Disbursements Presented to Council 4/15/2025

FYE 2025

Professional Service	Gen Fund	Utility	Metro	Ant. Note
HDR Engineering Feb 2025	18,178.23			
Olson & Olson	1,073.00			
SVVPD Council Meeting Security	200.00			
Texas811		31.05		
USIC (Utility Marking)	441.63	320.58		

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

cassie.stephens@hilshirevillagetexas.com

City of Hilshire Village
8301 Westview
Houston, Texas 77055

Invoice No.	**1200707423**
Invoice Date	3/27/2025
Month Ending	2/22/2025
HDR Project No.	10420677

$18,178.23

Attn: Ms. Cassie Stephens
Professional Engineering Services provided to the City of Hilshire Village for on-going services.
Invoice for services from: 01/26/25 to 02/22/25

1201 Archley

Labor	Hours	Rate	Total		
Efrain Him	1.50	$295.11	$ 442.67		
Pablo Ortuno	7.00	$106.62	$ 746.34		***HV-23-082B***
		Total:	$ 1,189.01	Total This Invoice:	$1,189.01

8013 Anadell

Labor	Hours	Rate	Total		
Emily Moylan	3.50	$107.85	$ 377.48		***HV-24-111B***
		Total:	$ 377.48	Total This Invoice:	$377.48

Miscellaneous Engineering

Labor	Hours	Rate	Total		
Efrain Him	14.50	$295.11	$ 4,279.10		
Emily Moylan	16.00	$107.85	$ 1,725.60		
		Total:	$ 6,004.70	Total This Invoice:	$6,004.70

1323 Friarcreek

Labor	Hours	Rate	Total		
Efrain Him	2.50	$295.11	$ 737.78		
Emily Moylan	0.75	$107.85	$ 80.89		
		Total:	$ 818.67	Total This Invoice:	$818.67

7907 S. Villa Court

Labor	Hours	Rate	Total		
Pablo Ortuno	2.50	$106.62	$ 266.55		***HV-24-115B***
		Total:	$ 266.55	Total This Invoice:	$266.55

1307 Friarcreek & 1209 Pine Chase Erosion Control Improvements

Labor	Hours	Rate	Total		
Efrain Him	3.50	$295.11	$ 1,032.89		
Emily Moylan	4.00	$107.85	$ 431.40		
		Total:	$ 1,464.29	Total This Invoice:	$1,464.29

1226 Glourie

Labor	Hours	Rate	Total		
Efrain Him	1.50	$295.11	$ 442.67		
Emily Moylan	3.75	$107.85	$ 404.44		***HV-23-043B***
		Total:	$ 847.11	Total This Invoice:	$847.11

1234 Glourie

Labor	Hours	Rate	Total		
Efrain Him	1.00	$295.11	$ 295.11		
Pablo Ortuno	3.00	$106.62	$ 319.86		***HV-24-121B***
		Total:	$ 614.97	Total This Invoice:	$614.97

1306 Glourie

Labor	Hours	Rate	Total		
Efrain Him	0.50	$295.11	$ 147.56		***HV-23-007B***
		Total:	$ 147.56	Total This Invoice:	$147.56

Pine Chase Grove Water Meter Vaults & Cul-De-Sac Improvements

Labor	Hours	Rate	Total
Emily Moylan	0.75	$107.85	$ 80.89

Total:	$ 80.89	Total This Invoice:	$80.89

TCEQ MS4

Labor	Hours	Rate	Total		
Efrain Him	4.00	$295.11	$ 1,180.44		
Aaron Croley	8.00	$175.48	$ 1,403.84		
Syeda Zehra	14.00	$115.03	$ 1,610.42		
		Total:	$ 4,194.70	Total This Invoice:	$4,194.70

1242 Ridgeley

Labor	Hours	Rate	Total		
Efrain Him	1.00	$295.11	$ 295.11		
Emily Moylan	1.50	$107.85	$ 161.78		***HV-23-022B***
		Total:	$ 456.89	Total This Invoice:	$456.89

1118 Guinea Dr.

Labor	Hours	Rate	Total		
Efrain Him	1.00	$295.11	$ 295.11		
Pablo Ortuno	3.50	$106.62	$ 373.17		***HV-23-094B***
		Total:	$ 668.28	Total This Invoice:	$668.28

Wirt Road Safety Project

Labor	Hours	Rate	Total		
Efrain Him	0.50	$295.11	$ 147.56		
		Total:	$ 147.56	Total This Invoice:	$147.56

