



Regular City Council Meeting
July 27, 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, July 27, 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, the City Council of Spring Valley Village will conduct the meeting scheduled at 6:00 p.m. on Tuesday, July 27, 2021 in the City Hall Council Chambers, located at 1025 Campbell Road, in part by telephone conference.

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/88949324048>

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: 889 4932 4048 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 June 22, 2021
- 5.2 Minutes for Regular City Council Meeting on June 22, 2021
- 5.3 Minutes for Special Called City Council Meeting on July 14, 2021
- 5.4 Resolution No. 21-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 W. W. PAYTON CORPORATION FOR GROUND STORAGE TANK REPLACEMENT (CSB #2021-05-101); 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.
- 5.5 Resolution No. 21-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING AND ACCEPTING A RIGHT-OF-WAY DEDICATION FROM MARTIN BANKS AND MARGARET BANKS DEDICATING 0.0557 ACRES OF LAND TO THE CITY TO BE USED AS PUBLIC RIGHT-OF-WAY FOR BURKHART ROAD; PROVIDING FOR THE INCORPORATION OF PREAMBLE AND AN EFFECTIVE DATE.
- 5.6 Resolution No. 21-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING PAY APPLICATION NUMBER 7 TO W. W. PAYTON CORPORATION IN THE AMOUNT OF \$207,414.00 PURSUANT TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND W. W. PAYTON CORPORATION FOR THE NEW PRODUCTION WELL PROJECT (CSB #2019-01-01B; PROVIDING FOR INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.
- 5.7 Approval of Pay Estimate No. 2 for Loeser, Traweek, Lone Star, West Tex Pavement & Utility Improvements Project to Conrad Construction Co., LTD. of \$292,442.44
- 5.8 Approval of Pay Estimate No. 9 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$33,698.62.
- 5.9 Resolution No. 21-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CHANGE ORDER NUMBER 1 TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION COMPANY, LTD., FOR THE LOESER, TRAWEEK, LONE STAR, WEST TEX PAVEMENT AND UTILITIES PROJECT AND THEREBY RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING WORK CHANGE DIRECTIVE 1 FOR CONRAD CONSTRUCTION CO. LTD. FOR MATERIALS TESTING;

PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH CHANGE ORDER NUMBER 1; AND PROVIDING AN EFFECTIVE DATE.

- 5.10 Resolution No. 21-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CHANGE ORDER NUMBER 2 TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION COMPANY, LTD., FOR THE LOESER, TRAWEEK, LONE STAR, WEST TEX PAVEMENT AND UTILITIES PROJECT AND THEREBY RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING WORK CHANGE DIRECTIVES 2 AND 3 FOR CONRAD CONSTRUCTION CO. LTD. FOR WORK RELATED TO LOWERING A WATER LINE AND THE RELOCATION OF AN EXISTING FIRE HYDRANT LEAD DISCOVERED DURING CONSTRUCTION; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH CHANGE ORDER NUMBER 2; AND PROVIDING AN EFFECTIVE DATE.
- 5.11 Approval Of Pay Estimate No. 8 To W. W. Payton Corporation For \$320,589.00 For The New Production Well Project.

OLD BUSINESS

6. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** June 2021 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 June 30, 2021 and Any Special Meetings That May Have Occurred since June 30, 2021. (Mayor Pro-Tem Carpenter / Council Member Bothe)
8. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Activities of the Planning and Zoning Commission Meeting of July 13, 2021. (Council Member Dominy / Council Member Donaho / City Attorney Loren Smith)
9. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Feedback Received During Virtual Public Meeting Concerning Bingle Road Road Diet Held on June 29, 2021 and Implementation of a Proposed Road Diet for Bingle Road through the City Limits.

NEW BUSINESS

10. **CONDUCT A PUBLIC HEARING CONCERNING:** Ordinance No. 2021-XX: AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS GRANTING

A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 1010 BADE STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF SPRING VALLEY VILLAGE FOR USE OF THE PROPERTY FOR SPORTS AND RECREATION INSTRUCTION; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

- A. Presentation of Requested Specific Use Permit by Applicant
- B. Those In Favor
- C. Those Opposed
- D. Adjourn Public Hearing

11. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2021-XX: AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS GRANTING A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 1010 BADE STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF SPRING VALLEY VILLAGE FOR USE OF THE PROPERTY FOR SPORTS AND RECREATION INSTRUCTION; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.
12. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Appointments / Reappointments to Boards and Commissions:
 - A. Planning & Zoning Commission
 - B. Board of Adjustment
13. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Implementation of a Small Unmanned Aircraft System ("SUAS") (Drone) Program by Spring Valley Police Department.
14. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Request for Rate Modification by Waste Corporation of America ("WCA") Effective January 2022.
15. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF PROPOSAL FOR REMODELING AND INSTALLATION OF SHOWERS IN THE CITY HALL AND POLICE BUILDING BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND RIDGEWATER HOMES, LLC.; 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.
16. **DISCUSSION AND DIRECTION CONCERNING:** Addressing Landscaping Along I-10 Sound Wall and I-10 Entry and Exit Ramps Destroyed and/or Damaged by Winter

Storm Uri.

17. **DISCUSSION AND DIRECTION CONCERNING:** Changes to Open Meetings Requirements Related to Participation by City Council Members and Planning & Zoning Commission Members via Videoconference or Teleconference as of September 1, 2021
18. **DISCUSSION AND DIRECTION CONCERNING:** Possible Addition of Veterans' Day (November 11) as a Paid City Holiday.
19. **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:
 - 19.1 Section 551.072 – Deliberation Regarding Real Property – Discussion Regarding the Purchase, Exchange, Lease or Value of Real Property.
 - 19.2 Section 551.074 – Personnel Matter – Discussion to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of the Municipal Court Presiding Judge.
20. **RECONVENE**
21. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Matters Discussed in Executive Session.
22. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Briefing by City Staff:
 1. Update on Movie Night
 2. Status of New Production Well
 3. Status of Loeser, Traweek, Lone Star and W. Tex Paving and Utility Improvements Project
 4. Green Valley Drive & Winningham Lane (West of Voss) Roadway, Drainage and Utility Improvements 2020
 5. Status of Implementation of New Access Control and Camera System
 6. Status of Sustainability and Resiliency Chapter of the New Comprehensive Plan
 7. Process for American Rescue Plan Act Funds
 8. Review of City's Standard Specifications for Public Infrastructure Projects
23. **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 July 27, 2021 agenda of items to be considered by City Council was posted on or before the 23rd day of July, 2021, at 12:00 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, JUNE 22, 2021 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 Vajdos at 5:02 p.m.

Members Present:

Mayor Marcus Vajdos

Mayor Pro-Tem Allen Carpenter

Council Member Bo Bothe

Council Member Joy McCormack

Members Absent:

Council Member David Dominy

Council Member Tom Donaho

2. DISCUSSION AND DIRECTION CONCERNING: Modified Budget Policy Assumption for Property Tax Revenues, Salary Increase Scenarios, and Fiscal Year 2021-2022 Draft Budget Summaries for General Fund and Utility Fund.

City Administrator Julie Robinson presented a modified Budget Policy Assumptions for property tax revenues, 2% and 3% salary increase scenarios, and Fiscal Year 2021-2022 draft budget summaries for the General Fund and Utility Fund based on the Council's direction during the May 25 Budget Workshop.

With regard to the Budget Policy Assumption for Property Tax Revenues, Ms. Robinson advised that, after Chief Appraiser Roland Altinger's presentation during the Regular Council Meeting on May 25, 2021, follow-up discussions with HCAD staff, and analyzing the estimated changes in valuation for all of the Major Property Categories, she and City Treasurer Michelle Yi developed and used a modified taxable value that adjusted the Commercial Property Category Valuation to 70% of estimated valuation to calculate the estimated property tax revenues in developing the FY 2021-2022 Draft Budget Summary for the General Fund. After discussion, it was the consensus of the Council that the modified Budget Policy Assumption for property tax revenues as presented by Staff was acceptable and would be used in the development of the draft budget.

As directed by the Council during the May 25, 2021 Budget Workshop, Ms. Robinson presented 2% and 3% salary increase scenarios for Council's review and feedback. There was discussion concerning different bases for salary increases (merit, cost of living adjustments, inflation, competitiveness in the market), changes to the metric for Staff to use in future budget discussions for salary increases, the possibility of considering a step program for employees, and the current update to the City's Pay Classification System that is in progress.

After a lengthy discussion, it was the consensus of the Council to use a 2.5% salary increase scenario for development of the draft budget.

With regard to the funding options for any deficit in the General Fund that may ultimately exist once the draft budget is developed, Ms. Robinson reviewed the two Budget Policy Assumptions that were discussed during the May 25, 2021 Budget Workshop:

- Reducing the transfer from the General Fund to the CIP Fund by the amount needed to balance the FY 2022 Budget
- Possibly designating a portion of the General Fund Fund Balance to offset any property tax revenue losses.

She then advised the Council that, based on Staff's latest actuals and projections for FY 2021, there was a new option for the Council to consider: Utilizing a portion of the anticipated FY 2021 Unassigned Fund Balance to balance the FY 2022 Budget. As of the date of the meeting, the projection of excess revenues over expenditures at the end of FY 2021 was approximately \$321,069. With this amount of excess revenues expected at the end of FY 2021, the deficits in either of the General Fund Draft Summaries for the 2% and 3% Salary Increase Scenarios would easily be offset, and the Council could also consider either a ½ cent or a 1 cent tax rate reduction. Ms. Robinson had anticipated that the Council would want to consider a tax rate reduction based on this information and distributed two different sets of Draft Budget Summaries for the Council's review:

- Possible ½ Cent Tax Rate Reduction Scenario Including a Proposed FY 2022 Tax Rate of \$0.4200 + 2% and 3% Salary Increase Scenarios
- Possible 1 Cent Tax Rate Reduction Scenario Including a Proposed FY 2022 Tax Rate of \$0.4150 + 2% and 3% Salary Increase Scenarios

Following discussion, it was the consensus of the Council for Staff to utilize a property tax rate of \$0.4150 (a 1 cent tax rate reduction) and any FY 2021 excess revenues to offset any deficit in the development of the FY 2022 Draft Budget.

3. ADJOURNMENT

Council Member Carpenter made a motion to adjourn the meeting at 5:54 p.m., and Council Member McCormack seconded the motion. Motion carried 3-0.

Signed: _____

Marcus Vajdos
Mayor

Attest: _____

Roxanne Benitez, TRMC, CPM, CMCC
City Secretary

**MINUTES OF THE REGULAR CITY COUNCIL MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
TUESDAY, JUNE 22, 2021 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 Vajdos at 6:04 p.m.

Members Present:

Mayor Marcus Vajdos

Mayor Pro-Tem Allen Carpenter

Council Member Bo Bothe

Council Member David Dominy (arrived by video conference at 6:10 p.m.)

Council Member Joy McCormack

Members Absent:

Council Member Tom Donaho

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

David Dixon, Assistant Police Chief

Loren Smith, City Attorney

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.**

4.1 Matthew Marchiano, who lives at 1421 Cedarbrook Drive, spoke regarding the newly installed signage located in the school zone areas on Westview Drive.

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 May 25, 2021

- 5.2 Minutes for Regular City Council Meeting on May 25, 2021
- 5.3 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 TAX ASSESSMENT AND COLLECTION SERVICES BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING EXECUTION OF THE INTERLOCAL AGREEMENT BY THE MAYOR; AND PROVIDING AN EFFECTIVE DATE.
- 5.4 Approval of Pay Estimate No. 8 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$19,856.25.
- 5.5 Approval of Pay Estimate No. 1 for Loeser, Traweek, Lone Star, West Tex Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$149,265.00.
- 5.6 Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CHANGE ORDER NUMBER 1 TO THE TO THE SWITCHVOX PHONE SYSTEM IMPLEMENTATION AND SUPPORT AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND BEMA INFORMATION SYSTEMS LLC; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH AGREEMENT; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

Council Member Carpenter made a motion to approve all items on the Consent Agenda, and Council Member McCormack seconded the motion. Motion carried 3-0.

OLD BUSINESS

6. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: May 2021 Police Department Staff Report (Chief Evans):

Captain Schulze provided the report on behalf of Chief Evans.

- 1. Number of Calls for Service – 2,588
- 2. Number of Traffic Violations – 2,564
- 3. Number of K-9 Deployments – 70

7. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: Activities of the Village Fire Department Commissioners Meeting on May 26, 2021 and Any Special Meetings That May Have Occurred since May 26, 2021. (Mayor Pro-Tem Carpenter / Council Member Bothe)

Mayor Pro Tem Carpenter advised that the Village Fire Department is fully staffed and on budget. He also advised that the Village Fire Department renovation project is on schedule, and Staff is projected to move in sometime in September. He added that the contractor has

requested more time to complete the project. Mayor Pro Tem Carpenter spoke regarding an incident that occurred involving a woman who fell through a window. He also read an email from the woman's husband that commended the Village Fire Department and the Memorial Villages Police Department employees for the life-saving actions they undertook while on scene.

8. DISCUSSION AND DIRECTION CONCERNING: Possible Inclusion of Early Completion Incentive Language in Contracts for Capital Infrastructure Projects.

City Administrator Julie Robinson requested direction from the Council regarding the possibility of adding language for early completion incentives in Capital Infrastructure Project (CIP) contracts. Ms. Robinson advised that she had discussions with Travis Sellers with IDS Engineering Group, Charles Eastland with CobbFendley & Associates, and Kevin O'Beirne with HDR about this type of contract provision, and there is not a standard incentive, incentive amount or incentive calculation that applies to all projects. Whether to include an early completion incentive and the amount of the incentive should be determined on a project basis. She also advised that she has already begun reviewing the City's standard bid documents and contract language to ensure that the documents are not structured for failure with regard to the contract time, contract time extensions, and liquidated damages provisions and is also reviewing the standard general conditions that organizations other than the AIA have adopted to determine any other language that may be beneficial for the City to include in its form documents.

After a brief discussion, it was the consensus of the Council not to proceed at this time with including early completion incentives as a standard practice for capital projects; however, the Council would be willing to consider a possible early completion incentive if there were a project for which it might be warranted.

9. DISCUSSION AND DIRECTION CONCERNING: Technical Specifications Utilized for City Capital Infrastructure Projects and Consistency with Sustainability Policies.

Public Works Director Pat Riley advised that, during the April 27, 2021 Workshop Meeting and May 25, 2021 Regular Meeting, there was discussion concerning the technical specifications currently being used by the City with regard to capital infrastructure projects and whether those specifications are consistent with the sustainability policies being included in the proposed Sustainability & Resiliency Chapter of the new Comprehensive Plan. He advised that the City currently utilizes the standard specification for sewer pipe adopted by TCEQ which allows a sewer pipe to leak up to 10 gallons per diameter inch per mile of pipe. There had been previous discussions concerning "zero leakage" specifications; however, such specifications have not been located. Charles Eastland with CobbFendley & Associates spoke regarding leakage specifications used in other cities and added that specifications should be customized for each city. City Administrator Julie Robinson advised that, while the allowable leakage for sewer pipes was the initial issue, it became apparent during their discussion with Mr. Eastland that there may be other technical specifications that should be reviewed to ensure that they are tailored to reflect the City's sustainability policies.

After reviewing the City of Houston's Standard Specification Table of Contents, Mr. Eastland advised that he has identified 10 sections that are recommended to be reviewed for consistency with the City's sustainability policies. Ms. Robinson advised that, due to the

size of such a review and the technical expertise required, Staff's recommendation is to retain CobbFendley to undertake the review of the identified sections and propose any revisions to the sections in order to ensure they reflect the City's policies. The City would be billed for this project on an hourly basis under our current contract.

Mr. Eastland advised that the review would not take very long. There was discussion concerning the City's current technical specifications as well as the purpose and value to the City of the proposed review of the 10 sections of technical specifications. After a brief discussion, the consensus from Council was to have Mr. Eastland provide a cost estimate for and have Staff quantify the return on investment for the project for further discussion with the Council.

- 10. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A PROPOSAL FOR A LICENSE PLATE READER PROGRAM AND EQUIPMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND FLOCK SAFETY; 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. After a brief discussion, Council Member Carpenter made a motion to approve Resolution No. 21-18, and Council Member Dominy seconded the motion. Motion passed 4-0.

At this time, Council Member Carpenter made a motion to take Agenda Item 14 out of order, and Council Member McCormack seconded the motion. Motion carried 4-0.

NEW BUSINESS

- 14. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Award Of Competitive Sealed Bid Number 2021-05-101 For Ground Storage Tank Replacement To W. W. Payton Corporation In An Amount Not To Exceed \$675,000.00.

City Administrator Julie Robinson advised that the bid was published on May 26 and that the bids received were higher than expected due to the increased price of steel, which makes up 85% of the project costs. After a brief discussion, Council Member McCormack made a motion to award Competitive Sealed Bid Number 2021-05-101 for Ground Storage Tank Replacement to W.W. Payton Corporation in an amount not to exceed \$675,000.00, and Council Member Carpenter seconded the motion. Motion carried 4-0.

The Council meeting recessed at 7:13 p.m.

- 11. Demonstration Of Non-Lethal Weapons (Tasers) By The Spring Valley Village Police Department To Be Conducted In The Lobby Of City Hall.**

The City Council proceeded to the parking lot behind City Hall for the demonstration conducted by Asst. Police Chief Dixon and Sergeant Moyer.

The Council meeting reconvened at 7:35 p.m.

12. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Proposed FY 2022 Village Fire Department Budget In The Amount Of \$7,453,447.31 With The City Of Spring Valley Village's Annual Assessment Being \$1,211,185.19 (16.25%).

City Treasurer Michelle Yi presented the Village Fire Department proposed budget for Fiscal Year 2022. After a brief discussion, Council Member McCormack made a motion to approve proposed FY 2022 Village Fire Department Budget in the amount of \$7,453,447.31 with the City of Spring Valley Village's annual assessment being \$1,211,185.19 (16.25%), and Council Member Carpenter seconded the motion. Motion carried 4-0.

13. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Receipt of Report On The Village Fire Department FY 2020 Annual Audit And Approving The FY 2020 Intra-Budgetary Transfers Based on the FY 2020 Audit.

City Treasurer Michelle Yi presented the Village Fire Department annual audit for Fiscal Year 2020. Council Member Bothe made a motion to approve the Village Fire Department FY 2020 Annual Audit and the FY 2020 intra-budgetary transfers based on the FY 2020 audit, and Council Member McCormack seconded the motion. Motion carried 4-0.

15. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution No. 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPOINTING AN ADDITIONAL PROSECUTING ATTORNEY AND NEW MUNICIPAL COURT ADMINISTRATOR TO THE SPRING VALLEY VILLAGE MUNICIPAL COURT; AND PROVIDING AN EFFECTIVE DATE.

Mayor Vajdos read the Resolution by caption only. Council Member McCormack made a motion to approve Resolution No. 21-19, and Council Member Carpenter seconded the motion. Motion passed 4-0.

16. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2021-XX – AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, BY DELETING FROM APPENDIX “A” THEREOF SECTION 6.003 AND SUBSTITUTING THEREFOR A NEW SECTION 6.003; ESTABLISHING A SCHEDULE OF FEES FOR POTABLE WATER; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

Mayor Vajdos read the Ordinance by caption only. After a brief discussion, Council Member Bothe made a motion to approve Ordinance No. 2021-11, and Council Member Carpenter seconded the motion. Motion carried 4-0.

17. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2021-XX – AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, BY DELETING FROM APPENDIX "A" THEREOF SECTION 6.004; ESTABLISHING A SCHEDULE OF FEES FOR SANITARY SEWER SERVICES; AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH.

Mayor Vajdos read the Ordinance by caption only. After a brief discussion, Council Member Bothe made a motion to approve Ordinance No. 2021-12, and Council Member

McCormack seconded the motion. Motion carried 4-0.

18. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: Briefing by City Staff:

1. Status of New Production Well

Public Works Director Pat Riley advised that the project is going well. He also advised that all underground piping and electrical installation have been completed.

2. Status of Loeser, Traweek, Lone Star and W. Tex Paving and Utility Improvements Project

Public Works Director Pat Riley advised that water lines have been installed and drainage work has begun on Lariat. He also advised that the contractor is making good progress.

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

Public Works Director Pat Riley advised that the project is substantially complete, and the contractor is currently completing the punch list items.

6. Virtual Public Meeting for Bingle Road Road Diet.

Public Works Director Pat Riley advised that a virtual public meeting will be held on Tuesday, June 29, 2021 at 6:00 p.m. to receive feedback regarding the proposed road diet on Bingle Road. He also advised that he has received positive feedback on the proposed road diet and has not received any negative feedback thus far.

4. Status of Implementation of New Telephone System.

Assistant to the City Administrator Matthew Hitt advised that the new telephone system was installed on May 28, 2021. He also advised that the technical support BEMA provides has been helpful.

5. Status of Implementation of New Access Control and Camera System.

Assistant to the City Administrator Matthew Hitt advised that the new access control and camera system would begin installation on June 15.

19. ADJOURNMENT

Council Member McCormack made a motion to adjourn the meeting at 8:00 p.m., and Council Member Bothe seconded the motion. Motion carried 4-0.

Signed: _____
Marcus Vajdos
Mayor

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

**MINUTES OF THE SPECIAL CALLED CITY COUNCIL MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
WEDNESDAY, JULY 14, 2021 AT 8:00 A.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 Vajdos at 8:00 a.m.

Members Present:

Mayor Marcus Vajdos

Council Member Bo Bothe

Council Member Tom Donaho

Council Member Joy McCormack

Members Absent:

Mayor Pro-Tem Allen Carpenter

Council Member David Dominy

2. 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:

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

Council adjourned into the Executive Session at 8:02 a.m.

3. RECONVENE

The City Council meeting reconvened at 8:39 a.m.

4. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Matters Discussed in Executive Session.

No action was taken.

5. ADJOURNMENT

Council Member Bothe made a motion to adjourn the meeting at 8:40 a.m., and Council Member Donaho seconded the motion. Motion carried 3-0.

