



Regular City Council Meeting
January 26, 2021
6:00 p.m.

Marcus Vajdos, Mayor
Bo Bothe
Tom Donaho

Allen Carpenter, Mayor Pro Tem
David Dominy
Joy McCormack



Notice is Hereby Given of a Regular Meeting of the City Council City of Spring Valley Village, Texas, 1025 Campbell Road, Spring Valley Village, Texas, in the Council Chambers, Tuesday, January 26, 2021, beginning at 6:00 p.m., For the Purpose of Considering and Acting upon the Following Items of Business:

In accordance with order of the Office of the Governor issued March 16, 2020, the City Council of Spring Valley Village will conduct the meeting scheduled at 6:00 p.m. on Tuesday, January 26, 2021 in the City Hall Council Chambers, located at 1025 Campbell Road, in part by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19).

The meeting agenda and agenda packet are posted online at www.springvalleytx.com.

The video link to this meeting is <https://us02web.zoom.us/j/83341601183>

The public toll-free dial-in numbers to participate in the telephonic meeting are 1-346-248-7799 (Houston), 1-253-215-8782 (US), and 1-301-715-8592 (US); enter the Meeting ID: 833 4160 1183 and #.

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting.

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

1. **CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT**

2. **INTRODUCTIONS**

3. **PROCLAMATIONS / ANNOUNCEMENTS / SWEARING-IN**

None.

4. **PUBLIC COMMENTS**

At this time, any person with City-related business may speak to the Council. In compliance with the Texas Open Meetings Act, the City Council may not deliberate. **Comments from the public should be limited to a maximum of three (3) minutes per individual speaker.**

5. CONSENT AGENDA

All matters listed under consent agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- 5.1 Minutes for Special Called City Council Meeting on December 15, 2020
- 5.2 Minutes for Regular City Council Meeting on December 15, 2020
- 5.3 2020 Racial Profiling Report presented by the Spring Valley Village Police Department.
- 5.4 Approval of Pay Estimate No. 2 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$151,628.40.
- 5.5 Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT FOR PURCHASING BETWEEN THE CITY OF PEARLAND, TEXAS, AND THE CITY OF SPRING VALLEY VILLAGE, TEXAS; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING EXECUTION OF THE INTERLOCAL AGREEMENT BY THE CITY ADMINISTRATOR; AND PROVIDING AN EFFECTIVE DATE.
- 5.6 Resolution Number 21-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, SUPPORTING GREATER HARRIS COUNTY 9-1-1 EMERGENCY NETWORK’S LEGISLATIVE EFFORTS TO CONTINUE THE TECHNOLOGICAL ENHANCEMENTS AND OPERATIONAL ADVANCEMENTS OF THE 9-1-1 SYSTEM TO BETTER SERVE THE 9-1-1 EMERGENCY NEEDS IN HARRIS AND FORT BEND COUNTIES BY ALLOWING ITS BOARD OF MANAGERS TO SET THE 9-1-1 WIRELESS FEE IN THE SAME MANNER AS THE BOARD CURRENTLY SETS THE WIRELINE FEE; PROVIDING FOR THE INCORPORATION OF PREAMBLE; PROVIDING FOR THE DELIVERY OF SUCH RESOLUTION TO STATE LEGISLATORS REPRESENTING THE CITY OF SPRING VALLEY VILLAGE; AND PROVIDING AN EFFECTIVE DATE.

OLD BUSINESS

- 6. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** December 2020 Police Department Staff Report (Chief Evans):
 - 1. Number of Calls for Service
 - 2. Number of Traffic Violations
 - 3. Number of K-9 Deployments
- 7. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Activities of the Village Fire Department Commissioners Meeting on December 16, 2020 and Any Special Meetings That May Have Occurred since December 16, 2020. (Mayor Pro-Tem Carpenter / Council Member Bothe)

8. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Activities of the Planning and Zoning Commission Meeting of January 12, 2021. (Council Member Dominy / Council Member Donaho / City Attorney Loren Smith)

NEW BUSINESS

9. **CONDUCT A PUBLIC HEARING CONCERNING:** Ordinance Number 2021-XX – AN ORDINANCE AMENDING EXHIBIT “A” OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, EXHIBIT “A” BEING THE CITY’S ZONING ORDINANCE BY AMENDING SECTION 3, DEFINITIONS, TO AMEND THE DEFINITIONS 03: A-02 - ACCESSORY USE, 03: A-03 – RESIDENTIAL ACCESSORY BUILDING, 03: G-03, GARAGE ATTACHED, AND TO ADD DEFINITIONS 03: P-05 - PRIMARY STRUCTURE, 03: P-06 – PRIMARY USE, AND 03: P-07 - PRINCIPAL; AMENDING SECTION 05:02.01, GARAGES AND CARPORTS, OF 05:02, LIMITATIONS AND RESTRICTIONS, OF SECTION FIVE: BUILDING AND USE RESTRICTIONS IN DWELLING DISTRICT “A” OF EXHIBIT “A” TO CHANGE THE TERM DWELLING TO PRIMARY STRUCTURE; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.
- A. Presentation of Proposed Ordinance by City Staff
 - B. Those In Favor
 - C. Those Opposed
 - D. Adjourn Public Hearing
10. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance Number 2021-XX – AN ORDINANCE AMENDING EXHIBIT “A” OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, EXHIBIT “A” BEING THE CITY’S ZONING ORDINANCE BY AMENDING SECTION 3, DEFINITIONS, TO AMEND THE DEFINITIONS 03: A-02 - ACCESSORY USE, 03: A-03 – RESIDENTIAL ACCESSORY BUILDING, 03: G-03, GARAGE ATTACHED, AND TO ADD DEFINITIONS 03: P-05 - PRIMARY STRUCTURE, 03: P-06 – PRIMARY USE, AND 03: P-07 - PRINCIPAL; AMENDING SECTION 05:02.01, GARAGES AND CARPORTS, OF 05:02, LIMITATIONS AND RESTRICTIONS, OF SECTION FIVE: BUILDING AND USE RESTRICTIONS IN DWELLING DISTRICT “A” OF EXHIBIT “A” TO CHANGE THE TERM DWELLING TO PRIMARY STRUCTURE; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.
11. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2021-XX: AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON

MAY 1, 2021 FOR THE PURPOSE OF ELECTING THREE (3) CITY COUNCIL MEMBERS; AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION.

12. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2021-XX – AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 14 TO THE PERSONNEL MANUAL, TO AMEND APPENDIX “A,” “JOB ALIGNMENT AND SALARY RANGES FOR ALL CITY POSITIONS” TO DELETE THE POSITION OF “UTILITY BILLING/PERMIT TECHNICIAN” FROM GRADE 5; ADD THE POSITIONS OF “ADMINISTRATIVE SERVICES COORDINATOR” AND “PERMIT TECHNICIAN” AT GRADE 5; AND ADD THE EXISTING POSITION OF “ASSISTANT CITY TREASURER” AT GRADE 12; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.
13. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Changing the Dates of the City Council Meetings for May, November, and December.
14. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Recommendations For Use Of Unassigned General Fund, Fund Balance From FY 2019.
15. **DISCUSSION AND DIRECTION CONCERNING:** Possible Review and Revision of Planned Area Development Districts and Applicable Zoning Regulations.
16. **DISCUSSION AND DIRECTION CONCERNING:** Possible Installation of Bike Rack at Pech Road Footbridge Greenspace.
17. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Briefing by City Administrator:
 1. Status of New Production Well
 2. Status of Loeser, Traweek, Lone Star and W. Tex Paving and Utility Improvements Project
 3. Green Valley Drive & Winningham Lane (West of Voss) Roadway, Drainage and Utility Improvements 2020
 4. Legislative Update
18. **ADJOURNMENT**

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

The City Council reserves the right to convene in executive session from time to time as deemed necessary during this meeting to discuss any of the matters listed in the agenda, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts & Donations), 551.074 (Personnel Matters), 551.076 (Deliberations Regarding Security Devices) or 551.087 (Deliberations

Regarding Economic Development Negotiations).

I certify that a copy of the January 26, 2021 agenda of items to be considered by City Council was posted on or before the 21st day of January, 2021, at 3:30 p.m. pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code.

Attest:


Roxanne Benitez, TRMC, CPM, CMCC
City Secretary

In compliance with the Americans with Disabilities Act, this facility is wheelchair accessible and accessible parking spaces are available. To better serve attendees, requests for accommodations or interpretive services should be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-465-8308, Fax 713-461-7969, or Email secretary@springvalleytx.com for further information.

Consent Agenda Items

**MINUTES OF THE SPECIAL CALLED CITY COUNCIL MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
TUESDAY, DECEMBER 15, 2020 AT 5:00 P.M.
IN THE COUNCIL CHAMBERS OF CITY HALL
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

1. CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Council Members present, the Special Called Meeting of the Spring Valley Village City Council was called to order by Mayor Pro-Tem Carpenter at 5:03 p.m.

Members Present:

Mayor Pro-Tem Allen Carpenter

Council Member Bo Bothe

Council Member David Dominy (by video conference)

Council Member Tom Donaho (by video conference)

Council Member Joy McCormack

Members Absent:

Mayor Marcus Vajdos

2. DISCUSSION AND POSSIBLE DIRECTION CONCERNING: Contents and Formal Adoption of Sustainability Initiative.

City Administrator Julie Robinson provided a summary of the development of the Sustainability Initiative that started in May of 2019, the proposed front-end material, and a proposed Environmental Action Plan spreadsheet with six categories of broad goals and objectives and action items for each of the six categories. She advised that, while the Council has talked in general about the concept of the proposed Sustainability Initiative, there had been little discussion about what implementation would actually look like, and, consequently, that was the reason for the discussion. Ms. Robinson further advised that an adopted Sustainability Initiative would serve not only as a guide for City operations, actions, regulations, and policies, but also as a vision for the long-term environmental health and resiliency of the City as a whole. Additionally, the Sustainability Initiative would be a living policy document that is continually reviewed, updated, and taken into consideration by City Staff, elected and appointed officials, and City consultants to ensure that the vision established therein is consistently pulled through with regard to projects, programs, policies, regulations and events.

There was discussion concerning consistency and intention of application of the Sustainability Initiative, physical and financial impacts to both the City and residents resulting from implementation, potential objectives and action items for each of the six goal categories, and the process for formal adoption of the Sustainability Initiative. Ms. Robinson advised that the Sustainability Initiative will be a structure and guidance document and that Staff will bring issues back to the Council when there are competing or conflicting policies that will result from implementation of proposed objectives and/or action items.

Following the discussion, it was the direction of the Council:

- (1) That the Sustainability Initiative would apply to both the City as an organization and City-wide.
- (2) That the City be responsible and judicious in the way in which the Sustainability

Initiative is developed and implemented.

(3) That action items be evaluated and prioritized jointly by the City Council and City Staff.

Ms. Robinson requested that Council Members send her any additional potential objectives and/or action items for inclusion in a revised Environmental Action Plan spreadsheet for discussion by the Council at a later date. Additionally, once the objectives and/or action items have been established, a formal policy document will be developed and presented to the Council for adoption at a later date.

3. ADJOURNMENT

Council Member McCormack made a motion to adjourn the meeting at 5:40 p.m., and Council Member Bothe seconded the motion. Motion carried 4-0.

Signed: _____
Allen Carpenter
Mayor Pro-Tem

Attest: _____
Roxanne Benitez, TRMC, CPM, CMCC
City Secretary

**MINUTES OF THE REGULAR CITY COUNCIL MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
TUESDAY, DECEMBER 15, 2020 AT 6:00 P.M.
IN THE COUNCIL CHAMBERS OF CITY HALL
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

1. CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Council Members present, the Regular Meeting of the Spring Valley Village City Council was called to order by Mayor Pro-Tem Carpenter at 6:02 p.m.

Members Present:

Mayor Marcus Vajdos (arrived at 6:05 p.m.)

Mayor Pro-Tem Allen Carpenter

Council Member Bo Bothe

Council Member David Dominy (by video conference)

Council Member Tom Donaho (by video conference; left at 7:52 p.m.)

Council Member Joy McCormack

Members Absent:

None.

2. INTRODUCTIONS

Julie M. Robinson, City Administrator

Roxanne Benitez, City Secretary

Pat Riley, Public Works Director

Michelle Yi, City Treasurer

Zachary Meadows, Director of Community Development

Matthew Hitt, Assistant to the City Administrator

Mark Schulze, Police Captain

Loren Smith, City Attorney

3. PROCLAMATIONS / ANNOUNCEMENTS / SWEARING-IN

3.1 Recognition of Eagle Scout George Altmann in Appreciation of his Contributions to the City of Spring Valley Village.

Director of Public Works Pat Riley acknowledged Mr. Altmann's contributions to the City.

4. PUBLIC COMMENTS

At this time, any person with City-related business may speak to the Council. In compliance with the Texas Open Meetings Act, the City Council may not deliberate. **Comments from the public should be limited to a maximum of three (3) minutes per individual speaker.**

None.

5. CONSENT AGENDA

All matters listed under consent agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be

considered separately.

- 5.1 Minutes for City Council Meeting on November 17, 2020
- 5.2 Minutes for Special Called City Council Meeting on November 17, 2020
- 5.3 Approval of Pay Estimate No. 1 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$63,000.00
- 5.4 Approval of Village Fire Department's FY 2021 Budget Amendment for Facility Fund and Compensated Absence Fund for the Village Fire Station Facility Renovations Project.

Council Member Carpenter made a motion to approve all items on the Consent Agenda, and Council Member McCormack seconded the motion. Motion carried 5-0.

OLD BUSINESS

6. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: November 2020 Police Department Staff Report (Chief Evans):

Captain Schulze provided the report on behalf of Chief Evans.

- 1. Number of Calls for Service – 1,312
- 2. Number of Traffic Violations – 750
- 3. Number of K-9 Deployments – 116

At this time, Council Member Carpenter made a motion to take Agenda Items 9 through 15 out of order, and Council Member McCormack seconded the motion. Motion carried 5-0.

NEW BUSINESS

9. PRESENTATION, BRIEFING AND DISCUSSION CONCERNING: Status of the City of Spring Valley Village's Retirement Plan Through Texas Municipal Retirement System. (Anthony Mills, Texas Municipal Retirement System)

Anthony Mills, with the Texas Municipal Retirement System, appeared before the Council virtually and gave a presentation regarding the City's status and how it compares to other cities in Texas.

10. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Award Of Competitive Sealed Bid Number 2020-11-101 For Paving And Utility Improvements To Serve Lone Star Dr., Loeser Dr., Traweek Dr., West Tex Dr. And Lariat Dr. To Conrad Construction In An Amount Not To Exceed \$2,837,491.00.

Council Member Donaho made a motion to award Competitive Sealed Bid Number 2020-11-101 for Paving and Utility Improvements to Serve Lone Star Dr., Loeser Dr., Traweek Dr., West Tex Dr. and Lariat Dr. to Conrad Construction Co. LTD. in an amount not to exceed \$2,837,491.00, and Council Member Carpenter seconded the motion. Motion carried 5-0.

11. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Resolution No. 20-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY

VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A CONTRACT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION CO. LTD. FOR PAVING AND UTILITY IMPROVEMENTS TO SERVE LONE STAR DR., LOESER DR., TRAWEEK DR., WEST TEX DR. AND LARIAT DR. (CSB #2020-11-101); PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH CONTRACT; AND PROVIDING AN EFFECTIVE DATE.

Mayor Vajdos read the Resolution by caption only. Council Member McCormack made a motion to approve Resolution No. 20-34, and Council Member Carpenter seconded the motion. Motion passed 5-0.

- 12. CONDUCT A PUBLIC HEARING CONCERNING:** Ordinance No. 2020-XX - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING EXHIBIT A OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY, EXHIBIT A BEING THE ZONING ORDINANCE OF THE CITY, BY AMENDING ORDINANCE 2018-28 AMENDING A PLANNED AREA DEVELOPMENT (“PAD”) OF APPROXIMATELY 2.5511 ACRES OF LAND AT THE NORTHWEST INTERSECTION OF I-10 AND CAMPBELL ROAD WITHIN THE FREEWAY PLANNED AREA DEVELOPMENT DISTRICT REQUIRING CONSTRUCTION ON THE DEVELOPMENT APPROVED BY ORDINANCE NO. 2018-28 TO COMMENCE NO LATER THAN JUNE 30, 2022; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

Mayor Vajdos opened the Public Hearing at 6:30 p.m.

A. Presentation of Requested PAD Amendment by City

Director of Community Development Zachary Meadows advised that, as recommended by the Planning and Zoning Commission during the December 8, 2020 meeting, the proposed PAD Amendment would extend the deadline to begin construction on or before June 30, 2022, otherwise the PAD would automatically be repealed, and would specify that the extension would only be effective if CBK Interests and/or Cullen Kappler become the owners of the property prior to December 31, 2020. New owner Cullen Kappler also addressed the Council concerning the requested extension of the PAD Ordinance.

B. Those In Favor

None.

C. Those Opposed

None.

D. Adjourn Public Hearing

Mayor Vajdos adjourned the Public Hearing at 6:35 p.m.

- 13. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2020-

XX - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING EXHIBIT A OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY, EXHIBIT A BEING THE ZONING ORDINANCE OF THE CITY, BY AMENDING ORDINANCE 2018-28 AMENDING A PLANNED AREA DEVELOPMENT ("PAD") OF APPROXIMATELY 2.5511 ACRES OF LAND AT THE NORTHWEST INTERSECTION OF I-10 AND CAMPBELL ROAD WITHIN THE FREEWAY PLANNED AREA DEVELOPMENT DISTRICT REQUIRING CONSTRUCTION ON THE DEVELOPMENT APPROVED BY ORDINANCE NO. 2018-28 TO COMMENCE NO LATER THAN JUNE 30, 2022; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

Mayor Vajdos read the Ordinance by caption only. Council Member McCormack made a motion to approve Ordinance No. 2020-32, and Council Member Bothe seconded the motion. Motion carried 5-0.

14. **CONDUCT A PUBLIC HEARING CONCERNING:** Ordinance Number 2020-XX – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING EXHIBIT A OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY, EXHIBIT A BEING THE ZONING ORDINANCE OF THE CITY, BY AMENDING ORDINANCE 2014-12 PROVIDING FOR A PLANNED AREA DEVELOPMENT ("PAD") OF APPROXIMATELY 2.38 ACRES OF LAND AT THE NORTHEAST INTERSECTION OF I-10 AND CAMPBELL ROAD WITHIN THE FREEWAY PLANNED AREA DEVELOPMENT DISTRICT BY PERMITTING OUTDOOR PATIO DINING BETWEEN THE HOURS OF 6:00 A.M. AND 12:00 A.M.; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

Mayor Vajdos opened the Public Hearing at 6:41 p.m.

- A. Presentation of Requested PAD Amendment by City

Director of Community Development Zachary Meadows advised that the proposed PAD Amendment would add specific language to clearly allow outdoor patio dining for the property in this PAD between the hours of 6:00 a.m. and 12:00 a.m. consistent with other previously adopted PAD ordinances.

- B. Those In Favor

None.

- C. Those Opposed

None.

- D. Adjourn Public Hearing

Mayor Vajdos adjourned the Public Hearing at 6:43 p.m.

15. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance Number 2020-XX – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING EXHIBIT A OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY, EXHIBIT A BEING THE ZONING ORDINANCE OF THE CITY, BY AMENDING ORDINANCE 2014-12 PROVIDING FOR A PLANNED AREA DEVELOPMENT (“PAD”) OF APPROXIMATELY 2.38 ACRES OF LAND AT THE NORTHEAST INTERSECTION OF I-10 AND CAMPBELL ROAD WITHIN THE FREEWAY PLANNED AREA DEVELOPMENT DISTRICT BY PERMITTING OUTDOOR PATIO DINING BETWEEN THE HOURS OF 6:00 A.M. AND 12:00 A.M.; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

Mayor Vajdos read the Ordinance by caption only. Council Member Dominy made a motion to approve Ordinance No. 2020-33, and Council Member Carpenter seconded the motion. Motion carried 5-0.

OLD BUSINESS

7. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Activities of the Village Fire Department Commissioners Meeting on November 18, 2020 and Any Special Meetings That May Have Occurred since November 18, 2020. (Mayor Pro-Tem Carpenter / Council Member Bothe)

Mayor Pro-Tem Carpenter advised that the Village Fire Department was currently fully staffed and on budget. He also advised that a floater was hired to assist since two employees were out sick with COVID-19. Mayor Pro-Tem Carpenter advised that the reserve fire engine was sold for \$65,000. He is also advised that the renovation of the fire department building was in its second phase, progressing, and on budget with Chief Foster and staff working out of the Hedwig Village City Hall.

8. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Activities of the Planning and Zoning Commission Meeting of December 8, 2020. (Council Member Dominy / Council Member Donaho / City Attorney Loren Smith)

City Attorney Loren Smith advised that the items discussed at the December 8, 2020 meeting had already been acted upon by Council that evening.

