

Amount Enclosed

Enter the amount you are paying above