TCEQ LCR Water Testing

Labor	Hours	Rate	Total		
Efrain Him	0.50	$295.11	$ 147.56		
		Total:	$ 147.56	Total This Invoice:	$147.56

Bridle Spur Blowoff Valve

Labor	Hours	Rate	Total		
Efrain Him	0.50	$295.11	$ 147.56		
Emily Moylan	0.50	$107.85	$ 53.93		
		Total:	$ 201.49	Total This Invoice:	$201.49

1035 Ridgeley

Labor	Hours	Rate	Total		
Efrain Him	1.00	$295.11	$ 295.11		***HV-24-056B***
		Total:	$ 295.11	Total This Invoice:	$295.11

1307 Pine Chase

Labor	Hours	Rate	Total		
Efrain Him	0.50	$295.11	$ 147.56		
Emily Moylan	1.00	$107.85	$ 107.85		
Javier Vasquez		$193.54	$ -		***HV-24-113DEI***
		Total:	$ 255.41	Total This Invoice:	$255.41

TOTAL DUE THIS INVOICE: $18,178.23

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
01-28-2025	(ESC 01 - Mayor RB) Coord, Prep & Attendance on Monthly City Council Mtg	3.00
01-29-2025	(ESC 03 - CS) Coord on 1209 Pine Chase Drainage Easement Exhibits & Quote Form for Drainage & Site Improvements	1.50
01-30-2025	(ESC 03 - CS) Coord & Review of Notice to Adjacent Property Owners Prepared by Scott Bounds (Olson & Olson) for Residents with Impacted Trees on the Wirt Road Safety Project	0.50
02-03-2025	(ESC 03 - CS) Coord on TCEQ's MS4 Permit Application	1.00
02-03-2025	(ESC 03 - CS) Coord & Review of 1234 Glourie 2nd Drainage Plan	1.00
02-04-2025	(ESC 03 - CS) Coord & Review of 1242 Ridgeley 4th As-Built Drainage Plan	1.00

02-04-2025	(ESC 03 - CS) Coord on 1035 Ridgeley Erosion Control Plan Review	0.50
02-05-2025	(ESC 03 - CS) Coord w/ City on 1323 Friarcreek (Mr. Randy Thummel) Site Visit on Ravine Debri Cleaning	0.50
02-05-2025	(ESC 03 - CS) Coord w/ City on 1307 Friarcreek (Mr. Tom Archer) on Water Meter Replacement/Relocation	0.50
02-05-2025	(ESC 03 - CS) Coord on TCEQ's MS4 Permit Application	1.00
02-05-2025	(ESC 03 - CS) Coord on Friarcreek DE Site Mtg w/ the Archers & Lefebvres	0.50
02-05-2025	(ESC 03 - CS) Coord & Review of City-Wide Ditch Cleaning Exhibits & Pictures	1.00
02-06-2025	(ESC 03 - CS) Coord & MS-Teams Weekly Mtg w/ City on CIP List and Drainage Plan Updates	1.00
02-10-2025	(ESC 03 - CS) Coord & Review of TCEQ's MS4 Core Data Form and Final Application Submittal	2.00
02-10-2025	(ESC 03 - CS) Coord & Review of Exhibit & Quote Form for City-Wide Ditch Cleaning Project	1.50
02-11-2025	(ESC 03 - CS) Coord & Site Mtg w/ City on Bridle Spur Blow-Off Valve	0.50
02-11-2025	(ESC 03 - CS) Coord on 1035 Ridgeley Erosion Control Plan Review	0.50
02-11-2025	(ESC 03 - CS) Coord & Site Mtg w/ Mr. Randy Thummel (1323 Friarcreek) on Storm Debris & HCFCD Easement	1.00
02-11-2025	(ESC 03 - CS) Coord & Site Mtg w/ City, Archers & Lefebvres on 1307 Friarcreek DE & Water Meter Relocation	1.00
02-12-2025	(ESC 03 - CS) Coord on 1226 Glourie As-Built Drainage Plan Review & Acknowledgement Letter Status	0.50
02-12-2025	(ESC 03 - CS) Coord on 1306 Glourie Drainage Plan Review	0.50
02-12-2025	(ESC 03 - CS) Coord w/ City on Assessment and Findings on Mr. Randy Thummel (1323 Friarcreek) Storm Debris & HCFCD Easement	1.00
02-12-2025	(ESC 03 - CS) Coord & Review of 1307 Pine Chase Silt Fencing Inspection	0.50
02-13-2025	(ESC 03 - CS) Weekly Mtg w/ City of CIP List & Plan Reviews	1.00
02-13-2025	(ESC 01 - Mayor RB) Coord & Prep of Engineer's Report for Monthly City Council Mtg	1.50
02-14-2025	(ESC 01 - Mayor RB) Coord & Prep of Engineer's Report for Monthly City Council Mtg	2.50
02-18-2025	(ESC 03 - CS) Coord & Review of 1226 Glourie 2nd Pool As-Built Drainage Plan	1.00
02-18-2025	(ESC 01 - Mayor RB) Prep & Attendance of Monthly City Council Mtg	3.00
02-20-2025	(ESC 03 - CS) Coord w/ City & Review of 1201 Archley Retaining Wall Plans Submittal	1.00
02-20-2025	(ESC 03 - CS) Coord & Review of 1118 Guinea 3rd As-Built Drainage Plan	0.50
02-20-2025	(ESC 03 - CS) Coord w/ City on TCEQ LCR Water Testing	0.50
02-21-2025	(ESC 03 - CS) Coord & Review of 1201 Archley Retaining Wall Plans Submittal	0.50
02-21-2025	(ESC 03 - CS) Coord & Review of 1118 Guinea 3rd As-Built Drainage Plan	0.50
	TOTAL	**34.00**