NEW BUSINESS

16. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 20-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, ADOPTING A POLICY REGARDING PUBLIC ACCESS TO CITY INFORMATION OUTLETS; AND PROVIDING AN EFFECTIVE DATE.

Mayor Vajdos read the Resolution by caption only. Council Member McCormack made a motion to approve Resolution No. 20-35, and Council Member Bothe seconded the motion. Motion passed 5-0.

- 17. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance Number 2020-XX - AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 13 TO THE PERSONNEL MANUAL, TO ADOPT A NEW CHAPTER 20, SOCIAL MEDIA POLICY; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

Mayor Vajdos read the Ordinance by caption only. Council Member McCormack made a motion to approve Ordinance No. 2020-34, and Council Member Carpenter seconded the motion. Motion carried 5-0.

- 18. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 20-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, ADOPTING A DEBT MANAGEMENT POLICY; AND PROVIDING AN EFFECTIVE DATE.

Mayor Vajdos read the Resolution by caption only. Council Member McCormack made a motion to approve Resolution No. 20-36, and Council Member Carpenter seconded the motion. Motion passed 5-0.

- 19. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Briefing by City Administrator:

1. Status of New Production Well

Public Works Director Pat Riley advised that walls of the CMU (Concrete Masonry Unit) building had been constructed and anticipates that the building should be complete by mid-January.

2. Green Valley Drive & Winningham Lane (West of Voss) Roadway, Drainage and Utility Improvements 2020

Public Works Director Pat Riley advised that 50% of the water lines had been installed and the pipe-bursting of the sewer lines on Green Valley Drive has been completed as well. He also advised that the entire project was progressing well.

- 20. EXECUTIVE SESSION:** The City Council Will Now Hold A Closed Executive Meeting Pursuant To The Provision Of Chapter 551, Government Code, Vernon's Texas Codes Annotated, In Accordance With The Authority Contained In:

20.1 Section 551.074 – Personnel Matter – Discussion to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of the City Administrator.

20.2 Section 551.071. Consultation with Attorney regarding pending or contemplated litigation or a matter in which the duty of the City Attorney requires to be discussed in closed meeting.

Council adjourned into the Executive Session at 7:05 p.m.

- 21. RECONVENE**

The City Council meeting reconvened at 7:52 p.m.

22. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution No. 20-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A STREETLIGHT NETWORK NODE DEPLOYMENT AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND GTE MOBILNET OF SOUTH TEXAS, LP D/B/A VERIZON WIRELESS; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

Mayor Vajdos read the Resolution by caption only. Council Member Carpenter made a motion to approve Resolution No. 20-37, and Council Member Dominy seconded the motion. Motion passed 4-0.

23. **ADJOURNMENT**

Council Member Carpenter made a motion to adjourn the meeting at 7:54 p.m., and Council Member McCormack seconded the motion. Motion carried 4-0.

Signed: _____
Marcus Vajdos
Mayor

Attest: _____
Roxanne Benitez, TRMC, CPM, CMCC
City Secretary



City of Spring Valley Village
Police Department

1025 Campbell Road
Houston, TX 77055
713-465-8323
Fax: 713-465-3135

Date: January 7, 2021

To: City Secretary Roxanne Benitez

From: Chief L. Evans

Reference: 2020 Racial Profiling Report

As required by Article 2.132 of the Texas Code of Criminal Procedure, please allow the attached document to serve as my annual submission to the governing body (City Council) of the City of Spring Valley Village, with the Spring Valley Village Police Department's Racial Profiling Report for calendar year 2020. The pages include a copy of the Spring Valley Village Police Department Senate Bill 1187 Racial Profiling Report which will be electronically filed with the Texas Commission on Law Enforcement.

Spring Valley Village, TX PD

Jan 1, 2020 - Dec 31, 2020

Racial Profiling Report

PLEASE NOTE: The official form does not allow for Other and Unknown in the Race or Ethnicity boxes on the TCOLE website. Please contact TCOLE for instructions on how to resolve these issues. This report only includes traffic stops resulting in a citation, traffic stops resulting in a citation with an arrest, traffic stops resulting in a warning with an arrest, and field interviews that resulted in an arrest. This report does not include any stops from traffic collisions.

1. Gender		
FEMALE	ALASKA NATIVE/AMERICAN INDIAN	4
	ASIAN/PACIFIC ISLANDER	114
	BLACK	323
	HISPANIC/LATINO	756
	WHITE	745
		1,942
MALE	ALASKA NATIVE/AMERICAN INDIAN	19
	ASIAN/PACIFIC ISLANDER	236
	BLACK	497
	HISPANIC/LATINO	1,471
	WHITE	1,017
		3,240
Total		5,182

2. Race or Ethnicity	
ALASKA NATIVE/AMERICAN INDIAN	23
ASIAN/PACIFIC ISLANDER	350
BLACK	820
HISPANIC/LATINO	2,227
WHITE	1,762

8. Was Contraband Discovered?		
N	BLACK	1
	HISPANIC/LATINO	5
	WHITE	1
		7
Y	HISPANIC/LATINO	3
	WHITE	1
		4
Total		11

9. Description of Contraband		
DRUGS	HISPANIC/LATINO	1
		1
OTHER	WHITE	1
		1
STOLEN PROPERTY	HISPANIC/LATINO	1
		1
WEAPONS	HISPANIC/LATINO	3
		3
Total		6

10. Result of the Stop		
CITATION	ALASKA NATIVE/AMERICAN INDIAN	12

Racial Profiling Report

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2. Race or Ethnicity		
Total		5,182

3. Was Race or Ethnicity Known Prior to Stop?		
N		5,174
Y		8
Total		5,182

4. Reason for Stop?		
MOVING TRAFFIC VIOLATION	ALASKA NATIVE/ AMERICAN INDIAN	18
	ASIAN/PACIFIC ISLANDER	239
	BLACK	487
	HISPANIC/LATINO	1,225
	WHITE	1,234
		3,203
PRE EXISTING KNOWLEDGE	WHITE	1
		1
VEHICLE TRAFFIC VIOLATION	ALASKA NATIVE/ AMERICAN INDIAN	5
	ASIAN/PACIFIC ISLANDER	110
	BLACK	329

10. Result of the Stop		
CITATION	ASIAN/PACIFIC ISLANDER	142
	BLACK	412
	HISPANIC/LATINO	1,390
	WHITE	606
		2,562
CITATION AND ARREST	BLACK	1
	HISPANIC/LATINO	5
	WHITE	2
		8
WRITTEN WARNING	ALASKA NATIVE/ AMERICAN INDIAN	11
	ASIAN/PACIFIC ISLANDER	208
	BLACK	406
	HISPANIC/LATINO	830
	WHITE	1,154
		2,609
WRITTEN WARNING AND ARREST	BLACK	1
	HISPANIC/LATINO	2
		3
Total		5,182

Spring Valley Village, TX PD

Jan 1, 2020 - Dec 31, 2020

Racial Profiling Report

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4. Reason for Stop?		
VEHICLE TRAFFIC VIOLATION	HISPANIC/LATINO	990
	WHITE	514
		1,948
VIOLATION OF LAW	ASIAN/PACIFIC ISLANDER	1
	BLACK	4
	HISPANIC/LATINO	12
	WHITE	13
		30
Total		5,182

5. Street Address or Approximate Location of the Stop	
CITY STREET	5,070
COUNTY ROAD	8
PRIVATE PROPERTY OR OTHER	90
STATE HIGHWAY	5
US HIGHWAY	9
Total	5,182

6. Was a Search Conducted?		
N	ALASKA NATIVE/ AMERICAN INDIAN	23
	ASIAN/PACIFIC ISLANDER	350
	BLACK	819

11. Arrest Based On		
OUTSTANDING WARRANT	BLACK	1
	HISPANIC/LATINO	1
		2
VIOLATION OF PENAL CODE	HISPANIC/LATINO	2
		2
VIOLATION OF TRAFFIC LAW	BLACK	1
	HISPANIC/LATINO	4
	WHITE	2
		7
Total		11

12. Was Physical Force Resulting in Bodily Injury Used During Stop?		
N	ALASKA NATIVE/ AMERICAN INDIAN	23
	ASIAN/PACIFIC ISLANDER	350
	BLACK	820
	HISPANIC/LATINO	2,227
	WHITE	1,762
		5,182
Total		5,182

13. Was Arrest Due to Contraband Found?		
	BLACK	1

Spring Valley Village, TX PD

Jan 1, 2020 - Dec 31, 2020

Racial Profiling Report

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6. Was a Search Conducted?		
N	HISPANIC/LATINO	2,219
	WHITE	1,760
		5,171
Y	BLACK	1
	HISPANIC/LATINO	8
	WHITE	2
		11
Total		5,182

7. Reason for Search?		
CONSENT	HISPANIC/LATINO	1
		1
CONTRABAND IN PLAIN VIEW	HISPANIC/LATINO	1
		1
INCIDENT TO ARREST	BLACK	1
	HISPANIC/LATINO	4
	WHITE	1
		6
NO SEARCH	ALASKA NATIVE/ AMERICAN INDIAN	23
	ASIAN/PACIFIC ISLANDER	350
	BLACK	819
	HISPANIC/LATINO	2,219

13. Was Arrest Due to Contraband Found?		
	HISPANIC/LATINO	2
		3
N	BLACK	1
	HISPANIC/LATINO	5
	WHITE	2
		8
Total		11

Spring Valley Village, TX PD

Jan 1, 2020 - Dec 31, 2020

Racial Profiling Report

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7. Reason for Search?		
NO SEARCH	WHITE	1,760
		5,171
PROBABLE CAUSE	HISPANIC/LATINO	2
	WHITE	1
		3
Total		5,182

**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: January 26, 2021

TOPIC:	Approval of Pay Estimate No. 2 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$151,628.40
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BACKGROUND:	This is the second pay estimate to be submitted by Conrad Construction Co., LTD. for the Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project (2020-07-100) for work completed on the Project from November 1, 2020 to November 30, 2020, and includes reimbursement to Conrad Construction for paying Center Point street light removal fees and field testing services (cash allowances).
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RECOMMENDATION:	Gessner Engineer Project Manager Sean Ray, ME, P.E. and City Staff have reviewed the pay estimate and recommend approval.
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ATTACHMENTS:	• Pay Estimate No. 2 Submitted By Conrad Construction Co., LTD.; Conrad proof of payment to Center Point; Conrad proof of payment to Gessner Engineering for lab testing.
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FUNDING ISSUES:	☐ Not applicable – no dollars are being spent or received. ☒ Full amount already budgeted in Acct/Project# <u>25-50-7518</u> ☐ Not budgeted, if approved, the following will be included in the next Budget Amendment: ☐ \$_____ from Acct/Project# _____ will be transferred to Acct/Project# _____ ☐ _____ from unassigned fund balance will be used and added to Acct/Project# _____ ☐ \$_____ will be added to Revenue Acct# ____-____ and \$_____ added to Expenditure Acct/Project# _____
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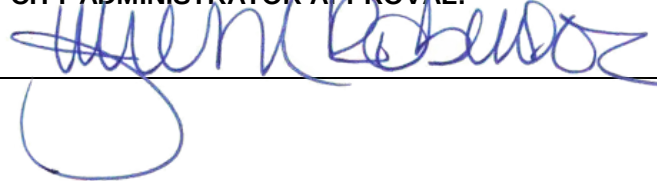
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Pat Riley, Public Works Director

CITY ADMINISTRATOR APPROVAL:



Cover Letter: Payment Application #2



GESSNER
ENGINEERING

TO: **City of Spring Valley Village**
(Owner)

Contract: **Green Valley & Winningham Lane Roadway, Drainage, and Utility Improvements**
(Insert name of Contract as it appears in the Contract Documents)

Owner's Contract No. **2020-07-100**

Engineer: **Gessner Engineering**

Contractor: **Conrad Construction Co., LTD**

Conrad Construction Co., LTD has submitted **Payment Application #2** for work through **November 1, 2020 to November 30, 2020**, in the amount of **\$151,628.40**. After review of work complete to date and material stored on-site, Gessner Engineering recommends the payment of **\$151,628.40** to Conrad Construction Co., LTD.

1. <u>Original Contract Amount:</u>	<u>\$1,095,283.75</u>
2. <u>Change Orders:</u>	<u>\$0.00</u>
3. <u>Total Current Contract Amount:</u>	<u>\$1,095,283.75</u>
4. <u>Construction Materials Testing to Date:</u>	<u>\$2,547.00</u>
5. <u>Payment to Centerpoint:</u>	<u>\$13,194.00</u>
6. <u>Total Value of Work Completed to Date:</u>	<u>\$238,476.00</u>
7. <u>Total Materials Stored to Date:</u>	<u>\$0.00</u>
8. <u>Total Completed & Stored to Date:</u>	<u>\$238,476.00</u>
9. <u>Retainage (10%):</u>	<u>\$23,847.60</u>
10. <u>Total Completed, Less Retainage:</u>	<u>\$214,628.40</u>
11. <u>Total Amount of Prior Payments:</u>	<u>\$63,000.00</u>
12. <u>Current Due Amount:</u>	<u>\$151,628.40</u>
13. <u>Total Balance Remaining:</u>	<u>\$1,095,283.75</u>
14. <u>Notice to Proceed Date:</u>	<u>October 26, 2020</u>
15. <u>Project Estimated Completion Date:</u>	<u>June 3, 2021</u>

Cover Letter: Payment Application #2



Sean Ray, ME, PE
(ENGINEER)

A handwritten signature in black ink, appearing to be 'S. Ray', written over a horizontal line.

PROJECT MANAGER
(TITLE)

Recommend Payment:
See attached (Pay App)

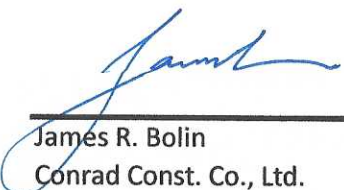


Conrad Construction Co., Ltd.
P.O. Box 841134
Houston, Texas 77284

Project: Green Valley Dr. & Winningham Ln. , Project No. 2020-07-100

Pay Application No.	2	Work To Date:	\$ 238,476.00
Application Period	11-1-20 thru 11-30-20		
Original Contract Amount	\$ 1,095,283.75	Remaining Work	\$ 856,807.75
Revised Contract Amount	\$ -		
Notice To Proceed	10/26/2020		

Total Work To Date:	\$ 238,476.00
Materials Stored to Date	\$ -
Total Work To Date & Stored Materials	\$ 238,476.00
Retainage (10%)	\$ 23,847.60
Total Work Complete, Less Retainage	\$ 214,628.40
Less Previous Payments	\$ 63,000.00
Total Due This Application	\$ 151,628.40


James R. Bolin
Conrad Const. Co., Ltd.

Sean Ray, M.E., P.E.
Engineer - Gessner Engineering

Pat Riley
Public Works Director
City of Spring Valley Village

CONTRACTOR'S AFFIDAVIT OF BILLS PAID/LIEN RELEASE

OWNER : City of Spring Valley Village

PROJECT : Green Valley Dr. and Winningham Ln. – Reconstruction , Bid No. 2020-07-100

CONTRACTOR : Conrad Construction Co., Ltd.

I certify that all just and lawful bills against the below-named Contractor for labor, material and expendable equipment employed in the performance of said Contract for the period covering 10.26.20 through 10.31.20 have been paid in full. This is to certify that I am relieving the City of Spring Valley Village from any claims from debt occurring in connection with this project prior to 11.1.20.

Firm: Conrad Construction Co., Ltd.

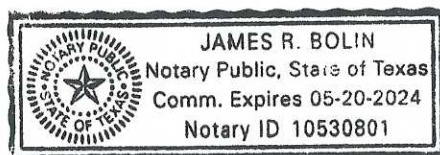
By : 

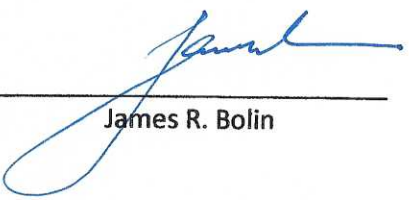
Brian Conrad

Date : 12.9.20

Title : Vice President

Signed and sworn to before me a Notary Public in and for Harris County, Texas this 9th day of December, 2020.




James R. Bolin

Green Valley Drive and Winningham Lane – Project No. 2020-07-100

Conrad Construction Co., Ltd.

Pay Application No. : 2

Reporting Period : 11.1.20 thru 11.30.20

Subcontractor and Work Performed During This Period

Rods Surveying - Construction Staking

Highway 1, LLC - Traffic Control Maintenance

Vortex Services - Pipe Bursting, Short Service Connections

Gessner Engineering - Testing Services

TCH - water line construction

FROM: CONRAD CONSTRUCTION CO.,LTD.
P.O. BOX 841134
HOUSTON, TEXAS 77284

TO: CITY OF SPRING VALLEY VILLAGE
ACCOUNTS PAYABLE
1025 CAMPBELL ROAD
HOUSTON, TEXAS 77055
ATTN: PEDRO RICO, Jr., P.E. - PROJECT MANAGER
REF: GREEN VALLEY DR. AND WINNINGHAM LN.
PROJ #: BID NO. 2020-07-100 , CC# 20/0324
DATE: 11/30/2020

PAY APPLICATION # : 2

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
GENERAL ITEMS								
1. MOBILIZATION, BONDS & INSURANCE	1.00	LS	0.25	0.75	1.00	100%	\$ 75,000.00	\$ 75,000.00
2. TRAFFIC CONTROL FOR ALL PHASES	1.00	LS	0.13	0.25	0.38	38%	\$ 45,000.00	\$ 17,100.00
3. SODDING UP TO R.O.W.	32200.00	SF	450.00		450.00	1%	\$ 0.75	\$ 337.50
4. EROSION CONTROL (SWPPP)	1.00	LS	0.13	0.25	0.38	38%	\$ 2,500.00	\$ 950.00
5. TREE PROTECTION, C.I.P.	1.00	LS	0.13	0.25	0.38	38%	\$ 7,500.00	\$ 2,850.00
DEMOLITION								
6. DEMOLITION OF EXISTING ROADWAY PAVEMENT AND BASE MATERIAL, INCL. HAUL OFF	3851.00	SY			0.00	0%	\$ 6.00	\$ -
7. DEMOLITION OF EXISTING DRIVEWAYS AND BASE MATERIAL, INCL. HAUL OFF	648.00	SY			0.00	0%	\$ 7.00	\$ -
8. DEMOLITION OF EXISTING SIDEWALK, INCL. HAUL OFF	70.00	SY			0.00	0%	\$ 10.00	\$ -
9. EXISTING LIGHT POLES TO BE TRANSPORTED TO AND FROM THE CITY OF SPRING VALLEY PUBLIC WORKS YARD, AFTER REMOVAL FROM CENTERPOINT ENERGY	1.00	LS			0.00	0%	\$ 5,000.00	\$ -
10. EXISTING STREET/STOP SIGN TO BE SALVAGED AND REINSTALLED	3.00	EA			0.00	0%	\$ 350.00	\$ -
11. EXISTING 24" CMP STORM SEWER TO BE COMPLETELY REMOVED	69.00	LF	20.00		20.00	29%	\$ 25.00	\$ 500.00
12. EXIST. CURB INLET TO BE REMOVED	1.00	EA	1.00		1.00	100%	\$ 650.00	\$ 650.00

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
13. REMOVAL OF EXIST. TREES (5-14")	11.00	EA	6.00		6.00	55%	\$ 650.00	\$ 3,900.00
14. REMOVAL OF EXIST. TREES (15-25")	5.00	EA	2.00		2.00	40%	\$ 1,200.00	\$ 2,400.00
15. REMOVAL OF EXIST. TREES (SIZE 25" AND LARGER)	1.00	EA			0.00	0%	\$ 2,000.00	\$ -
16. LANDSCAPED AREAS IN R.O.W. TO BE CLEARED	1.00	LS			0.00	0%	\$ 1,500.00	\$ -
17. REMOVE EXISTING 6"X2" REDUCER	1.00	EA			0.00	0%	\$ 500.00	\$ -
18. REMOVE EXISTING 8"X6" REDUCER	1.00	EA			0.00	0%	\$ 500.00	\$ -
19. REMOVE EXISTING SANITARY SEWER MANHOLE	2.00	EA			0.00	0%	\$ 750.00	\$ -
20. REMOVE EXISTING 8" PVC SANITARY SEWER	48.00	LF			0.00	0%	\$ 25.00	\$ -
21. CAP EXISTING 2" WATERLINE	1.00	EA			0.00	0%	\$ 750.00	\$ -
22. REMOVE EXISTING 6" GATE VALVE AND BOX	1.00	EA			0.00	0%	\$ 750.00	\$ -
PAVEMENT AND EARTHWORK								
23. EARTHWORK - CUT TO FILL TO DESIGN GRADES (IN PLACE)	145.00	CY			0.00	0%	\$ 20.00	\$ -
24. EARTHWORK - CUT TO HAUL TO DESIGN GRADES (IN PLACE)	85.00	CY			0.00	0%	\$ 25.00	\$ -
25. LIME STABILIZATION OF SUBGRADE WITH COMPACTION (DOES NOT INCLUDE COST OF LIME)	4987.00	SY			0.00	0%	\$ 4.00	\$ -
26. LIME FOR STABILIZATION OF SUBGRADE WITH COMPACTION (ASSUME 6% BY WEIGHT)	108.00	TON			0.00	0%	\$ 190.00	\$ -
27. 6" CRUSHED LIMESTONE BASE TXDOT ITEM 247 TYPE A, GRADES 1 OR 2	4142.00	SY			0.00	0%	\$ 21.50	\$ -
28. 6" CONCRETE PAVEMENT FOR ROADWAY AND DRIVEWAYS, INCLUDING 6" MONOLITHIC CURB AND 6" MONOLITHIC SPILL CURB, C.I.P.	4511.00	SY			0.00	0%	\$ 57.00	\$ -