Signed: _____
Marcus Vajdos
Mayor

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

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

MEETING DATE: July 27, 2021

TOPIC:	Resolution Number 21-XX A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CONTRACT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND W. W. PAYTON CORPORATION FOR THE GROUND STORAGE TANK REPLACEMENT PROJECT (BID #2021-05-101); 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.
BACKGROUND:	During the June 22, 2021 meeting, the City Council awarded Competitive Sealed Bid Number 2021-05-101 for Ground Storage Tank Replacement Project to W. W. Payton Corporation in an amount not to exceed \$675,000.00. This Resolution approves a contract with W. W. Payton Corporation for this Project. Please note that, due to the size of the contract, the complete contract has not been included in the packet. The complete contract is on file with and available for inspection from the City Secretary.
RECOMMENDATION:	Staff recommends approval of the Resolution.
ATTACHMENTS:	• Resolution Number 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# _____ ☒ \$_183,600_ from Utility Fund Fund Balance to the Capital Replacement Fund Fund Balance, and then the total construction cost of \$675,000_ from the Capital Replacement Fund Fund Balance to the Capital Replacement Fund Expenditure Acct/Project# <u>15-10-7002</u>
FINANCE VERIFICATION OF FUNDING: [Signature]	
SUBMITTING STAFF MEMBER: Pat Riley, Director of Public Works	CITY ADMINISTRATOR APPROVAL: [Signature]

RESOLUTION NUMBER 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CONTRACT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND W. W. PAYTON CORPORATION FOR THE GROUND STORAGE TANK REPLACEMENT PROJECT (BID #2021-05-101); 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.

WHEREAS, the City Council has been presented a proposed Contract by and between the City of Spring Valley Village, Texas and W. W. Payton Corporation for the Ground Storage Tank Replacement Project (Bid #2021-05-101) (hereinafter called "Contract"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, upon full review and consideration of the Contract and all matters attendant and related thereto, the City Council is of the opinion that the terms and conditions thereof should be approved, and that the Mayor should be authorized to execute the Contract and any and all documents necessary to effectuate such Contract 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 facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The terms and conditions of the Contract, having been reviewed by the City Council of the City of Spring Valley Village and found to be acceptable and in the best interests of the City of Spring Valley Village and its citizens, are hereby in all things approved.

Section 3. The Mayor is hereby authorized to execute the Contract and empowered, for and on behalf of the City, to take all such actions and to execute, verify, acknowledge, certify to, file and deliver all such instruments and documents required in the Contract as shall in the judgment of the Mayor be appropriate in order to effect the purposes of the foregoing resolution and Contract.

Section 4. This Resolution 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

EXHIBIT "A"

TO

RESOLUTION NUMBER 21-XX

FORM CONTRACT FOR CONSTRUCTION

COUNTY OF HARRIS
STATE OF TEXAS

§ CONTRACT BETWEEN THE
§ CITY OF SPRING VALLEY VILLAGE, TEXAS
§ AND WW PAYTON CORPORATION
§ FOR
§ SPRING VALLEY VILLAGE GST REPLACEMENT
§ CSB# 2021-05-101

This Contract made this _____, 2021, by and between W W PAYTON CORPORATION, hereinafter referred to as "Contractor", and the City of Spring Valley Village, Texas, hereinafter referred to as "City", 1025 Campbell, Spring Valley Village, Texas 77055.

For and in consideration of the covenants and agreements contained herein, and of the mutual benefits to be obtained hereby, the parties agree as follows:

ARTICLE 1.

SCOPE OF THE WORK

Contractor shall provide all supervision, labor, materials and equipment necessary for the project identified as Spring Valley Village GST Replacement, Competitive Sealed Bid # 2021-05-101 (hereinafter "Work"). Such Work shall be performed in accordance with the terms and conditions of the City's Specifications for same, a copy of which is attached hereto and incorporated herein for all purposes as Exhibit "A", and the Contractor's Bid Form in response thereto, (hereinafter "Contractor's Bid Form"), a copy of which is attached hereto and incorporated herein for all purposes as Exhibit "B". The Contract consists of the following:

- (a) This Contract by and between the City and Contractor (hereinafter "Contract");
- (b) The City's Specifications for the Work, (Exhibit "A");
- (c) The Contractor's Bid Form dated June 11, 2021 (Exhibit "B");
- (d) The Contractor's Payment Bond for the Work (Exhibit "C");
- (e) The Contractor's Performance Bond for the Work (Exhibit "D"); and
- (f) Construction Schedule Established for the Work (Exhibit "E").

In the event there exists a conflict between any of the terms, clauses, or phrases of the foregoing documents, priority of interpretation shall be in the following order: this Contract, City's Specifications, and Contractor's Bid Form. These documents shall be referred to collectively as "Contract Documents."

ARTICLE 2.

SCHEDULE FOR COMPLETION / LIQUIDATED DAMAGES / DELAYS

2.01 SCHEDULE FOR COMPLETION. Prior to starting Work, the Contractor and the City shall meet to develop a Construction Schedule Established for the Work pursuant to Scope of Work and Special Conditions contained in Exhibit "A." The Construction Schedule shall be signed by the Contractor and the City and become a part of this Contract as Exhibit

"E." The City may request that Contractor develop and submit a Construction Schedule for each street. The Contractor shall submit any major revisions to the approved Construction Schedule as the Work progresses to the City for review. The approved Construction Schedule may only be modified upon the written approval of City.

A written notice to proceed will be issued to the Contractor by the City for the Work. The Work to be performed under this Contract shall be commenced within ten (10) calendar days after the date the written notice to proceed has been issued to Contractor by the City. Contractor shall sign off on the notice to proceed that acknowledges their agreement to the number of days established by the Construction Schedule. Contractor shall fully complete the entire Scope of Work to the satisfaction of the City within **270** calendar days after the date of the written notice to proceed has been issued by the City.

2.02 LIQUIDATED DAMAGES. The parties acknowledge that adherence by Contractor to the approved Construction Schedule and times set forth herein for completion of the Project is essential to this Contract. It is agreed by the parties that the actual damages that might be sustained by City by reason of the breach by Contractor of its promise to timely complete the Work in accordance with the provisions hereof are uncertain and would be difficult to ascertain. It is further agreed that the sum of **\$2,000.00** for each day that completion of the Project or any portion of the Work is overdue according to the Construction Schedule would be reasonable and just compensation for such breach, and Contractor hereby promises to pay such sum as liquidated damages, and not as a penalty, in the event of such breach. Any liquidated damages shall be deducted from Contractor's final payment under this Contract.

2.03 DELAYS. The Contractor shall be entitled to an extension of time specified in the Construction Schedule under this Contract only when claim for such extension is submitted to the City in writing by the Contractor within seven (7) calendar days from and after the time when any alleged cause of delay shall occur; and then only when such extension of time is approved by the City. In adjusting the Contract working time for the completion of the Work, unforeseeable causes defined herein shall be taken into consideration. No allowances shall be made for delays or suspension of the performance of the Work due to the fault of the Contractor. Unforeseeable Cause is defined as:

- (a) An act of God in the form of unusually severe weather conditions, including storms, flood, fire or similar event, that could not have been anticipated or guarded against and which materially affects the work site, including access or egress thereto; or
- (b) A riot or war situation actually involving the site or actually preventing the Contractor from working on the site, but not including any situation involving suppliers off-site other than those essential suppliers as identified to City.

No event shall be deemed an Unforeseeable Cause for the purposes of this Contract unless it actually and directly necessitates a delay in the Work that could not be otherwise remedied by taking reasonably prudent steps, and the Contractor could not reasonably adjust the schedule of the remaining Work to deal with, make up for, or otherwise work around the delays resulting from the Unforeseeable Cause(s).

Notwithstanding any other term contained in the Contract Documents, no adjustment to working time shall be made if, concurrently with the equitable cause for delay, there existed a cause for delay due to the fault or negligence of the Contractor, his agents, employees or subcontractors; and no adjustment shall be made to the Contract price and the Contractor shall not be entitled to claim or receive any additional compensation as a result of or arising out of any delay resulting in adjustment to the working time hereunder, including delays caused by the acts or negligence of the City. Notwithstanding any other provision of the Contract Documents, all claims for extension of working time must be submitted in accordance with the terms specified in the Contract Documents, and no act of the City shall be deemed a waiver or entitlement of such extension.

ARTICLE 3.

CONTRACT PRICE

Compensation for Work satisfactorily performed hereunder shall be in an amount not to exceed the sum of **Six Hundred Seventy-Five Thousand Dollars (\$675,000.00)**. City shall issue progress payments in accordance with the terms of this Contract.

ARTICLE 4.

PROGRESS PAYMENTS

Progress payments for Work completed shall be paid in the following manner: Percentage of completion for materials and labor satisfactorily completed on a monthly basis: ninety (90%) percent of amount billed with ten (10%) percent retained until the entire Contract is completed. Contractor shall furnish City with appropriate documentation evidencing Contractor's payment for all work performed or materials provided by subcontractors. If Contractor is unable to produce such documentation evidencing payment, City may withhold that portion of the payment due to such subcontractor(s), without penalty, until Contractor provides documentation evidencing to City that Contractor has paid all such costs and that there is no existing claim by such subcontractors.

The final payment request from Contractor shall include the release of ten percent (10%) retainage and shall be submitted to the City upon final completion and acceptance of the Work.

Release of Liens. A partial release of liens must be provided with each payment application. A final release of liens must be provided to the City by the Contractor for the entire Work prior to release of the final ten percent (10%) retainage.

ARTICLE 5.

GENERAL PROVISIONS

- 5.1 QUALITY OF WORK.** All Work shall be completed in a workman-like manner to the satisfaction of City and in compliance with all codes, ordinances, and other applicable federal, state, and local laws. Contractor shall be responsible for initial core testing of the Work. However, if any section of the Work fails such core testing, Contractor shall be required to tear out and replace such failing sections of the Work at its sole expense and

shall reimburse City for any and all costs associated with retesting such failing sections of the Work. Upon satisfactory completion of all Work hereunder as determined by City and prior to payment of final invoice by City, Contractor shall provide City with a release of all liens and waiver of claims from subcontractors. Contractor's requirement to provide such release shall be a condition precedent to City's remittance of final payment under this Contract.

- 5.2 **PLAN AND SCALE DRAWING.** The Contractor shall utilize the construction plans and drawings furnished by City to complete the Work.
- 5.3 **LICENSES REQUIRED.** To the extent required by law, all Work shall be performed by individuals duly licensed and authorized by law to perform such Work. The City specifically prohibits the use of subcontractors without written authorization. In the event Contractor receives written authorization from the City to engage subcontractors to perform Work hereunder, Contractor shall fully pay such subcontractor and in all instances remain responsible for the proper completion of the Work hereunder.
- 5.4 **CHANGE ORDERS.** All change orders shall be in writing and signed both by City and Contractor and shall be incorporated in and become part of the Contract Documents.
- 5.5 **INSURANCE.** Contractor warrants that it has obtained and will maintain throughout the duration of the Work, insurance covering injury to its employees and third parties, including coverage for bodily injury and property damage resulting from, related to or arising out of Contractor's Work. Such insurance shall cover acts and omissions of Contractor, its employees, agents, and subcontractors. Contractor shall provide a certificate of insurance showing the City as additional insured and providing such types and amounts of coverage as required in the City's Specifications for the Work attached hereto as Exhibit "A". Such certificate of insurance shall provide that the City is to receive thirty (30) days written notice of cancellation.
- 5.6 **PERMITS.** Contractor shall at its own expense obtain all permits necessary for the Work to be performed.
- 5.7 **REMOVAL OF DEBRIS.** Contractor agrees to remove all debris and leave the premises in a clean condition acceptable to the City.
- 5.8 **DAMAGES.** Contractor shall make every reasonable effort to protect the work area from loss or damage. Any portion of the work area damaged by Contractor during the course of the Work must be repaired by Contractor at no additional cost to the City. Damages shall include, but not be limited to, any damage caused by the Contractor to fences, yards, shrubs, or open public spaces. Any repair work shall match the existing condition of the items and area damaged. The City's policy on items in the rights-of-way is in effect for City projects.
- 5.9 **WARRANTY.** Contractor warrants all Work for a period of twenty-four (24) months following the date of final acceptance of the Work by the City.
- 5.10 **TERMINATION.** City may terminate this Contract upon ten (10) days prior written notice to Contractor.

- 5.11 **TAXES.** The Contractor shall pay sales, consumer, use, and similar taxes that are legally required when the Contract is executed.
- 5.12 **SAFETY.** The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall promptly remedy damages and loss to property caused in whole or in part by the Contractor, its employees, agents, subcontractors, or by any other third party for whose acts the Contractor may be liable.
- 5.13 **VENUE.** The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Contract. The parties agree that this Contract is performable in Harris County, Texas, and that exclusive venue shall lie in Harris County, Texas.
- 5.14 **INDEPENDENT CONTRACTOR.** Contractor covenants and agrees that Contractor is an independent contractor and not an officer, agent, servant or employee of City; that Contractor shall have exclusive control of and exclusive right to control the details of the Work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants and shall indemnify City from all claims and damages resulting from this Work; that the doctrine of respondent superior shall not apply as between City and Contractor, its officers, agents, employees, contractors, subcontractors and consultants, and nothing herein shall be construed as creating a partnership or joint enterprise between City and Contractor.
- 5.15 **SEVERABILITY.** The provisions of this Contract are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Contract is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Contract. However, upon the occurrence of such event, either party may terminate this Contract by giving the other party thirty (30) days written notice.
- 5.16 **ENTIRE AGREEMENT.** This Contract and its attachments embody the entire agreement between the parties and may only be modified in writing if executed by both parties.
- 5.17 **CONTRACT INTERPRETATION.** Although this Contract is drafted by City, should any part be in dispute, the parties agree that the Contract shall not be construed more favorably for either party.
- 5.18 **SUCCESSORS AND ASSIGNS.** This Contract shall be binding upon the parties hereto, their successors, heirs, personal representatives and assigns.
- 5.19 **HEADINGS.** The headings of this Contract are for the convenience of reference only and shall not affect in any manner any of the terms and conditions hereof.

IN WITNESS WHEREOF, the parties have executed this Contract by signing below.
The effective date of this Contract shall be the date of City Council approval.

CITY OF SPRING VALLEY VILLAGE, TEXAS

By: _____

Printed Name: _____

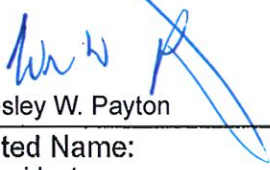
Title: _____

Date: _____

ATTEST:

City Secretary
City of Spring Valley Village, Texas

WW PAYTON CORPORATION,

By:  _____

Wesley W. Payton

Printed Name: _____

President

Title: _____

Date: _____

ATTEST:



Corporate Secretary
Marilyn R. Payton

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

MEETING DATE: July 27, 2021

TOPIC: Resolution No. 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING AND ACCEPTING A RIGHT-OF-WAY DEDICATION FROM MARTIN BANKS AND MARGARET BANKS DEDICATING 0.0557 ACRES OF LAND TO THE CITY TO BE USED AS PUBLIC RIGHT-OF-WAY FOR BURKHART ROAD; PROVIDING FOR THE INCORPORATION OF PREAMBLE AND AN EFFECTIVE DATE.

BACKGROUND: During the April 27, 2021 Council meeting, Staff advised the Council that, as they were developing their engineering proposal for the City, Gessner Engineering had discovered that Burkhart Drive was a private road based on the filed plat. Consequently, Burkhart Drive was not included in the original list of streets in the Cedarspur Street (West of Bingle Road) and Burkhart Road (East of Bingle Road) Pavement and Utility Improvements Project. However, it adjoins Burkhart Road, and the two properties on Burkhart Drive have addresses that are consecutive with addresses on Burkhart Road.

City Administrator Julie Robinson contacted the two property owners on Burkhart Drive on Monday, April 5, 2021, to discuss the Project and whether they would be interested in dedicating the right-of-way to the City in order for the City to be able to include the reconstruction of Burkhart Drive as part of the Project. By the night of the April Council meeting, both property owners had agreed to dedicate the right-of-way to the City.

The City retained Probstfeld & Associates to perform a survey of each of the properties to identify the land to be dedicated by metes and bounds, and City Attorney Loren Smith drafted a Dedication of Easement document for each of the property owners to execute.

This Resolution accepts the conveyance of the road right-of-way from Martin and Margaret Banks.

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# _____

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

	☐ \$_____ 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:

Julie M. Robinson

SUBMITTING STAFF MEMBER:

Julie M. Robinson, City Administrator

CITY ADMINISTRATOR APPROVAL:

Julie M. Robinson

RESOLUTION NO. 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING AND ACCEPTING A RIGHT-OF-WAY DEDICATION FROM MARTIN BANKS AND MARGARET BANKS DEDICATING 0.0557 ACRES OF LAND TO THE CITY TO BE USED AS PUBLIC RIGHT-OF-WAY FOR BURKHART ROAD; PROVIDING FOR THE INCORPORATION OF PREAMBLE AND AN EFFECTIVE DATE.

WHEREAS, Burkhart Road within the corporate limits of the City of Spring Valley Village, Texas (the "City") is currently a private road not owned or maintained by the City; and

WHEREAS, Martin and Margaret Banks, owners of the property located at 8440 Burkhart Road wish to dedicate to the City the right-of-way associated with Burkhart within the City; and

WHEREAS, the City desires to accept the dedication of the Burkhart Road right-of-way, thereby making Burkhart Road a public road within the City; and

WHEREAS, the City Council hereby finds it to be in the best interest of the health, safety and welfare of its citizens to accept such dedication.

NOW, THEREFORE, BE IT RESOLVED 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 Resolution are hereby found to be true and correct.

Section 2. The City of Spring Valley Village, Texas hereby accepts a Dedication of Right-of-Way from Martin and Margaret Banks, a true and correct copy of which is attached to this resolution as Exhibit "A".

Section 3. This Resolution 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

EXHIBIT "A"

TO

RESOLUTION NUMBER 21-XX

DEDICATION OF EASEMENT

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS
COUNTY OF HARRIS §

That Martin and Margaret Banks, hereinafter referred to as "Grantors," for and in consideration of the sum of ten dollars (\$10.00) and other good and valuable consideration paid to Grantors by The City of Spring Valley Village, Texas, hereinafter called "Grantee," the receipt and sufficiency of which are hereby acknowledged and confessed, have GRANTED, SOLD, and CONVEYED, and by these presents do hereby GRANT, SELL, and CONVEY unto the Grantee, its successors, assigns, and legal representatives, a perpetual right-of-way roadway easement, including the right to construct, operate, maintain, inspect, replace, and remove a public roadway along, across, over, and under that certain tract or parcel of land in Harris County, Texas, described by metes and bounds in Exhibit "A" attached hereto, this Exhibit being incorporated herein by this reference for all purposes.

The Grantee may do and perform all acts necessary to construct, operate, maintain, inspect, replace, and remove said roadway along, across, over, and under said easement, and operate thereon all necessary machinery and equipment. Grantors retain, reserve, and shall continue to enjoy the use of the easement area for any and all purposes, which do not unreasonably interfere with or prevent the use by Grantee of the easement, rights, and privileges granted herein, subject to all applicable laws and regulations of the State of Texas or its political subdivisions, including Grantee.

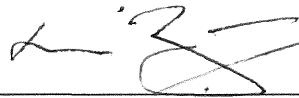
The right-of-way and the rights and privileges herein granted shall be perpetual.

This instrument shall be binding upon the successors, assigns, legal representatives, heirs, executors, and administrators of both the Grantors and the Grantee.

TO HAVE AND TO HOLD the above described easement unto the said Grantee, its successors, assigns, and legal representatives.

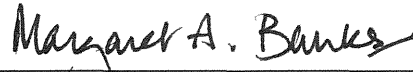
EXECUTED this 2nd day of July, 2021

GRANTOR: MARTIN BANKS



Martin Banks

GRANTOR: MARGARET BANKS



Margaret Banks

ADDRESS OF GRANTEE:

The City of Spring Valley Village, Texas
1025 Campbell Rd
Houston, TX 77055

Attachments: Exhibit "A" - Metes and Bounds

After Recording Please Return to:

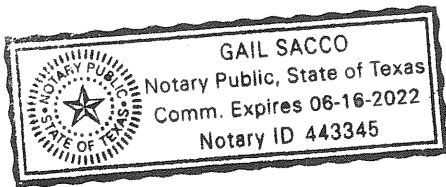
Loren B. Smith
Olson & Olson, L.L.P.
2727 Allen Parkway, Suite 60
Houston, Texas

ACKNOWLEDGEMENT

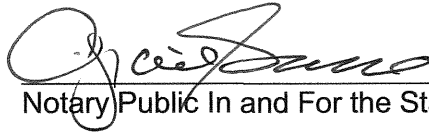
THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Martin Banks known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this 2nd day of July, 2021.



(SEAL)


Notary Public In and For the State of Texas

My Commission Expires: June 16, 2022

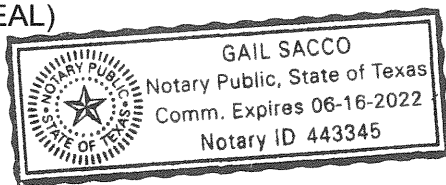
ACKNOWLEDGEMENT

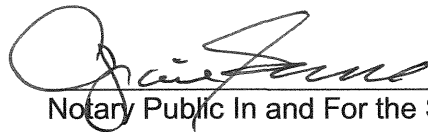
THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Margaret Banks known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this 2nd day of July, 2021.

(SEAL)




Notary Public In and For the State of Texas

My Commission Expires: June 16, 2022

EXHIBIT "A"

8440 Burkhart Road Private Drive & Utility Easement

A tract or parcel of land containing 0.0557 acres (2,428 square feet) being out of and a part of Lot 2, in Block 1, of Burkhart Place, Section One, an addition located in the A. H. Osborne Survey, Abstract 610, Harris County, Texas, according to the map or plat thereof as recorded in Volume 325, Page 41 of the Map Records of Harris County, Texas, said 0.0557 acre tract being a portion of a private drive and also a portion of a 6 foot utility easement located over and across a portion of said Lot 2, said 0.0557 acre tract being more particularly described by metes and bounds as follow with bearings based on the common lot line of Lot 2 and Lot 3, in Block 1 of said Burkhart Place, Section One;

BEGINNING at a point for corner being the intersection of the North right of way line of Burkhart Road, (60 feet in width as recorded in Volume 325, Page 41 of the Map Records of Harris County, Texas), and the centerline of a private drive, (20 feet in width as recorded in Volume 325, Page 41 of the Map Records of Harris County, Texas), said point for corner being the Southeast corner of Lot 2, same being the Southwest corner of Lot 3, in Block 1 of said Burkhart Place, Section One, said point for corner also being the **POINT OF BEGINNING** and the Southeast corner of the herein described tract;

THENCE North 89 degrees 58 minutes 06 seconds West, along the said North right of way line of Burkhart Road, a distance of 10.00 feet to a point for corner being the Southwest corner of said Lot 2, same being the Southeast corner of Lot 1, said point for corner also being the Southwest corner of the herein described tract;

THENCE North 00 degrees 06 minutes 16 seconds East, along the common lot line of said Lot 1 and Lot 2, and with the West line of said 20 foot private drive, a distance of 137.10 feet to a found ½ inch iron rod marking the Northeast corner of said Lot 1, same being a point for angle of said Lot 2, said found ½ inch iron rod also marking a point for angle of the herein described tract;

THENCE North 62 degrees 10 minutes 37 seconds West, along the common lot line of said Lot 1 and Lot 2, a distance of 7.59 feet to a point lying along a curve to the left in the West line of a 6 foot utility easement;

THENCE in a Northerly direction with said curve to the left and with the said West line of a 6 foot utility easement, said curve to the left having a radius of 9.00 feet, a central angle of 21 degrees 18 minutes 06 seconds, an arc length of 3.34 feet, a chord that bears North 33 degrees 39 minutes 15 seconds West, a distance of 3.33 feet to a point being a point of reverse curvature;

THENCE in a Northerly direction with a curve to the right and with the said West line of a 6 foot utility easement, said curve to the right having a radius of 26.00 feet, a central angle of 134 degrees 24 minutes 28 seconds, an arc length of 60.99 feet, a chord that

bears North 22 degrees 53 minutes 56 seconds East, a distance of 47.94 feet to a point lying in the East line of said Lot 2, same being the West line of said Lot 3, said point being the most Northerly point of the herein described tract;

THENCE South 00 degrees 06 minutes 16 seconds West, along the common lot line of said Lot 2 and Lot 3, passing at 6.00 feet a point in the South line of said 6 foot utility easement, continuing for a total distance of 187.58 feet to the **POINT OF BEGINNING** and containing 0.0557 acres, (2,428 square feet), of land.