AARON CROLEY

DATE	TASK	HOURS
01-29-2025	(ESC - 03CS) Tasks for TCEQ MS4 General Permit Renewal	1.00
02-04-2025	(ESC - 03CS) TCEQ MS4 General Permit Renewal Application	1.00
02-05-2025	(ESC - 03CS) TCEQ MS4 General Permit Renewal Application	1.00
02-06-2025	(ESC - 03CS) TCEQ MS4 General Permit Renewal Application	1.00
02-07-2025	(ESC - 03CS) TCEQ MS4 General Permit Renewal Application	1.00
02-10-2025	(ESC - 03CS) TCEQ MS4 General Permit Renewal	1.00
02-11-2025	(ESC - 03CS) TCEQ MS4 General Permit Renewal	1.00
02-12-2025	(ESC - 03CS) TCEQ MS4 General Permit Renewal	1.00
	TOTAL	**8.00**

SYEDA ZEHRA

DATE	TASK	HOURS
01-27-2025	(ESC - 03CS) MS4 -SWMP, NOI, Core Data Forms	2.50
01-28-2025	(ESC - 03CS) MS4 -SWMP, NOI, Core Data Forms	2.00
01-29-2025	(ESC - 03CS) MS4 -SWMP, NOI, Core Data Forms	1.00
01-30-2025	(ESC - 03CS) MS4 -SWMP, NOI, Core Data Forms	1.00
02-03-2025	(ESC - 03CS) MS4- SWMP, core data form, NOI	1.00
02-06-2025	(ESC - 03CS) MS4- SWMP, core data form, NOI	1.00
02-10-2025	(ESC - 03CS) MS4-General Permit Renewal	0.50
02-11-2025	(ESC - 03CS) MS4-General Permit Renewal	2.00
02-12-2025	(ESC - 03CS) MS4-General Permit Renewal	3.00
	TOTAL	**14.00**

EMILY MOYLAN

DATE	TASK	HOURS
01-28-2025	(ESC - 03CS) Hilshire Village Council Meeting	2.50
01-29-2025	(ESC - 03CS) 1303 & 1307 Friarcreek Resident Coordination	0.25