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
29. 4" CONCRETE SIDEWALK, C.I.P.	76.00	SY			0.00	0%	\$ 65.00	\$ -
30. STANDARD CURB OUTFALL AT 6" CURB, C.I.P.	31.00	EA			0.00	0%	\$ 150.00	\$ -
STORM AND DRAINAGE								
31. 24" RCP TYPE III (STRUCTURAL BACK-FILL), C.I.P.	468.00	LF	185.00		185.00	40%	\$ 95.00	\$ 17,575.00
32. 30" RCP TYPE III (STRUCTURAL BACK-FILL), C.I.P.	23.00	LF			0.00	0%	\$ 150.00	\$ -
33. 5' CURB INLET, TXDOT TYPE 2 - INSET (ON GRADE), C.I.P.	2.00	EA			0.00	0%	\$ 5,000.00	\$ -
34. 10' CURB INLET, TXDOT TYPE 2 - INSET (ON GRADE), C.I.P.	6.00	EA	1.00		1.00	17%	\$ 6,000.00	\$ 6,000.00
35. EXISTING PRIVATE STORM SYSTEMS TO BE REPAIRED IF NECESSARY, UP TO R.O.W. (PIPE AND INLETS)	31.00	EA			0.00	0%	\$ 200.00	\$ -
36. CONNECT TO EXISTING 5'X5' RCBS, CORE AND GROUT CONNECTION	2.00	EA			0.00	0%	\$ 2,500.00	\$ -
37. REPAIR OF CONCRETE CHANNEL WALL FOR RELOCATION OF 24" RCP OUTFALL	1.00	EA	1.00		1.00	100%	\$ 5,000.00	\$ 5,000.00
38. TRENCH SAFETY FOR PROPOSED STORM SEWER	491.00	LF	185.00		185.00	38%	\$ 1.00	\$ 185.00
WATER								
39. TRENCH SAFETY FOR PROPOSED WATER LINE	615.00	LF			0.00	0%	\$ 1.00	\$ -
40. 6" PVC C-900 DR18 WATER LINE, CIP	265.00	LF	20.00		20.00	8%	\$ 71.00	\$ 1,420.00
41. 6" PVC C-900 DR18 WATER LINE, STRUCTURAL BACKFILL, C.I.P.	224.00	LF			0.00	0%	\$ 75.00	\$ -
42. 8" PROPOSED WATER LINE CROSSING AT EXISTING 8" SANITARY SEWER LINE	1.00	EA			0.00	0%	\$ 1,000.00	\$ -
43. 8" PVC C-900 DR18 WATER LINE, CIP	350.00	LF	322.00		322.00	92%	\$ 75.00	\$ 24,150.00
44. 8" PVC C-900 DR18 WATER LINE, STRUCTURAL BACKFILL, C.I.P.	309.00	LF	138.00		138.00	45%	\$ 80.00	\$ 11,040.00

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
45. 8" 45 DEGREE BEND, C.I.P.	3.00	EA	1.00		1.00	33%	\$ 350.00	\$ 350.00
46. 8" 22.5 DEGREE BEND, C.I.P.	2.00	EA			0.00	0%	\$ 350.00	\$ -
47. 8"X6" TEE, C.I.P.	1.00	EA	1.00		1.00	100%	\$ 450.00	\$ 450.00
48. 6"X6" TEE, C.I.P.	1.00	EA			0.00	0%	\$ 450.00	\$ -
49. 8" GATE VALVE AND BOX, C.I.P.	3.00	EA	2.00		2.00	67%	\$ 2,250.00	\$ 4,500.00
50. 8"X6" REDUCER, C.I.P.	1.00	EA	1.00		1.00	100%	\$ 350.00	\$ 350.00
51. 6" GATE VALVE AND BOX, C.I.P.	5.00	EA	2.00		2.00	40%	\$ 1,750.00	\$ 3,500.00
52. 6" 45 DEGREE BEND, C.I.P.	5.00	EA	3.00		3.00	60%	\$ 250.00	\$ 750.00
53. 6" 22.5 DEGREE BEND, C.I.P.	1.00	EA	1.00		1.00	100%	\$ 250.00	\$ 250.00
54. 6" 11.25 DEGREE BEND, C.I.P.	2.00	EA			0.00	0%	\$ 250.00	\$ -
55. STANDARD FIRE HYDRANT ASSEMBLY C.I.P.	1.00	EA	1.00		1.00	100%	\$ 5,500.00	\$ 5,500.00
56. NEW WATER LINE SHORT SERVICE AND RECONNECTION TO NEW METER VAULT (2-1" TAPS), C.I.P.	9.00	EA			0.00	0%	\$ 1,500.00	\$ -
57. NEW WATER LINE LONG SERVICE AND RECONNECTION TO NEW METER VAULT (1-2" TAP), C.I.P.	13.00	EA			0.00	0%	\$ 2,000.00	\$ -
58. NEW WATER METER VAULT, SIZED FOR TWO METERS	22.00	EA			0.00	0%	\$ 300.00	\$ -
59. CONNECT TO EXISTING 8" PVC WATER LINE	1.00	EA			0.00	0%	\$ 1,250.00	\$ -
60. CONNECT TO EXISTING 6" PVC WATER LINE	1.00	EA	1.00		1.00	100%	\$ 1,000.00	\$ 1,000.00
61. RELOCATE EXISTING FIRE HYDRANT	1.00	EA			0.00	0%	\$ 1,500.00	\$ -
SANITARY								
62. 8" PVC, SDR-26 SANITARY SEWER, C.I.P., BY OPEN CUT	48.00	LF			0.00	0%	\$ 105.00	\$ -
63. 8" HDPE DR-19 SANITARY SEWER BY PIPE BURSTING, C.I.P.	191.00	LF	197.00		197.00	103%	\$ 107.50	\$ 21,177.50

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
64. STANDARD 4' INSIDE DIA. SANITARY SEWER MANHOLE, C.I.P.	2.00	EA			0.00	0%	\$ 3,750.00	\$ -
65. EXISTING MANHOLE TO BE REHABILITATED LINE INTERIOR W/ RAVEN 405 LINING SYSTEM (125 MILS THICK, MINIMUM) AND REPLACE RING AND COVER	2.00	EA			0.00	0%	\$ 2,000.00	\$ -
66. 4" SANITARY SHORT SERVICE CONNECTION PROVIDE CLEANOUT AT R.O.W.	5.00	EA	3.00		3.00	60%	\$ 1,450.00	\$ 4,350.00
67. 8" SANITARY SEWER ACCESS CHAMBER	1.00	EA			0.00	0%	\$ 1,750.00	\$ -
68. POST CONSTRUCTION CCTV INSPECTION ON PIPE BURST SECTION (191 LF) AND SECTION REPAIRED BY OPEN CUT (48 LF)	1.00	LS			0.00	0%	\$ 3,000.00	\$ -
69. VACUUM TEST NEW SANITARY SEWER MANHOLE	2.00	EA			0.00	0%	\$ 500.00	\$ -
70. PIPE BURSTING MOBILIZATION	1.00	LS	1.00		1.00	100%	\$ 3,750.00	\$ 3,750.00
71. TRENCH SAFETY FOR PROPOSED SANITARY SEWER (OPEN CUT)	48.00	LF			0.00	0%	\$ 5.00	\$ -
CASH ALLOWANCE ITEMS								
72. FURNISH CONSTRUCTION MATERIALS TESTING, IN ACCORDANCE WITH PLANS AND SPECS.	1.00	LS	0.0849		0.0849	8%	\$ 30,000.00	\$ 2,547.00
73. PAYMENT TO CENTERPOINT ENERGY FOR DECORATIVE STREET LIGHTING AND REMOVAL OF EXISTING STREET LIGHTS	1.00	LS	1.00		1.00	100%	\$ 13,194.00	\$ 13,194.00
74. 6" PVC C-900 DR18 WATER LINE, STRUCTURAL BACKFILL, C.I.P.	87.00	LF	60.00		60.00	69%	\$ 75.00	\$ 4,500.00
75. 8"X6" TEE , C.I.P.	1.00	EA	1.00		1.00	100%	\$ 250.00	\$ 250.00
76. 6" GATE VALVE AND BOX, C.I.P.	2.00	EA	2.00		2.00	100%	\$ 1,500.00	\$ 3,000.00
10 % CITY OF SPRING VALLEY VILLAGE CONTINGENCY	1.00	LS			0.00	0%	\$ 99,571.25	\$ -
TOTAL WORK TO DATE								\$ 238,476.00

CONTRACT TIME: 220 CALENDAR DAYS
CONTRACT DATE: 8/25/2020
WORK ORDER DATE: 10/26/2020

CONTRACT AMOUNT:	\$ 1,095,283.75
CHANGE ORDER:	
REVISED CONTRACT AMOUNT:	\$ 1,095,283.75
TOTAL WORK TO DATE:	\$ 238,476.00
MATERIALS ON SITE:	\$ -
TOTAL:	\$ 238,476.00
LESS RETAINAGE:	\$ 23,847.60
LESS PREVIOUS PAYMENTS	\$ 63,000.00
AMOUNT DUE FOR PAYMENT:	\$ 151,628.40

AMOUNT EARNED THIS PERIOD	\$ 168,476.00
LESS RETAINAGE THIS PERIOD	\$ 16,847.60
AMOUNT DUE THIS PERIOD	\$ 151,628.40

APPROVAL: 
CONRAD CONSTRUCTION CO., LTD.

JAMES R. BOLIN
PROJECTS ADMINISTRATOR

INVOICE

Invoice Date: 11/24/2020

Invoice No: 20-11-000061

RECEIVED

12-18-2020



GESSNER
ENGINEERING

Page 2 of 2

===== Invoice Detail by Report =====

<u>Lab No.</u>	<u>Sampled</u>	<u>Qty</u>	<u>Billing Code</u>	<u>Unit Type</u>	<u>Unit Rate</u>	<u>Extension</u>
9421-1	11/13/2020	4.00	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00	\$80.00
9421-1	11/13/2020	2.50	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00	\$150.00
9421-1	11/13/2020	0.25	L-002 - CMT Project Manager	hr	\$100.00	\$25.00
9421-1	11/13/2020	4.00	L-011 - Technician	hr	\$52.00	\$208.00
Lab Number 9421-1 for a Subtotal of:						\$463.00
9479-3	11/16/2020	2.50	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00	\$150.00
Lab Number 9479-3 for a Subtotal of:						\$150.00
9544-1	11/17/2020	4.00	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00	\$80.00
9544-1	11/17/2020	2.50	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00	\$150.00
9544-1	11/17/2020	0.25	L-002 - CMT Project Manager	hr	\$100.00	\$25.00
9544-1	11/17/2020	3.00	L-011 - Technician	hr	\$52.00	\$156.00
Lab Number 9544-1 for a Subtotal of:						\$411.00
9590-1	11/20/2020	8.00	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00	\$160.00
9590-1	11/20/2020	2.50	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00	\$150.00
9590-1	11/20/2020	0.25	L-002 - CMT Project Manager	hr	\$100.00	\$25.00
9590-1	11/20/2020	2.50	L-011 - Technician	hr	\$52.00	\$130.00
Lab Number 9590-1 for a Subtotal of:						\$465.00
Total for this Invoice:						<u>\$2,547.00</u>

RIC _____ VENDOR _____
RB _____ JOB 200324
BC _____ GL _____
DON _____
JAKE _____ ENTERED _____

REMIT TO: 2501 Ashford Drive
College Station, TX 77840
1-877-GESSNER
ar@gessnereng.com

Due Upon Receipt
Late payments are subject to 18%
annual finance charges. Unpaid
invoices will be sent to collection.

We accept EFT's with no fee and Credit Card Payments with a 3% Convenience Fee
<https://www.gessnerengineering.com/invoice/>

RECEIVED
12-18-2020

CONRAD CONSTRUCTION CO LTD

015307

ENTERPOINT ENERGY

Check: 15307
Date: 11/3/2020
Vendor: 401596

Invoice	P.O. Num.	Invoice Amt	Prior Balance	Retention	Discount	Amt. Paid
street lights and removal 324	324	13,194.00	13,194.00	0.00	0.00	13,194.00
		<u>13,194.00</u>	<u>13,194.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,194.00</u>

THE KEY TO DOCUMENT SECURITY • HEAT ACTIVATED THUMB PRINT • ADDITIONAL SECURITY FEATURES INCLUDED • SEE BACK FOR DETAILS

CONRAD CONSTRUCTION CO LTD
P.O. BOX 841134
HOUSTON, TX 77284-1134

Allegiance Bank
P.O. Box 41314 Houston, TX 77241-1314
Ph: 281-894-3200
www.allegiancebank.com
35-2572/1130

015307

DATE

AMOUNT

15307

11/3/2020

*****13,194.00

PAY
TO THE
ORDER
OF

THE SUM OF THIRTEEN THOUSAND ONE HUNDRED NINETY FOUR DOLLARS AND NO CENTS *****

CENTERPOINT ENERGY

CONRAD MANAGEMENT LLC

Donna Conrad

AUTHORIZED SIGNATURE

HEAT SENSITIVE
FIDES WITH TOUCH

⑈015307⑈ ⑆113025723⑆ 1002988179⑈



RECEIVED
12-18-2020

Please make check payable to:

CenterPoint Energy

Attn: DISTRIBUTION PROJECT
COORDINATOR

4700 South Shaver St., Bldg. 1 FL3
Houston, TX 77034

INVOICE

Customer Info:

Name:	Spring Valley Village				
Address:	1025 Cambell Rd				
City:	Houston	State:	Texas	Zip	77055
Phone:	713-465-8308				
Email:	arley@springvalleytx.com				
CNP Representative:	Santos Calderon		Phone:	713-945-3234	

Description		W/O #	Total
1	Streetlight Removal	91841700	\$5,029.00
2	Streetlight Install	93841705	\$8,165.00
3			
4			
5			
			\$13,194.00

PLEASE MAIL PAYMENT TO THE ABOVE ADDRESS.

Processing of check may be delayed without the return of this invoice.

Make all checks payable to: *CenterPoint Energy*

Please send a copy of this invoice along with the check. Charges good for 1 year from date of invoice.

Payment is required prior to release of construction work order.

If you have any questions concerning this invoice, please contact your CNP Representative at number above.

Thank you for using CenterPoint Energy



Santos Calderon
Sr. Service Consultant
CenterPoint Energy Houston

3401 Brittmoore
Houston, TX 77043
713 945 3234
Santos.Calderon @
CenterPointEnergy.com

March 2, 2020

Pat Riley
Public works Director
Spring Valley Village

Subject: Streetlight Removal and Re-Install
Location: Winningham Ln & Green Valley Dr

Dear Pat Riley,

The *Streetlight Division* at CenterPoint Energy (CNP) has prepared a cost for the streetlights to be removed and re-installed at the subject location.

The total cost is Thirteen Thousand One Hundred and Ninety-Four dollars: **\$ 13,194.00**

The following is a breakdown of the above mentioned cost:

Underground Street Light Removal Only: \$ 5,029.00

- (1) – Remove 9 – 100W, HPS Granville on 17'6" Traditionaire poles.
- (2) – Remove 3 – Pull Boxes
- (3) – Remove 2 – Terminal Poles

Underground Street Light New Installation Only: \$ 8,165.00

- (1) – Install 9 –45W, LED Granville on 17'6" Traditionaire poles.
- (2) – Pull +/- 1,040 ft of UG Conductor in PVC conduit
- (3) – Install 3 – Terminal Poles

This cost is contingent upon your contractor installing approximately 1,040 of 2" PVC conduit and pull boxes per CNP specifications. All conduit shall be installed using the conduit layout provided to you on 4/17/2020. Additionally, the contractor is to install conduit stub up's at the proposed streetlight locations where the streetlight power sources are proposed. The warning tape can be provided by CNP when a 45-day notice is received. Spring Valley Village is responsible for storing and any cost for damages to the poles during their care.

Installation of the streetlights is contingent on all the streetlights being installed at one time, after the street paving and curbs have been completed, and all lots have been brought up to finished grade level. All easements and rights-of way must be clear of trees, stumps, construction debris and equipment, and other obstructions which would interfere with the Company's cable trenching operation. If these conditions are not met, our company must ask that the additional construction costs associated with the obstructions be paid. There will also be a charge for all street, sidewalks, and driveway bore's unless others install electrical PVC conduit to our company's specifications. Conduit specifications can be provided upon request.

While our company does attempt to maintain standard locations for the installation of street lighting, it is not always possible to install street lighting at these locations. Any adjustments needed should be discussed and resolved during the pre-construction walk. Any relocation requested can be done if it does not create

operating problems and is not objectionable to other parties. All costs associated with relocations after the installation of the street lighting will be borne by the party making the request.

Your signature below will be our acknowledgment of your acceptance to the above mentioned terms and conditions and associated charges. Also, a check for the above noted amount made payable to *CenterPoint Energy* will be required before CNP can proceed with the planned construction. Please send the check attention to:

CenterPoint Energy
Attn: Distribution Project Coordinator
4700 South Shave St., Bldg. I FL3
Houston, TX 77034

If there are any questions, please do not hesitate to contact me at (713) 945-3234. Please note this estimate is valid for a period of 180 days from the date of this agreement.

Respectfully,

Santos Calderon

Sr Service Consultant
CenterPoint Energy

Approved and accepted this 9 day of December, 2020.

Signature 

Printed Name Pat Riley

Printed Company City of Spring Valley Village

Printed Title Director of Public Works

Mailing Address 1025 Campbell Road, Houston, TX 77055-7495

**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: January 26, 2021

TOPIC: Resolution No. 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT FOR PURCHASING BETWEEN THE CITY OF PEARLAND, TEXAS, AND THE CITY OF SPRING VALLEY VILLAGE, TEXAS; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING EXECUTION OF THE INTERLOCAL AGREEMENT BY THE CITY ADMINISTRATOR; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND: This Resolution would approve an Interlocal Agreement between the City of Spring Valley Village and the City of Pearland for purchasing. This is a standard agreement that allows the City to purchase goods and services off of the City of Pearland contracts. While the immediate need is for purchasing street striping services, this Interlocal Agreement will allow the City to obtain pricing for a variety of goods and services. There is no fee associated with this Interlocal Agreement.

Once approved by the City Council, the Interlocal Agreement will be submitted for approval to the City of Pearland for approval by its City Council.

RECOMMENDATION: Staff recommends approval of the Resolution.

ATTACHMENTS: • Resolution No. 21-XX

FUNDING ISSUES:

- ☒ Not applicable – no dollars are being spent or received.
- ☐ Full amount already budgeted in Acct/Project# _____
- ☐ Not budgeted, if approved, the following will be included in the next Budget Amendment:
 - ☐ \$ _____ from Acct/Project# _____ will be transferred to Acct/Project# _____
 - ☐ \$ _____ from unassigned fund balance will be used and added to Acct/Project# _____
 - ☐ \$ _____ will be added to Revenue Acct# ____-____ and \$ _____ added to Expenditure Acct/Project# _____

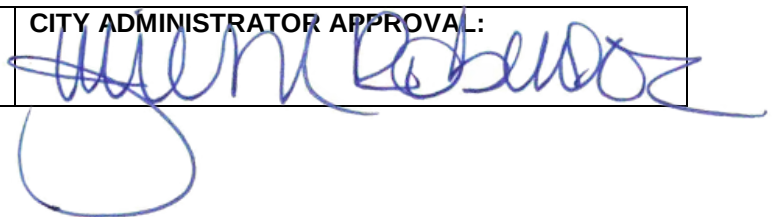
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Julie M. Robinson, City Administrator

CITY ADMINISTRATOR APPROVAL:



RESOLUTION NUMBER 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT FOR PURCHASING BETWEEN THE CITY OF PEARLAND, TEXAS, AND THE CITY OF SPRING VALLEY VILLAGE, TEXAS; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING EXECUTION OF THE INTERLOCAL AGREEMENT BY THE CITY ADMINISTRATOR; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, authorizes governmental entities to contract with each other to perform government functions and services under the terms thereof; and

WHEREAS, the City Council has before it a proposed Interlocal Agreement for Purchasing between the City of Pearland, Texas and the City of Spring Valley Village, Texas ("Agreement"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, upon full review and consideration of the Agreement and all related matters, the City Council finds that the City of Spring Valley Village's best interests are served by approving the Agreement, desires to approve the terms and conditions of the Agreement and to authorize the City Administrator to execute the Agreement on behalf of the City of Spring Valley Village.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, THAT:

Section 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The City Council, after review of the terms and conditions thereof, hereby approves the attached Interlocal Agreement for Purchasing between the City of Spring Valley Village, Texas and City of Pearland, Texas.