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

MEETING DATE: July 27, 2021

TOPIC:

Resolution No. 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING PAY APPLICATION NUMBER 7 TO W. W. PAYTON CORPORATION IN THE AMOUNT OF \$207,414.00 PURSUANT TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND W. W. PAYTON CORPORATION FOR THE NEW PRODUCTION WELL PROJECT (CSB #2019-01-01B; PROVIDING FOR INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND:

On June 17, 2021, the City received Pay Application No. 7 for the New Production Well Project for W. W. Payton Corporation in the amount of \$207,414.00 from WSP with a recommendation for approval. Because it had not been submitted by the deadline established for the submission of agenda items, this Pay Application was not included on the Council's June 22, 2021 agenda for approval.

Since the next Council meeting would not be until July 27, 2021, and to ensure prompt payment to the contractor, City Administrator Julie Robinson executed Pay Application No. 7 on June 22, 2021 and authorized payment to W. W. Payton pursuant to the City's contract for the project.

This Resolution formally ratifies Ms. Robinson's actions on behalf of the City.

RECOMMENDATION: Staff recommends approval of the Resolution.

ATTACHMENTS:

- Resolution Number 21-XX

FUNDING ISSUES:

- ☐ Not applicable – no dollars are being spent or received.
☒ Full amount already budgeted in Acct/Project# 20-60-7401
☐ 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# _____

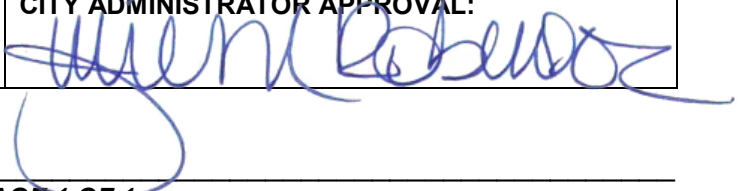
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Pat Riley, Director of Public Works

CITY ADMINISTRATOR APPROVAL:



RESOLUTION NUMBER 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING PAY APPLICATION NUMBER 7 TO W. W. PAYTON CORPORATION IN THE AMOUNT OF \$207,414.00 PURSUANT TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND W. W. PAYTON CORPORATION FOR THE NEW PRODUCTION WELL PROJECT (CSB #2019-01-01B); PROVIDING FOR INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 22, 2021, the City Administrator executed Pay Application Number 7 to W. W. Payton Corporation in the amount of \$207,414.00 pursuant to the Agreement by and between the City of Spring Valley Village, Texas and W. W. Payton Corporation for the New Production Well Project (CSB #2019-01-01B) ("Pay Application 7"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, on behalf of the City of Spring Valley Village; and

WHEREAS, upon review and consideration of all matters attendant and related thereto, the City Council hereby finds and determines that: (1) it is in the best interests of the City of Spring Valley Village and its citizens to execute Pay Application Number 7; and (2) that the actions of the City Administrator in executing Pay Application Number 7 should be ratified in all respects.

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 actions of the City Administrator taken for and on behalf of the City in executing Pay Application Number 7 on behalf of the City of Spring Valley Village are ratified in all respects.

Section 3. This Resolution 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

EXHIBIT "A"

TO

RESOLUTION NUMBER 21-XX



MEMO

TO: Julie Robinson, ICMA-CM, Pat Riley and Michelle Yi,
City of Spring Valley Village

FROM: Peter Lyman, P.E., WSP USA

SUBJECT: Review of W.W. Payton Corporation, Estimate No. 7 for Payment -
City of Spring Valley Village New Production Well, Project No. 2019-01-01B,
TWBD SWIFT Project No. 51056

DATE: June 17, 2021

Attached to this document is Estimate No. 7 (Date June 14, 2021) with the Affidavit of Bills Paid and Partial Waiver of Lien that W. W. Payton Corporation provided for the City of Spring Valley Village project referenced above. Estimate No. 7 includes the completed work from May 14, 2021 through June 14, 2021. WSP has checked the documents attached, including the unit prices, quantities charged and amounts listed, and recommends the estimate for payment. The notice to proceed date was 5/23/19 and the adjusted completion date is 7/09/21.

Please see below for additional project information:

ORIGINAL CONTRACT AMOUNT \$3,150,000.00

Total Value of Work Completed to 6/14/21	\$2,682,560.00
Retainage of 10%	\$268,256.00
Total Amount of Prior Payments	\$2,206,890.00
Amount Due this Estimate No. 7	\$207,414.00
Total Remaining Balance	\$541,440.00



Please contact us, if you have any related questions.

A handwritten signature in blue ink, appearing to read 'Peter Lyman'.

Peter Lyman, P.E.
Environmental Engineer

MONTHLY ESTIMATE APPLICATION

DATE: 6/14/2021

CLIENT: CITY OF SPRING VALLEY VILLAGE

ADDRESS: 1025 Campbell Rd
Houston, TX 77055

PROJECT: NEW PRODUCTION WELL

PROJECT NO.: 2019-01-01B

TWDB SWIFT PROJECT NO.: 51056

CONTRACTOR: W.W. Payton Corporation

ADDRESS: P.O. BOX 1056
Katy, Texas 77492

ESTIMATE NO: 7

FROM: 5/14/2021 TO 6/14/2021

CONTRACT TIME: 400 C.D.

EXTENSIONS: 379 C.D.

NTP DATE: 5/23/2019

ORIGINAL COMPLETION DATE: 6/26/2020

PROJECT EST. COMPLETION DATE: 7/9/2021

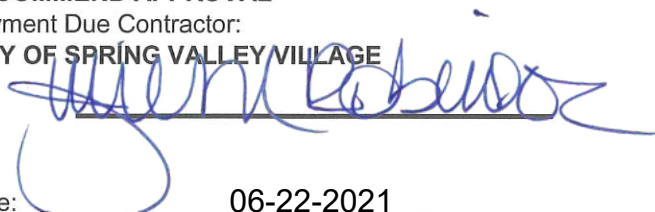
ANALYSIS OF CONTRACT AMOUNT

Original Contract Amount	\$3,150,000.00
Change Order:	\$74,000.00
Adjusted Contract Amount:	\$3,224,000.00
Total Value of Work Completed to Date:	\$2,682,560.00
Less 10% Retainage:	\$268,256.00
Total Completed, Less Retainage	\$2,414,304.00
Less Previous Applications for Payment:	\$2,206,890.00
****AMOUNT DUE THIS ESTIMATE****	\$207,414.00

RECOMMEND APPROVAL

Payment Due Contractor:

CITY OF SPRING VALLEY VILLAGE

By: 

Date: 06-22-2021

AGREED:

W.W. Payton Corporation

By: 

Date: 6/17/21

APPROVED:

By: _____

Date: _____

W. W. PAYTON CORPORATION
General Contractor Serving Texas
P.O. Box 1056 Katy, Texas 77492-1056

June 14, 2021

City of Spring Valley Village
1025 Campbell Rd
Houston, TX 77055

Attn: WSP USA - Mr. Peter Lyman, P.E.

Estimate No. 7
City of Spring Valley Village
New Production Well
Project No. 2019-01-01B
Payton Job No. 684
TWDB SWIFT Project No. 51056

We estimate the total amount of work done for the period ending 6/14/21 for the above references project to be:

		QTY.	QTY.	QTY.	DONE		UNIT	AMOUNT
	DESCRIPTION	BID	PRIOR	THIS PERIOD	TOTAL	UNIT	PRICE	COMPLETE
UNIT B: BASE BID ITEMS								
1	Mobilization and demobilization for Water Well No. 2	1	0.5	0.5	1	LS	\$60,000.00	\$60,000.00
2	Drill, construct, test and equip Water Well No. 2						1,678,000.00	
a	Pilot hole drilled, logged and sampled	1	1	0	1	LS	375,000.00	375,000.00
b	Reaming of pilot hole and conductor casing set and cemented in place	1	1	0	1	LS	375,000.00	375,000.00
c	Underreaming the pilot hole below the conductor casing	1	1	0	1	LS	190,000.00	190,000.00
d	Production casing and screen(s) set in place	1	1	0	1	LS	350,000.00	350,000.00
e	Graveling, sterilizing, developing and testing the well.	1	1	0	1	LS	268,000.00	268,000.00
f	Furnishing the test pumping equipment & Pump Test	1	1	0	1	LS	100,000.00	100,000.00
g	Well yard clearing, grading sidewalks, surfacing, topsoil seeding and sodding	1				LS	20,000.00	
3	Well Pump Equipment						235,000.00	
a	Concrete pump foundation	1	1	0	1	LS	6,000.00	6,000.00
b	Permanent Pumping Equipment & Discharge Head	1	1	0	1	LS	185,000.00	185,000.00
c	Electric Motor	1	1	0	1	LS	44,000.00	44,000.00
4	Discharge Piping manifold from Well 1 to meter run, concrete sidewalk and pipe supports, complete	1	0.35	0.6	0.95	LS	40,000.00	38,000.00
5	Turn discharge head of existing pump at well 1, demolish existing pump foundation and construct new concrete pump foundation	1	-	-	-	LS	30,000.00	DELETE/NOT USED
6	Discharge Piping manifold from Well 2 to meter run, concrete sidewalk and pipe supports, complete	1	0.35	0.6	0.95	LS	40,000.00	38,000.00
7	Meter run piping and fitting and collection line to tie-in with existing piping to the ground storage tanks	1	0.2	0.75	0.95	LS	50,000.00	47,500.00
8	All electrical work , programming work, electrical foundation pads and canopy for Well No. 2	1	0.62	0.18	0.8	LS	325,000.00	260,000.00

	DESCRIPTION	QTY. BID	QTY. PRIOR	QTY. THIS PERIOD	DONE TOTAL	UNIT	UNIT PRICE	AMOUNT COMPLETE
UNIT B: BASE BID ITEMS Cont.								
9	All chlorination, ammonia, fluoride and polyphosphate system work for single injection point at the water plant	1	0.1	0.15	0.25	LS	295,000.00	73,750.00
10	Building foundation, two 8'X8' FRP buildings and one 10' X 10' FRP building for chemical systems	1	1	0	1	LS	105,000.00	105,000.00
11	Concrete splash box and drain for well No. 1	1	0	1	1	LS	4,210.00	4,210.00
12	Concrete splash box and drain for well No. 2	1	0	1	1	LS	8,000.00	8,000.00
13	Asphalt apron and subgrade around Well No. 2	7850				SF	9.00	
14	8-foot chain link fence	500				LF	25.00	
15	16-foot wide chain link double swing gate	2				EA	1,700.00	
16	3-foot wide chain link single pedestrian swing gate	1				EA	1,000.00	
17	Filter fabric fence	240				LF	1.00	
18	Sound barrier	250	120	0	120	LF	80.00	9,600.00
Total Unit B								\$2,537,060.00
	DESCRIPTION	QTY. BID	QTY. PRIOR	QTY. THIS PERIOD	DONE TOTAL	UNIT	UNIT PRICE	AMOUNT COMPLETE
UNIT C: EXTRA BID ITEMS								
19	Spectralog, if required by the City, in the pilot hole after making and reviewing Gamma Ray Log, all complete	1	1	0	1	EA	\$1,600.00	\$1,600.00
20	Furnish and install 30-sack cement plug, if required, in the pilot hole below the selected completion depth of the well, complete	1	1	0	1	EA	6,000.00	6,000.00
21	Extra sacks of cement more than the base amount of 30 sacks in a cement plug below the selected completion depth of the well included in Item 20 above	10				SK	25.00	
22	Complete water - sampling operation in the pilot hole from which the City requires water samples to be taken with a base development and pumping time of 36 hours, water samples and analyses, and associated static and pumping water-level measurements and pumping rate, all complete	3	2	0	2	EA	32,200.00	64,400.00
23	Pilot hole, as required, other than the 1,300-foot base depth for well in item 2	50				LF	60.00	
24	Abandonment, if required, of pilot hole included in item 2	1				EA	105,000.00	
25	20-inch diameter surface casing , as required, cemented in place other than the 730-foot base depth for the well in item 2	10	-5	0	-5	LF	180.00	-900.00
26	14-inch diameter blank production casing, as required, in place other than the 320-foot base length for the well in item 2	10	-87	0	-87	LF	100.00	-8,700.00

	DESCRIPTION	QTY. BID	QTY. PRIOR	QTY. THIS PERIOD	DONE TOTAL	UNIT	UNIT PRICE	AMOUNT COMPLETE
UNIT C: EXTRA BID ITEMS Cont.								
27	14-inch diameter stainless steel screen wrapped on mild steel pipe, as required in place other than the 230-foot base length for the well in item 2	15	102	0	102	LF	250.00	25,500.00
28	20-foot length of pump column assembly, air-line, and one 1 1/4-inch schedule 40 PVC tube in place complete, if required, other than the 520-foot base length for the pump in item 3	4				EA	2,500.00	
29	Intermediate stage of bowl assembly (cast iron) added to the pump, as quoted in item 3, if required, and as shown in the pump data submittals for present conditions	2				EA	2,000.00	
30	Intermediate stage of bowl assembly (ductile iron) added to the pump, as quoted in item 3, if required, and as shown in the pump data submittals for present conditions	2				EA	2,250.00	
31	One-hour of pumping or water level recovery time, if required, other than 36 hours for a complete water sampling operation given in item 22	20				HR	\$75.00	
32	One-hour of pumping test time, if required, other than 96 hours given for the well in Item 2.	10				HR	300.00	
Total Unit C:								\$87,900.00
UNIT D: CASH ALLOWANCE								
1	CenterPoint Energy Allowance for Electrical Service for Well 2	1					\$35,000.00	
Total Unit D:								\$0.00
UNIT E: CHANGE ORDER								
1	Concrete Masonry Unit (CMU) Building	1	0.9	0	0.9	LS	64,000.00	57,600.00
1a	Contingency-Concrete Masonry Unit (CMU) Building	1				LS	10,000.00	
2	Increased the Contract Time by 279 days							
3	Increased the Contract Time by 100 days							
Total Unit E:								\$57,600.00

NOTE: This breakdown is approximate and intended only for the purpose of preparing monthly pay estimates

	Original Contract Amount	Current Contract Amount
Unit B: Base Bid Items (1-18)	\$2,978,000.00	\$2,978,000.00
Unit C: Extra Bid Items (19-32)	\$137,000.00	\$137,000.00
Unit D: Cash allowance (1)	\$35,000.00	\$35,000.00
Unit E: Change Order (1-2)		\$74,000.00
Total Amount:	\$3,150,000.00	\$3,224,000.00

WORK DONE TO DATE			
Unit B: Base Bid Items (1-18)		:	\$2,537,060.00
Unit C: Extra Bid Items (19-32)		:	\$87,900.00
Unit D: Cash allowance (1)		:	\$0.00
Unit E: Change Order (1)		:	\$57,600.00
Total Amount Done to Date		:	\$2,682,560.00
Less Retainage	10%	:	\$268,256.00
Difference		:	\$2,414,304.00
Less Previous Estimate		:	\$2,206,890.00
TOTAL AMOUNT DUE THIS ESTIMATE			\$207,414.00

Sincerely,

Chad Payton

APPROVED FOR PAYMENT

City of Spring Valley Village

BY:

DATE:

PLEASE RETURN ONE (1) APPROVED COPY FOR OUR FILES

PARTIAL WAIVER OF LIEN

THE STATE OF TEXAS
COUNTY OF WALLER

The undersigned contracted with City of Spring Valley Village to furnish New Production Well in connection with certain improvements to real property located in Harris County, Texas, and owned by City of Spring Valley Village which Improvements are described as follows:

City of Spring Valley Village New Production Well Project
BID Job No. 2019-01-01B

In consideration of Pay Estimate No. 7 in the amount of Two Hundred Seven Thousand Four Hundred Fourteen and No/100 DOLLARS (\$207,414.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confessed, the undersigned does hereby waive and release any mechanics' lien or materialmen's lien or claims of lien that the undersigned has or hereafter has on the above-mentioned real property on account of any labor performed or materials furnished or to be furnished or labor performed and materials furnished by the undersigned pursuant to the above-mentioned contract or any constitutional lien that the undersigned may have.

Undersigned hereby guarantees that all bills for labor performed and/or materials furnished in the erection and construction of such Improvements on the Property have been fully paid and satisfied and Undersigned does further guarantee that if for any reason a lien or liens are filed for material or labor against said Property arising out of any bills for material or labor in connection with the erection or construction of said Improvements thereon, Undersigned will obtain a settlement of such lien or liens and a proper release thereof shall be obtained.

W. W. Payton Corporation

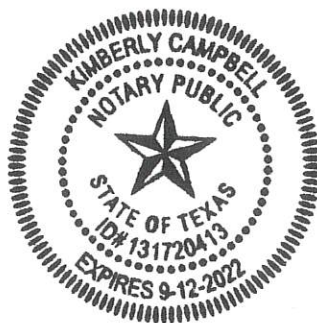
By: W. W. Payton
Wesley W. Payton - President

SWORN TO AND SUBSCRIBED BEFORE ME, on this the 14th day of June, 2021, to certify which witness my hand and seal of office.

Kimberly Campbell

Kimberly Campbell
NOTARY PUBLIC in and for the State of Texas

My Commission Expires:
9-12-2022



AFFIDAVIT OF BILLS PAID

**THE STATE OF TEXAS
COUNTY OF WALLER**

Wesley W. Payton, being first duly sworn that he is President of W. W. Payton Corporation, of Waller County, Texas hereinafter called "Company" and That said company has performed work and/or furnished material for City of Spring Valley Village hereafter called "Owner", pursuant to a contract, dated March 26th, 2019 (hereinafter called "Contract") for the construction of:

City of Spring Valley Village
City of Spring Valley Village New Production Well Project
BID Job No. 2019-01-01B

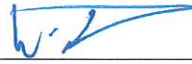
That all just and lawful invoices against the company for labor, materials and expendable equipment employed in the performance of the Contract have been paid in full prior to acceptance of payments for the Owner, and

That no mechanic's or materialman's liens have been filed upon the property of the Owner or materials incorporated into the Facilities, and

That the Company agrees to indemnify and hold the Owner and Engineers harmless from all liability arising from claims by subcontractors, materialmen and suppliers under Contract, and

That no claims have been made or filed upon the payment bond, and

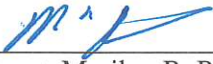
That the Company has not received any claims or notice of claims from the subcontractor, materialmen and suppliers.

By: 

Title: President

Printed Name: Wesley W. Payton

ATTEST:


Printed Name: Marilyn R. Payton - Secretary

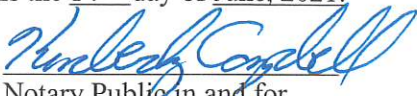
**THE STATE OF TEXAS
COUNTY OF WALLER**

Before me, the undersigned authority, on this day personally appeared Wesley W. Payton the President of W. W. Payton Corporation a Texas corporation, known to me to be the person and office whose name is subscribe to the foregoing instrument, and acknowledged to me that he executed the same as the act and deed of such corporation, for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 14TH day of June, 2021.

Commission Expires: 9-12-2022




Notary Public in and for
State of Texas
Kimberly Campbell
(Printed Name of Notary)

W.W. PAYTON CORPORATION
GENERAL CONTRACTOR SERVING TEXAS
P.O. BOX 1056 KATY, TEXAS 77492-1056
(281) 371-7068 / FAX (281) 371-7069
CITY OF SPRING VALLEY VILLAGE
NEW PRODUCTION WELL
PROJECT NO. 2019-01-01B

PAY APPLICATION No.: 7

REPORTING PERIOD: 5/14/21-6/14/21

SUBCONTRACTOR AND WORK PERFORMED DURING THIS PERIOD:

Subcontractor – ALSAY
JCS

Brief Description of work done:

DEMOBILIZE WATER WELL EQUIPMENT

CHEMICAL

W. W. PAYTON CORPORATION

GENERAL CONTRACTOR SERVING TEXAS

P.O. BOX 1056 – KATY, TEXAS 77492-1056

(281) 371-7068

CITY OF SPRING VALLEY VILLAGE
PRODUCTION WATER WELL, ELECTRICAL & CHLORINATION
PAYTON JOB NO. 684

SCHEDULE OF COMPLETION

Work Items	Start	Completion
NOTICE TO PROCEED		
Submittal Preparation/ Obtain Permits/ Staking etc...		complete
Construct sound wall for drilling operations		complete
Drill test hole and construct water well		complete
Construction of chemical/control building foundation		complete
Remove forms from building foundation		complete
CMU building construction including roofing		complete
Water Well 2 discharge and meter run piping		complete
Installation of storm sewer		complete
Chemical	05/10/21	06/25/21
Electrical	05/10/21	07/02/21
COMPLETION DATE		July 9, 2021

Notes

1. This is a tentative schedule based upon normal jobsite & weather conditions and information available at this time;
2. Electrical work will be incorporated into project as required to meet the completion time.