01-30-2025	(ESC - 03CS) Weekly Engineers Meeting	0.75
02-03-2025	(ESC - 03CS) 1303 & 1307 Friarcreek Resident Meeting Coordination	0.25
02-04-2025	(ESC - 03CS) 1242 Ridgeley Fourth Review and Letter of Acknowledgement for Homeowner	1.50
02-04-2025	(ESC - 03CS) 1303 & 1307 Friarcreek resident Meeting Coordination	0.50
02-04-2025	(ESC - 03CS) Ditch Regrading Project Address Finalization	0.50
02-05-2025	(ESC - 03CS) Ditch Regrading Map and Exhibit	1.50
02-05-2025	(ESC - 03CS) 1209 Pine Chase Dr Finalizing Exhibit and Quote Sheet	1.00
02-05-2025	(ESC - 03CS) 1303 & 1307 Coord w Friarcreek Residents	0.50
02-05-2025	(ESC - 03CS) 8013 Anadel Drainage Review, 2nd Submittal	1.00
02-06-2025	(ESC - 03CS) 8013 Anadell Drainage Plan Review	1.00
02-06-2025	(ESC - 03CS) Engineers Meeting	1.00
02-07-2025	(ESC - 03CS) 8013 Anadell Drainage Review	1.00
02-07-2025	(ESC - 03CS) 1226 Glourie Drainage Review 2nd Submittal	1.75
02-07-2025	(ESC - 03CS) Ditch Regrading Exhibit	1.25
02-07-2025	(ESC - 03CS) 1209 Pine Chase Dr Ditch Exhibit	0.25
02-07-2025	(ESC - 03CS) 1303 & 1307 Friarcreek Site Visit Coord w Residents	0.25
02-10-2025	(ESC - 03CS) Ditch Regrading Exhibit	1.00
02-11-2025	(ESC - 03CS) Silt Fencing Inspection for 1307 Pine Chase and Inspection Form	1.00
02-11-2025	(ESC - 03CS) Site Visit/Resident Meeting with Randy Thummel (1323 Friarcreek)	0.75
02-11-2025	(ESC - 03CS) Site Visit/Resident Meeting at 1303 & 1307 Friarcreek Easement	1.00
02-11-2025	(ESC - 03CS) Site Visit to Bridle Spur Water Valve	0.50
02-12-2025	(ESC - 03CS) 1226 Glourie 2nd Submittal As Built Review	1.50
02-12-2025	(ESC - 03CS) Council Agenda for February	0.50
02-13-2025	(ESC - 03CS) Weekly Engineering Meeting	1.50
02-13-2025	(ESC - 03CS) Hilshire Council Report for February	1.25
02-14-2025	(ESC - 03CS) Hilshire Council Report	0.75
02-14-2025	(ESC - 03CS) Pine Chase Grove Coordinaiton w Contractor ICS	0.75
02-14-2025	(ESC - 03CS) 8013 Anadell Drainge Plan Review Conractor Coord	0.50
02-18-2025	(ESC - 03CS) 1226 Glourie Second Submittal As-Built	0.50
02-18-2025	(ESC - 03CS) Hillshire Village Council Meeting	3.50
	TOTAL	**31.75**

PABLO ORTUNO

DATE	**TASK**	**HOURS**
01-29-2025	(ESC - 03CS) 1234 Glourie Dr – Second Submittal	2.00
01-31-2025	(ESC - 03CS) 1234 Glourie Dr - Second Submittal	1.00
02-11-2025	(ESC - 03CS) HV Drainage reviews at 1201 Archley Dr.	1.50
02-13-2025	(ESC - 03CS) HV Drainage review at 1201 Archley Dr	3.50
02-14-2025	(ESC - 03CS) HV Drainage review at 1118 Guinea Drive	2.00
02-19-2025	(ESC - 03CS) HV Drainage review at 7907 S. Villa Court	1.00
02-20-2025	(ESC - 03CS) HV Drainage review at 7907 S. Villa Court	0.50
02-20-2025	(ESC - 03CS) 1118 Guinea As Built	0.50
02-20-2025	(ESC - 03CS) HV Drainage review at 1201 Archley Dr	1.00
02-21-2025	(ESC - 03CS) HV Drainage review at 7907 S. Villa Court	1.00
02-21-2025	(ESC - 03CS) HV Drainage review at 1201 Archley Dr	1.00
02-21-2025	(ESC - 03CS) 1118 Guinea As Built	1.00
	TOTAL	**16.00**

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

April 10, 2025

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No.	16060
Our File No.	1057-00000
Billing Through:	3/31/2025

City of Hilshire Village

Total Legal Services	$1,073.00
Total Reimbursable Expenses	$0.00

Net Balance Forward	$0.00
Total Charge for this Bill	$1,073.00
Total Balance Now Due	$1,073.00

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

April 10, 2025

City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Invoice No.	16060
Our File No.	1057-00000
Billing Through:	3/31/2025