Section 3. The City Council also authorizes the City Administrator to execute the Agreement on behalf of the City of Spring Valley Village and all other documents in connection therewith.

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

DULY PASSED AND APPROVED this the 26th day of January, 2021.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

Roxanne Benitez, City Secretary
City of Spring Valley Village, Texas

EXHIBIT “A”
TO
RESOLUTION NUMBER 21-XX

**INTERLOCAL AGREEMENT FOR PURCHASING
BETWEEN THE CITY OF PEARLAND, TX AND
CITY OF SPRING VALLEY VILLAGE, TX**

This Agreement made this ____ day of February 2021, between the City of Pearland, Texas, a home-rule municipal corporation located in Brazoria County (“Pearland”), Texas and City of Spring Valley Village, Texas a Type A General Law municipal corporation located in Harris County, Texas (“Spring Valley Village”).

WHEREAS, pursuant to the authority granted by the Texas Interlocal Cooperation Act (Tex Gov’t Code Ann. §791.001, et seq.) providing for the cooperation between local governmental bodies, and pursuant to Subchapter F entitled “Cooperative Purchasing Program” containing Sections 271.101 and 271.102 of the Texas Local Government Code, the parties hereto, in consideration of the premises and mutual promises contained herein agree to as follows;

WHEREAS, the contract is made under the authority of Section 791.001-791.029 of the Texas Government Code;

WHEREAS, the parties, in performing governmental functions or in paying for the performance of government functions hereunder shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, the governing bodies of each party find that the subject of this contract is necessary for the benefit of the public and that each party has the legal authority to perform and to provide the governmental function or service which is the subject matter of this contract; furthermore, the governing bodies find that the performance of this contract is in the common interest of both parties; and that the division of cost fairly compensates the performing party for the service performed under this contract.

I.

Each party hereby makes, constitutes and appoints the other party its true and lawful purchasing agent for the purchase of various commodities using Annual Contracts (Bids). Each party will maintain a listing of Annual Contracts which are available for the other party’s use. To utilize one or more of these contracts, each party must request authorization, in writing, to the other party. Upon receipt of request, the receiving party will forward a copy of the appropriate Annual Contract to the requesting entity. Each party agrees that the bidding shall be conducted by the other party according to its usual bidding procedures and in accordance with applicable State statutes.

II.

Each party agrees that all specifications for selected items shall be as determined by the other party.

Neither Pearland nor Spring Valley Village shall assume any responsibility or liability to pay for materials purchased or services performed for the benefit of the other entity. In obtaining the services of Contractor through Pearland, Spring Valley Village has relied solely on its own inspections, investigations and due diligence regarding the services and Spring Valley Village acknowledges that Pearland has made no representations or warranties expressed or implied with respect to the services to be rendered.

III.

Each party agrees to pay the supplier for all goods, equipment and products pursuant to this agreement. The successful bidder or bidders shall bill each respective party directly for all items purchased and each party shall be responsible for vendor's compliance with all conditions of delivery and quality of the purchased items.

IV.

This Agreement shall be in effect from and after the ____ of February, 2021, the date of execution until terminated by either party to the agreement.

CITY OF PEARLAND

CITY OF SPRING VALLEY VILLAGE

By: _____
Clay Pearson, City Manager

By: _____
Julie M. Robinson, City Administrator

ATTEST:

ATTEST:

Crystal Roan, City Secretary

Roxanne Benitez, City Secretary

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Darrin Coker, City Attorney

Loren B. Smith City Attorney

**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: January 26, 2021

TOPIC: Resolution Number 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, SUPPORTING GREATER HARRIS COUNTY 9-1-1 EMERGENCY NETWORK'S LEGISLATIVE EFFORTS TO CONTINUE THE TECHNOLOGICAL ENHANCEMENTS AND OPERATIONAL ADVANCEMENTS OF THE 9-1-1 SYSTEM TO BETTER SERVE THE 9-1-1 EMERGENCY NEEDS IN HARRIS AND FORT BEND COUNTIES BY ALLOWING ITS BOARD OF MANAGERS TO SET THE 9-1-1 WIRELESS FEE IN THE SAME MANNER AS THE BOARD CURRENTLY SETS THE WIRELINE FEE; PROVIDING FOR THE INCORPORATION OF PREAMBLE; PROVIDING FOR THE DELIVERY OF SUCH RESOLUTION TO STATE LEGISLATORS REPRESENTING THE CITY OF SPRING VALLEY VILLAGE; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND: Greater Harris County 9-1-1 Emergency Communication Network (GHC 9-1-1) was established in 1983 to implement and administer 9-1-1 emergency service—emergency call delivery—for all cities wholly or partially within Harris County and for the unincorporated area of the County, including the City of Spring Valley Village. With the enactment of SB 621 by the 79th Legislature, GHC 9-1-1's territory was expanded to include all of Fort Bend County. Today, GHC 9-1-1 administers service for 49 cities, two counties, and over 150 police, fire, and emergency medical agencies. There are 39 fully equipped 9-1-1 answering points within GHC 9-1-1's service area.

The City's 9-1-1 dispatch is part of GHC 9-1-1's emergency service system, and GHC 9-1-1 maintains, owns and operates all equipment (including recording all calls). The City and our residents have significantly benefitted from GHC 9-1-1 and its commitment to continually updating its Next Gen 9-1-1 emergency communications technology.

The 9-1-1 system in Texas is funded by emergency service fees assessed on wireline and wireless services. The wireline fee is set locally by the boards of the local 9-1-1 jurisdictions and by the Commission on State Emergency Communications for those areas in the state's system. The wireless fee of \$0.50 was set by the Legislature in 1997 and is one of the nation's lowest fees. Over the past 24 years, it is essential to note that wireline calls have plummeted, and wireless calls account for approximately 90% of the total annual 9-1-1 call volume in Texas.

**Spring Valley Village City Council
Agenda Item Data Sheet**

GHC 9-1-1 has requested the City's support of its legislative efforts this year to change the way the 9-1-1 wireless fee is set by allowing the GHC 9-1-1 Board of Managers to set the 9-1-1 wireless fee in the same manner as the Board currently sets the wireline fee – as part of the annual budget. A copy of the letter received from GHC 9-1-1 is provided with this agenda item. The proposed Resolution will provide the requested support.

RECOMMENDATION: Staff recommends approval of the Resolution.

ATTACHMENTS:

- Resolution Number 21-XX
- Letter Dated January 8, 2021 from Greater Harris County 9-1-1 Emergency Network

FUNDING ISSUES:

☒ Not applicable – no dollars are being spent or received.

☐ Full amount already budgeted in Acct/Project# _____

☐ Not budgeted, if approved, the following will be included in the next Budget Amendment:

☐ \$_____ from Acct/Project# _____ will be transferred to Acct/Project# _____

☐ \$_____ from unassigned fund balance will be used and added to Acct/Project# _____

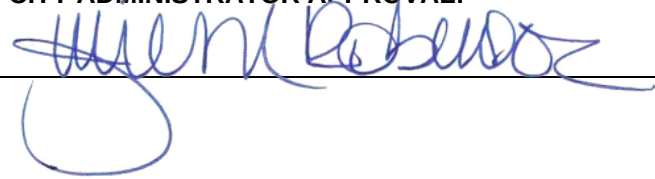
☐ \$_____ will be added to Revenue Acct# ____-____ and \$_____ added to Expenditure Acct/Project# _____

FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:
Julie M. Robinson, City Administrator

CITY ADMINISTRATOR APPROVAL:



RESOLUTION NUMBER 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, SUPPORTING GREATER HARRIS COUNTY 9-1-1 EMERGENCY NETWORK'S LEGISLATIVE EFFORTS TO CONTINUE THE TECHNOLOGICAL ENHANCEMENTS AND OPERATIONAL ADVANCEMENTS OF THE 9-1-1 SYSTEM TO BETTER SERVE THE 9-1-1 EMERGENCY NEEDS IN HARRIS AND FORT BEND COUNTIES BY ALLOWING ITS BOARD OF MANAGERS TO SET THE 9-1-1 WIRELESS FEE IN THE SAME MANNER AS THE BOARD CURRENTLY SETS THE WIRELINE FEE; PROVIDING FOR THE INCORPORATION OF PREAMBLE; PROVIDING FOR THE DELIVERY OF SUCH RESOLUTION TO STATE LEGISLATORS REPRESENTING THE CITY OF SPRING VALLEY VILLAGE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, since its establishment in November of 1983, Greater Harris County 9-1-1 Emergency Network ("GHC 9-1-1") has provided a highly reliable, accurate, technologically advanced and effective 9-1-1 system to the jurisdictions it serves within the counties of Harris and Fort Bend; and

WHEREAS, GHC 9-1-1 administers service for 49 cities, two counties, and over 150 police, fire and emergency medical agencies with 39 fully-equipped 9-1-1 answering points within GHC 9-1-1's service area; and

WHEREAS, the 9-1-1 system in Texas is funded by emergency service fees assessed on wireline and wireless services; and

WHEREAS, the wireline fee is set locally by the boards of the local 9-1-1 jurisdictions and by the Commission on State Emergency Communications for those areas in the State's system; however, the wireless fee was set at \$0.50 by the Texas Legislature in 1997 and is one of the nation's lowest emergency service fees; and

WHEREAS, there have been no changes to the 9-1-1 wireless fee since 1997 despite the fact that, over the past 24 years, wireline calls have plummeted and wireless calls account for approximately 90% of the total annual 9-1-1 calls in Texas; and

WHEREAS, GHC 9-1-1 has maintained a high level of service to an expanded service area and population and continually strives to implement current advancements in Next Gen 9-1-1 life-saving emergency communications technology to bring further enhanced capabilities for quick and accurate determination of a caller's location, more reliability and redundancy across the GHC 9-1-1 territory, and the ability to receive critical emergency event data in multi-media formats, such as text and video to 9-1-1 services; and

WHEREAS, as wireless telecommunications technology continues to change rapidly, GHC 9-1-1 is constantly faced with the challenge of keeping up with current advancements in Next Gen 9-1-1 emergency communications technology with declining

9-1-1 wireline fees and a decades-old 9-1-1 wireless fee that is insufficient to fund the technology needed to meet the high consumer expectations of 9-1-1 capabilities on wireless devices; and

WHEREAS, GHC 9-1-1 will seek legislation during the 87th Session of the Texas Legislature to provide for technology improvements of it system by allowing its Board of Managers to set the 9-1-1 wireless fee in the same manner as the Board currently set the wireline fee – as part of the annual budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, THAT:

Section 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The City Council of the City of Spring Valley Village hereby supports Greater Harris County 9-1-1 Emergency Network's legislative efforts to continue the technological enhancements and operational advancements of the 9-1-1 system to better serve the 9-1-1- emergency needs in Harris and Fort Bend Counties by allowing its Board of Managers to set the 9-1-1 wireless fee in the same manner as the Board currently sets the wireline fee.

Section 3. The City Council hereby directs the City Administrator to send this Resolution to all State of Texas Legislators who represent Spring Valley Village, Texas.

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

DULY PASSED AND APPROVED this the 26th day of January, 2021.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

Roxanne Benitez, City Secretary
City of Spring Valley Village, Texas

DIVIDER PAGE



Greater Harris County 9-1-1 Emergency Network

January 8, 2021

Subject: Requesting Support of Legislation for the Enhanced Structure of the GHC 9-1-1 System

Dear Mayor Marcus Vajdos,

On behalf of the Board of Managers of the Greater Harris County 9-1-1 Emergency Communication Network (GHC 9-1-1), we respectfully ask for your support of our effort to continue to enhance our 9-1-1 system. Attached is a draft resolution for your city to consider adopting. If you choose to adopt the resolution we encourage you to send it to the members that represent your city in the Texas Legislature and a copy to us. We plan to ask the Texas Legislature to allow GHC 9-1-1's Board of Managers to set the 9-1-1 wireless fee in the same manner as the Board currently sets the wireline fee—as part of the annual budget.

When established in 1983, the mission of GHC 9-1-1 was to implement and administer 9-1-1 emergency service—emergency call delivery—for all cities wholly or partially within Harris County and for the unincorporated area of the county. With the enactment of SB 621 by the 79th Legislature, GHC 9-1-1's territory was expanded to include all of Fort Bend County. Today, GHC 9-1-1 administers service for 49 cities, two counties, and over 150 police, fire, and emergency medical agencies. There are 39 fully equipped 9-1-1 answering points within GHC 9-1-1's service area.

The 9-1-1 system in Texas is funded by emergency service fees assessed on wireline and wireless services. The wireline fee is set locally by the boards of the local 9-1-1 jurisdictions and by the Commission on State Emergency Communications for those areas in the state's system. The wireless fee of \$0.50 was set by the Legislature in 1997 and is one of the nation's lowest fees. Over the past 23 years, it is essential to note that wireline calls have plummeted, and wireless calls account for approximately 90% of the total annual 9-1-1 call volume in Texas.

As telecommunications technology continues to change rapidly, the 9-1-1 communications community constantly is faced with the challenge of keeping up with current advancements to enable users to access 9-1-1 with a fee adopted more than two decades ago. Just as our Board responsibly sets the rate for the fee charged on wireline phones, we believe it is time we should be allowed to do the same for wireless.

As Chairman of the Board of Managers and Executive Director, we stand committed to continue providing the most advanced, state-of-the-art 9-1-1 emergency call network to your constituents in Harris County and we urge you to support our legislative effort. We are available to discuss this issue or any other as it relates to 9-1-1 emergency communication.

Sincerely,

Russell Rau
Chairman

Laverne Schwender
Executive Director

Police Department Staff Report

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

12\01\2020
thru 12\31\2020

Type	Description	# Of Calls
21	911 HANG UP	2
6	ACCIDENT	29
22	ALARM	22
23	AMBULANCE CALL	21
24	ANIMAL CALL	8
144	ARREST	1
43	ASSIST OUTSIDE AGENCY	9
135	BUSINESS CHECK	593
48	CITY CREW REPAIRS	1
49	CIVIL MATTER	1
53	DEBRIS IN ROADWAY	7
54	DECEASED PERSON	1
55	DISCHARGING FIREWORKS	2
60	FIRE CALL	10
68	HOUSE CHECK	36
70	INFORMATION	36
71	INVESTIGATION	3
76	LOUD NOISE	3
81	OPEN DOOR	37
86	PUBLIC RELATIONS	673
88	RECOVERY STOLEN VEHICLE	1
92	SERVICE CALL	1
93	SEWER LEAK	1
96	SOLICITOR	3
97	SPECIAL ASSIGNMENT	29
99	STALLED VEHICLE	42
103	SUSPICIOUS ACTIVITY	11
104	SUSPICIOUS PERSON	10
105	SUSPICIOUS VEHICLE	34
108	TRAFFIC CONTROL	1
109	TRAFFIC LIGHT REPAIR	2
11	TRAFFIC STOP	694
111	VEHICLE BLOCKING ROADWAY	1
112	VEHICLE CHECK	14
42	WARRANT SERVICE	4
117	WELFARE CONCERN	10
Total		2,353

Spring Valley Village, TX PD

Dec 1, 2020 - Dec 31, 2020

Citation Violation Audit By Offense

Total Charges: 1023

Description	Counts
BACKED UPON SHOULDER(OR ROADWAY) OF CONTROLLED ACCESS HIGHWAY / ILLEGAL BACKING	1
CHANGE NAME/MAILING ADDRESS LATER THAN 30 DAYS (CDL)	2
CHANGED LANE WHEN UNSAFE	1
CITY ORDINANCE - SOLICITING WITHOUT A PERMIT - PEDDLER	1
CRIMINAL TRESPASSING	1
DEFECTIVE EQUIPMENT - WHITE LIGHT TO THE REAR	3
DEFECTIVE EQUIPMENT / NO LICENSE PLATE LIGHT	58
DEFECTIVE EQUIPMENT-IMPROPER FLASHING LIGHT	1
DEFECTIVE HEAD LAMPS	85
DEFECTIVE HEAD LIGHTS	24
DEFECTIVE PARKING LAMP(S)	1
DEFECTIVE STOP LAMP(S)	41
DEFECTIVE TAIL LAMP(S)	33
DEFECTIVE TURN SIGNAL LAMP(S)	1
DISPLAY FICTITIOUS/WRONG/UNCLEAN LICENSE PLATES	5
DISPLAY/ EXPIRED REGISTRATION	39
DRIVING WHILE LICENSE INVALID UNDER PROVISIONS OF DL LAWS	4
DRIVING WITHOUT ANY LICENSE	2
DROVE CENTER LANE (NOT PASSING/NOT TURNING LEFT)	1
DROVE WITHOUT LIGHTS (WHEN REQUIRED)	31
DROVE WRONG SIDE OF ROAD	2
EXPIRED DRIVERS LICENSE	13
FAIL TO CONTROL SPEED	1
FAIL TO DISPLAY DRIVERS LICENSE	8
FAIL TO GET A TEXAS DRIVERS LICENSE AFTER 90 DAYS OF RESIDENCE IN THIS STATE	2
FAIL TO MAINTAIN FINANCIAL RESP. 2ND OFFENSE	1
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	61
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	39

CONFIDENTIAL

Spring Valley Village, TX PD

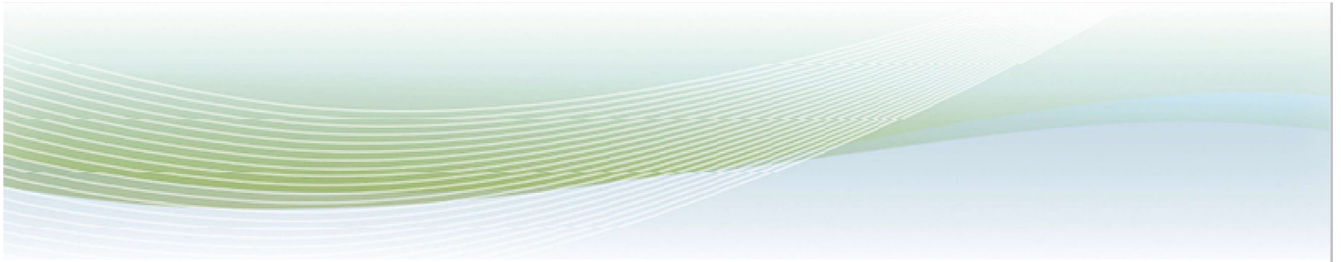
Dec 1, 2020 - Dec 31, 2020

Citation Violation Audit By Offense

Total Charges: **1023**

Description	Counts
FAIL TO REPORT CHANGE OF ADDRESS	8
FAIL TO YIELD ROW FROM PRIVATE PROPERTY	1
FAILED TO DIM HEADLIGHTS - FOLLOWING	27
FAILED TO DIM HEADLIGHTS - MEETING	55
FAILED TO DRIVE IN A SINGLE LANE	1
FAILED TO SIGNAL INTENT TO TURN	4
FAILED TO SIGNAL TURN	5
FAILED TO SIGNAL TURN / LANE CHANGE	5
FAILED TO STOP AT DESIGNATED POINT (STOP SIGN)	11
ILLEGAL BUYERS TAGS	1
ILLEGAL PASSING - LEFT TURN ONLY LANE	1
IMPROPER RIGHT HAND TURN	2
LICENSE PLATE - NO TRAILER PLATE	1
LICENSE PLATE OBSCURED	2
NO DRIVERS LICENSE	99
NO FRONT LICENSE PLATE	35
NO SEAT BELT - DRIVER	3
NO SEAT BELT - PASSENGER	1
OPEN CONTAINER	1
OPERATE MOTOR VEHICLE WITH FICTITIOUS LICENSE PLATES	2
OPERATE MOTOR VEHICLE WITHOUT LICENSE PLATES OR WITH ONE LICENSE PLATE	3
OPERATE UNREGISTERED MOTOR VEHICLE	1
PARKED FACING TRAFFIC	5
PASSING AUTHORIZED EMERGENCY VEHICLE	7
RAN RED LIGHT	57
RAN RED LIGHT SERVICE ROAD	1
RAN STOP SIGN	14
SPEEDING - REDUCED SPEED	2