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

MEETING DATE: July 27, 2021

TOPIC:	Approval of Pay Estimate No. 2 for Loeser, Traweek, Lone Star, West Tex Pavement & Utility Improvements Project to Conrad Construction Co., LTD. of \$292,442.44
---------------	---

BACKGROUND:	This is the second pay estimate to be submitted by Conrad Construction Co., LTD. for the Loeser, Traweek, Lone Star, West Tex Pavement & Utility Improvements Project (CSB# 2020-11-101) for work completed on the Project from June 1, 2021, to June 30, 2021.
--------------------	---

RECOMMENDATION:	IDS Engineer Project Manager Coy P. Custer and City Staff have reviewed Pay Estimate No. 2 and recommend approval.
------------------------	--

ATTACHMENTS:	• Pay Estimate No. 2 Submitted By Conrad Construction Co., LTD.
---------------------	---

FUNDING ISSUES:	☐ Not applicable – no dollars are being spent or received. ☒ Full amount already budgeted in Acct/Project #25-50-7517 ☐ 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:

Pat Riley, Public Works Director

CITY ADMINISTRATOR APPROVAL:



DIVIDER PAGE



July 9, 2021

Spring Valley Village
1025 Campbell Road
Houston, TX 77055

Attention: Mr. Pat Riley

Reference: Paving and Utility Improvements to Serve Lone Star Dr, Loeser Dr, Traweek Dr, West
Tex Dr and Lariat Dr
CSB #2021-11-101; IDS Project No. 2316-001-00

Dear Mr. Riley:

Enclosed is an Application and Certificate for Payment No. 2 for the above referenced project for the period of June 1, 2021 to June 30, 2021. As itemized in this estimate, we recommend payment to Conrad Construction Co., Ltd in the amount of \$292,442.44 at this time.

As of June 30, 2021, the project was approximately 17% complete of the contract sum to date. A qualified project representative was assigned to the project to observe the work as it was being performed. To the best of my knowledge, all work has been performed in accordance with the construction plans and contract specifications.

1	Original Contract Amount	\$ 2,837,491.00
2	Total Change Orders	\$ 17,050.04
3	Total Current Contract Amount	\$ 2,854,541.04
4	Construction Materials Testing to Date	\$ 3,353.00
5	Payment to Centerpoint	\$ -
6	Total Value of Work Completed to Date	\$ 490,786.04
7	Total Materials Stored to Date	\$ -
8	Total Completed & Stored to Date	\$ 490,786.04
9	Retainage (10%)	\$ 49,078.60
10	Total Completed, Less Retainage	\$ 441,707.44
11	Total Amount of Prior Payments	\$ 149,265.00
12	Current Due Amount	\$ 292,442.44
13	Total Balance Remaining (Including Retainage)	\$ 2,562,098.60
14	Notice to Proceed Date	17-May-21
15	Project Estimated Completion Date	28-Mar-22
16	Percentage Complete of the Contract Sum	17%

Pat Riley
City of Spring Valley Village
July 9, 2021
Page 2 of 2

Sincerely,



Coy P. Custer, P.E., ENV SP
Project Manager

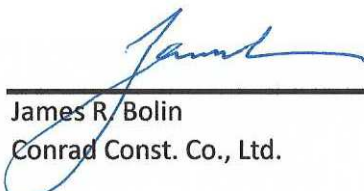
Attachments

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

Project: Lone Star Dr., et al , Project No. 2020-11-101

Pay Application No.	2	Work To Date:	\$ 490,786.04
Application Period	6/1/21 thru 6/30/21		
Original Contract Amount	\$ 2,837,491.00	Remaining Work	\$ 2,363,755.00
Revised Contract Amount	\$ 2,854,541.04		
Notice To Proceed	5/17/2021		

Total Work To Date:	\$ 490,786.04
Materials Stored to Date	\$ -
Total Work To Date & Stored Materials	\$ 490,786.04
Retainage (10%)	\$ 49,078.60
Total Work Complete, Less Retainage	\$ 441,707.44
Less Previous Payments	\$ 149,265.00
Total Due This Application	\$ 292,442.44


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


Coy P. Custer, P.E.
Engineer - IDS Engineering Group

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: Lone Star Dr., et al – Paving & Utilities, Bid No. 2020-11-101

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 6.1.21 through 6.30.21 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 7.1.21.

Firm: Conrad Construction Co., Ltd.

By :

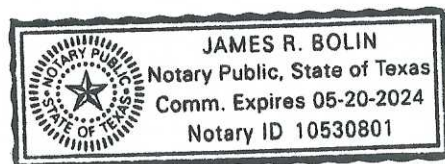

Brian Conrad

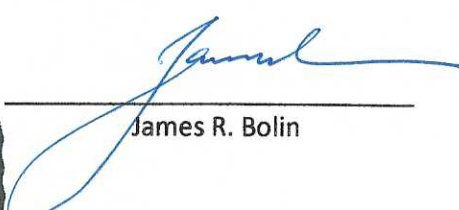
Date : 7.1.21

Title :

Vice President

Signed and sworn to before me a Notary Public in and for Harris County, Texas this 1st day of July, 2021.




James R. Bolin

Lone Star Drive, et al – Project No. 2020-11-101

Conrad Construction Co., Ltd.

Pay Application No.: 2

Reporting Period: 6.1.21 thru 6.30.21

Subcontractor and Work Performed During This Period

South Point Dividing - construction staking

Highway 1, LLC - Traffic Control maintenance

TCH Directional Drilling - Water line and appurtenances

INVOICE

Invoice Date: 06/29/2021
Invoice No: 21-6-000039



GESSNER
ENGINEERING

Page 1 of 3

Client Address: Conrad Construction Co., LTD
Brian Conrad, Vice President
PO Box 841134

Houston, TX. 77284 USA

Cust No: 215422
Project No: 21-0576-02
Project Desc.: Spring Valley Village #2
Lone Star Dr, Loeser Dr, Traweek Dr, W Tex Dr
and Lariat Drive

===== Invoice Summary by Billing Code =====

	<u>Unit Rate</u>	<u>Qty</u>	<u>Extension</u>
E-001 - In-Place Nuclear Density (ASTM D6938)	\$20.00	24.00	\$480.00
E-005 - Standard Proctor (ASTM D698)	\$180.00	1.00	\$180.00
E-006 - Standard Proctor w/classification tests (ASTM D698)	\$250.00	1.00	\$250.00
E-032 - Round Trip Travel Fee, per hour	\$60.00	17.50	\$1,050.00
L-002 - CMT Project Manager	\$100.00	2.75	\$275.00
L-011 - Technician	\$52.00	21.50	\$1,118.00
Total for this Invoice:			\$3,353.00

===== 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>
12516-1	06/03/2021	4.00	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00	\$80.00
12516-1	06/03/2021	2.50	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00	\$150.00
12516-1	06/03/2021	0.25	L-002 - CMT Project Manager	hr	\$100.00	\$25.00
12516-1	06/03/2021	1.50	L-011 - Technician	hr	\$52.00	\$78.00
Lab Number 12516-1 for a Subtotal of:						\$333.00
12544	06/03/2021	1.00	E-006 - Standard Proctor w/classification tests (ASTM D698)	ea	\$250.00	\$250.00
12544	06/03/2021	0.50	L-002 - CMT Project Manager	hr	\$100.00	\$50.00
Lab Number 12544 for a Subtotal of:						\$300.00
12545-1	06/07/2021	4.00	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00	\$80.00
12545-1	06/07/2021	2.50	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00	\$150.00
12545-1	06/07/2021	0.25	L-002 - CMT Project Manager	hr	\$100.00	\$25.00
12545-1	06/07/2021	5.75	L-011 - Technician	hr	\$52.00	\$299.00
Lab Number 12545-1 for a Subtotal of:						\$554.00

REMIT TO: 401 West 26th Street, Suite 3
Bryan, Texas 77803
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/>

INVOICE

Invoice Date: 06/29/2021
Invoice No: 21-6-000039



GESSNER
ENGINEERING

Page 2 of 3

===== 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>
12570-1	06/08/2021	3.00 ✓	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00 ✓	\$60.00
12570-1	06/08/2021	2.50 ✓	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00 ✓	\$150.00
12570-1	06/08/2021	0.25 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$25.00
12570-1	06/08/2021	3.75 ✓	L-011 - Technician	hr	\$52.00 ✓	\$195.00
Lab Number 12570-1 for a Subtotal of:						\$430.00
12571	06/07/2021	1.00 ✓	E-005 - Standard Proctor (ASTM D698)	ea	\$180.00 ✓	\$180.00
12571	06/07/2021	0.50 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$50.00
Lab Number 12571 for a Subtotal of:						\$230.00
12580-1	06/09/2021	3.00 ✓	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00 ✓	\$60.00
12580-1	06/09/2021	2.50 ✓	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00 ✓	\$150.00
12580-1	06/09/2021	0.25 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$25.00
12580-1	06/09/2021	1.00 ✓	L-011 - Technician	hr	\$52.00 ✓	\$52.00
Lab Number 12580-1 for a Subtotal of:						\$287.00
12584-1	06/10/2021	3.00 ✓	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00 ✓	\$60.00
12584-1	06/10/2021	2.50 ✓	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00 ✓	\$150.00
12584-1	06/10/2021	0.25 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$25.00
12584-1	06/10/2021	1.75 ✓	L-011 - Technician	hr	\$52.00 ✓	\$91.00
Lab Number 12584-1 for a Subtotal of:						\$326.00
12610-1	06/11/2021	4.00 ✓	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00 ✓	\$80.00
12610-1	06/11/2021	2.50 ✓	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00 ✓	\$150.00
12610-1	06/11/2021	0.25 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$25.00
12610-1	06/11/2021	4.00 ✓	L-011 - Technician	hr	\$52.00 ✓	\$208.00
Lab Number 12610-1 for a Subtotal of:						\$463.00
12632-1	06/14/2021	3.00 ✓	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00 ✓	\$60.00
12632-1	06/14/2021	2.50 ✓	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00 ✓	\$150.00
12632-1	06/14/2021	0.25 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$25.00

REMIT TO: 401 West 26th Street, Suite 3
Bryan, Texas 77803
1-877-GESSNER
ar@gessnereng.com

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INVOICE

Invoice Date: 06/29/2021
Invoice No: 21-6-000039



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Page 3 of 3

===== 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>
12632-1	06/14/2021	3.75	L-011 - Technician	hr	\$52.00	\$195.00
Lab Number 12632-1 for a Subtotal of:						\$430.00
Total for this Invoice:						\$3,353.00

REC VENDOR
RB JOB 200330
BC GL
DON
JAKE ENTERED

REMIT TO: 401 West 26th Street, Suite 3
Bryan, Texas 77803
1-877-GESSNER
ar@gessnereng.com

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<https://www.gessnerengineering.com/invoice/>

From: Darren Goldberg
Sent: Thursday, July 1, 2021 11:00 AM
To: rbolin@swbell.net
Subject: June Invoice for Spring Valley #2 Project

Ric,

Here is the invoice from June. Please let me know if there is anything else you need.

Thank you,

Darren Goldberg | Construction Materials Testing
c. 979.219.3175
t. 1.877.GESSNER
Gessner Engineering, LLC
www.gessnerengineering.com
Civil | CMT | Geotechnical | Structural | Surveying
Bryan | Brenham | Fort Worth | Georgetown | San Antonio

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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: COY P. CUSTER, P.E. - PROJECT MANAGER
REF: LONE STAR DR., ET AL - PAVING & UTILITIES
PROJ #: BID NO. 2020-11-101 , CC# 20/0330
DATE: 6/30/2021

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%	\$ 80,000.00	\$ 80,000.00
2. TRAFFIC CONTROL & REGULATION	1.00	LS	0.09	0.15	0.24	24%	\$ 50,000.00	\$ 12,000.00
3. FLAGMAN	1.00	LS	0.10	0.10	0.20	20%	\$ 7,500.00	\$ 1,500.00
4. ELECTRONIC MESSAGE BOARD	10.00	MO			0.00	0%	\$ 1,250.00	\$ -
5. TREE PROTECTION PLAN	1.00	LS	0.09	0.15	0.24	24%	\$ 30,000.00	\$ 7,200.00
6. TREE REMOVAL (0" TO 11.99" DIA.)	4.00	EA			0.00	0%	\$ 750.00	\$ -
7. TREE REMOVAL (12" TO 29.99" DIA.)	2.00	EA			0.00	0%	\$ 1,250.00	\$ -
8. TREE REMOVAL (30" TO 45" DIA.)	1.00	EA			0.00	0%	\$ 2,000.00	\$ -
9. FLEXIBLE BASE COURSE FOR TEMP. DRIVEWAYS	56.00	EA			0.00	0%	\$ 500.00	\$ -
10. 8" TEMPORARY ASPHALT PAVING TYPE "B" BLACK BASE	460.00	SY	58.33		58.33	13%	\$ 50.00	\$ 2,916.50
11. REMOVE & DISPOSE PIPE CULVERT, SEWERS AND SEWER LEADS (ALL SIZES)	1486.00	LF			0.00	0%	\$ 12.00	\$ -
12. REMOVE & DISPOSE OF EXISTING CURB INLETS	2.00	EA			0.00	0%	\$ 750.00	\$ -
13. REMOVE & DISPOSE OF EXISTING STORM MANHOLES, ALL DEPTHS	2.00	EA			0.00	0%	\$ 750.00	\$ -
14. REMOVE & DISPOSE OF EXISTING SAFETY END TREATMENTS (SETs)	6.00	EA			0.00	0%	\$ 400.00	\$ -
15. REMOVE & DISPOSE OF WATER LINES AND WATER SERVICE LINES	60.00	LF			0.00	0%	\$ 20.00	\$ -

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
16. REMOVE & DISPOSE EXISTING ASPH. SURFACE & BASE MATERIAL INCLUDING OLD ASPHALTIC DRIVEWAYS, (ALL DPTH	10014.00	SY			0.00	0%	\$ 5.00	\$ -
17. REMOVE & DISPOSE OF CONCRETE PAVEMENT, (ALL THICKNESS)	220.00	SY			0.00	0%	\$ 10.00	\$ -
18. REMOVE & DISPOSE OF CONCRETE DRIVEWAYS & SIDEWALKS (ALL THK.)	1896.00	SY			0.00	0%	\$ 7.00	\$ -
19. ABANDON MANHOLES, ALL SIZES & DEPTHS	7.00	EA			0.00	0%	\$ 1,250.00	\$ -
20. ABANDON & GROUT FILL 10" DIA. SANITARY SEWER	1720.00	LF			0.00	0%	\$ 7.00	\$ -
21. TRENCH SAFETY SYSTEM (5' TO 10')	5822.00	LF	232.00		232.00	4%	\$ 1.00	\$ 232.00
PAVING ITEMS								
22. STORAGE & RELOCATION OF PERMANENT SIGNS (SIGNS, POLES, ANCHORS AND HARDWARE PROVIDED BY CONTRACTOR	6.00	EA			0.00	0%	\$ 400.00	\$ -
23. ROADWAY EXCAVATION WITH OR WITHOUT BASE INCLUDING LEGAL DISPOSAL & TRANSPORT OF WASTE MATERIAL	2785.00	CY			0.00	0%	\$ 15.00	\$ -
24. LIME (6% BY DRY WEIGHT)	255.00	TON			0.00	0%	\$ 195.00	\$ -
25. LIME TREATED SUBGRADE (8")	11770.00	SY			0.00	0%	\$ 4.00	\$ -
26. REINFORCED CONCRETE PAVEMENT (6")	10961.00	SY			0.00	0%	\$ 57.00	\$ -
27. HIGH EARLY STRENGTH REINFORCED CONCRETE PAVEMENT (6")	199.00	SY			0.00	0%	\$ 65.00	\$ -
28. FULL DEPTH SAW CUT	140.00	LF			0.00	0%	\$ 14.00	\$ -
29. REINFORCED CONCRETE DRIVEWAY PAVEMENT (6")	14578.00	SF			0.00	0%	\$ 8.00	\$ -
30. RAISED REFLECTIVE PAVEMENT MARKERS (DOUBLE-SIDED)(TY II-C-R) (BLUE) AT FIRE HYDRANT LOCATIONS	6.00	EA			0.00	0%	\$ 50.00	\$ -
31. THERMOPLASTIC PAVEMENT MARKINGS (24" WIDE, TYPE I, SOLID, WHITE)	68.00	LF			0.00	0%	\$ 25.00	\$ -

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
32. CONCRETE CURB (6")	5818.00	LF			0.00	0%	\$ 3.00	\$ -
33. CONCRETE PAVING HEADER	140.00	LF			0.00	0%	\$ 12.00	\$ -
34. REINFORCED CONCRETE SIDEWALK (4-1/2")	37.00	SF			0.00	0%	\$ 12.00	\$ -
35. PIPE BOLLARD	20.00	EA			0.00	0%	\$ 400.00	\$ -
STORM SEWER ITEMS								
36. TYPE C MANHOLE FOR 42" DIAMETER AND SMALLER SEWERS	23.00	EA	2.00		2.00	9%	\$ 3,550.00	\$ 7,100.00
37. TYPE C CONFLICT MANHOLE FOR 42" DIAMETER AND SMALLER SEWERS	1.00	EA			0.00	0%	\$ 5,800.00	\$ -
38. 24" DIA. RCP STORM SEWER BY OPEN CUT	1796.00	LF	14.00		14.00	1%	\$ 120.00	\$ 1,680.00
39. 30" DIA. RCP STORM SEWER BY OPEN CUT	288.00	LF	34.00		34.00	12%	\$ 150.00	\$ 5,100.00
40. 36" DIA. RCP STORM SEWER BY OPEN CUT	180.00	LF	184.00		184.00	102%	\$ 170.00	\$ 31,280.00
41. YARD DRAINAGE REPAIR, INCL. SCH. 40 PVC, CURB DRAINAGE OUTLET AND CURB REPAIR	31.00	EA			0.00	0%	\$ 500.00	\$ -
42. REPAIR STORM INLET SIDE WALL	6.00	EA			0.00	0%	\$ 1,200.00	\$ -
43. TYPE B-B INLET	27.00	EA			0.00	0%	\$ 3,450.00	\$ -
WASTEWATER ITEMS								
44. ADJUST MANHOLE TO FINISHED GRADE	4.00	EA			0.00	0%	\$ 1,000.00	\$ -
45. TYPE C MANHOLE FOR 42" DIAMETER AND SMALLER SEWERS	11.00	EA			0.00	0%	\$ 3,250.00	\$ -
46. TYPE C ECCENTRIC MANHOLE TOP	1.00	EA			0.00	0%	\$ 1,850.00	\$ -
47. 10" DIAMETER SANITARY SEWER BY OPEN CUT (PVC)	1630.00	LF			0.00	0%	\$ 120.00	\$ -
48. SANITARY SEWER SERVICE STUB OR RECONNECTION WITHOUT STACK	51.00	EA	14.00		14.00	27%	\$ 1,000.00	\$ 14,000.00

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
49. 6" DIAMETER SANITARY SEWER SERVICE LINES	1049.00	LF	359.00		359.00	34%	\$ 22.50	\$ 8,077.50
WATER ITEMS								
50. 8" DIAMETER WATER LINE BY OPEN-CUT WITH RESTRAINED JOINTS	2099.00	LF	1528.00	531.00	2059.00	98%	\$ 88.00	\$ 181,192.00
51. 6" DIAMETER WATER LINE BY OPEN-CUT WITH RESTRAINED JOINTS	153.00	LF	153.00		153.00	100%	\$ 70.00	\$ 10,710.00
52. 8" DIAMETER WATER LINE BY TRENCH-LESS CONSTRUCTION WITH RESTRAINED JOINTS	674.00	LF	285.00	309.00	594.00	88%	\$ 88.00	\$ 52,272.00
53. 3/4" TO 1" DIAMETER WATER TAPS AND COPPER SERVICE LINE, SHORT SIDE	49.00	EA		8.00	8.00	16%	\$ 950.00	\$ 7,600.00
54. 1-1/2" TO 2" DIAMETER WATER TAPS AND COPPER SERVICE LINE WITH 1" WYE LONG SIDE	24.00	EA		2.00	2.00	8%	\$ 2,500.00	\$ 5,000.00
55. 1" DOUBLE METER BOX	51.00	EA			0.00	0%	\$ 300.00	\$ -
56. 8" DIAMETER WET CONNECTION	2.00	EA			0.00	0%	\$ 4,400.00	\$ -
57. CUT, PLUG AND ABANDON EXISTING 6" DIAMETER WATER LINE	1.00	EA			0.00	0%	\$ 1,200.00	\$ -
58. CUT, PLIG AND ABANDON EXISTING 8" WATER LINE	3.00	EA			0.00	0%	\$ 1,250.00	\$ -
59. 6" DIAMETER FIRE HYDRANT BRANCH BY OPEN-CUT	35.00	LF	18.00	6.00	24.00	69%	\$ 55.00	\$ 1,320.00
60. REMOVE & SALVAGE EXISTING FIRE HYDRANT	3.00	EA			0.00	0%	\$ 500.00	\$ -
61. FIRE HYDRANT ASSEMBLY, ALL DEPTHS, INCLUDING 6" DIA. GATE VALVE AND BOX	5.00	EA	3.00	1.00	4.00	80%	\$ 6,250.00	\$ 25,000.00
62. FIRE HYDRANY ASSEMBLY, BACK-TAP WITH 8"X 6" TS&V	1.00	EA			0.00	0%	\$ 15,500.00	\$ -
63. STORZ PUMPER CONNECTION (FURNISH ONLY)	6.00	EA			0.00	0%	\$ 450.00	\$ -
64. 2" DIA. BLOW-OFF VALVE W/ BOX	1.00	EA			0.00	0%	\$ 2,700.00	\$ -

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
65. 8"X 8" TS&V	3.00	EA	2.00		2.00	67%	\$ 11,000.00	\$ 22,000.00
SWPPP								
66. IMPLEMENTATION OF SWPPP INCLUDING MAINTENANCE, PERMITTING, INSPECTIONS, AND REPORTING FOR ALL POLLUTION PREVENTION MEASURES AS SHOWN ON THE PLANS, COPY OF NOI, CERTIFICATE OF MAILING AND PROOF OF PAYMENT	1.00	LS			0.00	0%	\$ 2,500.00	\$ -
67. INLET PROTECTION BARRIER (STG.I)	29.00	EA			0.00	0%	\$ 75.00	\$ -
68. INLET PROTECTION BARRIER (STG.II)	30.00	EA			0.00	0%	\$ 75.00	\$ -
69. REINFORCED FILTER FABRIC BARRIER	7337.00	LF			0.00	0%	\$ 1.50	\$ -
70. SODDING DISTURBED AREAS BETWEEN BACK OF CURB AND ROW (ST. AUGUSTINE OR ZOYSIA - VARIOUS WIDTHS)	15463.00	SY			0.00	0%	\$ 5.00	\$ -
STREET LIGHT ITEM								
71. STREET LIGHT CONDUIT, INCLUDING INSTALLATION OF PULL BOXES AND WARNING TAPE. PULL BOXES AND WARNING TAPE TO BE FURNISHED BY CENTERPOINT ENERGY	2693.00	LF			0.00	0%	\$ 18.00	\$ -
IRRIGATION SYSTEMS								
72. FURNISH & INSTALL AN AUTOMATICALLY CONTROLLED IRRIGATION SYSTEM INCL. PIPING, VALVES, SPRINKLERS, ACCESSORIES CONTROLS, AND WIRING ADJACENT TO TRAWEEK DRIVE AND LARIAT DRIVE PER IRRIGATION PLAN	1.00	LS			0.00	0%	\$ 22,000.00	\$ -
73. RELOCATE, REPLACE AND REPAIR PRIVATE IRRIGATION SYSTEMS LOCATED WITHIN THE ROW FOR EACH PARCEL DISTURBED	53.00	EA			0.00	0%	\$ 500.00	\$ -
CASH ALLOWANCE								
74. FURNISH CONSTRUCTION MATERIALS TESTING IN ACCORD. WITH PLANS AND SPECS. [1]	1.00	CA	0.0937		0.0937	9%	\$ 35,797.00	\$ 3,353.00