City of Hilshire Village

3/3/2025	LSB	Review and modify decision letter regarding zoning violation - setback for proposed building permit [.1].	0.10 hrs	290.00 /hr	29.00
3/12/2025	LSB	Attention to email from PFAS administrator re opt out; email PW number [.1].	0.10 hrs	290.00 /hr	29.00
3/14/2025	LSB	Telephone conference C. Stephens re agenda [.1].	0.10 hrs	290.00 /hr	29.00
3/18/2025	LSB	Prepare for and attend regular city council meeting [2].	2.00 hrs	290.00 /hr	580.00
3/20/2025	LSB	Review emails from city re side setback and mechanical equipment; review city's ordinances re same; T.C. L. Ray re same; review other cities' ordinances and send L. Ray city's options re permit request with copy of applicable ordinance provisions [1].	1.00 hrs	290.00 /hr	290.00
3/24/2025	LSB	Attention to email from C. Stephens re police interlocal [.1].	0.10 hrs	290.00 /hr	29.00
3/27/2025	LSB	Telephone conference C. Stephens re legislative advertising and IT request for proposals [.2] email documents re legislative advertising [.1].	0.30 hrs	290.00 /hr	87.00

Total Fees for this Matter	$1,073.00
Total	$1,073.00

Invoice

#25-05299

3/31/2025

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

AMOUNT DUE

$31.05

Due Date: 5/15/2025

Bill To

City of Hilshire Village
Attn: Cassie Stephens
8301 Westview Dr
Houston TX 77055
United States

Account Number	Terms	Due Date	PO #	Additional Info	Status
B03364	Net 45	5/15/2025			Open

Quantity	Description	Rate	Amount
27	Message Fees for March 2025 / HLV	$1.15	$31.05

Total	$31.05
Amount Paid	$0.00
Amount Due	$31.05

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 for details

25-05299

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

Invoice No: 723961

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

Date of Invoice: 3/31/25
Due Date: 4/30/25
Period: 3/1/25 - 3/31/25

Grouping	Description	Quantity	Rate	Total
HLV	Emergency Normal Hour	2	$ 130.85	$ 261.70
HLV	Per Ticket	3	$ 117.77	$ 353.31
HLV	Project Time	5	$ 29.44	$ 147.20
HLV	Quarter Hour	3	$ 0.00	$ 0.00
			Total	$ 762.21

Date Printed: 4/4/25

Utility Fund - Misc

request_no	address	cost	transmit_date	WorkType	workfor
2557066494-	22 HICKORY SHADOWS DR	130.85	03/11/2025	Emergency-Sewer Repair	CARRIE GILCREST
2557066494-	22 HICKORY SHADOWS DR	0	03/11/2025	Emergency-Sewer Repair	CARRIE GILCREST
2557066494-	22 HICKORY SHADOWS DR	29.44	03/11/2025	Emergency-Sewer Repair	CARRIE GILCREST
2557066494-	22 HICKORY SHADOWS DR	29.44	03/11/2025	Emergency-Sewer Repair	CARRIE GILCREST
2557066350-	22 HICKORY SHADOWS DR	130.85	03/11/2025	Emergency-Sewer Repair	CARRIE GILCREST
	Hickory Shadows CIP	**320.58**			

Gen Fund

request_no	address	cost	transmit_date	WorkType	workfor
2556354628-	1026 GLOURIE CIR HOUSTON	117.77	03/06/2025	Remove-Gas Service	CENTERPOINT ENERGY
2556354628-	1026 GLOURIE CIR HOUSTON	0	03/06/2025	Remove-Gas Service	CENTERPOINT ENERGY
2556354628-	1026 GLOURIE CIR HOUSTON	29.44	03/06/2025	Remove-Gas Service	CENTERPOINT ENERGY
2556354628-	1026 GLOURIE CIR HOUSTON	29.44	03/06/2025	Remove-Gas Service	CENTERPOINT ENERGY
2556354628-	1026 GLOURIE CIR HOUSTON	29.44	03/06/2025	Remove-Gas Service	CENTERPOINT ENERGY
	HV-24-106B	**206.09**			

2558638534-	1201 ARCHLEY DR HOUSTON	117.77	03/28/2025	Installation of gas service line	CENTERPOINT ENERGY
	HV-23-082	**117.77**			

2557176796-	1026 GLOURIE CIR HOUSTON	117.77	03/12/2025	Remove-Gas Service	CENTERPOINT ENERGY
2557176796-	1026 GLOURIE CIR HOUSTON	0	03/12/2025	Remove-Gas Service	CENTERPOINT ENERGY
	HV-24-106B	**117.77**			