CONFIDENTIAL



Spring Valley Village, TX PD

Dec 1, 2020 - Dec 31, 2020

Citation Violation Audit By Offense

Total Charges: **1023**

Description	Counts
SPEEDING (NU)	6
SPEEDING >10% ABOVE POSTED LIMIT	171
SPEEDING IN SCHOOL ZONE	18
UNRESTRAINED CHILD 5 YEARS OF AGE TO 17	4
UNRESTRAINED CHILD YOUNGER THAN 5 OR UNDER 36 INCHES	3
USE EQUIPMENT NOT APPROVED	1
VIOLATE DL RESTRICTION	1
VIOLATE DL RESTRICTION B	2

CONFIDENTIAL

MONTHLY K-9 REPORT

FOR THE MONTH OF: Dec-20

MOYER, NABORS

FRITZ, ODIN

TOTALS

K-9 CALLS FOR SERVICE

SPRING VALLEY VILLAGE

134

OUTSIDE AGENCY

3

K-9 APPREHENSIONS

1

NARCOTICS CASES

0

PUBLIC RELATIONS EVENT

9

**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: January 26, 2021

TOPIC: **CONDUCT A PUBLIC HEARING CONCERNING:**

ORDINANCE NUMBER 2020-XX – AN ORDINANCE AMENDING EXHIBIT “A” OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, EXHIBIT “A” BEING THE CITY’S ZONING ORDINANCE BY AMENDING SECTION 3, DEFINITIONS, TO AMEND THE DEFINITIONS 03: A-02 - ACCESSORY USE, 03: A-03 – RESIDENTIAL ACCESSORY BUILDING, 03: G-03, GARAGE ATTACHED, AND TO ADD DEFINITIONS 03: P-05 - PRIMARY STRUCTURE, 03: P-06 – PRIMARY USE, AND 03: P-06 - PRINCIPAL; AMENDING SECTION 05:02.01, GARAGES AND CARPORTS, OF 05:02, LIMITATIONS AND RESTRICTIONS, OF SECTION FIVE: BUILDING AND USE RESTRICTIONS IN DWELLING DISTRICT “A” OF EXHIBIT “A” TO CHANGE THE TERM DWELLING TO PRIMARY STRUCTURE; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

BACKGROUND: On October 13, 2020, the Planning & Zoning Commission discussed the current language in the zoning regulations related to permitted locations of fences and walls in front yards and the need for definitions for accessory and primary structures to clarify and memorialize the intent behind the original language. After the October discussion, City Attorney Loren Smith and Director of Community Development Zachary Meadows developed proposed revisions to the zoning regulations to address the clarifications

The following are the amendments as they were presented to the Commission at the January 12, 2021 Planning & Zoning Commission meeting:

- Definition for “Accessory Use” has been revised to remove the word “principal” and the phrase “principal building or a” and would read as follows: *“A use which serves and is subordinate and incidental to a primary use.”*
- Definition for “Residential Accessory Building” has been revised to remove the phrases “main or principal residential building,” and would read as follows: *“A detached subordinate building, not including a carport or garage, that does not contain any kitchen facilities, which building is not used for business, commercial, or industrial purposes, which building is not rented, the use*

**Spring Valley Village City Council
Agenda Item Data Sheet**

of which building is clearly an Accessory Use, as defined above, to that of the primary structure and to the use of the Lot for residential purposes, provided that such Accessory Building is located on the same Lot or tract as the primary structure, and provided further that no portion of the structure comprising the Accessory Building may be connected to any portion of the primary structure.”

During the January 12, 2021 meeting, the Commission was asked to consider further amendment of this definition, as it related to the use of accessory structures as possible home offices for residents who are now or may be permanently working remotely. As a result of the Pandemic, there are many companies that have decided to either reduce or completely abandon the use of their brick-and-mortar offices and continue to have their employees work remotely from home. This is the new reality, and companies like Tuff Shed are providing an option for residents to have a nice home office that is separate from their home. One of the commercials that has been running on television can be found by clicking on this link:

<https://www.ispot.tv/ad/tkdf/tuff-shed-home-office>.

However, there was no discussion on this issue.

- Definition for Garage, Attached has been revised to remove the word “dwelling” and replace it with “primary structure,” and would read as follows: *“A garage which has at least 10 feet of continuous, uninterrupted wall in common with the primary structure to which it is accessory, excluding extended hallways or breezeways from consideration as a means of attachment.”*
- Add definition for “Primary Structure,” to read as follows: *“Primary structure shall mean the structure on a lot occupied by the primary use. For purposes of a primary structure on a residential lot, all portions of the primary structure shall be heated and cooled and shall be able to be accessed from another portion of the primary structure without going outside the primary structure.”*
- Add definition for “Primary Use,” which reads as follows: *“Primary use shall mean the principal or predominant use of any lot or building.”*

The current zoning regulations reference “principal structure” and “principal use,” however, there has not been a definition for either term. There have only been

**Spring Valley Village City Council
Agenda Item Data Sheet**

assumed definitions of these terms, which lends itself to different interpretations. The addition of a definition for "Primary Structure" and replacement of references to "dwelling" with "primary structure" and addition of a definition for "Primary Use" will provide clear direction for the public and City staff with regard to applicability of the zoning regulations to such a structure and use.

- Add definition for "Principal" to read as follows: "For purposes of this Code, *Principal is equal to, identical to, and often used interchangeably with the word Primary.*"

As this item was being drafted for the January 12, 2021 Planning & Zoning Commission meeting, staff found additional references of "Principal" and "Principal Use" throughout the Code of Ordinances. As a way to simplify the need to amend all the references, staff presented to the Planning & Zoning Commission, adding a definition for "Principal" which will be used interchangeably thought the ordinance with the word primary, and the Commission approved the inclusion of the proposed definition in the Ordinance.

- Section 05:02.01, Garages and Carports, has been revised to remove references to "dwelling" and "main dwelling" and replace each of these references with "primary structure."

RECOMMENDATION: Not Applicable in the Public Hearing

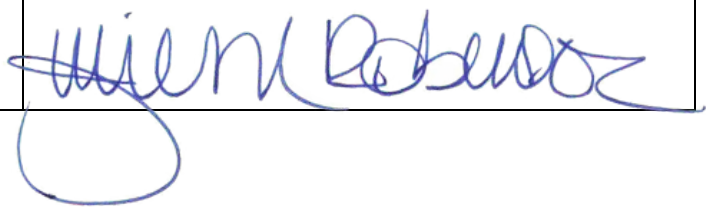
ATTACHMENTS:

- Proposed Ordinance No. 2020-XX
- Copy of Published Notice of Public Hearing

SUBMITTING STAFF MEMBER:

Zachary Meadows, Director of
Community Development

CITY ADMINISTRATOR APPROVAL:



DIVIDER PAGE

ORDINANCE NUMBER 2021-XX

AN ORDINANCE AMENDING EXHIBIT “A” OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, EXHIBIT “A” BEING THE CITY’S ZONING ORDINANCE BY AMENDING SECTION 3, DEFINITIONS, TO AMEND THE DEFINITIONS 03: A-02 - ACCESSORY USE, 03: A-03 – RESIDENTIAL ACCESSORY BUILDING, 03: G-03, GARAGE ATTACHED, AND TO ADD DEFINITIONS 03: P-05 - PRIMARY STRUCTURE, 03: P-06 – PRIMARY USE, AND 03: P-07 - PRINCIPAL; AMENDING SECTION 05:02.01, GARAGES AND CARPORTS, OF 05:02, LIMITATIONS AND RESTRICTIONS, OF SECTION FIVE: BUILDING AND USE RESTRICTIONS IN DWELLING DISTRICT “A” OF EXHIBIT “A” TO CHANGE THE TERM DWELLING TO PRIMARY STRUCTURE; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

* * * * *

WHEREAS, the City Council of the City of Spring Valley Village, Texas finds it to be in the best interest of the health, safety and welfare of the citizens to amend the zoning regulations of the City in the manner provided for herein; and

WHEREAS, the Planning and Zoning Commission and the City Council have conducted, in the time and manner required by law and the Zoning Ordinance of the City, a public hearing on the proposed amendments to the City’s Zoning Ordinance; and

WHEREAS, the City Council has considered the report of the Commission; and

WHEREAS, the City Council now deems it appropriate to adopt the amendments and to approve certain changes as an amendment to the City’s Zoning Ordinance as provided herein; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, THAT:

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

Section 2. Section 3, Definitions, of the City's Zoning Ordinance is hereby amended by deleting the language struckthrough below and adding the language underscored below:

“

03:A-02 - Accessory Use:

A use which serves and is subordinate and incidental to a ~~principal building or a principal~~ primary use.

03:A-03-Residential Accessory Building:

A detached subordinate building, not including a carport or garage, that does not contain any kitchen facilities, which building is not used for business, commercial, or industrial purposes, which building is not rented, the use of which building is clearly an Accessory Use, as defined above, to that of the ~~main or principal residential building~~ primary structure and to the use of the Lot for residential purposes, provided that such Accessory Building is located on the same Lot or tract as the ~~principal or main residential building~~ primary structure, and provided further that no portion of the structure comprising the Accessory Building may be connected to any portion of the primary structure ~~comprising any part of the main or principal residential building~~.

.

03:G-03 – Garage, attached:

A garage which has at least 10 feet of continuous, uninterrupted wall in common with the ~~dwelling~~ primary structure to which it is accessory, excluding extended hallways or breezeways from consideration as a means of attachment.

03:P-05 – Primary Structure:

Primary structure shall mean the structure on a lot occupied by the primary use. For purposes of a primary structure on a residential lot, all portions of the primary structure shall be heated and cooled and shall be able to be accessed from another portion of the primary structure without going outside the primary structure.

03:P-06 – Primary Use:

Primary use shall mean the principal or predominant use of any lot or building.

03:P-07 – Principal:

For purposes of the Code, Principal is equal to, identical to, and often used interchangeably with the word Primary.

..... “

Section 3. Section 05:02.01, Garages and Carports, of 05:02, Limitations and Restrictions, of Section Five, Building and Use Restrictions in Dwelling District “A” of the City’s Zoning Ordinance is hereby amended by deleting therefrom the language struckthrough below and adding the language underscored below:

“05:02.01

Garages and Carports: (Ordinance 231)

.01 Required. Each ~~dwelling~~ primary structure in Dwelling District “A” shall have an attached or detached garage. A garage shall have a minimum floor space of four hundred (400) square feet and shall be constructed and configured in such a manner that the garage is capable of storing a minimum of two (2) standard-sized four-wheeled vehicles side by side. Carports are prohibited.

.02 Detached. A detached garage shall not exceed one story.

.03 Second story. Access to the second story of an attached garage shall be enclosed and through the ~~dwelling~~ primary structure to which it is accessory.

.04 Entrance or Exit. No vehicle door(s) or vehicle entrance or exit of a garage constructed forward of the front wall line of the ~~main-dwelling~~ primary structure shall face the street address: said door(s) or entrance or exit shall be located on a side of the garage that, in plain view, shall be at a 90-degree angle or greater to the street of address. No vehicle door(s) or vehicle entrance or exit of a garage shall face the street address unless the door, entrance or exit is set back five (5) feet or more from the front wall line of the ~~main-dwelling~~ primary structure. No roof overhang or other extension of the garage roof attached to a garage at the vehicle door(s) or vehicle entrance shall extend more than ten (10) feet, and no extension or support structure for an extension shall be located past the front wall line unless it complies with section 05:02.01.06.

.05 Other Front Facing Garage Rules. A front facing garage may not be more than fifty (50) percent of the width of the ~~dwelling~~ primary structure.

.06 Certain Porte-Cocheres Permitted. A porte-cochere is a permanent roofed structure attached to a dwelling to accommodate the passage of a vehicle into an inner courtyard or driveway, or through a circle driveway in front of the ~~dwelling~~ primary structure, open on at least two (2) sides, and shall not to be used for the routine storage of one or more vehicles. A porte-cochere is permitted subject to the following requirements:

1. Porte-cocheres shall comply with the same required setbacks as those applicable to the ~~main dwelling~~ primary structure. In addition, no porte-cochere shall be located forward of the front wall line of the ~~main dwelling~~ primary structure, except where such porte-cochere extends over a circle driveway in front of the ~~dwelling~~ primary structure.
2. The maximum total square footage of the porte-cochere shall be less than four hundred (400) square feet.
3. The roof pitch of the porte-cochere shall be proportional to the roof pitch of the ~~main dwelling~~ primary structure. A porte-cochere shall be architecturally-integrated with the ~~main dwelling~~ primary structure and shall be constructed of brick, stone, and other non-metal materials or a combination thereof in proportions similar to those of the ~~main dwelling~~ primary structure and garage.
4. A porte-cochere shall be located at an entrance to the ~~main dwelling~~ primary structure. For purposes of this section, an entrance to the garage shall not be considered an entrance to the ~~main dwelling~~ primary structure."

Section 4. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part or provision hereof other any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Spring Valley Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 5. The repeal of any ordinance or part of ordinances affected by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

Section 6. Any person who shall intentionally, knowingly, recklessly or with criminal negligence violate any provision of this ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

DULY PASSED, APPROVED, AND ORDAINED this the _____ day of _____, 2021.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

Roxanne Benitez, City Secretary
City of Spring Valley Village, Texas

DIVIDER PAGE

**PUBLIC NOTICE
CITY OF SPRING VALLEY VILLAGE, TEXAS
NOTICE OF PUBLIC HEARING**

Notice Is Hereby Given To Hear Comments And Testimony Concerning The Following:

AN ORDINANCE AMENDING EXHIBIT "A" OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, EXHIBIT "A" BEING THE CITY'S ZONING ORDINANCE BY AMENDING SECTION 3, DEFINITIONS, TO AMEND THE DEFINITIONS 03: A-02 - ACCESSORY USE, 03: A-03 – RESIDENTIAL ACCESSORY BUILDING, 03: G-03, GARAGE ATTACHED, AND TO ADD DEFINITIONS 03: P-05 - PRIMARY STRUCTURE, AND 03: P-06 – PRIMARY USE; AMENDING SECTION 05:02.01, GARAGES AND CARPORTS, OF 05:02, LIMITATIONS AND RESTRICTIONS, OF SECTION FIVE: BUILDING AND USE RESTRICTIONS IN DWELLING DISTRICT "A" OF EXHIBIT "A" TO CHANGE THE TERM DWELLING TO PRIMARY STRUCTURE; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

The **Planning and Zoning Commission** of the City of Spring Valley Village will hold a public hearing regarding this request to provide all interested parties the right to appear and request information on:

Date: Tuesday, January 12, 2021

Time: 7:00 p.m.

Location: Council Chambers
Spring Valley Village City Hall
1025 Campbell Road
Houston, TX 77055

The **City Council** of the City of Spring Valley Village will hold a public hearing regarding this request to provide all interested parties the right to appear and request information on:

Date: Tuesday, January 26, 2021

Time: 6:00 p.m.

Location: Council Chambers
Spring Valley Village City Hall
1025 Campbell Road
Houston, TX 77055

For additional information regarding these public hearings, please contact the Director of Community Development, Zachary Meadows at (713) 465-8308.

Subject Line: Public Hearing and Consideration of Proposed Changes to Several Zoning Definitions and Terminology in the Garages and Carports Zoning Regulations by Planning & Zoning Commission – January 12, 2021 at 7:00 pm

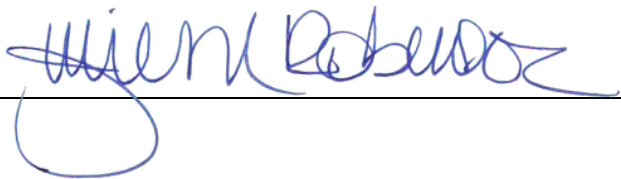
Body:

The Planning & Zoning Commission will hold a public hearing and consider an ordinance changing several zoning definitions and terminology in the garages and Carports zoning regulations at the January 12, 2021 meeting. The Commission will be discussing the amendment of definitions for Accessory Use, Residential Accessory Building, and Garage, Attached, and the addition of definitions for Primary Structure and Primary Use. In addition to the changes to these zoning definitions, the Commission will also be discussing the replacement of the term “dwelling” from the Garages and Carports zoning regulations with the term “primary structure”. Until the Commission meets, we will not know the Commission’s decision concerning the proposed zoning text amendments or what the recommendation concerning the amendments will be to the City Council. If the Commission makes a recommendation, then the City Council will also hold a public hearing and consider the proposed zoning text amendments on January 26, 2021.

Residents are invited to attend the Planning and Zoning Commission meeting by Zoom or in person to hear the discussion and provide feedback to the Commission related to this issue. The packet for the meeting, including the Zoom meeting information, will be posted by the close of business on Thursday, January 7, 2021, to the City’s website in the Agenda Center, which you can find at <https://springvalleytx.com/AgendaCenter> and scrolling down to the Planning and Zoning Commission section. You will also be able to download the packet to review the information that is included related to this item.

**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: January 26, 2021

TOPIC:	ORDINANCE NUMBER 2021-XX AN ORDINANCE AMENDING EXHIBIT "A" OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, EXHIBIT "A" BEING THE CITY'S ZONING ORDINANCE BY AMENDING SECTION 3, DEFINITIONS, TO AMEND THE DEFINITIONS 03: A-02 - ACCESSORY USE, 03: A-03 - RESIDENTIAL ACCESSORY BUILDING, 03: G-03, GARAGE ATTACHED, AND TO ADD DEFINITIONS 03: P-05 - PRIMARY STRUCTURE, 03: P-06 - PRIMARY USE, AND 03: P-07 - PRINCIPAL; AMENDING SECTION 05:02.01, GARAGES AND CARPORTS, OF 05:02, LIMITATIONS AND RESTRICTIONS, OF SECTION FIVE: BUILDING AND USE RESTRICTIONS IN DWELLING DISTRICT "A" OF EXHIBIT "A" TO CHANGE THE TERM DWELLING TO PRIMARY STRUCTURE; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.
BACKGROUND:	In the previous agenda item, the City Council conducted a public hearing on an ordinance amending Exhibit "A" of Chapter 12, Planning & Zoning, to adopt new definitions for Primary Structure, Primary Use, and Principal, amend the definitions for Accessory Use and Residential Accessory Building, and amend Section 05:02.01, Garages and Carports, changing the references of Dwelling to Primary Structure. If approved, this Ordinance would implement the proposed revisions to the zoning regulations.
RECOMMENDATION:	On January 12, 2021, the Planning & Zoning Commission unanimously recommended approval of the Ordinance.
ATTACHMENTS:	• Ordinance No. 2020-XX • Recommendation from the Planning & Zoning Commission
SUBMITTING STAFF MEMBER: Zachary Meadows, Director of Community Development	CITY ADMINISTRATOR APPROVAL: 

ORDINANCE NUMBER 2021-XX

AN ORDINANCE AMENDING EXHIBIT “A” OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, EXHIBIT “A” BEING THE CITY’S ZONING ORDINANCE BY AMENDING SECTION 3, DEFINITIONS, TO AMEND THE DEFINITIONS 03: A-02 - ACCESSORY USE, 03: A-03 – RESIDENTIAL ACCESSORY BUILDING, 03: G-03, GARAGE ATTACHED, AND TO ADD DEFINITIONS 03: P-05 - PRIMARY STRUCTURE, 03: P-06 – PRIMARY USE, AND 03: P-07 - PRINCIPAL; AMENDING SECTION 05:02.01, GARAGES AND CARPORTS, OF 05:02, LIMITATIONS AND RESTRICTIONS, OF SECTION FIVE: BUILDING AND USE RESTRICTIONS IN DWELLING DISTRICT “A” OF EXHIBIT “A” TO CHANGE THE TERM DWELLING TO PRIMARY STRUCTURE; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

* * * * *

WHEREAS, the City Council of the City of Spring Valley Village, Texas finds it to be in the best interest of the health, safety and welfare of the citizens to amend the zoning regulations of the City in the manner provided for herein; and

WHEREAS, the Planning and Zoning Commission and the City Council have conducted, in the time and manner required by law and the Zoning Ordinance of the City, a public hearing on the proposed amendments to the City’s Zoning Ordinance; and

WHEREAS, the City Council has considered the report of the Commission; and

WHEREAS, the City Council now deems it appropriate to adopt the amendments and to approve certain changes as an amendment to the City’s Zoning Ordinance as provided herein; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, THAT:

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

Section 2. Section 3, Definitions, of the City's Zoning Ordinance is hereby amended by deleting the language struckthrough below and adding the language underscored below:

“

03:A-02 - Accessory Use:

A use which serves and is subordinate and incidental to a ~~principal building or a principal~~ primary use.

03:A-03-Residential Accessory Building:

A detached subordinate building, not including a carport or garage, that does not contain any kitchen facilities, which building is not used for business, commercial, or industrial purposes, which building is not rented, the use of which building is clearly an Accessory Use, as defined above, to that of the ~~main or principal residential building~~ primary structure and to the use of the Lot for residential purposes, provided that such Accessory Building is located on the same Lot or tract as the ~~principal or main residential building~~ primary structure, and provided further that no portion of the structure comprising the Accessory Building may be connected to any portion of the primary structure ~~comprising any part of the main or principal residential building.~~

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03:G-03 – Garage, attached:

A garage which has at least 10 feet of continuous, uninterrupted wall in common with the ~~dwelling~~ primary structure to which it is accessory, excluding extended hallways or breezeways from consideration as a means of attachment.