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
75. CENTERPOINT STREET LIGHT ALLOWANCE STREET LIGHT AND POLE ASSEMBLY	1.00	CA			0.00	0%	\$ 50,000.00	\$ -
CHANGE ORDERS AND WCDS								
WCD - LOWER FIRE LINE TO HYDRANT ON LARIAT DUE TO STM. SWR. CONFLICT	1.00	LS	1.00		1.00	100%	\$ 8,953.04	\$ 8,953.04
WCD - RELOCATE FIRE HYDRANT TO PROPERTY LINE AT 1102 LONE STAR	1.00	LS	1.00		1.00	100%	\$ 2,300.00	\$ 2,300.00
TOTAL WORK TO DATE								\$ 490,786.04

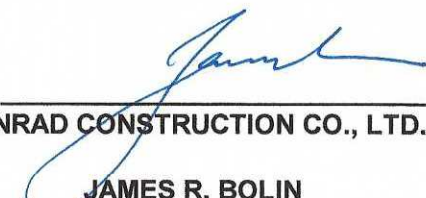
CONTRACT TIME: 333 CALENDAR DAYS (2)

CONTRACT DATE: 12/15/2020

WORK ORDER DATE: 5/17/2021

CONTRACT AMOUNT:	\$ 2,837,491.00
CHANGE ORDER: (1,2)	\$ 17,050.04
REVISED CONTRACT AMOUNT:	\$ 2,854,541.04
TOTAL WORK TO DATE:	\$ 490,786.04
MATERIALS ON SITE:	\$ -
TOTAL:	\$ 490,786.04
LESS RETAINAGE: (10%)	\$ 49,078.60
LESS PREVIOUS PAYMENTS	\$ 149,265.00
AMOUNT DUE FOR PAYMENT:	\$ 292,442.44

AMOUNT EARNED THIS PERIOD	\$ 324,936.04
LESS RETAINAGE THIS PERIOD	\$ 32,493.60
AMOUNT DUE THIS PERIOD	\$ 292,442.44

APPROVAL: 
 CONRAD CONSTRUCTION CO., LTD.
 JAMES R. BOLIN
 PROJECTS ADMINISTRATOR

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

MEETING DATE: July 27, 2021

TOPIC:	Approval of Pay Estimate No. 9 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$33,698.62.
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BACKGROUND:	This is the 9 th pay estimate to be submitted by Conrad Construction Co., LTD. for the Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project (CSB# 2020-07-100) for work completed on the Project from June 1, 2021, to Jun 30, 2021. The contractor has requested substantial completion on May 14, 2021. The project is substantially complete. The next pay estimate will be the final.
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RECOMMENDATION:	Gessner Engineer Project Manager Sean Ray and City Staff have reviewed Pay Estimate No. 9 and recommend approval.
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ATTACHMENTS:	• Pay Estimate No. 9 Submitted By Conrad Construction Co., LTD.
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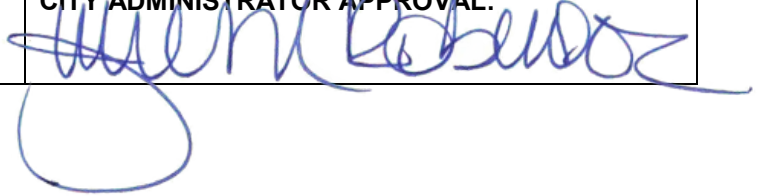
FUNDING ISSUES:	☐ Not applicable – no dollars are being spent or received. ☒ Full amount already budgeted in Acct/Project #25-50-7518 ☐ Not budgeted, if approved, the following will be included in the next Budget Amendment: ☐ \$ _____ from Acct/Project# _____ will be transferred to Acct/Project# _____ ☐ _____ 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:



DIVIDER PAGE

Cover Letter: Payment Application #9



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 #9** for work through **June 1, 2021 to June 30, 2021**, in the amount of **\$33,698.62**. After review of work complete to date and material stored on-site, Gessner Engineering recommends the payment of **\$33,698.62** to Conrad Construction Co., LTD.

1. <u>Original Contract Amount:</u>	<u>\$1,095,283.75</u>
2. <u>Total Change Orders:</u>	<u>-\$20,511.00</u>
3. <u>Total Current Contract Amount:</u>	<u>\$1,074,772.75</u>
4. <u>Construction Materials Testing to Date:</u>	<u>\$20,517.75</u>
5. <u>Payment to Centerpoint:</u>	<u>\$13,194.75</u>
6. <u>Total Value of Work Completed to Date:</u>	<u>\$958,178.01</u>
7. <u>Total Materials Stored to Date:</u>	<u>\$0.00</u>
8. <u>Total Completed & Stored to Date:</u>	<u>\$958,178.01</u>
9. <u>Retainage (10%):</u>	<u>\$95,817.80</u>
10. <u>Total Completed, Less Retainage:</u>	<u>\$862,360.21</u>
11. <u>Total Amount of Prior Payments:</u>	<u>\$828,661.59</u>
12. <u>Current Due Amount:</u>	<u>\$33,698.62</u>
13. <u>Total Balance Remaining (Including Retainage):</u>	<u>\$212,412.54</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 #9



GESSNER
ENGINEERING

Recommend Payment:
See attached (Pay App)

Sean Ray, ME, PE

(ENGINEER)

PROJECT MANAGER

(TITLE)

BRYAN • BRENHAM • FORT WORTH • GEORGETOWN • SAN ANTONIO

Corporate: 401 26th Street, Suite 3 / Bryan, Texas 77803 • 1-877-GESSNER • www.gessnerengineering.com

CIVIL • **CONSTRUCTION MATERIALS TESTING** • **GEOTECHNICAL** • **STRUCTURAL** • **SURVEYING**

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.	9	Work To Date:	\$ 958,178.01
Application Period	6-1-21 thru 6-30-21		
Original Contract Amount	\$ 1,095,283.75		
Revised Contract Amount	\$ 1,074,772.75	Remaining Work	\$ 116,594.74
Notice To Proceed	10/26/2020		

Total Work To Date:	\$ 958,178.01
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Materials Stored to Date	\$ -
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Total Work To Date & Stored Materials	\$ 958,178.01
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Retainage (10%)	\$ 95,817.80
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Total Work Complete, Less Retainage	\$ 862,360.21
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Less Previous Payments	\$ 828,661.59
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Total Due This Application	\$ 33,698.62
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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 6.1.21 through 6.30.21 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 7.1.21.

Firm: Conrad Construction Co., Ltd.

By :

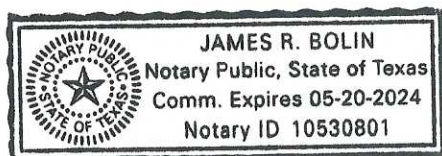

Brian Conrad

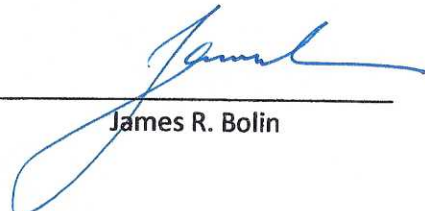
Date : 7.1.21

Title :

Vice President

Signed and sworn to before me a Notary Public in and for Harris County, Texas this 1st day of July, 2021.




James R. Bolin

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

Conrad Construction Co., Ltd.

Pay Application No. : 9

Reporting Period : 6.1.21 thru 6.30.21

Subcontractor and Work Performed During This Period

Highway 1, LLC - Traffic Control maintenance

TCH Drillers - Drainage modifications @ 8814 and 8818 W. Winningham

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: SEAN RAY, M.E., P.E. - PROJECT MANAGER
REF: GREEN VALLEY DR. AND WINNINGHAM LN.
PROJ #: BID NO. 2020-07-100 , CC# 20/0324
DATE: 6/30/2021

PAY APPLICATION # : 9

DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
GENERAL ITEMS								
1. MOBILIZATION, BONDS & INSURANCE	1.00	LS		1.00	1.00	100%	\$ 75,000.00	\$ 75,000.00
2. TRAFFIC CONTROL FOR ALL PHASES	1.00	LS		1.00	1.00	100%	\$ 45,000.00	\$ 45,000.00
3. SODDING UP TO R.O.W.	32200.00	SF	1350.00	21600.00	22950.00	71%	\$ 0.75	\$ 17,212.50
4. EROSION CONTROL (SWPPP)	1.00	LS		1.00	1.00	100%	\$ 2,500.00	\$ 2,500.00
5. TREE PROTECTION, C.I.P.	1.00	LS		1.00	1.00	100%	\$ 7,500.00	\$ 7,500.00
DEMOLITION								
6. DEMOLITION OF EXISTING ROADWAY PAVEMENT AND BASE MATERIAL, INCL. HAUL OFF	3851.00	SY		3837.39	3837.39	100%	\$ 6.00	\$ 23,024.34
7. DEMOLITION OF EXISTING DRIVEWAYS AND BASE MATERIAL, INCL. HAUL OFF	648.00	SY		532.70	532.70	82%	\$ 7.00	\$ 3,728.90
8. DEMOLITION OF EXISTING SIDEWALK, INCL. HAUL OFF	70.00	SY		47.33	47.33	68%	\$ 10.00	\$ 473.30
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		0.50	0.50	50%	\$ 5,000.00	\$ 2,500.00
10. EXISTING STREET/STOP SIGN TO BE SALVAGED AND REINSTALLED	3.00	EA		3.00	3.00	100%	\$ 350.00	\$ 1,050.00
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		10.00	10.00	91%	\$ 650.00	\$ 6,500.00
14. REMOVAL OF EXIST. TREES (15-25")	5.00	EA		3.00	3.00	60%	\$ 1,200.00	\$ 3,600.00
15. REMOVAL OF EXIST. TREES (SIZE 25" AND LARGER)	1.00	EA		1.00	1.00	100%	\$ 2,000.00	\$ 2,000.00
16. LANDSCAPED AREAS IN R.O.W. TO BE CLEARED	1.00	LS		1.00	1.00	100%	\$ 1,500.00	\$ 1,500.00
17. REMOVE EXISTING 6"X2" REDUCER	1.00	EA	1.00		1.00	100%	\$ 500.00	\$ 500.00
18. REMOVE EXISTING 8"X6" REDUCER	1.00	EA	1.00		1.00	100%	\$ 500.00	\$ 500.00
19. REMOVE EXISTING SANITARY SEWER MANHOLE	2.00	EA		2.00	2.00	100%	\$ 750.00	\$ 1,500.00
20. REMOVE EXISTING 8" PVC SANITARY SEWER	48.00	LF		48.00	48.00	100%	\$ 25.00	\$ 1,200.00
21. CAP EXISTING 2" WATERLINE	1.00	EA	1.00		1.00	100%	\$ 750.00	\$ 750.00
22. REMOVE EXISTING 6" GATE VALVE AND BOX	1.00	EA	1.00		1.00	100%	\$ 750.00	\$ 750.00
PAVEMENT AND EARTHWORK								
23. EARTHWORK - CUT TO FILL TO DESIGN GRADES (IN PLACE)	145.00	CY		145.00	145.00	100%	\$ 20.00	\$ 2,900.00
24. EARTHWORK - CUT TO HAUL TO DESIGN GRADES (IN PLACE) [1]	225.00	CY		225.00	225.00	100%	\$ 25.00	\$ 5,625.00
25. LIME STABILIZATION OF SUBGRADE WITH COMPACTION (DOES NOT INCLUDE COST OF LIME)	4987.00	SY	517.79	4360.76	4878.55	98%	\$ 4.00	\$ 19,514.20
26. LIME FOR STABILIZATION OF SUBGRADE WITH COMPACTION (ASSUME 6% BY WEIGHT)	108.00	TON		67.06	67.06	62%	\$ 190.00	\$ 12,741.40
27. 6" CRUSHED LIMESTONE BASE TXDOT ITEM 247 TYPE A, GRADES 1 OR 2 [1]	0.00	SY			0.00	####	\$ 21.50	\$ -
28. 6" CONCRETE PAVEMENT FOR ROAD- WAY AND DRIVEWAYS, INCLUDING 6" MONOLITHIC CURB AND 6" MONOLITHIC SPILL CURB, C.I.P. [1]	801.00	SY		517.79	517.79	65%	\$ 57.00	\$ 29,514.03

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		47.33	47.33	62%	\$ 65.00	\$ 3,076.45
30. STANDARD CURB OUTFALL AT 6" CURB, C.I.P.	31.00	EA		24.00	24.00	77%	\$ 150.00	\$ 3,600.00
STORM AND DRAINAGE								
31. 24" RCP TYPE III (STRUCTURAL BACK-FILL), C.I.P.	468.00	LF		462.00	462.00	99%	\$ 95.00	\$ 43,890.00
32. 30" RCP TYPE III (STRUCTURAL BACK-FILL), C.I.P.	23.00	LF		23.00	23.00	100%	\$ 150.00	\$ 3,450.00
33. 5' CURB INLET, TXDOT TYPE 2 - INSET (ON GRADE), C.I.P.	2.00	EA		7.00	7.00	350%	\$ 5,000.00	\$ 35,000.00
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		41.00	41.00	132%	\$ 200.00	\$ 8,200.00
36. CONNECT TO EXISTING 5'X5' RCBS, CORE AND GROUT CONNECTION	2.00	EA		2.00	2.00	100%	\$ 2,500.00	\$ 5,000.00
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		485.00	485.00	99%	\$ 1.00	\$ 485.00
WATER								
39. TRENCH SAFETY FOR PROPOSED WATER LINE	615.00	LF		615.00	615.00	100%	\$ 1.00	\$ 615.00
40. 6" PVC C-900 DR18 WATER LINE, CIP	265.00	LF		265.00	265.00	100%	\$ 71.00	\$ 18,815.00
41. 6" PVC C-900 DR18 WATER LINE, STRUCTURAL BACKFILL, C.I.P.	224.00	LF		224.00	224.00	100%	\$ 75.00	\$ 16,800.00
42. 8" PROPOSED WATER LINE CROSSING AT EXISTING 8" SANITARY SEWER LINE	1.00	EA		1.00	1.00	100%	\$ 1,000.00	\$ 1,000.00
43. 8" PVC C-900 DR18 WATER LINE, CIP	350.00	LF		350.00	350.00	100%	\$ 75.00	\$ 26,250.00
44. 8" PVC C-900 DR18 WATER LINE, STRUCTURAL BACKFILL, C.I.P.	309.00	LF		309.00	309.00	100%	\$ 80.00	\$ 24,720.00

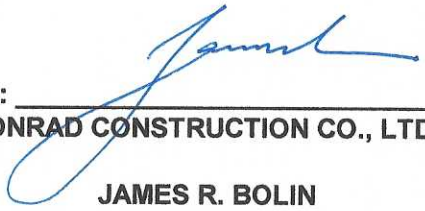
DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
45. 8" 45 DEGREE BEND, C.I.P.	3.00	EA		3.00	3.00	100%	\$ 350.00	\$ 1,050.00
46. 8" 22.5 DEGREE BEND, C.I.P.	2.00	EA		2.00	2.00	100%	\$ 350.00	\$ 700.00
47. 8"X 6" TEE, C.I.P.	1.00	EA		1.00	1.00	100%	\$ 450.00	\$ 450.00
48. 6"X6" TEE, C.I.P.	1.00	EA		1.00	1.00	100%	\$ 450.00	\$ 450.00
49. 8" GATE VALVE AND BOX, C.I.P.	3.00	EA		3.00	3.00	100%	\$ 2,250.00	\$ 6,750.00
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		5.00	5.00	100%	\$ 1,750.00	\$ 8,750.00
52. 6" 45 DEGREE BEND, C.I.P.	5.00	EA		4.00	4.00	80%	\$ 250.00	\$ 1,000.00
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		2.00	2.00	200%	\$ 5,500.00	\$ 11,000.00
56. NEW WATER LINE SHORT SERVICE AND RECONNECTION TO NEW METER VAULT (2-1" TAPS), C.I.P.	9.00	EA		11.00	11.00	122%	\$ 1,500.00	\$ 16,500.00
57. NEW WATER LINE LONG SERVICE AND RECONNECTION TO NEW METER VAULT (1-2" TAP), C.I.P.	13.00	EA		14.00	14.00	108%	\$ 2,000.00	\$ 28,000.00
58. NEW WATER METER VAULT, SIZED FOR TWO METERS	22.00	EA		16.00	16.00	73%	\$ 300.00	\$ 4,800.00
59. CONNECT TO EXISTING 8" PVC WATER LINE	1.00	EA		1.00	1.00	100%	\$ 1,250.00	\$ 1,250.00
60. CONNECT TO EXISTING 6" PVC WATER LINE	1.00	EA		2.00	2.00	200%	\$ 1,000.00	\$ 2,000.00
61. RELOCATE EXISTING FIRE HYDRANT	1.00	EA		1.00	1.00	100%	\$ 1,500.00	\$ 1,500.00
SANITARY								
62. 8" PVC, SDR-26 SANITARY SEWER, C.I.P., BY OPEN CUT	48.00	LF		48.00	48.00	100%	\$ 105.00	\$ 5,040.00
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		2.00	2.00	100%	\$ 3,750.00	\$ 7,500.00
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		4.00	4.00	80%	\$ 1,450.00	\$ 5,800.00
67. 8" SANITARY SEWER ACCESS CHAMBER	1.00	EA		1.00	1.00	100%	\$ 1,750.00	\$ 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	1.00		1.00	100%	\$ 3,000.00	\$ 3,000.00
69. VACUUM TEST NEW SANITARY SEWER MANHOLE	2.00	EA		2.00	2.00	100%	\$ 500.00	\$ 1,000.00
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		48.00	48.00	100%	\$ 5.00	\$ 240.00
CASH ALLOWANCE ITEMS								
72. FURNISH CONSTRUCTION MATERIALS TESTING, IN ACCORDANCE WITH PLANS AND SPECS.	1.00	LS		0.6839	0.6839	68%	\$ 30,000.00	\$ 20,517.75
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	0.2898		0.2898	29%	\$ 99,571.25	\$ 28,859.25
CHANGE ORDERS								

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

CONTRACT AMOUNT:	\$ 1,095,283.75
CHANGE ORDER: (1)	\$ (20,511.00)
REVISED CONTRACT AMOUNT:	\$ 1,074,772.75
TOTAL WORK TO DATE:	\$ 958,178.01
MATERIALS ON SITE:	\$ -
TOTAL:	\$ 958,178.01
LESS RETAINAGE:	\$ 95,817.80
LESS PREVIOUS PAYMENTS	\$ 828,661.59
AMOUNT DUE FOR PAYMENT:	\$ 33,698.62

AMOUNT EARNED THIS PERIOD	\$ 37,442.91
LESS RETAINAGE THIS PERIOD	\$ 3,744.29
AMOUNT DUE THIS PERIOD	\$ 33,698.62

APPROVAL: 
CONRAD CONSTRUCTION CO., LTD.

JAMES R. BOLIN
PROJECTS ADMINISTRATOR

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

MEETING DATE: July 27, 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 CHANGE ORDER NUMBER 1 TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION COMPANY, LTD., FOR THE LOESER, TRAWEEK, LONE STAR, WEST TEX PAVEMENT AND UTILITIES PROJECT AND THEREBY RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING WORK CHANGE DIRECTIVE 1 FOR CONRAD CONSTRUCTION CO. LTD. FOR MATERIALS TESTING; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH CHANGE ORDER NUMBER 1; AND PROVIDING AN EFFECTIVE DATE.

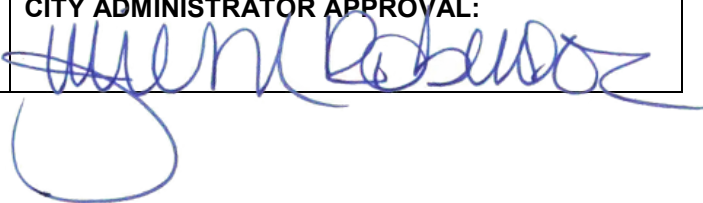
BACKGROUND: In April of 2021, the City was notified by IDS Engineering ("IDS") that Conrad Construction Co. LTD ("Conrad") had received multiple bids for materials testing for the Loeser, Traweek, Lone Star, and West Tex Pavement and Utilities Project ("Project"), and the lowest bid was from Gessner Engineering for \$35,797.00. The original amount for materials testing included in the Contract approved for the Project was \$30,000.00, so the increase to the Contract price would be an additional \$5,797.00. IDS also provided Work Change Directive 1 to the City to approve for Conrad in order document the change in the materials testing price and authorize Conrad to continue its work on the Project without delay. Unfortunately, Work Change Directive 1 was inadvertently misplaced until June of 2021.

As soon as Work Change Directive 1 was located and in order to keep the Project moving forward, City Administrator Julie Robinson executed Work Change Directive 1 on June 28, 2021.

This Resolution would approve Change Order Number 1 (which incorporates Work Change Directive 1) and thereby ratify Ms. Robinson's actions on behalf of the City in approving Work Change Directive 1 for materials testing for the Project.

Original Contract Price	<u>\$2,837,491.00</u>
Net Increase of this Change Order	<u>\$5,797.00</u>
Revised Contract Price with approved Change Order Number 1	<u>\$2,843,288.00</u>

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

RECOMMENDATION: Coy P. Custer, Project Manager with IDS Engineering, and City staff recommend 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# <u>25-50-7517</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# _____
FINANCE VERIFICATION OF FUNDING: 	
SUBMITTING STAFF MEMBER: Pat Riley, Director of Public Works	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 CHANGE ORDER NUMBER 1 TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION COMPANY, LTD., FOR THE LOESER, TRAWEEK, LONE STAR, WEST TEX PAVEMENT AND UTILITIES PROJECT AND THEREBY RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING WORK CHANGE DIRECTIVE 1 FOR CONRAD CONSTRUCTION CO. LTD. FOR MATERIALS TESTING; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH CHANGE ORDER NUMBER 1; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented a proposed Change Order Number 1 to the Agreement by and between the City of Spring Valley Village, Texas and Conrad Construction Company, LTD., for the Loeser, Traweek, Lone Star West Tech Pavement & Utilities Project ("Change Order Number 1"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, on June 28, 2021, the City Administrator executed Work Change Directive Number 1 for Conrad Construction Co. LTD for materials testing for the Loeser, Traweek, Lone Star, West Tex Project ("Work Change Directive 1"), a copy of which is incorporated into Change Order Number 1, on behalf of the City of Spring Valley Village; and

WHEREAS, upon review and consideration of Change Order Number 1 and all matters attendant and related thereto, the City Council hereby finds and determines that (1) the terms and conditions thereof should be approved; (2) the actions of the City Administrator in executing Work Change Directive 1 should be ratified in all respects; and (3) the Mayor should be authorized to execute Change Order Number 1 and any documents necessary to effectuate such Change Order Number 1 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 facts and matters outlined in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The terms and conditions of Change Order Number 1, having been reviewed by the City Council of the City of Spring Valley Village and found to be acceptable and in the best interests of the City of Spring Valley Village and its citizens, are hereby in all things approved.