03:P-05 – Primary Structure:

Primary structure shall mean the structure on a lot occupied by the primary use. For purposes of a primary structure on a residential lot, all portions of the primary structure shall be heated and cooled and shall be able to be accessed from another portion of the primary structure without going outside the primary structure.

03:P-06 – Primary Use:

Primary use shall mean the principal or predominant use of any lot or building.

03:P-07 – Principal:

For purposes of the Code, Principal is equal to, identical to, and often used interchangeably with the word Primary.

..... “

Section 3. Section 05:02.01, Garages and Carports, of 05:02, Limitations and Restrictions, of Section Five, Building and Use Restrictions in Dwelling District “A” of the City’s Zoning Ordinance is hereby amended by deleting therefrom the language struckthrough below and adding the language underscored below:

“05:02.01

Garages and Carports: (Ordinance 231)

.01 Required. Each ~~dwelling~~ primary structure in Dwelling District “A” shall have an attached or detached garage. A garage shall have a minimum floor space of four hundred (400) square feet and shall be constructed and configured in such a manner that the garage is capable of storing a minimum of two (2) standard-sized four-wheeled vehicles side by side. Carports are prohibited.

.02 Detached. A detached garage shall not exceed one story.

.03 Second story. Access to the second story of an attached garage shall be enclosed and through the ~~dwelling~~ primary structure to which it is accessory.

.04 Entrance or Exit. No vehicle door(s) or vehicle entrance or exit of a garage constructed forward of the front wall line of the ~~main-dwelling~~ primary structure shall face the street address: said door(s) or entrance or exit shall be located on a side of the garage that, in plain view, shall be at a 90-degree angle or greater to the street of address. No vehicle door(s) or vehicle entrance or exit of a garage shall face the street address unless the door, entrance or exit is set back five (5) feet or more from the front wall line of the ~~main-dwelling~~ primary structure. No roof overhang or other extension of the garage roof attached to a garage at the vehicle door(s) or vehicle entrance shall extend more than ten (10) feet, and no extension or support structure for an extension shall be located past the front wall line unless it complies with section 05:02.01.06.

.05 Other Front Facing Garage Rules. A front facing garage may not be more than fifty (50) percent of the width of the ~~dwelling~~ primary structure.

.06 Certain Porte-Cocheres Permitted. A porte-cochere is a permanent roofed structure attached to a dwelling to accommodate the passage of a vehicle into an inner courtyard or driveway, or through a circle driveway in front of the ~~dwelling~~ primary structure, open on at least two (2) sides, and shall not to be used for the routine storage of one or more vehicles. A porte-cochere is permitted subject to the following requirements:

1. Porte-cocheres shall comply with the same required setbacks as those applicable to the ~~main dwelling~~ primary structure. In addition, no porte-cochere shall be located forward of the front wall line of the ~~main dwelling~~ primary structure, except where such porte-cochere extends over a circle driveway in front of the ~~dwelling~~ primary structure.
2. The maximum total square footage of the porte-cochere shall be less than four hundred (400) square feet.
3. The roof pitch of the porte-cochere shall be proportional to the roof pitch of the ~~main dwelling~~ primary structure. A porte-cochere shall be architecturally-integrated with the ~~main dwelling~~ primary structure and shall be constructed of brick, stone, and other non-metal materials or a combination thereof in proportions similar to those of the ~~main dwelling~~ primary structure and garage.
4. A porte-cochere shall be located at an entrance to the ~~main dwelling~~ primary structure. For purposes of this section, an entrance to the garage shall not be considered an entrance to the ~~main dwelling~~ primary structure."

Section 4. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part or provision hereof other any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Spring Valley Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 5. The repeal of any ordinance or part of ordinances affected by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

Section 6. Any person who shall intentionally, knowingly, recklessly or with criminal negligence violate any provision of this ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

DULY PASSED, APPROVED, AND ORDAINED this the _____ day of _____, 2021.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

Roxanne Benitez, City Secretary
City of Spring Valley Village, Texas

DIVIDER PAGE



EST. 1955
SPRING VALLEY
VILLAGE

PLANNING & ZONING COMMISSION
VOTING FORM

DATE: JANUARY 12, 2021

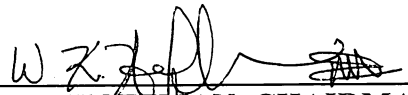
AGENDA ITEM #4:

CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance Number 2021-XX – AN ORDINANCE AMENDING EXHIBIT “A” OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, EXHIBIT “A” BEING THE CITY’S ZONING ORDINANCE BY AMENDING SECTION 3, DEFINITIONS, TO AMEND THE DEFINITIONS 03: A-02 - ACCESSORY USE, 03: A-03 – RESIDENTIAL ACCESSORY BUILDING, 03: G-03, GARAGE ATTACHED, AND TO ADD DEFINITIONS 03: P-05 - PRIMARY STRUCTURE, AND 03: P-06 – PRIMARY USE; AMENDING SECTION 05:02.01, GARAGES AND CARPORTS, OF 05:02, LIMITATIONS AND RESTRICTIONS, OF SECTION FIVE: BUILDING AND USE RESTRICTIONS IN DWELLING DISTRICT “A” OF EXHIBIT “A” TO CHANGE THE TERM DWELLING TO PRIMARY STRUCTURE; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

<u>MEMBER NAME</u>	<u>MOTIONED</u>	<u>SECONDED</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>
CHARLIE CALDERWOOD			✓		
TREY HOFFMAN			✓		
PATRICK JOHNSON	✓		✓		
JOHN LIENBY					
MARYELLEN MCGLOTHLIN					
ANNE-MARIE MCMICHAEL					
LOUISE RICHMAN		✓	✓		
JIM AUTENREITH, ALT.					

MOTION CARRIED 4

MOTION DENIED 0



TREY HOFFMAN, CHAIRMAN
PLANNING & ZONING COMMISSION

**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: January 26, 2021

TOPIC:	Ordinance Number 2021-XX AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON MAY 1, 2021 FOR THE PURPOSE OF ELECTING THREE (3) CITY COUNCIL MEMBERS; AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTIONS.
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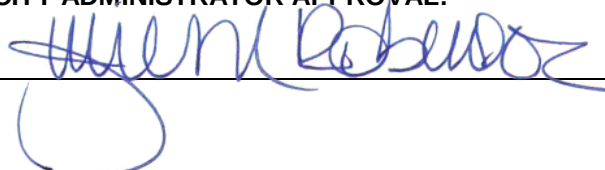
BACKGROUND:	This year's General Election will be for the positions currently held by Council Members Bothe, Dominy, and Donaho. January 13th was the first day to file an application for a place on the ballot, and February 12th is the last day to file. Candidates may submit their application in person, by mail, email, or fax. The candidate packet was posted on the City website on December 15th. A candidate may come in person if they prefer a paper packet. The Early Voting period is from April 19th to 27th located at City Hall. Voting on Election Day, May 1st, will be from 7:00 a.m. to 7:00 p.m. at City Hall.
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RECOMMENDATION:	Staff recommends approval of the Ordinance.
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ATTACHMENTS:	• Ordinance Number 2021-XX
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FUNDING ISSUES:	☒ Not applicable – no dollars are being spent or received. ☐ Full amount already budgeted in Acct/Project# _____ ☐ Not budgeted, if approved, the following will be included in the next Budget Amendment: ☐ \$_____ from Acct/Project# _____ will be transferred to Acct/Project# _____ ☐ \$_____ from unassigned fund balance will be used and added to Acct/Project# _____ ☐ \$_____ will be added to Revenue Acct# ____-____ and \$_____ added to Expenditure Acct/Project# _____
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FINANCE VERIFICATION OF FUNDING:	
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SUBMITTING STAFF MEMBER: Roxanne Benitez, City Secretary	CITY ADMINISTRATOR APPROVAL: 
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ORDINANCE NUMBER 2021-XX

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON MAY 1, 2021 FOR THE PURPOSE OF ELECTING THREE (3) CITY COUNCIL MEMBERS; AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTIONS.

* * * * *

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, THAT:

Section 1. In accordance with the Constitution and general laws of the State of Texas, a General Municipal Election is hereby called and ordered for the first Saturday in May, 2021, the same being the 1st day of said month, at which election all qualified voters of the City may vote for the purpose of electing three (3) City Council members for full terms.

The City Council hereby approves and the City Secretary shall also complete a form order of municipal election on a form or in the form prescribed by the Secretary of State, and such order shall comply with the terms of this Ordinance.

Section 2. No person's name shall be placed upon the official ballot as a candidate for any of the above mentioned positions unless such person has filed his or her sworn application, as provided by Section 141.031 and Sections 143.004 and 143.007 of the Texas Election Code, with the City Secretary at the City Hall, located at 1025 Campbell Road, Spring Valley Village, (mailing address Houston), Texas, 77055, not later than five o'clock (5:00) p.m. on Friday, February 12, 2021. The City Secretary shall note on the face of each such application the date and time of its filing.

Section 3. The polls shall be open for voting from seven o'clock (7:00) a.m. until seven o'clock (7:00) p.m. at the following polling place, and the following are hereby appointed officers to conduct the elections at said polling place.

POLLING PLACE

City Hall
City of Spring Valley Village, Texas
1025 Campbell Road
Spring Valley Village, Texas 77055
(Mailing address Houston, Texas)

ELECTION OFFICERS

Presiding Judge – To Be Determined
Alternate Presiding Judge – To Be Determined

The Presiding Judge shall have the authority to appoint clerks to assist in the holding of said elections, but in no event shall the Presiding Judge appoint less than two (2) clerks. Said election officers shall also serve as the early voting ballot board for such election; the Presiding Judge of such elections shall also serve as the presiding officer of the early voting ballot board.

Section 4. Roxanne Benitez, City Secretary, is hereby appointed the Early Voting Clerk and may appoint Deputy Early Voting Clerks for the purpose of conducting early voting. The Spring Valley Village City Hall located at:

City of Spring Valley Village
1025 Campbell Road
Houston, Texas 77055

is hereby designated as the place for early voting for said elections. Said clerks shall keep said early voting place open for at least eight (8) hours, that is, from seven thirty (7:30) o'clock a.m. until four thirty (4:30) o'clock p.m. for five days of early voting on Tuesday, April 20, 2021, Wednesday, April 21, 2021, Thursday, April 22, 2021, Friday, April 23, 2021, and Monday, April 26, 2021, and open for at least twelve (12) hours, that is, from seven (7:00) o'clock a.m. until seven (7:00) o'clock p.m. for two days of extended early voting hours on Monday, April 19, 2021 and Tuesday, April 27, 2021. On each day for early voting, which is not a Saturday, a Sunday, or an official state holiday, beginning on the twelfth (12th) day and continuing through the fourth (4th) day preceding the date of said elections. Said clerks shall not permit anyone to vote early by personal appearance on any day which is not a regular working day for the clerk's office, and under no circumstances shall they permit anyone to vote early by personal appearance at any time when such office is not open to the public. The early voting clerk's mailing address to which ballot applications and ballots voted by mail may be sent is:

City of Spring Valley Village
1025 Campbell Road
Houston, Texas 77055

The early voting clerk, in accordance with the provisions of the Texas Election Code, shall maintain a roster listing each person who votes early by personal appearance and each person to whom an early voting ballot to be voted by mail is sent. The roster shall be maintained in form approved by the Secretary of State.

Section 5. An Electronic Voting System and a Voter Assistance Terminal for Disabled Voters shall be used for said elections, both in the early voting and for voting on Election Day, in accordance with the Texas Election Code. All expenditures necessary for the conduct of the elections, purchase of materials, and the employment of all election officials is hereby authorized in accordance with the Texas Election Code.

Section 6. The City Secretary is hereby authorized and directed to furnish all necessary election supplies to conduct such elections, and to post notice of the election, as provided by Chapter 4 and Chapter 51 of the Texas Election Code.

Section 7. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the City Secretary, as provided by Section 52.094 of the Texas Election Code. The City Secretary shall post a notice, at least seventy-two (72) hours prior to the date on which the drawing is to be held, of the time and place of the drawing, and shall also give personal notice to any candidate who makes written request for such notice and furnished to the City Secretary a self-addressed, stamped envelope. Each candidate involved in the drawing, or a representative designated by candidate, shall have a right to be present and observe the drawing.

Section 8. The candidates for the positions of three (3) Council Members receiving the highest number of votes shall be declared elected to such position.

Section 9. Notice of these elections shall be given in accordance with the provisions of the Texas Election Code and returns of such notice shall be made as provided for in said Code. The Mayor shall issue all necessary orders and writs for such elections, and returns of such elections shall be made to the City Secretary immediately after the closing of the polls.

Section 10. Said elections shall be held in accordance with the Texas Election Code, as amended, except as modified by the Federal Voting Rights Act of 1965, as amended.

DULY PASSED, APPROVED, AND ADOPTED on this the ____ day of _____, 2021.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

Roxanne Benitez, City Secretary
City of Spring Valley Village, Texas

Spring Valley Village City Council
Agenda Item Data Sheet

MEETING DATE: January 26, 2021

TOPIC: Ordinance No. 2021-XX

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 14 TO THE PERSONNEL MANUAL, TO AMEND APPENDIX "A," "JOB ALIGNMENT AND SALARY RANGES FOR ALL CITY POSITIONS" TO DELETE THE POSITION OF "UTILITY BILLING/PERMIT TECHNICIAN" FROM GRADE 5; ADD THE POSITIONS OF "ADMINISTRATIVE SERVICES COORDINATOR" AND "PERMIT TECHNICIAN" AT GRADE 5; AND ADD THE EXISTING POSITION OF "ASSISTANT CITY TREASURER" AT GRADE 12; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

BACKGROUND: Over the last year, the City Team evaluated the functions and responsibilities of the positions in the Finance, Community Development and Municipal Court Departments in order to determine strengths, weaknesses and capacity gaps in the internal organization.

Following extensive evaluation, the Team found that changes were needed to improve services provided to the public, streamline procedures and processes, establish clear lines of reporting and accountability, and strengthen internal controls. As a result of the Team's evaluation, several internal changes have been made:

- The Utility Billing/Permit Technician position was split into two positions – an Administrative Services Coordinator and a Permit Technician. The previous Utility Billing/Permit Technician position worked under two different Departments which resulted in problems in terms of who they actually were accountable to.
- The Court Clerk position has been changed to a Permit Technician position that assists with Municipal Court on Court days and as needed. The Permit Technician position works under the supervision of the Director of Community Development. This position is currently occupied by an existing Team Member.
- The Administrative Services Coordinator position works under the supervision of City Treasurer. This position was

Spring Valley Village City Council
Agenda Item Data Sheet

vacated in mid-October of 2020 and is currently posted with an application closing date of January 22, 2021.

- In order to balance workloads and fill organizational gaps, the responsibilities for the City Treasurer and Assistant City Treasurer have been redistributed. The new job descriptions clearly define each position's responsibilities, streamline processes, strengthen internal controls, and work with each individual's strengths and providing growth opportunities. As before, the City Treasurer position works under the supervision of the City Administrator, and the Assistant City Treasurer works under the supervision of the City Treasurer. Both of these positions are currently occupied by existing Team Members.

The internal changes required the development of job descriptions for each of the four positions, and a copy of the job descriptions are included with this agenda item. Each of the job descriptions more accurately reflect the actual responsibilities of each position. Additionally, the internal changes required an update to the Job Alignment and Salary Ranges for All City Positions that was adopted by the Council on September 25, 2018.

To ensure that each of the positions is placed correctly in the Job Alignment and Salary Ranges for All City Positions that was adopted by the Council on September 25, 2018 ("Approved Structure"), the proposed job descriptions for each position were provided to Gallagher Benefit Services to evaluate using the same methodology that was applied during the 2017 salary study and the 50th percentile of the market that was utilized to determine range placement.

Based on the job description and the minimum qualifications, the recommended placement in the City's Approved Structure for the Administrative Services Coordinator and Permit Technician is Grade 5 which is the same grade level as the original combination position of Utility Billing/Permit Technician. Consequently, the proposed Ordinance would delete the position of "Utility Billing/Permit Technician" from the Approved Structure and insert the positions of "Administrative Services Coordinator" and "Permit Technician" at Grade 5.

Grade	Job Title	Range Minimum	Range Midpoint	Range Maximum
5	Administrative Services	\$37,063	\$44,475	\$51,888

**Spring Valley Village City Council
Agenda Item Data Sheet**

	Coordinator			
	Permit Technician			
	Crew Leader			
	Telecommunications Operator			

During the review of the Approved Structure, I realized that the Assistant City Treasurer position had not been included in the original Approved Structure even though the position has existed for many years. It was incorrectly categorized as an "Accounts Payable-Payroll Clerk" position and did not take into consideration the actual duties and tasks that were being performed when the Approved Structure was developed.

Based on the job description and the minimum qualifications, the recommended placement in the City's Approved Structure for the Assistant City Treasurer is Grade 12.

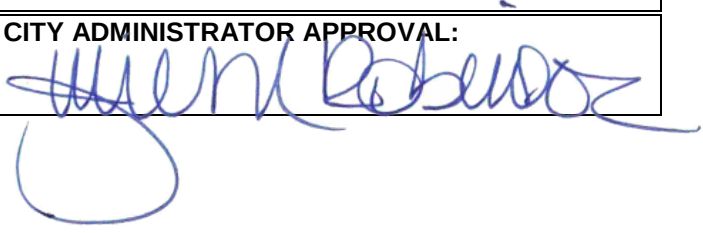
Grade	Job Title	Range Minimum	Range Midpoint	Range Maximum
12	Assistant City Treasurer			
	Building Official	\$65,435	\$85,066	\$104,696
	City Secretary			

This proposed Ordinance would amend Appendix "A" "Job Alignment and Salary Ranges for All City Positions" of the City's Personnel Manual to:

- (1) Delete the position of "Utility Billing/Permit Technician" from Grade 5;
- (2) Add the positions of "Administrative Services Coordinator" and "Permit Technician" to Grade 5; and
- (3) Add the existing position of "Assistant City Treasurer" at Grade 12 with the above salary range.

RECOMMENDATION: Staff recommends approval of the Ordinance.

**Spring Valley Village City Council
Agenda Item Data Sheet**

ATTACHMENTS:	- Ordinance No. 2021-XX - Job Description for Administrative Services Coordinator - Job Description for Permit Technician - Job Description for Assistant City Treasurer - Job Description for City Treasurer
FUNDING ISSUES:	☒ Not applicable – no dollars are being spent or received. ☐ Full amount already budgeted in Acct/Project# _____ ☐ Not budgeted, if approved, the following will be included in the next Budget Amendment: ☐ \$_____ from Acct/Project# _____ will be transferred to Acct/Project# _____ ☐ \$_____ from various accounts will be used and added to salary and benefit accounts. ☐ \$_____ will be added to Revenue Acct# ____-____ and \$_____ added to Expenditure Acct/Project# _____
FINANCE VERIFICATION OF FUNDING: 	
SUBMITTING STAFF MEMBER: Julie M. Robinson, City Administrator	CITY ADMINISTRATOR APPROVAL: 

ORDINANCE NUMBER 2021-XX

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 14 TO THE PERSONNEL MANUAL, TO AMEND APPENDIX "A," "JOB ALIGNMENT AND SALARY RANGES FOR ALL CITY POSITIONS" TO DELETE THE POSITION OF "UTILITY BILLING/PERMIT TECHNICIAN" FROM GRADE 5; ADD THE POSITIONS OF "ADMINISTRATIVE SERVICES COORDINATOR" AND "PERMIT TECHNICIAN" AT GRADE 5; AND ADD THE EXISTING POSITION OF "ASSISTANT CITY TREASURER" AT GRADE 12; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

WHEREAS, on March 29, 1995, by Ordinance Number 95-05, the City Council of the City of Spring Valley Village, Texas, adopted a Personnel Manual for all City employees ("Personnel Manual"), and the Personnel Manual has been amended several times since its original adoption with changes to various provisions; and

WHEREAS, in early 2018, the City Council approved using the Gulf Coast Texas Salary Survey conducted by Gallagher Benefit Services, Inc. Fox Lawson Group ("Gallagher") as the basis for and retained Gallagher to undertake a market comparison and develop a job alignment and salary structure for all City positions based on the 50th percentile; and

WHEREAS, on August 21, 2018, the proposed job alignment and salary ranges for all City positions was presented to and approved by the City Council, and, on September 25, 2018, by Ordinance Number 2018-22, the City Council adopted Appendix "A" entitled "Job Alignment and Salary Ranges for All City Positions as an amendment to the Personnel Manual; and

WHEREAS, after an extensive evaluation of the functions and responsibilities of the positions in the Finance, Community Development and Municipal Court Departments, several internal changes have been made in order to improve services provided to the public, streamline procedures and processes, establish clear lines of reporting and accountability, and strengthen internal controls; and

WHEREAS, the City Council hereby finds that Appendix "A," "Job Alignment and Salary Ranges for All City Positions" of the Personnel Manual should be amended to delete the position of "Utility Billing/Permit Technician" from Grade 5, add the positions of "Administrative Services Coordinator" and "Permit Technician" at Grade 5, and add the existing position of "Assistant City Treasurer" at Grade 12.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, THAT:

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

Section 2. Appendix "A," "Job Alignment and Salary Ranges For All City Positions" of the City's Personnel Manual, as adopted by Ordinance Number 95-05, duly passed and approved on March 29, 1995, as amended, is hereby amended to delete the position of "Utility Billing/Permit Technician" from Grade 5; add the positions of "Administrative Services Coordinator" and "Permit Technician" at Grade 5; and add the existing position of "Assistant City Treasurer" at Grade 12, and to read in its entirety as reflected in Exhibit "A" attached hereto and incorporated herein. This amendment shall be referenced and referred to as **AMENDMENT NO. 14 TO THE PERSONNEL MANUAL**.

Section 3. All provisions of the ordinances of the City of Spring Valley Village, Texas, codified or uncoded, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the ordinances of the City of Spring Valley Village, Texas, codified or uncoded, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 4. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Spring Valley Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 5. This Ordinance shall become effective immediately upon its passage.

DULY PASSED AND APPROVED on this the ____ day of _____, 2021.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

Roxanne Benitez, City Secretary
City of Spring Valley Village, Texas

**APPENDIX A
JOB ALIGNMENT AND SALARY RANGES FOR ALL CITY POSITIONS**

Non-Sworn and Sworn Management Positions

Grade	Job Title	Range Minimum	Range Midpoint	Range Maximum
1		\$22,951	\$27,541	\$32,131
2	Maintenance Worker	\$26,380	\$31,657	\$36,933
3	Court Clerk Light Equipment Operator	\$29,546	\$35,455	\$41,365
4	Heavy Equipment Operator Plant Operator Police Administrative Assistant	\$33,092	\$39,710	\$46,328
5	Administrative Services Coordinator Permit Technician Crew Leader Telecommunication Operator	\$37,063	\$44,475	\$51,888
6	Accounts Payable-Payroll Clerk	\$41,510	\$49,812	\$58,114
7	Court Administrator Public Works Supervisor Telecommunications Supervisor	\$43,835	\$54,793	\$65,752
8		\$48,218	\$60,273	\$72,327
9	Assistant to the City Administrator	\$53,040	\$66,300	\$79,560
10		\$58,344	\$72,930	\$87,516
11	Public Works Superintendent	\$60,588	\$78,764	\$96,941
12	Assistant City Treasurer Building Official City Secretary	\$65,435	\$85,066	\$104,696
13				
14		\$76,324	\$99,221	\$122,118
15	Police Captain	\$82,429	\$107,158	\$131,887
16	City Treasurer Public Works Director Director of Community Development	\$85,727	\$115,731	\$145,735
17	Police Chief	\$92,585	\$124,989	\$157,394
18		\$99,991	\$134,988	\$169,986
19	City Administrator	\$124,989	\$168,736	\$212,482

Sworn Non-Management Position

Grade	Job Title	Range Minimum	Range Midpoint	Range Maximum
P1	Police Officer	\$52,395	\$65,494	\$78,593
P2	Police Sergeant	\$67,976	\$81,572	\$95,167
P3	Police Lieutenant	\$75,641	\$90,770	\$105,898

DIVIDER PAGE



CITY OF SPRING VALLEY VILLAGE

JOB TITLE: Administrative Services Coordinator
(Utility Billing/Logistics)

JOB FAMILY: Administration

DEPARTMENT: Finance

EEO CODE: Administrative/Professional

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: December 1, 2020

EMERGENCY MGMT CLASS: Level 2

JOB SUMMARY:

Under the direction of the City Treasurer responsible for excellent customer service and clerical support for utility billing, accounts payable and receivables, front office logistics, and serves as the City's mail distribution center manager.

CONTROLS OVER THE WORK:

This position is supervised by and reports to the City Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Responsible for processing monthly utility bills, processing utility payments and refund requests, tracking work orders related to utility issues with regard to disconnects, new service or meter rereads. Works closely with the City Treasurer, Assistant City Treasurer and Public Works Department on all utility customer service related issues.
- Reconciles and processes utility billing payments on a daily basis and prepares daily cash deposits.
- Responsible for initial step in accounts payable processing; receiving, dating stamping, reviewing invoices for accuracy; Processing all invoices for payment into the financial management system in a timely manner to ensure invoices are paid on time; and accounts payable distribution and scanning to vendor files.
- Assists with monitoring and reconciling general ledger accounts as needed.
- Responsible for implementing and maintaining the City's asset inventory system to track the City's physical assets.
- Responsible for managing the City's auction/surplus property processes in conjunction with the Assistant City Treasurer.
- Participates in the annual audit as needed.

- Responsible for the effective and timely collection of accounts receivables collected via credit card, cash or checks.
- Assists Permit Technician with receiving, logging, monitoring and following up with all plan reviews and building permits as needed.
- Serves as first point of contact for calls and inquiries into City Hall; redirects phone calls to the appropriate department/employee; takes down messages; monitor, organize and forward emails to appropriate department/employee.
- Ensures the lobby is presentable and cleaned at the start and close of each business day.
- Provides customer service by responding to general inquiries from various methods of customer contact, such as phone, email and walk ins; assists residents with bill inquiry, processing payments, posts all drop box payments and provides review and reconciliation of all utility billing accounts.
- Responsible for managing mail distribution center including, but not limited to, accepting all letters and packages and distributing them to their appropriate departments/employees,
- Provides notary services to customers.
- Identify and recommend improvements in forms and procedures; update forms and checklists.
- Responsible for organizing and maintaining files and records. Provides records management responsibilities by complying with Texas Retention Schedules and coordinating with the City Secretary to ensure records are adhering to State Law.
- Provides clerical support to the Municipal Court Administrator during court as well as any customer service front desk interaction to include taking court payments.
- Assist Municipal Court Administrator on all Court days and at other times as requested.
- Responds to and resolve difficult and sensitive citizen inquiries and complaints.
- Participate in City functions and events as directed.
- Serve as a Level 2 Employee during the City's Emergency Operation Center activation and assist in the City's emergency response operations as directed.

- Attend seminars, conferences, workshops, classes, lectures, and other training required to maintain applicable knowledge, skills and abilities.
- Attend work on a regular and dependable basis. Due to the nature of this position, actual presence on the job during work hours is mandatory.
- Interact in a professional and respectful manner with City staff, officials, other agencies, and the public.
- Assist the overall effort in achieving the adopted City Council Governance Goals.
- Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Knowledge of utility billing, accounts payable, clerical and word processing skills; principles and practices of customer relations; principles and practices of record keeping; effective business letter writing; data analysis and evaluation; collaborative problem-solving methods; current office practices, procedures and computer equipment.

Skills: Ability to: Learn City codes, policies and procedures; follow oral and written directions promptly and accurately; apply, interpret and explain legal and administrative information to the public, employees and officials lacking technical knowledge; effectively assist in the coordination, integration and monitoring of planned organizational change; accept responsibility and be held accountable; coordinate multiple activities simultaneously; adapt to change and remain flexible; communicate effectively, clearly and concisely, both orally and in writing regarding complex and highly visible issues; interact professionally with those contacted in the course of work; maintain confidentiality and use good judgment; establish and maintain effective working relationships with those contacted in the course of work; utilize applicable software and data processing applications; exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and elected officials; gather, assemble, and analyze data; perform assignments in a coordinated and organized fashion; effectively manage time and coordinate a variety of projects between various departments in a timely and efficient manner; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; handle stressful situations and effectively deal with difficult or angry people.

Education: High school diploma or equivalent required.

Experience: At least (1) year of administrative and customer service experience preferably within a local government environment.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above-specified education and experience requirements.

License and Certifications: National Incident Command System (NIMS) ISO 100 and 700 required within six (6) months of employment.

Physical Demands and Work Environment: Work is primarily performed in an indoor office setting with extended periods at a computer. Physical effort is needed to lift and carry office materials. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to extended periods of intense concentration in the review of fiscal and accounting reports. Mobility is needed to attend various meetings and basic communication skills are necessary for frequent telephone usage. May be required to work beyond normal working hours and on weekends.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills that may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

DIVIDER PAGE



CITY OF SPRING VALLEY VILLAGE

JOB TITLE: Permit Technician
DEPARTMENT: Community Development
FLSA STATUS: Non-Exempt

JOB FAMILY: Administrative
EEO CODE: Clerical
EFFECTIVE DATE: September 21, 2020
EMERGENCY MGMT CLASS: Level 2

JOB SUMMARY:

This position is responsible for the intake and processing of a variety of land use, building, plumbing, mechanical, electrical, and public works permit applications from the public, developers, builders, contractors, and engineers. Typical tasks involve reviewing plans and development applications for completeness, calculating fees, issuing permits and explaining the review process.

CONTROLS OVER THE WORK:

This position is supervised by and reports to the Director of Community Development.

ESSENTIAL JOB FUNCTIONS:

- Receive permit applications; review permit applications and plans for completeness and enter all applications into and continually update information regarding all permit applications into permitting software; communicate deficiencies to permit applicants; determine and calculate applicable fees; identify any holds on projects.
- Determine appropriate reviewers for projects; route plans to reviewers for permits issued by the Community Development Department; monitor and coordinate review of plans; serve as a main point of contact for customers, interested parties, and staff to check on the status of permits.
- Explain and provide information to developers, architects, engineers, contractors and the general public regarding the permit application process and permits required for a particular type of project; provide required forms and check lists.
- Approve and issue permits in accordance with expectations established by the Community Development Department; ensure that all essential reviews have occurred and issues are resolved prior to issuance of permits; ensure payment of permit review fees or collect fees; verify and communicate current status of required insurance and City and State licenses; maintain permit files; prepare reports as requested.
- Respond to or forward as appropriate citizen complaints and concerns regarding permit applications.

- Identify and recommend improvements in forms and procedures; update forms and checklists.
- Assist Municipal Court Administrator on all Court days and at other times as requested.
- Serve on the City's Special Event team for the Villages Independence Day Festival event and coordinate the City's participation in the event.
- Serve as a Level 2 Employee during the City's Emergency Operation Center activation and assist in the City's emergency response operations as directed.
- Attend seminars, conferences, workshops, classes, lectures, and other training required to maintain applicable knowledge, skills and abilities.
- Attend work on a regular and dependable basis. Due to the nature of this position, actual presence on the job during work hours is mandatory.
- Interact in a professional and respectful manner with City staff, officials, other agencies, and the public.
- Assist the overall effort in achieving the adopted City Council Governance Goals.
- Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge: Working knowledge of City codes and ordinances, City permit process, procedures and requirements; principles and practices of customer relations; principles and practices of record keeping; effective business letter writing, pertinent Federal, State and Local codes, laws and regulations; data analysis and evaluation; collaborative problem-solving methods; current office practices, procedures and computer equipment; commonly used construction and development terminology; and applicable software programs.

Skills: Ability to: Learn local development standards and regulations, building codes, design and construction standards, policies and ordinances; learn City permit fee structure; learn to evaluate plans and submittal materials for completeness; learn State and local laws and procedures pertaining to land subdivision and construction projects; explain related City codes, policies and procedures; follow oral and written directions promptly and accurately; apply, interpret and explain legal and administrative information to the public, employees and officials lacking technical knowledge; effectively assist in the coordination, integration and monitoring of planned organizational change; accept responsibility and be held accountable; coordinate multiple activities simultaneously; adapt to change and remain flexible; communicate

effectively, clearly and concisely, both orally and in writing regarding complex and highly visible issues; interact professionally with those contacted in the course of work; maintain confidentiality and use good judgment; establish and maintain effective working relationships with those contacted in the course of work; utilize applicable software and data processing applications; exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and elected officials; gather, assemble, and analyze data; perform assignments in a coordinated and organized fashion; effectively manage time and coordinate a variety of projects between various departments in a timely and efficient manner; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; handle stressful situations and effectively deal with difficult or angry people.

Education: High school graduate or GED required.

Experience: Minimum one (1) year responsible experience as a permit technician or similar position in a building, planning, public works environment or a related field. Local government experience preferred.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications may be considered as an acceptable substitute for the above-specified education and experience requirements.

Licenses and Certifications: National Incident Command System (NIMS) ISO 100 and 700 required within six (6) months of employment.

Physical Demands and Work Environment: Work is primarily performed in an indoor office setting with extended periods at a computer. The office setting is busy, oriented to public service and subject to constant work interruptions. Employee may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines. Physical effort is needed to lift and carry office materials and displays. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to extended periods of intense concentration in the review of submissions. Mobility is needed to attend various meetings and basic communication skills are necessary for frequent telephone usage and oral presentations. The noise level in the work environment is usually moderately quiet. Some local traveling may be required. Exposure to adverse weather conditions is minimal.

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DIVIDER PAGE



CITY OF SPRING VALLEY VILLAGE

JOB TITLE: Assistant City Treasurer
DEPARTMENT: Administration
FLSA STATUS: Exempt

JOB FAMILY: Administration
EEO CODE: Administrative/Professional
EFFECTIVE DATE: October 1, 2020
EMERGENCY MGMT CLASS: Level 1

JOB SUMMARY:

The purpose of this position is to act as purchasing manager for the City of Spring Valley Village, to manage capital budgeting and human resource operations and to assist the City Treasurer. This is accomplished by managing and delegating tasks to assigned personnel, managing purchasing, contract management, payroll, accounts payable, general accounting, utility billing, general personnel functions, ensuring compliance with policies and procedures and providing customer service. Other duties include assisting with the annual audit, maintaining records, assisting with risk management, responding to personnel inquiries, providing and maintaining social media platforms and overseeing finance functions in the absence of the City Treasurer.

CONTROLS OVER THE WORK:

This position is supervised by and reports to the City Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Acts as the City's Purchasing Manager by overseeing and coordinating the City's procurement activities, including maintaining and editing standard forms used in bid/RFP solicitations and specifications, administering and managing bid/RFP processes, administering and managing project retainage payment processes, maintaining vendor files and procurement records, approving invoices for payment and preparing checks, and managing the City's auction/surplus property processes.
- Performs bi-annual review of City's procurement policies and recommends revisions as necessary.
- Responsible for positioning the City to receive continued recognition with the Texas Transparency Star Program.
- Directs contract management systems; monitors City contracts for expiration, renewal or extension; analyzes and evaluates contracts to ensure accurate and efficient purchasing and services; ensures cooperative or inter-local agreements

are renewed timely; maintains a comprehensive list of all contracts and agreements for the City.

- Manages the Post Issuance Compliance Policy requirements for tracking and recording bond expenditures.
- Oversees and coordinates the City's human resource functions including designing systems and developing policies for organizational effectiveness and employee satisfaction, including compensation and benefit systems, classification structures, recruitment, employee development and training, performance management, policy administration/compliance, and labor/employee relations.
- Responsible for monitoring and processing payroll information including payroll checks, time sheets, and leave accruals, coordinating insurance with Villages Mutual Insurance Group, benefit selections, position changes personnel actions, assisting employees with routine inquiries regarding human resources forms, procedures and policies information as it relates to benefits and the City's employee handbook.
- Oversees and manages the filing of claims related to workers compensation.
- Manages the City's Project Accounting module to ensure all completed projects and capital purchases are recorded properly.
- Assists the City Treasurer with the development and implementation of the City's a capital budgeting program for the 5-Year Rolling Capital Improvement Program.
- Assists City Treasurer with the annual audit by preparing, researching and compiling information for auditors, maintaining files and records for audit, account reconciliations and compiling data used in the Comprehensive Annual Financial Report.
- Responsible for the accounting and disbursement of funds for the City by reviewing accounting transactions for compliance, manages the billing and collection of City revenues and the reconciliation of the general ledger, manages the inventory and tracking of the City's physical assets, provides bank reconciliation and provides technical accounting knowledge and training to personnel as needed.
- Responsible for overseeing and maintaining the City's social media communication platforms.

- Provides records management responsibilities by complying with Texas Retention Schedules and coordinating with the City Secretary to ensure records are adhering to State Law.
- Assists the City Treasurer with regard to budgeting, audit, accounting, investment, risk management related to property and liability claims, and utility billing functions as needed.
- Assists the City Administrator and City Treasurer with special projects; implements regulations, programs, strategies and action plans.
- Provides staff assistance to the City Administrator; prepare and present staff reports and other necessary correspondence.
- Responds to and resolve difficult and sensitive citizen inquiries and complaints.
- Attends work on a regular and dependable basis. Due to the relationship between this position and the legal requirement that the City's budget be approved by September 30 of each year, regular and consistent attendance is particularly important during the months of June, July, August and September each year.
- Interacts in a professional and respectful manner with City staff, officials, other agencies and the public.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of public finance, capital budgeting, human resources, performance measurement, and purchasing.
- Attends regular and special council meetings as requested.
- Serve as part of the City's Emergency Operations Team during Emergency Operation Center activation and implement Annex M, Resource Management, of the City's Emergency Management Plan, as needed.
- Assist the overall effort in achieving the adopted City Council Governance Goals.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Local government administration principles, practices, procedures and legal requirements; Governmental accounting and internal controls; principles of project management and purchasing; principles and practices of customer relations; principles of contract preparation and administration; principles and practice of general human resource management, methods and techniques for negotiating contracts; effective

business letter writing; pertinent Federal, State and Local codes, laws and regulations; data analysis and evaluation; collaborative problem-solving methods; current office practices, procedures and computer equipment; Microsoft Office, and Incode Software System.

Skills: Ability to: Apply sound administrative and fiscal practices; Conceive, plan and conduct management/problem analysis studies and surveys; identify and recommend alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; identify and respond to community and City Council issues, concerns and needs; provide leadership in assigned areas of responsibility; interpret, apply and explain City policies, procedures, laws and regulations relating to assigned activities; analyze problems, recommend solutions and make difficult decisions; think creatively and integrate abstract concepts; research, analyze and evaluate new service delivery methods and techniques; develop methods and techniques for solving varied and complex management problems; prepare clear and concise administrative and financial reports; motivate others and stimulate team and group processes; effectively assist in the coordination, integration and monitoring of planned organizational change; accept responsibility and be held accountable; executive level management skills, coordinate multiple activities simultaneously, adapt to change and remain flexible; communicate effectively, clearly and concisely, both orally and in writing regarding complex and highly visible issues; interact professionally with various levels of elected and administrative officials, special interest groups, general public and City employees; maintain confidentiality and use good judgment; establish and maintain effective working relationships with those contacted in the course of work; utilize applicable software and data processing applications; participate on various committees to analyze, evaluate and resolve public policy issues; perform assignments in a coordinated and organized fashion; effectively manage time and coordinate a variety of projects between various departments in a timely and efficient manner; prepare clear and concise administrative, financial and analytical reports; effectively present program issues to a variety of audiences; develop policy guidelines and/or decisions; handle stressful situations and effectively deal with difficult or angry people.

Education: High school diploma or equivalent required. Bachelor's degree from an accredited college or university in public administration, business, finance, accounting or equivalent preferred.

Experience: Minimum three (3) years in local government purchasing, finance, administration and/or human resources, with at least one (1) year of supervisory experience.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above-specified education and experience requirements.

License and Certification: National Incident Command System (NIMS) ISO 100 and 700 required within six (6) months of employment.

Physical Demands and Work Environment: Work is primarily performed in an indoor office setting with extended periods at a computer. Physical effort is needed to lift and carry office materials and displays. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to extended periods of intense concentration in the review of fiscal and accounting reports. Mobility is needed to attend various meetings and basic communication skills are necessary for frequent telephone usage and oral presentations. May be required to work beyond normal working hours and on weekends.

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DIVIDER PAGE



CITY OF SPRING VALLEY VILLAGE

JOB TITLE: City Treasurer
DEPARTMENT: Finance
FLSA STATUS: Non-Exempt

JOB FAMILY: Administration
EEO CODE: Administrative/Professional
EFFECTIVE DATE: October 1, 2020
EMERGENCY MGMT CLASS: Level 1

JOB SUMMARY:

The purpose of this position is to act as financial officer for the City of Spring Valley Village. This is accomplished by directing staff, managing the accounting function of accounts payable, payroll, budget, cashiering, utility billing and the municipal court. Other responsibilities include preparing and administering the annual budget; acting as one of the City's investment officers, technology coordinator and risk manager.

CONTROLS OVER THE WORK:

This position is supervised by and reports to the City Administrator.