Section 3. The actions of the City Administrator taken for and on behalf of the City in executing Work Change Directive 1 on behalf of the City of Spring Valley Village are ratified in all respects.

Section 4. The Mayor is hereby authorized to execute Change Order Number 1 and empowered, for and on behalf of the City, to take all such actions and to execute, verify, acknowledge, certify to, file and deliver all such instruments and documents required in Change Order Number 1 as shall in the judgment of the Mayor be appropriate in order to effect the purposes of the foregoing resolution and Change Order Number 1.

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

DULY PASSED AND APPROVED on this the 27th day of July, 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



CONSTRUCTION CHANGE ORDER NO. 1

Project: Loeser, Traweek, Lone Star, West Tex Paving and Utility Improvements Project

IDS Job No: 2316-001-00

Date:

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

Engineer: IDS Engineering Group
1340 Northwest Freeway, Suite 700
Houston, Texas 77040

Engineer of Record: Rich Fuller, P.E.

Please make the following changes in the Contract Documents.

Description: The original allowance for materials testing in the contract is \$30,000. After receiving multiple quotes from testing labs, all were above the \$30,000 allowance. Conrad Construction has provided a submittal to use Gessner Engineering, LLC in the amount of \$35,797.00. IDS and Spring Valley Village have approved the use of the test lab.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price <u>\$2,837,491.00</u>	Original Contract Time <u>315</u> Calendar Days
Previous Change Orders No. <u>\$0</u>	Net Change from Previous Change Orders <u>-0-</u> Calendar Days
Contract Price Prior to this Change Order <u>\$2,837,491.00</u>	Contract Time Prior to this Change Order <u>-0-</u> Calendar Days
Net Increase (Decrease) of this Change Order <u>\$5,797.00</u>	Net Increase (Decrease) of this Change Order <u>-0-</u> Calendar Days
Contract Price with all approved Change Orders (Including this Change Order) <u>\$2,843,288.00</u>	Proposed Contract Time with all approved Change Orders (Including this Change Order) <u>315</u> Calendar Days

RECOMMENDED:
IDS Engineering Group

by:  _____
Engineer

APPROVED:
City of Spring Valley Village

Owner

Attachments:

1. Work Directive No. 1



WORK CHANGE DIRECTIVE

(Instructions on reverse side)

No. 1

PROJECT Loeser, Traweek, Lone Star, West Tex, Pavement & Utility Project BID # 2020-11-101

DATE OF ISSUANCE 4/13/21 EFFECTIVE DATE _____

OWNER City of Spring Valley Village

OWNER'S Contract No. _____

CONTRACTOR Conrad Construction Company LTD ENGINEER IDS ENGINEERING

You are directed to proceed promptly with the following change(s):

Description: Increase materials testing allowance

Purpose of Work Change Directive: After receiving multiple bids, the lowest bid for materials testing came in at \$35,797.00. This calls for an increase to the contract allowance of \$5,797.00.

Attachments: (List documents supporting change) Submittal 41 - Materials Testing Proposal

If a claim is made that the above change(s) have affected Contract Price or Contract Times any claim for a Change Order based thereon will involve one or more of the following methods of determining the effect of the change(s).

Method of determining change in

Contract Price:

Unit Price

Lump Sum

Other _____

Estimated increase (decrease) in Contract Price:

\$ \$5,797.00.

If the change involves an increase, the estimated amount is not to be exceeded without further authorization

AUTHORIZED:

Coy Custer, PE

ENGINEER

By:


 (Authorized Signature)

Method of determining change in

Contract Times:

Contractor's records

Engineer's record

Other _____

Estimated increase (decrease) in Contract Times:

Substantial Completion: N/A days;

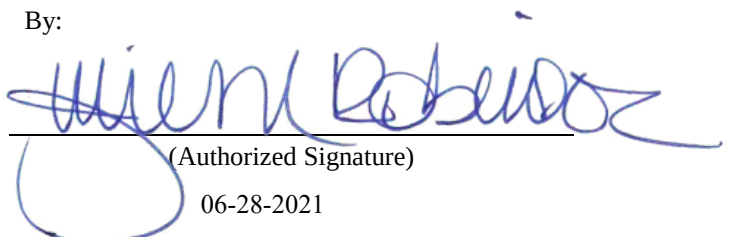
Ready for final payment: N/A days; If

the change involves an increase, the estimated time are not to be exceeded without further authorization.

AUTHORIZED:

OWNER

By:


 (Authorized Signature)
 06-28-2021

WORK CHANGE DIRECTIVE INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed for use in situations involving changes in the Work, which, if not processed expeditiously, might delay the Project. These changes are often initiated in the field and may affect the Contract Price or the Contract Times. This is not a Change Order, but only a directive to proceed with Work that may be included in a subsequent Change Order.

For supplemental instructions and minor changes not involving a possible change in the Contract Price or the Contract Times a Field Order may be used.

B. COMPLETING THE WORK CHANGE DIRECTIVE FORM

Engineer initiates the form, including a description of the items involved and attachments.

Based on conversations between Engineer and Contractor, Engineer completes the following:

METHOD OF DETERMINING CHANGE, IF ANY, IN CONTRACT PRICE: Mark the method to be used in determining the final cost of Work involved and the estimated net effect on the Contract Price. If the change involves an increase in the Contract Price and the estimated amount is approached before the additional or changed Work is completed, another Work Change Directive must be issued to change the estimated price or Contractor may stop the changed Work when the estimated price is reached. If the Work Change Directive is not likely to change the Contract Price, the space for estimated increase (decrease) should be marked "Not Applicable".

METHOD OF DETERMINING CHANGE, IF ANY, IN CONTRACT TIMES: Mark the method to be used in determining the change in Contract Times and the estimated increase or decrease in Contract Times. If the change involves an increase in the Contract Time and the estimated times are approached before the additional or changed Work is completed, another Work Change Directive must be issued to change the times or Contractor may stop the changed Work when the estimated times are reached. If the Work Change Directive is not likely to change the Contract Times, the space for estimated increase (decrease) should be marked "Not Applicable".

Once Engineer has completed and signed the form, all copies should be sent to Owner for authorization because Engineer alone does not have authority to authorize changes in Price or Times. Once authorized by Owner, a copy should be sent by Engineer to Contractor. Price and Times may only be changed by Change Order signed by Owner and Contractor with Engineer's recommendation.

Once the Work covered by this directive is completed or final cost and times are determined, Contractor should submit documentation for inclusion in a Change Order.

THIS IS A DIRECTIVE TO PROCEED WITH A CHANGE THAT MAY AFFECT THE CONTRACT PRICE OR THE CONTRACT TIMES. A CHANGE ORDER, IF ANY, SHOULD BE CONSIDERED PROMPTLY.

Submittal Comment Sheet

**Paving and Utility Improvements to Serve Lone Star Dr.,
Loeser Dr., Traweek Dr., West Tex Dr., and Lariat Dr.
City of Spring Valley Village
IDS Job No. 2316-001-00, Contract No. 2020-11-101**

Reviewer:	Michael Boyd, E.I.T.	Submittal # 41	Construction Materials Testing Lab
Date Received:	04/01/2021	Standard/Spec. No(s).:	
Date Reviewed:	04/13/2021		
Comments:			

[illegible]

THE ABOVE REFERENCED SUBMITTAL HAS BEEN REVIEWED FOR GENERAL CONFORMANCE WITH THE DESIGN CONCEPT OF THE PROJECT AND COMPLIANCE WITH THE CONTRACT DOCUMENTS. THE CONTRACTOR IS RESPONSIBLE FOR ALL DIMENSIONS, INFORMATION PERTAINING TO FABRICATION, COORDINATION OF TRADES AND CONSTRUCTION TECHNIQUES. REVIEW OF SHOP DRAWINGS SHALL IN NO WAY RELIEVE THE CONTRACTOR OF RESPONSIBILITY FOR DEVIATION FROM CONTRACT DOCUMENTS OR FOR ERRORS OR OMISSIONS IN SHOP DRAWINGS. CONTRACTOR IS RESPONSIBLE FOR CONFIRMING AND CORRELATING DIMENSIONS AT JOB SITE FOR INFORMATION THAT PERTAINS TO FABRICATION PROCESSES OR CONSTRUCTION TECHNIQUES FOR FIT OF PARTS WHEN ASSEMBLED, AND FOR COORDINATION OF WORK OF ALL TRADES. THIS REVIEW DOES NOT SUPERCEDE OR OVERRULE LABORATORY REPORTS OR TESTS.

☒ REVIEWED AS SUBMITTED ☐ REVIEWED, EXCEPTIONS NOTED ☐ ACKNOWLEDGE RECEIPT
☐ REVISE AND RESUBMIT ☐ REJECTED

DATE 04/13/2021

BY Murphy Boyd

LONE STAR DR., ET AL

PAVING & UTILITIES

IDS ENGINEERING GROUP - PROJECT NO. 2020-11-101

CONRAD CONSTRUCTION CO., LTD.

SPECIFICATION NO.:

SUPPLIER / SUBCONTRACTOR:

GESSNER ENGINEERING, LLC

CONSTRUCTION MATERIALS TESTING SERVICES

CONRAD CONSTRUCTION CO., LTD.

Job No. 2020.11.101

Submittal No. 41

Conrad Constr. Co., Ltd. has reviewed
this submittal and find it to be in
compliance with the contract documents.



Date: 4.1.21

From: Darren Goldberg
Sent: Friday, March 19, 2021 9:09 AM
To: Brian Conrad
Cc: Luis Hernandez
Subject: RE: New Street Projects

Brian,

Here is a preliminary proposal for the new streets. This is budgeted on doing the testing per the phases and steps and testing each one individually. We may be able to save some costs during the project depending on how things go. If you don't mind just take a look and see if there is any things we could maybe change or get rid of without compromising the testing quality. Please let me know if you have any questions or suggestions and we can discuss it.

Thanks,

Darren Goldberg | Construction Materials Testing
c. 979.219.3175
t. 1.877.GESSNER

Gessner Engineering, LLC

www.gessnerengineering.com

Civil | CMT | Geotechnical | Structural | Surveying

College Station | Brenham | Fort Worth | Georgetown | San Antonio

CONFIDENTIALITY NOTE: The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

FEE BREAKDOWN

EARTHWORK: \$ 26,169.00

- Estimate one (1) trip for in-place nuclear density testing of Phase 1 Step 1 lime stabilized subgrade with three (3) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 1 Step 2 lime stabilized subgrade with one (1) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 2 Step 1 lime stabilized subgrade with five (5) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 2 Step 2 lime stabilized subgrade with five (5) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 3 Step 1 lime stabilized subgrade with one (1) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 3 Step 2 lime stabilized subgrade with two (2) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 3 Step 3 lime stabilized subgrade with two (2) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 3 Step 4 lime stabilized subgrade with one (1) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 4 Step 1 lime stabilized subgrade with four (4) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 4 Step 2 lime stabilized subgrade with four (4) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 5 Step 1 lime stabilized subgrade with four (4) tests taken per trip
- Estimate one (1) trip for in-place nuclear density testing of Phase 5 Step 2 lime stabilized subgrade with four (4) tests taken per trip
- Estimate twenty-one (21) trips for in-place nuclear density testing of utility line backfill with three (3) tests taken per
- Estimate three (3) Moisture-Density Relation Curves per ASTM D698 for utility line backfill
- Estimate twenty (20) Moisture-Density Relation Curves per ASTM D698 for lime stabilized subgrade
- Estimate twelve (12) trips for field lime gradations to verify lime and subgrade pulverization

CONCRETE: \$ 9,428.00

- Estimate one (1) concrete placement for Phase 1 Step 1 paving with three (3) sets of five (5) cylinders cast per placement
- Estimate one (1) concrete placement for Phase 1 Step 2 paving with one (1) set of five (5) cylinders cast per placement
- Estimate one (1) concrete placement for Phase 2 Step 1 paving with three (3) sets of five (5) cylinders cast per placement
- Estimate one (1) concrete placement for Phase 2 Step 2 paving with three (3) sets of five (5) cylinders cast per placement
- Estimate one (1) concrete placement for Phase 3 Step 1 paving with one (1) set of five (5) cylinders cast per placement
- Estimate one (1) concrete placement for Phase 3 Step 2 paving with one (1) set of five (5) cylinders cast per placement

- Estimate one (1) concrete placement for Phase 3 Step 3 paving with one (1) set of five (5) cylinders cast per placement
- Estimate one (1) concrete placement for Phase 3 Step 4 paving with one (1) set of five (5) cylinders cast per placement
- Estimate (1) concrete placement for Phase 4 Step 1 paving with three (3) sets of five (5) cylinders cast per placement
- Estimate (1) concrete placement for Phase 4 Step 2 paving with three (3) sets of five (5) cylinders cast per placement
- Estimate one (1) concrete placement for Phase 5 Step 1 paving with three (3) sets of five (5) cylinders cast per placement
- Estimate one (1) concrete placement for Phase 5 Step 2 paving with three (3) sets of five (5) cylinders cast per placement

PROJECT MANAGEMENT: \$ 200.00

- Estimate two (2) hours of project management during project duration.

TOTAL: \$ 35,797.00

Remarks: 2.50 hour round trip travel from Brenham office at \$150.00 per trip. Cost estimate based on drawings and specifications dated November 3, 2020 issued for bidding and permitting. If estimated quantities are exceeded due to service requests that exceed those anticipated, additional testing services will be invoiced using our current CMT Fee Schedule.

GESSNER ENGINEERING

CIVIL STRUCTURAL GEOTECHNICAL LAND SURVEYING CONSTRUCTION MATERIALS TESTING

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

MEETING DATE: July 27, 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 CHANGE ORDER NUMBER 2 TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION COMPANY, LTD., FOR THE LOESER, TRAWEEK, LONE STAR, WEST TEX PAVEMENT AND UTILITIES PROJECT AND THEREBY RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING WORK CHANGE DIRECTIVES 2 AND 3 FOR CONRAD CONSTRUCTION CO. LTD. FOR WORK RELATED TO LOWERING A WATER LINE AND THE RELOCATION OF AN EXISTING FIRE HYDRANT LEAD DISCOVERED DURING CONSTRUCTION; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH CHANGE ORDER NUMBER 2; AND PROVIDING AN EFFECTIVE DATE.
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BACKGROUND:	In early June, Conrad Construction ("Conrad") started evaluating where the main drainage line would be installed on Lariat as part of the Loeser, Traweek, Lone Star, West Tex Pavement and Utilities Project ("Project"). The location of the main drainage line terminates on Lariat draining the west section of the project. A water line feeding an existing fire hydrant, located outside of the project, was located and found to be at the same elevation as the proposed drainage on Lariat. While the location of the water line was known prior to construction, the depth of the line was not until Conrad explored the line. Ultimately, the water line had to be lowered at this section so that the drainage would not be affected. Since this work had to be done and due to the time-sensitive nature of the work, City Administrator Julie Robinson executed Work Change Directive 2 on June 17, 2021. In mid-June, while Conrad's contractor was installing the water line on Lone Star, a fire hydrant was installed in front of 1102 Lone Star instead of at the property line. After reviewing the construction plans, it was determined that the plans did not include notes for the contractor to install fire hydrants at the property lines and not in front of residences. However, this was caught before any other fire hydrants were installed. The contractor and engineer were notified that the fire hydrant that had been installed was to be moved to the property line and all other fire hydrants for the Project must be installed at the
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**Spring Valley Village City Council
Agenda Item Data Sheet**

property lines. In order to keep the Project moving forward, Ms. Robinson executed Work Change Directive 3 on June 24, 2021.

This Resolution would approve Change Order Number 2 (which incorporates Work Change Directives 2 and 3) and thereby ratify Ms. Robinson's actions on behalf of the City in approving Work Change Directives 2 and 3 for the Project. In addition to an increase in the Contract Price as reflected below, Change Order Number 2 will also increase the Original Contract Time by 18 calendar days.

Revised Contract Price with Change Order Number 1	<u>\$2,843,288.00</u>
Net Increase of this Change Order	<u>\$11,253.04</u>
Revised Contract Price with approved Change Order Number 2	<u>\$2,854,541.04</u>

RECOMMENDATION: Coy P. Custer, Project Manager with IDS Engineering, and City staff recommend 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# 25-50-7517
- ☐ 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# _____

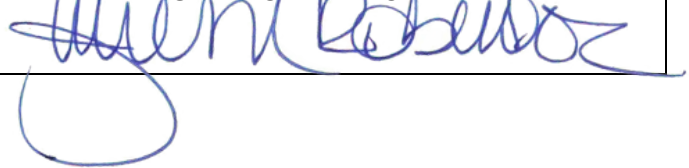
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Pat Riley, Director of Public Works

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 CHANGE ORDER NUMBER 2 TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION COMPANY, LTD., FOR THE LOESER, TRAWEEK, LONE STAR, WEST TEX PAVEMENT AND UTILITIES PROJECT AND THEREBY RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING WORK CHANGE DIRECTIVES 2 AND 3 FOR CONRAD CONSTRUCTION CO. LTD. FOR WORK RELATED TO LOWERING A WATER LINE AND THE RELOCATION OF AN EXISTING FIRE HYDRANT LEAD DISCOVERED DURING CONSTRUCTION; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH CHANGE ORDER NUMBER 2; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented a proposed Change Order Number 2 to the Agreement by and between the City of Spring Valley Village, Texas and Conrad Construction Company, LTD., for the Loeser, Traweek, Lone Star, West Tex Pavement & Utilities Project ("Change Order Number 2"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, on June 28, 2021, the City Administrator executed Work Change Directive Numbers 2 and 3 for Conrad Construction Co. LTD for work related to lowering a water line and the relocation of an existing fire hydrant lead discovered during construction for the Loeser, Traweek, Lone Star, West Tex Project ("Work Change Directives 2 and 3"), a copy of each of which is incorporated into Change Order Number 2, on behalf of the City of Spring Valley Village; and

WHEREAS, upon review and consideration of Change Order Number 2 and all matters attendant and related thereto, the City Council hereby finds and determines that (1) the terms and conditions thereof should be approved; (2) the actions of the City Administrator in executing Work Change Directives 2 and 3 should be ratified in all respects; and (3) the Mayor should be authorized to execute Change Order Number 2 and any documents necessary to effectuate such Change Order Number 2 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 facts and matters outlined in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The terms and conditions of Change Order Number 2, having been reviewed by the City Council of the City of Spring Valley Village and found to be

acceptable and in the best interests of the City of Spring Valley Village and its citizens, are hereby in all things approved.

Section 3. The actions of the City Administrator taken for and on behalf of the City in executing Work Change Directives 2 and 3 on behalf of the City of Spring Valley Village are ratified in all respects.

Section 4. The Mayor is hereby authorized to execute Change Order Number 2 and empowered, for and on behalf of the City, to take all such actions and to execute, verify, acknowledge, certify to, file and deliver all such instruments and documents required in Change Order Number 2 as shall in the judgment of the Mayor be appropriate in order to effect the purposes of the foregoing resolution and Change Order Number 2.

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

DULY PASSED AND APPROVED on this the 27th day of July, 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



CONSTRUCTION CHANGE ORDER NO. 2

Project: Loeser, Traweek, Lone Star, West Tex Paving and Utility Improvements Project

IDS Job No: 2316-001-00

Date:

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

Engineer: IDS Engineering Group
1340 Northwest Freeway, Suite 700
Houston, Texas 77040

Engineer of Record: Rich Fuller, P.E.

Please make the following changes in the Contract Documents.

Description: Contractor shall relocate an existing fire hydrant lead uncovered during construction that was not shown in the survey documents. This lead connects to a fire hydrant located outside of the project limits to an adjacent commercial property. Contractor to relocate a proposed fire hydrant at 1102 Lone Star to the property line instead of being in front of the house. These changes are detailed in Work Change Direct 2 and 3 attached.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price <u>\$2,837,491.00</u>	Original Contract Time <u>315</u> Calendar Days
Previous Change Orders No. <u>\$5,797.00</u>	Net Change from Previous Change Orders <u>-0-</u> Calendar Days
Contract Price Prior to this Change Order <u>\$2,843,288.00</u>	Contract Time Prior to this Change Order <u>315</u> Calendar Days
Net Increase (Decrease) of this Change Order <u>\$11,253.04</u>	Net Increase (Decrease) of this Change Order <u>18</u> Calendar Days
Contract Price with all approved Change Orders (Including this Change Order) <u>\$2,854,541.04</u>	Proposed Contract Time with all approved Change Orders (Including this Change Order) <u>333</u> Calendar Days

RECOMMENDED:
IDS Engineering Group



by: _____
Coy Custer, PE
Project Manager

APPROVED:
City of Spring Valley Village

Owner

Attachments:

1. Work Change Directive #2
2. Work Change Directive #3

WORK CHANGE DIRECTIVE

2

(Instructions on reverse side)

No. 231600100

PROJECT BID # 2020-11-101

DATE OF ISSUANCE 06-09-2021

EFFECTIVE DATE 06-14-2021

OWNER Spring Valley Village

OWNER'S Contract No. 2020-11-101

CONTRACTOR Conrad Construction

ENGINEER IDS Engineering

You are directed to proceed promptly with the following change(s): Move lower fire line that feeds fire hydrant on Lariat

Description: Water line to fire hydrant on Lariat in conflict with proposed drainage. Please lower.

Purpose of Work Change Directive: Water line to fire hydrant on Lariat in conflict with proposed drainage. Please lower.

Attachments: (List documents supporting change)

If a claim is made that the above change(s) have affected Contract Price or Contract Times any claim for a Change Order based thereon will involve one or more of the following methods of determining the effect of the change(s).