ESSENTIAL JOB FUNCTIONS:

- Oversees and manages staff with tasks related to the accounting function of accounts payable, purchasing, payroll, budget, cashiering, utility billing and municipal court.
- Manages the annual audit process and presents the Comprehensive Annual Financial Report.
- Advises and assists the City Administrator in the preparation, development, administration, monitoring and analysis of the City's annual budget and City-wide Capital Improvement Program.
- Acts as one of the City's investment officers responsible for monitoring and ensuring that investment objectives are accomplished; prepares quarterly and annual investment reports as required by State law and city ordinance.
- Advises and assists the City Administrator in the development and monitoring of financial and investment policies and related procedures; recommends revisions to policies as needed.
- Manages and coordinates the activities of the Department in a manner that provides excellent customer service.

- Acts as the City's financial advisor by preparing and presenting long term financial forecasts; monitoring financial trends and budgeted revenues and expenditures of the City to ensure that fiscal responsibility and control is maintained; reporting the results of the City financial operations to City management, City departments, and the City Council through monthly and quarterly reporting; provide financial analyses, reports and information to City management, City departments and the City Council to optimize effective and responsible decision-making.
- Monitors grant compliance and serve as liaison for fiscal affairs with other private and public agencies.
- Prepares reports and documents for compliance with regulations and for information purposes for the City Administrator, the Mayor and City Council, consultants and other interested parties.
- Administers the City's debt service program.
- Maintains records of the disposal of unclaimed or abandoned personal property as described by city ordinance.
- Manages the City's risk management functions to include property, liability and automotive coverage.
- Manages the City's Financial Software System, recommends replacement and/or enhancements, and coordinates all technology related functions with City's Technology Consultant.
- Manages the City's Fixed Asset module to ensure all completed projects and capital purchases are recorded properly.
- Assists the Assistant City Treasurer with regard to human resource, workers' compensation, purchasing, capital budgeting, accounts payable and payroll functions as needed.
- Oversees and coordinates Departmental special projects; implements regulations, programs, strategies and action plans.
- Provides staff assistance to the City Administrator; prepare and present staff reports and other necessary correspondence.
- Provides records management responsibilities by complying with Texas Retention Schedules and coordinating with the City Secretary to ensure records are adhering to State Law.
- Responds to and resolve difficult and sensitive citizen inquiries and complaints.

- Attends work on a regular and dependable basis. Due to the relationship between this position and the legal requirement that the City's budget be approved by September 30 of each year, regular and consistent attendance is particularly important during the months of June, July, August and September each year.
- Interacts in a professional and respectful manner with City staff, officials, other agencies and the public.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance, budgeting, performance measurement, risk management, and grant management.
- Attends regular and special council meetings.
- Serve as part of the City's Emergency Operations Team during Emergency Operation Center activation and implement Annex O, Human Services, of the City's Emergency Management Plan, as needed.
- Assist the overall effort in achieving the adopted City Council Governance Goals.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: State of Texas Local Government Code, Generally Accepted Accounting Principles (GAAP), Government Finance Officers Association Best Practices; local government administration principles, practices, procedures and legal requirements; municipal accounting and auditing including enterprise and special revenue funds; risk management, principles and practices of finance administration including budget preparation; basic economics; financial system design and analysis; principles and practices of customer relations; principles of contract preparation and administration; principles and practice of human resource management, methods and techniques for negotiating contracts; federal and state grant programs and the fiscal procedure required in this specialized area; effective business letter writing, pertinent Federal, State and Local codes, laws and regulations; data analysis and evaluation; collaborative problem-solving methods; current office practices, procedures and computer equipment; Microsoft Office, and Incode Software System, and other information technology used by the City.

Skills: Ability to: Apply sound administrative and fiscal practices; Conceive, plan and conduct management/problem analysis studies and surveys; identify and recommend alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; identify and respond to community and City

Council issues, concerns and needs; provide leadership in assigned areas of responsibility; interpret, apply and explain City policies, procedures, laws and regulations relating to assigned activities; analyze problems, recommend solutions and make difficult decisions; think creatively and integrate abstract concepts; research, analyze and evaluate new service delivery methods and techniques; develop methods and techniques for solving varied and complex management problems; prepare clear and concise administrative and financial reports; motivate others and stimulate team and group processes; effectively assist in the coordination, integration and monitoring of planned organizational change; accept responsibility and be held accountable; executive level management skills, coordinate multiple activities simultaneously, adapt to change and remain flexible; communicate effectively, clearly and concisely, both orally and in writing regarding complex and highly visible issues; interact professionally with various levels of elected and administrative officials, special interest groups, general public and City employees; maintain confidentiality and use good judgment; establish and maintain effective working relationships with those contacted in the course of work; utilize applicable software and data processing applications; interpret and apply applicable rules and regulations for various grant programs; monitor grant funding, requirements, and progress reviews; participate on various committees to analyze, evaluate and resolve public policy issues; perform assignments in a coordinated and organized fashion; effectively manage time and coordinate a variety of projects between various departments in a timely and efficient manner; prepare clear and concise administrative, financial and analytical reports; effectively present program issues to a variety of audiences; develop policy guidelines and/or decisions; handle stressful situations and effectively deal with difficult or angry people.

Education: Bachelor's degree from an accredited college or university in public administration, finance, accounting or equivalent required. Master's Degree and/or Certified Public Accountant preferred.

Experience: Three (3) to five (5) years of experience in municipal finance, budgeting, accounting, administration, audit functions and/or grant management, including two (2) years supervisory experience.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above-specified education and experience requirements.

License and Certifications: National Incident Command System (NIMS) ISO 100 and 700 required within six (6) months of employment.

Physical Demands and Work Environment: Work is primarily performed in an indoor office setting with extended periods at a computer. Physical effort is needed to lift and carry office materials and displays. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to extended periods of intense concentration in the review of fiscal and accounting reports. Mobility is needed to attend various meetings and basic communication skills are necessary for frequent telephone

usage and oral presentations. May be required to work beyond normal working hours and on weekends.

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**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: January 26, 2021

TOPIC: **Consideration And Possible Action Concerning Changing The Dates Of The City Council Meetings For May, November, And December.**

BACKGROUND: City Council meetings are normally held on the 4th Tuesday of every month. Based on the regular meeting schedule, the dates for the May, November, and December meetings are May 25, 2021, November 23, 2021 and December 28, 2021. Please note the following concerning these dates:

- The current date for the May City Council meeting would not interfere with Memorial Day this year, but historically, we have changed the May meeting date.
- The current date for the November City Council meeting is during the week of Thanksgiving.
- The current date for the December City Council meeting is after Christmas, but would change the agenda posting date as the City Hall will be closed from December 23-26, 2021.

Based on changes in previous years, proposed alternate dates for these Council meetings would be the 3rd Tuesday of May, November and December and would not require moving the regular meeting dates for the Planning & Zoning Commission:

- o Tuesday, May 18, 2021
- o Tuesday, November 16, 2021
- o Tuesday, December 21, 2021

Listed below are the 2nd Tuesdays for May, November and December, which are the regular dates for the Planning & Zoning Commission meetings:

- o Tuesday, May 11, 2021
- o Tuesday, November 9, 2021
- o Tuesday, December 14, 2021

RECOMMENDATION: Staff requests Council's feedback on the proposed alternate dates.

ATTACHMENTS: • None

FUNDING ISSUES: ☒ Not applicable – no dollars are being spent or received.
☐ Full amount already budgeted in Acct/Project# _____
☐ Not budgeted, if approved, the following will be included in the next Budget Amendment:

**Spring Valley Village City Council
Agenda Item Data Sheet**

	☐ \$_____ from Acct/Project# _____ will be transferred to Acct/Project# _____
	☐ \$_____ from unassigned fund balance will be used and added to Acct/Project# _____
	☐ \$_____ will be added to Revenue Acct# ____-____ and \$_____ added to Expenditure Acct/Project# _____

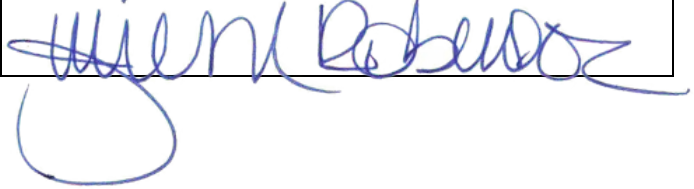
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Roxanne Benitez, City Secretary

CITY ADMINISTRATOR APPROVAL:



**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: January 26, 2021

TOPIC:	Recommendations For Use Of Unassigned General Fund, Fund Balance From FY 2018-2019
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BACKGROUND:	Based on the final audit for FY 2018-2019, the City had approximately \$641,003 in excess revenues over expenditures for the General Fund. As has been the practice for the last few years, Staff recommends that, instead of sweeping this amount back into the General Fund Fund Balance, the City Council approve the use of the excess revenues (unassigned Fund Balance) leftover from FY 2018-2019 for specific expenditures that were not included in the adopted budget.
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The recommendations for the use of the FY 2018-2019 unassigned General Fund, Fund Balance are provided below.

- All of the items for FY 2019-2020 below were previously approved by the Council at different times during 2020.
- The recommendation for the use of \$174,009 to cover FY 2020-2021 COVID-19 Police Department Overtime expenditures will be included in the FY 2020-2021 budget amendment.

Audited Unassigned General Fund, Fund Balance from FY 2019	\$641,003
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Fiscal Year 2019-2020

<u>Inter-fund Transfer to Capital Projects Fund</u>	\$ 60,684
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- Hilldale and Bade Street Light Replacement \$11,272.00
(Council Approved on April 28, 2020)
- Traffic Safety & Mobility Study \$49,412.00
(Council Approved on March 24, 2020)

<u>Inter-fund Transfer to Utility Fund</u>	\$150,000
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- New Water Well CMU Building \$150,000.00
(Council Approved on February 25, 2020)

<u>Inter-fund Transfer to Debt Service</u>	\$ 40,000
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- Transfer to Debt Service to cover deficit \$40,000
(Council Approved on October 27, 2020 as part of budget amendment)

**Spring Valley Village City Council
Agenda Item Data Sheet**

<u>General Fund Expenditures</u>	\$ 216,310
• Mobile App \$3,000.00 (Council Approved on April 28, 2020) • Video Conferencing Equipment \$15,309.72 (Council Approved on April 28, 2020) • Replacement of Two PD Vehicles \$140,000.00 (Council Approved on April 28, 2020) • COVID-19 Pay \$58,000.00 (Council Approved on April 28, 2020)	
Fiscal Year 2020-2021	
• COVID-19 PD Overtime \$174,009	\$174,009

RECOMMENDATION: Staff recommends approval of the recommendations.

ATTACHMENTS: • None

FUNDING ISSUES:

☐ Not applicable – no dollars are being spent or received.

☒ Full amount for FY 2020 recommendations already included in FY 2020 Budget Amendment

☒ FY 2021 recommendations not budgeted - if approved, will be included as part of FY 2021 budget amendment.

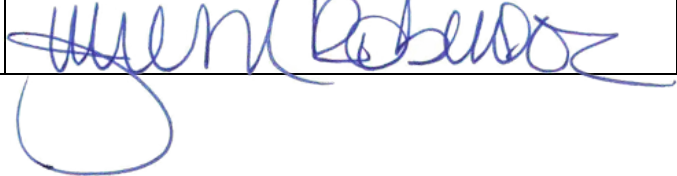
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Julie M. Robinson, City Administrator

CITY ADMINISTRATOR APPROVAL:



**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: January 26, 2021

TOPIC:	Discussion and Direction Concerning Possible Review and Revision of Planned Area Development Districts and Applicable Zoning Regulations
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BACKGROUND:	During the November 17, 2020 City Council meeting, there was a brief discussion at the end of the agenda item approving a Planned Area Development ordinance for the property at 9200 Old Katy Road (the northwest corner of the I-10 Feeder Road and Bade Street) concerning the need to revisit the zoning regulations as they relate to the Planned Area Development Districts (PADDs) to ensure the regulations adopted are still relevant to the way development has been occurring over recent years.
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Based on issues that Staff has identified through the last several PAD developments and that have been expressed by the property owners that own property within the various PADDs, following are several examples of areas that should be reviewed:

- Permitted Uses

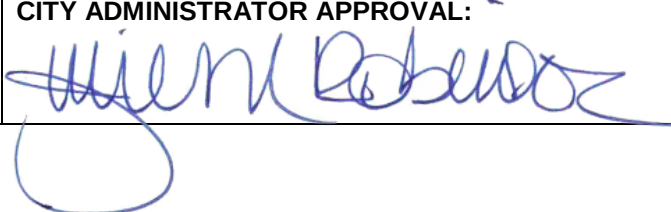
Currently the Zoning Ordinance uses the North American Industry Classification System (NAICS) for outlining the permitted and prohibited uses in the Planned Area Development Districts. Although a valuable tool, the NAICS is updated every five (5) years to adopt new uses/industries, update existing categories, and remove outdated uses altogether. The Zoning Ordinance references using the 1997 version of the NAICS for the Bingle West Planned Area Development District ("BWPADD") and the 2002 version for the Freeway Planned Area Development District ("FPADD") and Bingle Planned Area Development District ("BPADD"). At a minimum, the ordinance should be amended to adopt the newest version for all PADDs, or allow future NAICS versions to be used.

The Zoning Ordinance for all the adopted PADDs uses a system of permitting uses either on the ground/first floor or above the ground floor. This philosophy can cause issues when a building is only a one-story structure. For example in the BPADD, there are existing one-story and multi-story buildings on the same property, and the permitted uses for the ground/first floor (which would be the only option for a single-story building) are limited to retail and restaurants.

- Unused Planned Area Development Districts

Over the years with certain changes to the PADDs being implemented, older references to previously adopted versions of PADDs have remained, for example the Original Planned Area Development District ("OPADD") which is no longer in existence. There is also a section for the Freeway Planned Area

Spring Valley Village City Council Agenda Item Data Sheet

	Development District ("FPADD") and the Freeway Planned Area Development District Overlay District (which only covers one property within the FPADD.) These references should be revised to eliminate confusion and unnecessary/outdated zoning text. • Signage Regulations Each individual PADD does not adopt specific sign regulations for that PADD but instead defaults to the sign regulations for the underlying zoning district which for the most part is Commercial District "C". However, within the sign regulations in Commercial District "C", there is an exception for office building signs that then defaults to Office Building District "B" sign regulations. Consequently, the applicability of the sign regulations for properties that have multiple buildings and uses is difficult to determine as well as enforce. It is anticipated that there will be additional regulations that will need to be addressed if a review process is started. However, these large areas are a starting point if the Council wishes to undertake a review.
RECOMMENDATION:	Staff requests direction from the Council as to whether it wishes to begin the process of undertaking the review of the PADDs and their applicable zoning regulations.
ATTACHMENTS:	• None
FUNDING ISSUES:	☒ Not applicable – no dollars are being spent or received. ☐ Full amount already budgeted in Acct/Project# _____ ☐ Not budgeted, if approved, the following will be included in the next Budget Amendment: ☐ \$ _____ from Acct/Project# _____ will be transferred to Acct/Project# _____ ☐ \$ _____ from unassigned fund balance will be used and added to Acct/Project# _____ ☐ \$ _____ will be added to Revenue Acct# ____-____ and \$ _____ added to Expenditure Acct/Project# _____
FINANCE VERIFICATION OF FUNDING:	
	
SUBMITTING STAFF MEMBER: Zachary Meadows, Director of Community Development	CITY ADMINISTRATOR APPROVAL: 

Spring Valley Village City Council
Agenda Item Data Sheet

MEETING DATE: January 26, 2021

TOPIC:	Possible Installation of Bike Rack at Pech Road Footbridge Greenspace
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BACKGROUND:	Mayor Vajdos has received a request from a resident for the City to install a bike rack in the greenspace at the Pech Road Footbridge for children who walk their bikes across the bridge and then across Westview to lock them up at Valley Oaks Elementary. If the Council wishes to proceed with this project, there is space available on the east side of the sidewalk in the Pech Road Footbridge greenspace next to the park bench that would accommodate the concrete pad and bike rack. A 3-Loop Wave Style Bike Rack would serve 5 bikes with an estimated cost of \$1,097.00. Public Works Team Members would perform the installation work in-house. A graphic reflecting the possible location and style of this possible bike rack along with estimated cost is provided with this agenda item. This project is not on the City's approved Capital Improvement Plan; consequently, it is presented to the Council for consideration.
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RECOMMENDATION:	Staff requests direction from the Council as to whether and how it wishes to proceed with this project.
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ATTACHMENTS:	• Graphic for Possible Bike Rack at Pech Road Footbridge Greenspace
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FUNDING ISSUES:	☐ Not applicable – no dollars are being spent or received. ☐ Full amount already budgeted in Acct/Project# _____ ☒ Not budgeted, if approved, the following will be included in the next Budget Amendment: ☐ \$ _____ from Acct/Project# _____ will be transferred to Acct/Project# _____ ☒ \$1,097__ from unassigned fund balance will be used and added to Acct/Project# <u>10-35-4615</u> ☐ \$ _____ will be added to Revenue Acct# ____-____ and \$ _____ added to Expenditure Acct/Project# _____
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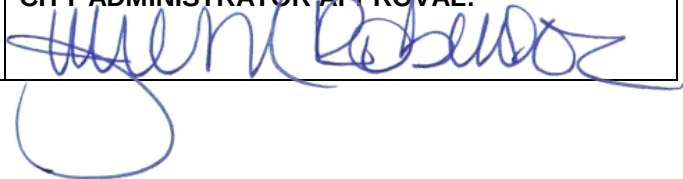
FINANCE VERIFICATION OF FUNDING:



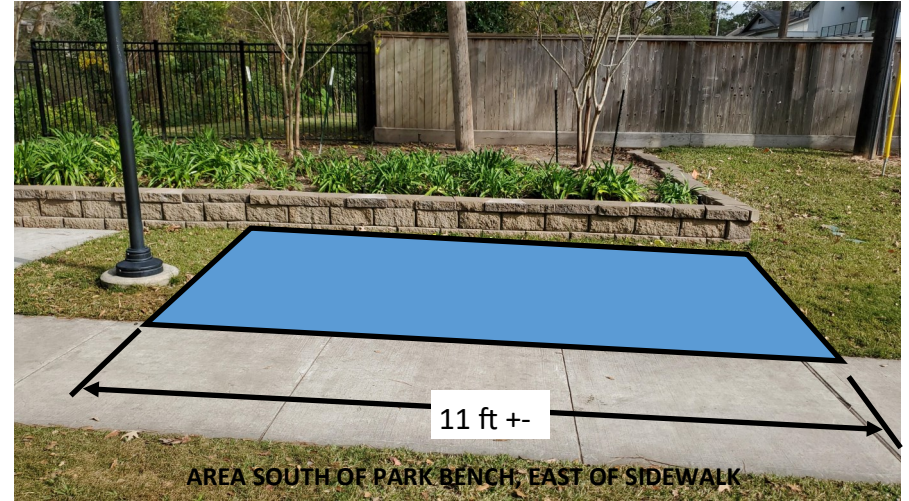
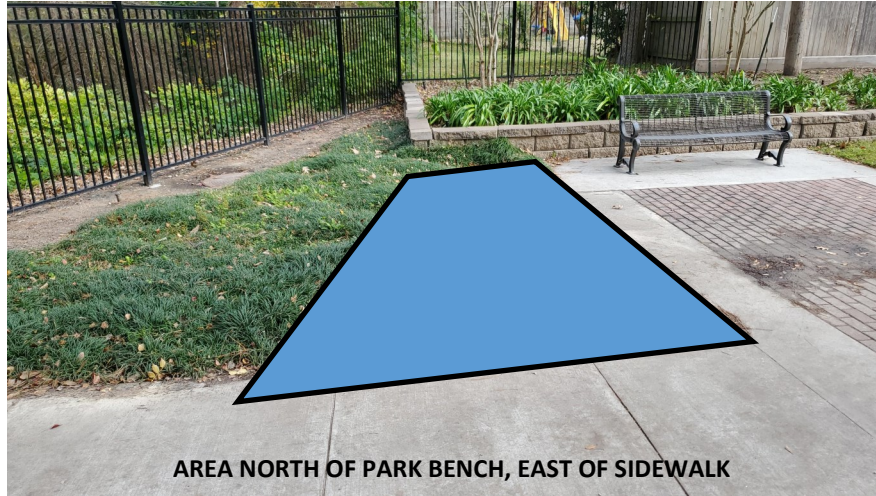
SUBMITTING STAFF MEMBER:

Julie M. Robinson, City Administrator

CITY ADMINISTRATOR APPROVAL:



POSSIBLE LOCATIONS OF BIKE RACK PECH ROAD GREENSPACE - EAST SIDE OF SIDEWALK NEXT TO PARK BENCH



PROPOSED 3 LOOP 5 BIKE RACK POWDER COATED BLACK



ESTIMATED COST

DESCRIPTION	ESTIMATE
CEMENT AND CEMENT TRAILER RENTAL	\$500 (max length, may be less if pad is smaller)
3 LOOP BIKE RACK, 5 BIKES (BELSON)	\$419
SHIPPING	\$78
<u>MISC (MOVE IRRIGATION HEAD)</u>	<u>\$100</u>
TOTAL	\$1,097