Method of determining change in
Contract Price:

Unit Price

Lump Sum

Other _____

Estimated increase (decrease) in Contract Price:

\$ 8,953.04

If the change involves an increase, the estimated amount is not to be exceeded without further authorization

AUTHORIZED:

Coy Custer, PE

ENGINEER

By:



(Authorized Signature)

Method of determining change in
Contract Times:

Contractor's records

Engineer's record

Other _____

Estimated increase (decrease) in Contract Times:

Substantial Completion: 17 days;

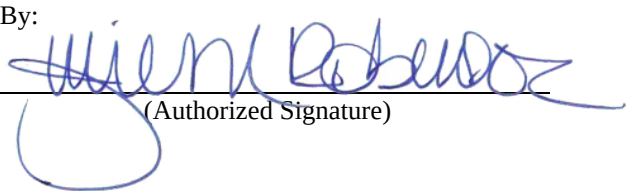
Ready for final payment: 17 days;

If the change involves an increase, the estimated time are not to be exceeded without further authorization.

AUTHORIZED:

OWNER

By:



(Authorized Signature)

WORK CHANGE DIRECTIVE

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed for use in situations involving changes in the Work which, if not processed expeditiously, might delay the Project. These changes are often initiated in the field and may affect the Contract Price or the Contract Times. This is not a Change Order, but only a directive to proceed with Work that may be included in a subsequent Change Order.

For supplemental instructions and minor changes not involving a possible change in the Contract Price or the Contract Times a Field Order may be used.

B. COMPLETING THE WORK CHANGE DIRECTIVE FORM

Engineer initiates the form, including a description of the items involved and attachments.

Based on conversations between Engineer and Contractor, Engineer completes the following:

METHOD OF DETERMINING CHANGE, IF ANY, IN CONTRACT PRICE: Mark the method to be used in determining the final cost of Work involved and the estimated net effect on the Contract Price. If the change involves an increase in the Contract Price and the estimated amount is approached before the additional or changed Work is completed, another Work Change Directive must be issued to change the estimated price or Contractor may stop the changed Work when the estimated price is reached. If the Work Change Directive is not likely to change the Contract Price, the space for estimated increase (decrease) should be marked "Not Applicable".

METHOD OF DETERMINING CHANGE, IF ANY, IN CONTRACT TIMES: Mark the method to be used in determining the change in Contract Times and the estimated increase or decrease in Contract Times. If the change involves an increase in the Contract Time and the estimated times are approached before the additional or changed Work is completed, another Work Change Directive must be issued to change the times or Contractor may stop the changed Work when the estimated times are reached. If the Work Change Directive is not likely to change the Contract Times, the space for estimated increase (decrease) should be marked "Not Applicable".

Once Engineer has completed and signed the form, all copies should be sent to Owner for authorization because Engineer alone does not have authority to authorize changes in Price or Times. Once authorized by Owner, a copy should be sent by Engineer to Contractor. Price and Times may only be changed by Change Order signed by Owner and Contractor with Engineer's recommendation.

Once the Work covered by this directive is completed or final cost and times are determined, Contractor should submit documentation for inclusion in a Change Order.

THIS IS A DIRECTIVE TO PROCEED WITH A CHANGE THAT MAY AFFECT THE CONTRACT PRICE OR THE CONTRACT TIMES. A CHANGE ORDER, IF ANY, SHOULD BE CONSIDERED PROMPTLY.

Conrad Construction Co., Ltd.
P.O.Box 841134
Houston, Texas 77284
Office: 713-937-3081
Fax: 713-937-1172
E-mail: brianwconrad@hotmail.com

Request for Information

Date: 5/18/21

Rfi No: 03

Project: Lone Star

Subject: waterline conflict Lariat sta. 1+91

Information Requested:

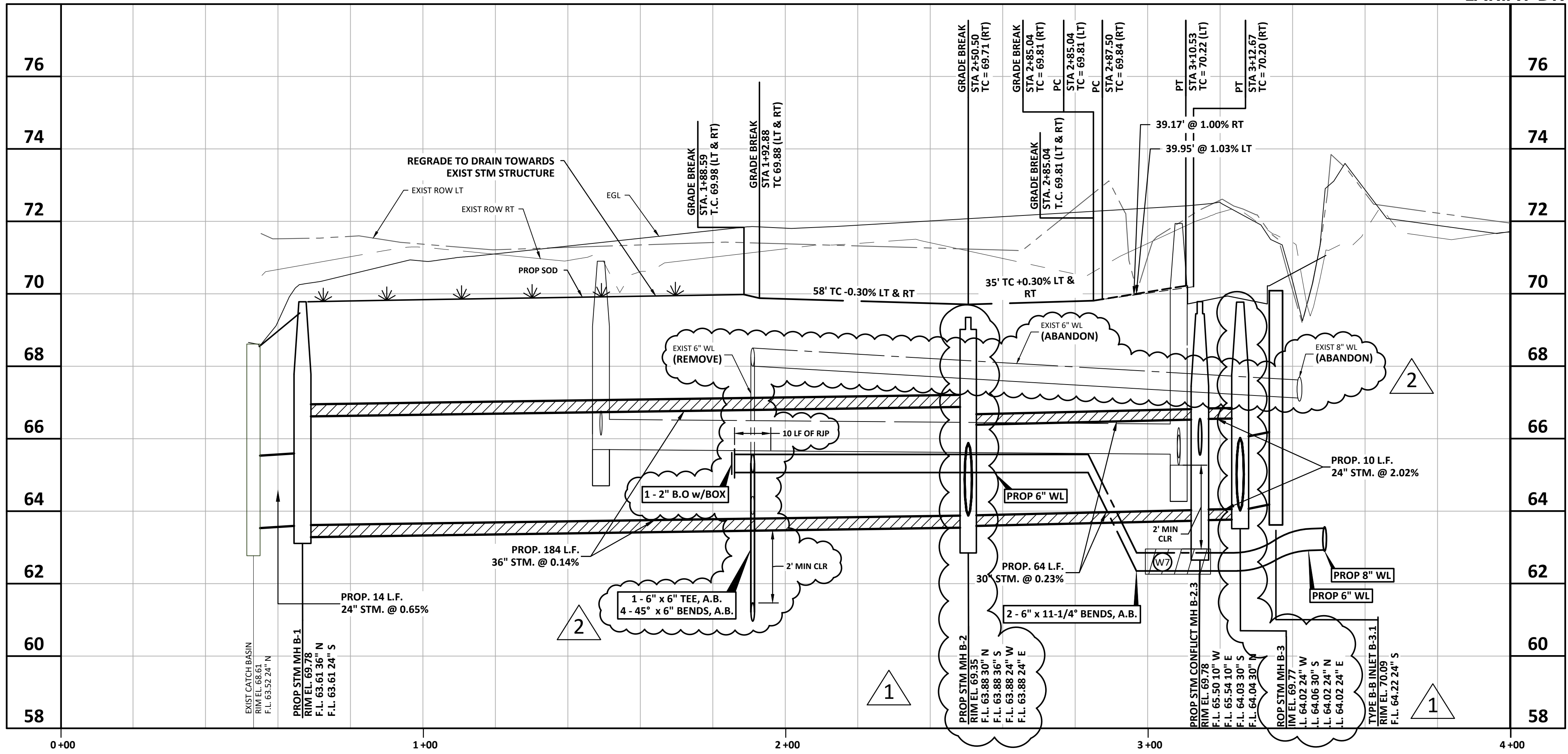
We have located an existing 6" PVC waterline in conflict with proposed storm sewer on Lariat at sta. 1+91. Existing 8" water line ends at this station, 90s down, then 90s across under the road. See attached drawing and advise.

Brian Conrad, Vice President

Response: Reroute the waterline via vertical offset as shown in the plans per Revision 2 dated 05/24/2021. New water line shall have restrained joints. Contractor shall isolate the fire hydrant service lead and bag the exist fire hydrant and notify the City 48 hours prior to disabling the fire hydrant. Connect the offset lead to the new proposed 6-inch waterline once it is installed.

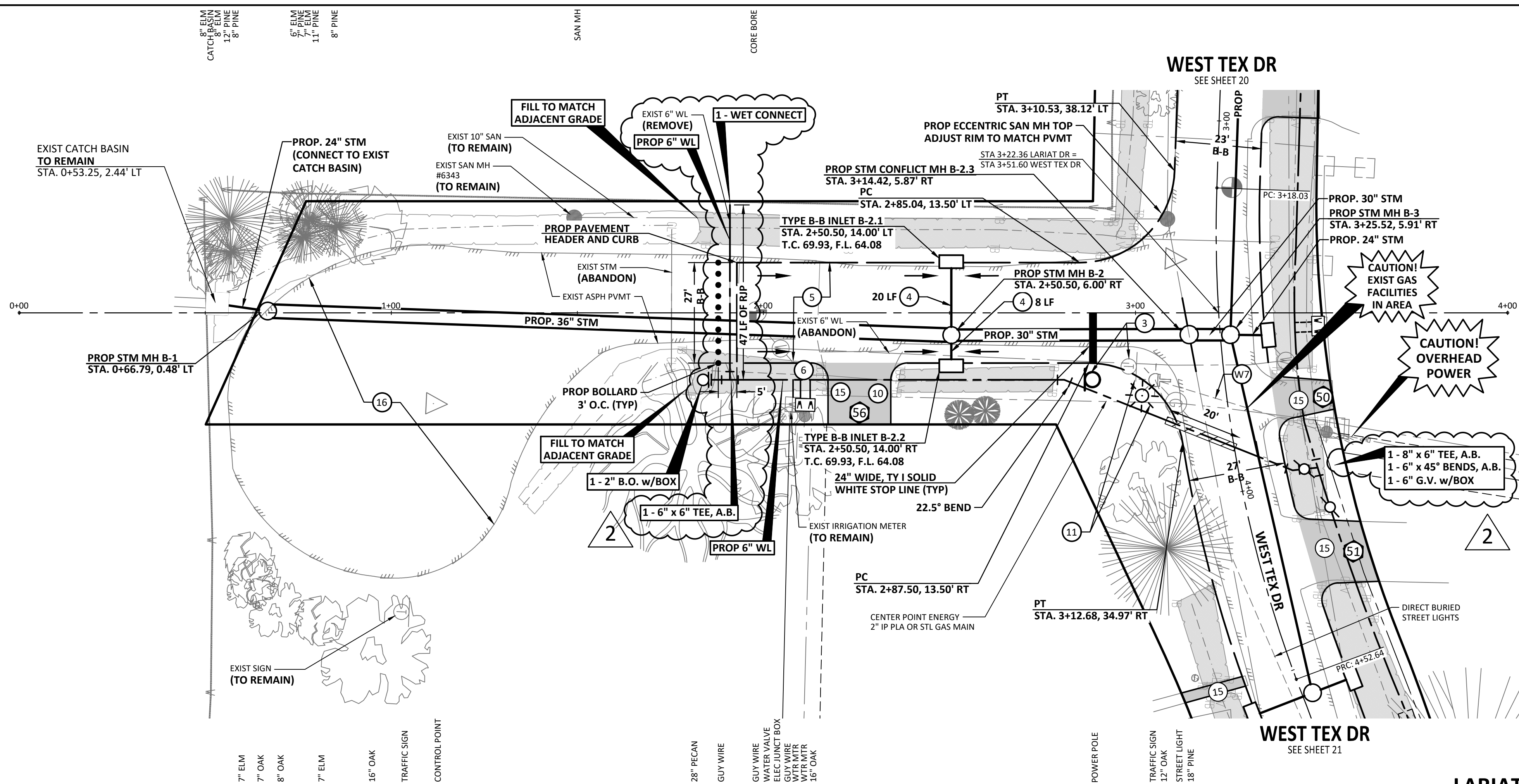
Approved:  **Title** Project Manager **Date:** 5/27/21
Coy P. Custer, P.E. ENV SP

X:\3300\231600100\City of Spring Valley\illage\CADD\DWG\C-PPE.dwg (LARIAT DR 0+00 TO 4+00) Plotted May 24, 2021 at 4:59pm by aarnello (Last Saved by: aarnello)



WEST TEX DR

SEE SHEET 20

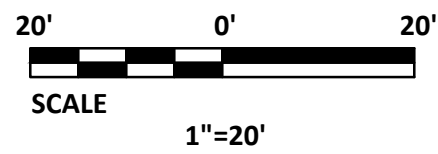


SAN LEAD NOTES:

- LOCATION AND SIZE OF EXISTING SAN SERVICE LEADS NFV. VERIFY LOCATION AND SIZE AND TIE PROP SAN LEADS TO EXIST SAN LEADS.
- LEADS SHOWN FOR GRAPHICAL PURPOSES FOR QUANTITIES. MAY NOT BE SHOWN IN EXISTING LOCATIONS.

LEGEND

- 1 DRIVEWAY ID #
- PROP FILL
- PROP DRIVEWAY
- PROP DRAINAGE FLOW



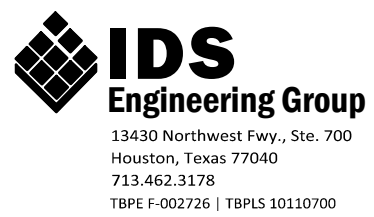
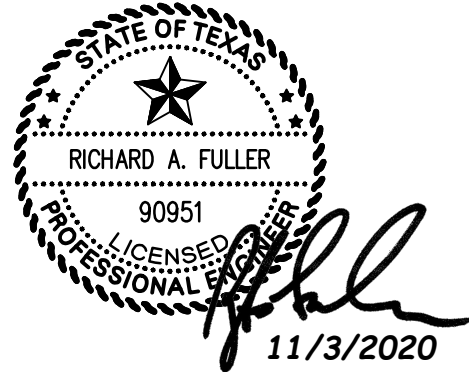
KEYED NOTES

- TO BE REMOVED
- REMOVE ENTIRE EXIST. M.H./INLET
- RELOCATE EXISTING STREET SIGN TO 24" (MIN) FROM BACK OF CURB
- PROP. 24" LEAD
- REMOVE EXIST. ROADWAY AND REPLACE WITH PROP. 6" CONC. P.V.M.T. w/ 6" CURB
- PROP WATER SERVICE
- PROP. STD. CONC. PAVING HEADER (SEE DETAIL)
- PROP SAN SEWER LEAD. TIE TO EXIST.
- REMOVE APPROX. 10 L.F. EXIST. W.L. AND PLUG FOR STM. SWR. CONSTRUCTION. WATER SERVICE TO BE MAINTAINED AT ALL TIMES.
- REMOVE AND REPLACE DRIVEWAYS PER DRIVEWAY INDEX ON SHT 12 AND DETAILS ON SHT 45.
- RELOCATE LIGHTPOLE TO MINIMUM OF 3' CLR BEHIND CURB
- PROP WATER LINE BY TRENCHLESS CONSTRUCTION
- EXTEND CURB DRAIN PER DETAIL ON SHT 45.
- REMOVE AND REPLACE PORTION OF CONCRETE SIDEWALK. MATCH AT ROW AND PROP TC.
- REMOVE CULVERT/INLET VARIOUS TYPE AND SIZE.
- CONTRACTOR TO REMOVE EXIST ASPHALT AND BASE MATERIAL, REGRADE AND SOD CUL-DE-SAC. SEE SHEET 74 FOR IRRIGATION PLAN.

NOTES:

- ALL EXISTING WATER METER BOXES NOT SHOWN TO BE REPLACED SHALL BE ADJUSTED TO FINISHED GRADE (TYP).
- ALL AT&T TEXAS/SBC BURIED/AERIAL CABLE FACILITIES ARE BASED ON RECORD DRAWINGS AND TONING.
- AT&T SHALL NOT REGARD CONSTRUCTABILITY ISSUES AS CONFLICTS. THE EXCAVATING CONTRACTOR SHALL SUPPORT AT&T FACILITIES EXPOSED WITHIN THEIR TRENCH, WHICH ARE NOT IN DIRECT CONFLICT WITH ROADWAY OR OTHER IMPROVEMENTS.
- NEW TRIANGULAR SLIP BASE SHALL BE INCIDENTAL TO TRAFFIC SIGN RELOCATION BID ITEM.
- FILLING ROADSIDE DITCHES AND GRADING ROW SHALL BE INCIDENTAL TO EXCAVATION.

△	Revise manhole rim elevations.	03/10/21	MRB	RAF
△	Waterline adjustments.	05/24/21	MRB	RAF
MK	DESCRIPTION	DATE	DWN.	CHK.



EST. 1955
SPRING VALLEY
VILLAGE

PAVING AND UTILITY IMPROVEMENTS FOR
LONE STAR DR, LOESER DR, TRAWEEK DR,
W TEX DR AND LARIAT DR

LARIAT DR
PLAN AND PROFILE
STA. 0+00 TO STA. 4+00

Project No.: 2316-001-00
Date: NOVEMBER 2020
Dwn By: M.A.B.
Chkd By: R.A.F.

Scale: HORZ.: 1"=20'
VERT.: 1"=2'

SHEET

22

OF 75

106

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

Proposal

Date: 6/10/21

RFP: 1

Owner: Spring Valley Village

Project: Lone Star

Ref. RFI: 3

Description: waterline conflict Lariat sta. 1+91

Materials:

Item	Qty	Unit	Unit Price	Unit Total
Ferguson Water line materials	1	LS	\$ 2,885.25	\$ 2,885.25
			\$ -	\$ -
			\$ -	\$ -
Subtotal				\$ 2,885.25
Total Material				\$ 2,885.25

Labor:

Name and/or Position	Qty	Unit	Unit Price	Unit Total
Conrad utility crew	2	day	\$ 1,850.00	\$ 3,700.00
			\$ -	\$ -
			\$ -	\$ -
Subtotal				\$ 3,700.00
Total Labor				\$ 3,700.00

Equipment:

Item	Qty	Unit	Unit Price	Unit Total
excavator	2	day	\$ 600.00	\$ 1,200.00
			\$ -	\$ -
Total Equipment				\$ 1,200.00

Miscellaneous

Item	Qty	Unit	Unit Price	Unit Total
			\$ -	\$ -
Total Miscellaneous				\$ -

Subcontract

Item	Qty	Unit	Unit Price	Unit Total
			\$ -	\$ -
			\$ -	\$ -
Total Subcontract				\$ -

CONRAD CONSTRUCTION CO., LTD.

P.O. BOX 841134

HOUSTON, TEXAS 77284

Total Equipment, Labor, Material, Misc.
Total Subcontract
OH&P 15%
SubTotal
1 1/2% Bond Premium
Total

\$	7,785.25
\$	-
\$	1,167.79
\$	8,953.04
\$	-
\$	8,953.04

Time Request

17 days

Miscellaneous Comments:

Waterline conflict discovered 5/18/21 and RFI submitted
RFI response and revised plan sheet 5/24/21
procurement of waterline materials
delayed removal and installation of waterline offset to
6/2 - 6/3
Storm was resumed on 6/4.
This delay impacted installation of storm outfall and pushed schedule
of storm sewer and paving back 17 calendar days


Brian Conrad
Vice President

Conrad Construction Co., Ltd.
P.O.Box 841134
Houston, Texas 77284
Office: 713-937-3081
Fax: 713-937-1172
E-mail: brianwconrad@hotmail.com

Request for Information

Date: 5/18/21

Rfi No: 03

Project: Lone Star

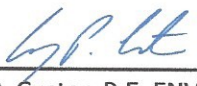
Subject: waterline conflict Lariat sta. 1+91

Information Requested:

We have located an existing 6" PVC waterline in conflict with proposed storm sewer on Lariat at sta. 1+91. Existing 8" water line ends at this station, 90s down, then 90s across under the road. See attached drawing and advise.

Brian Conrad, Vice President

Response: Reroute the waterline via vertical offset as shown in the plans per Revision 2 dated 05/24/2021. New water line shall have restrained joints. Contractor shall isolate the fire hydrant service lead and bag the exist fire hydrant and notify the City 48 hours prior to disabling the fire hydrant. Connect the offset lead to the new proposed 6-inch waterline once it is installed.

Approved:  **Title** Project Manager **Date:** 5/27/21
Coy P. Custer, P.E. ENV SP



FERGUSON WATERWORKS #1570
FERGUSON WATERWORKS #1570
2435 S. FM 359
BROOKSHIRE, TX 77423-0000
Phone: 281-769-9066
Fax: 281-769-9092

Deliver To: ROBERT BARROW
From: Jeffrey Moreland
Comments:

23:52:03 MAY 26 2021

Page 1 of 2

FERGUSON WATERWORKS #1105

Price Quotation

Phone: 281-769-9066

Fax: 281-769-9092

Bid No: B465436
Bid Date: 05/26/21
Quoted By: JLM

Cust Phone: 713-937-3081
Terms: NET 10TH PROX

Customer: CONRAD CONSTRUCTION CO LT
PO BOX 841134
330 SPRING VILLAGE
HOUSTON, TX 77284

Ship To: CONRAD CONSTRUCTION CO LT
PO BOX 841134
330 SPRING VILLAGE
HOUSTON, TX 77284

Cust PO#: 330

Job Name: 330 SPRING VILLAGE

Item	Description	Quantity	Net Price	UM	Total
N3KE06002020100	6 DR18 C900 RJIB CERTALOK PIPE BLUE	60	11.690	FT	701.40
MJ4LAU	6 MJ C153 45 BEND L/A	4	74.320	EA	297.28
MJT LAU	6 MJ C153 TEE L/A	1	131.910	EA	131.91
MJSCAP LAU	6 MJ C153 SLD CAP L/A	1	37.160	EA	37.16
AFC2506MMLAOR	6 DI MJ RW OR GATE VLV L/A	1	633.370	EA	633.37
PSVB461SW	2PC SCRW 10T/15B COMP CI VLV BX WTR	1	38.640	EA	38.64
SSLCE6	6 PVC WDG REST GLND *ONELOK	14	26.880	EA	376.32
IMJBGPU	6 MJ C153 BLT GSKT PK L/ GLAND	14	13.480	EA	188.72

MJLSLAU	6X12 MJ C153 LONG SLV L/A	1	83.210	EA	83.21
SSLCE6	6 PVC WDG REST GLND *ONELOK	2	26.870	EA	53.74
IMJBGPU	6 MJ C153 BLT GSKT PK L/ GLAND	2	13.470	EA	26.94

S42106560760031	6 TOP BLT COUP 6.56-7.60	1	316.560	EA	316.56

Net Total: \$2885.25
Tax: \$0.00
Freight: \$0.00
Total: \$2885.25



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=1105&on=42437>

WORK CHANGE DIRECTIVE

(Instructions on reverse side)

No. 3

PROJECT BID # 2020-11-101, Project 231600100

DATE OF ISSUANCE 06-09-2021

EFFECTIVE DATE _____

OWNER Spring Valley Village

OWNER'S Contract No. 2020-11-101

CONTRACTOR Conrad Construction ENGINEER IDS Engineering

You are directed to proceed promptly with the following change(s): Move fire hydrant at 1102 Lone Star

Description: Move fire hydrant set at 1102 Lone Star to property line instead of in front of house.

Purpose of Work Change Directive: Fire Hydrants should be located at property lines, not at the front of the house. Please make sure all other fire hydrant placement on other streets are located at property lines.

Attachments: (List documents supporting change) Revised sheet 14, Contractor's RFP #2

If a claim is made that the above change(s) have affected Contract Price or Contract Times any claim for a Change Order based thereon will involve one or more of the following methods of determining the effect of the change(s).

Method of determining change in
Contract Price:

Unit Price

Lump Sum

Other _____

Estimated increase (decrease) in Contract Price:

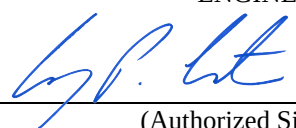
\$ \$2,300.00

If the change involves an increase, the estimated amount is not to be exceeded without further authorization

AUTHORIZED:

Coy P. Custer, PE

ENGINEER

By: 

(Authorized Signature)

WORK CHANGE DIRECTIVE

Method of determining change in
Contract Times:

Contractor's records

Engineer's record

Other _____

Estimated increase (decrease) in Contract Times:

Substantial Completion: 1 days;

Ready for final payment: 1 days;

If the change involves an increase, the estimated time are not to be exceeded without further authorization.

AUTHORIZED:

OWNER

By: 

(Authorized Signature)

06-24-2021

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed for use in situations involving changes in the Work which, if not processed expeditiously, might delay the Project. These changes are often initiated in the field and may affect the Contract Price or the Contract Times. This is not a Change Order, but only a directive to proceed with Work that may be included in a subsequent Change Order.

For supplemental instructions and minor changes not involving a possible change in the Contract Price or the Contract Times a Field Order may be used.

B. COMPLETING THE WORK CHANGE DIRECTIVE FORM

Engineer initiates the form, including a description of the items involved and attachments.

Based on conversations between Engineer and Contractor, Engineer completes the following:

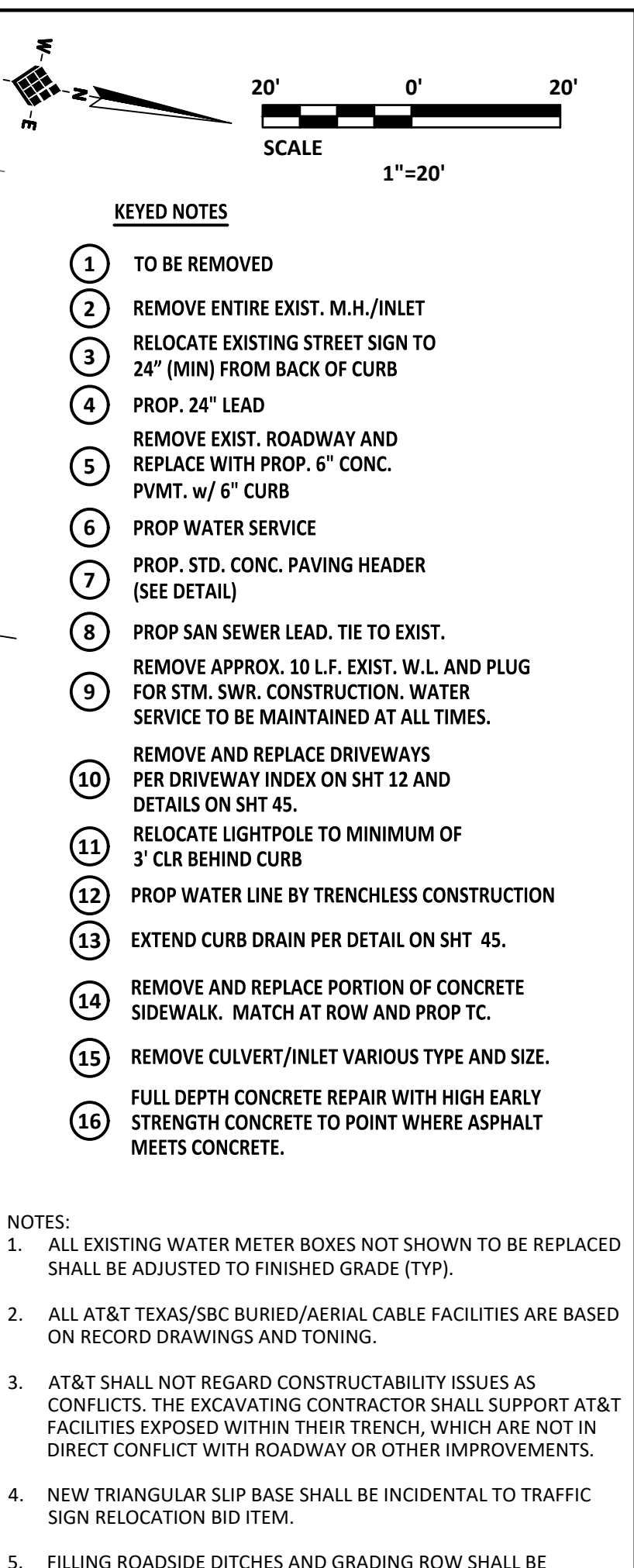
METHOD OF DETERMINING CHANGE, IF ANY, IN CONTRACT PRICE: Mark the method to be used in determining the final cost of Work involved and the estimated net effect on the Contract Price. If the change involves an increase in the Contract Price and the estimated amount is approached before the additional or changed Work is completed, another Work Change Directive must be issued to change the estimated price or Contractor may stop the changed Work when the estimated price is reached. If the Work Change Directive is not likely to change the Contract Price, the space for estimated increase (decrease) should be marked "Not Applicable".

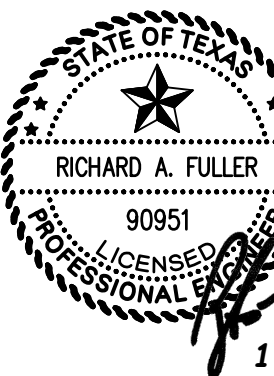
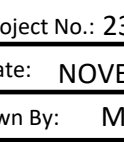
METHOD OF DETERMINING CHANGE, IF ANY, IN CONTRACT TIMES: Mark the method to be used in determining the change in Contract Times and the estimated increase or decrease in Contract Times. If the change involves an increase in the Contract Time and the estimated times are approached before the additional or changed Work is completed, another Work Change Directive must be issued to change the times or Contractor may stop the changed Work when the estimated times are reached. If the Work Change Directive is not likely to change the Contract Times, the space for estimated increase (decrease) should be marked "Not Applicable".

Once Engineer has completed and signed the form, all copies should be sent to Owner for authorization because Engineer alone does not have authority to authorize changes in Price or Times. Once authorized by Owner, a copy should be sent by Engineer to Contractor. Price and Times may only be changed by Change Order signed by Owner and Contractor with Engineer's recommendation.

Once the Work covered by this directive is completed or final cost and times are determined, Contractor should submit documentation for inclusion in a Change Order.

THIS IS A DIRECTIVE TO PROCEED WITH A CHANGE THAT MAY AFFECT THE CONTRACT PRICE OR THE CONTRACT TIMES. A CHANGE ORDER, IF ANY, SHOULD BE CONSIDERED PROMPTLY.



INCIDENTAL TO EXCAVATION.			
1	Revise manhole rim elevations and added manhole elevation information.	03/10/21	MRB RAF
2	Revise inlet flowlines.	05/03/21	MRB RAF
3	Fire hydrant relocation	06/14/21	CPC RAF
PK	DESCRIPTION	DATE	DWN. CHK.
			
 IDS Engineering Group 13430 Northwest Fwy., Ste. 700 Houston, Texas 77040 713.462.3178 TBPE F-002726 TBPLS 101100100			
			
PAVING AND UTILITY IMPROVEMENTS FOR LONE STAR DR, LOESER DR, TRAWEEK DR, W TEX DR AND LARIAT DR			
LONE STAR DRIVE PLAN AND PROFILE STA 5+00 TO STA 10+00			
Project No.: 2316-001-00		Scale:	
Date: NOVEMBER 2020		HORZ: 1"=20'	
Dwn By: M.A.B.		VERT: 1"=2'	
		SHEET 14 OF 15	

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

Proposal

Date: 6/18/21
Owner: Spring Valley Village
Project: Lone Star
Ref. emails
Description: fire hydrant relocation 1102 Lonestar

RFP: 2

Materials:

Item	Qty	Unit	Unit Price	Unit Total
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Subtotal				\$ -
Total Material				\$ -

Labor:

Name and/or Position	Qty	Unit	Unit Price	Unit Total
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Subtotal				\$ -
Total Labor				\$ -

Equipment:

Item	Qty	Unit	Unit Price	Unit Total
			\$ -	\$ -
			\$ -	\$ -
Total Equipment				\$ -

Miscellaneous

Item	Qty	Unit	Unit Price	Unit Total
			\$ -	\$ -
Total Miscellaneous				\$ -

Subcontract

Item	Qty	Unit	Unit Price	Unit Total
TCH Directional Drilling	1	LS	\$ 2,000.00	\$ 2,000.00
			\$ -	\$ -
Total Subcontract				\$ 2,000.00

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

MEETING DATE: July 27, 2021

TOPIC:	Approval Of Pay Estimate No. 8 To W. W. Payton Corporation For \$320,589.00 For The New Production Well Project.
---------------	---

BACKGROUND:	This is the 8 th pay estimate to be submitted by W. W. Payton Corporation for the New Production Well Project for work completed on the Project from June 15, 2021, to July 12, 2021.
--------------------	--

RECOMMENDATION:	WSP Project Manager Peter Lyman and City Staff have reviewed Pay Estimate No. 8 and recommend approval.
------------------------	---

ATTACHMENTS:	• WSP Recommendation letter and Pay Estimate No. 8 Submitted By WW Payton Corporation.
---------------------	--

FUNDING ISSUES:	☐ Not applicable – no dollars are being spent or received. ☒ Full amount already budgeted in Acct/Project # 20-60-7401 ☐ 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:

Pat Riley, Public Works Director

CITY ADMINISTRATOR APPROVAL:



DIVIDER PAGE



MEMO

TO: Julie Robinson, ICMA-CM, Pat Riley and Michelle Yi,
City of Spring Valley Village

FROM: Peter Lyman, P.E., WSP USA

SUBJECT: Review of W.W. Payton Corporation, Estimate No. 8 for Payment -
City of Spring Valley Village New Production Well, Project No. 2019-01-01B,
TWBD SWIFT Project No. 51056

DATE: July 19, 2021

Attached to this document is Estimate No. 8 (Date July 12, 2021) with the Affidavit of Bills Paid and Partial Waiver of Lien that W. W. Payton Corporation provided for the City of Spring Valley Village project referenced above. Estimate No. 8 includes the completed work from June 15, 2021 through July 12, 2021. WSP has checked the documents attached, including the unit prices, quantities charged and amounts listed, and recommends the estimate for payment. The notice to proceed date was 5/23/19 and the adjusted completion date is 7/09/21.

Please see below for additional project information:

ORIGINAL CONTRACT AMOUNT \$3,150,000.00

Total Value of Work Completed to 7/12/21	\$3,038,770.00
Retainage of 10%	\$303,877.00
Total Amount of Prior Payments	\$2,414,304.00
Amount Due this Estimate No. 8	\$320,589.00
Total Remaining Balance	\$185,230.00



Please contact us, if you have any related questions.

A handwritten signature in blue ink, appearing to read 'Peter Lyman'.

Peter Lyman, P.E.
Environmental Engineer

RECEIVED

07-19-2021

MONTHLY ESTIMATE APPLICATION

DATE: 7/12/2021

CLIENT: CITY OF SPRING VALLEY VILLAGE

ADDRESS: 1025 Campbell Rd
Houston, TX 77055

PROJECT: NEW PRODUCTION WELL

PROJECT NO.: 2019-01-01B

TWDB SWIFT PROJECT NO.: 51056

CONTRACTOR: W.W. Payton Corporation

ADDRESS: P.O. BOX 1056
Katy, Texas 77492ESTIMATE NO: 8FROM: 6/15/2021 TO 7/12/2021CONTRACT TIME: 400 C.D.EXTENSIONS: 379 C.D.NTP DATE: 5/23/2019

ORIGINAL COMPLETION DATE: 6/26/2020

PROJECT EST. COMPLETION DATE: 7/9/2021

ANALYSIS OF CONTRACT AMOUNT

Original Contract Amount	3,150,000.00
Change Order:	74,000.00
Adjusted Contract Amount:	3,224,000.00
Total Value of Work Completed to Date:	3,038,770.00
Less 10% Retainage:	303,877.00
Total Completed, Less Retainage	2,734,893.00
Less Previous Applications for Payment:	2,414,304.00
****AMOUNT DUE THIS ESTIMATE****	\$ 320,589.00

RECOMMEND APPROVAL

Payment Due Contractor:

CITY OF SPRING VALLEY VILLAGE

By: _____

AGREED:

W.W. Payton Corporation

By: 

Date: _____

Date: 7/15/2021**APPROVED:**

By: _____

Date: _____

W. W. PAYTON CORPORATION
General Contractor Serving Texas
P.O. Box 1056 Katy, Texas 77492-1056

July 12, 2021

City of Spring Valley Village
1025 Campbell Rd
Houston, TX 77055

Attn: WSP USA - Mr. Peter Lyman, P.E.

Estimate No. 8
City of Spring Valley Village
New Production Well
Project No. 2019-01-01B
Payton Job No. 684
TWDB SWIFT Project No. 51056

We estimate the total amount of work done for the period ending 7/12/2021 for the above referenced project to be:

		QTY.	QTY.	QTY.	DONE		UNIT	AMOUNT
	DESCRIPTION	BID	PRIOR	THIS PERIOD	TOTAL	UNIT	PRICE	COMPLETE
UNIT B: BASE BID ITEMS								
1	Mobilization and demobilization for Water Well No. 2	1	1	0	1	LS	\$60,000.00	\$60,000.00
2	Drill, construct, test and equip Water Well No. 2						1,678,000.00	
a	Pilot hole drilled, logged and sampled	1	1	0	1	LS	375,000.00	375,000.00
b	Reaming of pilot hole and conductor casing set and cemented in place	1	1	0	1	LS	375,000.00	375,000.00
c	Underreaming the pilot hole below the conductor casing	1	1	0	1	LS	190,000.00	190,000.00
d	Production casing and screen(s) set in place	1	1	0	1	LS	350,000.00	350,000.00
e	Graveling, sterilizing, developing and testing the well.	1	1	0	1	LS	268,000.00	268,000.00
f	Furnishing the test pumping equipment & Pump Test	1	1	0	1	LS	100,000.00	100,000.00
g	Well yard clearing, grading sidewalks, surfacing, topsoil seeding and sodding	1	0	0.80	0.80	LS	20,000.00	16,000.00
3	Well Pump Equipment						235,000.00	
a	Concrete pump foundation	1	1	0	1	LS	6,000.00	6,000.00
b	Permanent Pumping Equipment & Discharge Head	1	1	0	1	LS	185,000.00	185,000.00
c	Electric Motor	1	1	0	1	LS	44,000.00	44,000.00
4	Discharge Piping manifold from Well 1 to meter run, concrete sidewalk and pipe supports, complete	1	0.95	0.04	0.99	LS	40,000.00	39,600.00
5	Turn Well #2 Pump 90 degrees & extra piping. In lieu of original item.	1	0	1	1	LS	30,000.00	30,000.00
6	Discharge Piping manifold from Well 2 to meter run, concrete sidewalk and pipe supports, complete	1	0.95	0.05	1	LS	40,000.00	40,000.00
7	Meter run piping and fitting and collection line to tie-in with existing piping to the ground storage tanks	1	0.95	0.04	0.99	LS	50,000.00	49,500.00
8	All electrical work, programming work, electrical foundation pads for Well No. 2	1	0.80	0.18	0.98	LS	325,000.00	318,500.00

	DESCRIPTION	QTY. BID	QTY. PRIOR	QTY. THIS PERIOD	DONE TOTAL	UNIT	UNIT PRICE	AMOUNT COMPLETE
UNIT B: BASE BID ITEMS Cont.								
9	All chlorination, ammonia, fluoride and polyphosphate system work for single injection point at the water plant	1	0.25	0.70	0.95	LS	295,000.00	280,250.00
10	Building foundation, two 8'X8' FRP buildings and one 10' X 10' FRP building for chemical systems	1	1	0	1	LS	105,000.00	105,000.00
11	Concrete splash box and drain for well No. 1	1	1	0	1	LS	4,210.00	4,210.00
12	Concrete splash box and drain for well No. 2	1	1	0	1	LS	8,000.00	8,000.00
13	Asphalt apron and subgrade around Well No. 2	7850	0	2000	2000	SF	9.00	18,000.00
14-16	Add Gate operator including Electrical to existing front sliding gate. In lieu of original bid items 14, 15 & 16.	1	0	0.90	0.90	LS	16,900.00	15,210.00
17	Filter fabric fence	240		-	-	LF	1.00	-
18	Sound barrier	250	120	0	120	LF	80.00	9,600.00
Total Unit B								\$2,886,870.00
	DESCRIPTION	QTY. BID	QTY. PRIOR	QTY. THIS PERIOD	DONE TOTAL	UNIT	UNIT PRICE	AMOUNT COMPLETE
UNIT C: EXTRA BID ITEMS								
19	Spectralog, if required by the City, in the pilot hole after making and reviewing Gamma Ray Log, all complete	1	1	0	1	EA	\$1,600.00	\$1,600.00
20	Furnish and install 30-sack cement plug, if required, in the pilot hole below the selected completion depth of the well, complete	1	1	0	1	EA	6,000.00	6,000.00
21	Extra sacks of cement more than the base amount of 30 sacks in a cement plug below the selected completion depth of the well included in Item 20 above	10	-	-	-	SK	25.00	-
22	Complete water - sampling operation in the pilot hole from which the City requires water samples to be taken with a base development and pumping time of 36 hours, water samples and analyses, and associated static and pumping water-level measurements and pumping rate, all complete	3	2	0	2	EA	32,200.00	64,400.00
23	Pilot hole, as required, other than the 1,300-foot base depth for well in item 2	50	-	-	-	LF	60.00	-
24	Abandonment, if required, of pilot hole included in item 2	1				EA	105,000.00	-
25	20-inch diameter surface casing, as required, cemented in place other than the 730-foot base depth for the well in item 2	10	-5	0	-5	LF	180.00	-900.00
26	14-inch diameter blank production casing, as required, in place other than the 320-foot base length for the well in item 2	10	-87	0	-87	LF	100.00	-8,700.00

	DESCRIPTION	QTY. BID	QTY. PRIOR	QTY. THIS PERIOD	DONE TOTAL	UNIT	UNIT PRICE	AMOUNT COMPLETE
UNIT C: EXTRA BID ITEMS Cont.								
27	14-inch diameter stainless steel screen wrapped on mild steel pipe, as required in place other than the 230-foot base length for the well in item 2	15	102	0	102	LF	250.00	25,500.00
28	20-foot length of pump column assembly, air-line, and one 1 1/4-inch schedule 40 PVC tube in place complete, if required, other than the 520-foot base length for the pump in item 3	4				EA	2,500.00	-
29	Intermediate stage of bowl assembly (cast iron) added to the pump, as quoted in item 3, if required, and as shown in the pump data submittals for present conditions	2				EA	2,000.00	-
30	Intermediate stage of bowl assembly (ductile iron) added to the pump, as quoted in item 3, if required, and as shown in the pump data submittals for present conditions	2				EA	2,250.00	-
31	One-hour of pumping or water level recovery time, if required, other than 36 hours for a complete water sampling operation given in item 22	20				HR	\$75.00	-
32	One-hour of pumping test time, if required, other than 96 hours given for the well in Item 2.	10				HR	300.00	-
Total Unit C:								\$87,900.00
UNIT D: CASH ALLOWANCE								
1	CenterPoint Energy Allowance for Electrical Service for Well 2	1					\$35,000.00	-
Total Unit D:								\$0.00
UNIT E: CHANGE ORDER								
1	Concrete Masonry Unit (CMU) Building	1	0.90	0.10	1	LS	64,000.00	64,000.00
1a	Contingency-Concrete Masonry Unit (CMU) Building	1				LS	10,000.00	-
2	Increased the Contract Time by 279 days							-
3	Increased the Contract Time by 100 days							-
Total Unit E:								\$64,000.00

NOTE: This breakdown is approximate and intended only for the purpose of preparing monthly pay estimates

	Original Contract Amount	Current Contract Amount
Unit B: Base Bid Items (1-18)	\$2,978,000.00	\$2,978,000.00
Unit C: Extra Bid Items (19-32)	\$137,000.00	\$137,000.00
Unit D: Cash allowance (1)	\$35,000.00	\$35,000.00
Unit E: Change Order (1-2)		\$74,000.00
Total Amount:	\$3,150,000.00	\$3,224,000.00

	WORK DONE TO DATE			
Unit B: Base Bid Items (1-18)		:		\$2,886,870.00
Unit C: Extra Bid Items (19-32)		:		\$87,900.00
Unit D: Cash allowance (1)		:		\$0.00
Unit E: Change Order (1)		:		\$64,000.00
Total Amount Done to Date		:		\$3,038,770.00
Less Retainage	10%	:		\$303,877.00
Difference		:		\$2,734,893.00
Less Previous Estimate		:		\$2,414,304.00
TOTAL AMOUNT DUE THIS ESTIMATE				\$320,589.00

Sincerely,



Chad Payton

APPROVED FOR PAYMENT

City of Spring Valley Village

BY:

DATE:

PLEASE RETURN ONE (1) APPROVED COPY FOR OUR FILES

PARTIAL WAIVER OF LIEN

THE STATE OF TEXAS
COUNTY OF WALLER

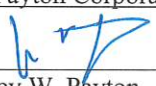
The undersigned contracted with City of Spring Valley Village to furnish New Production Well in connection with certain improvements to real property located in Harris County, Texas, and owned by City of Spring Valley Village which Improvements are described as follows:

City of Spring Valley Village New Production Well Project
BID Job No. 2019-01-01B

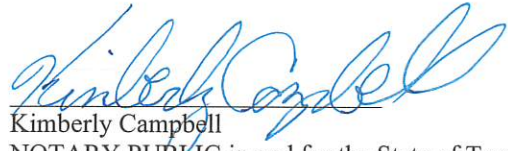
In consideration of Pay Estimate No. 8 in the amount of Three Hundred Twenty Thousand Five Hundred Eighty Nine and No/100 DOLLARS (\$320,589.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confessed, the undersigned does hereby waive and release any mechanics' lien or materialmen's lien or claims of lien that the undersigned has or hereafter has on the above-mentioned real property on account of any labor performed or materials furnished or to be furnished or labor performed and materials furnished by the undersigned pursuant to the above-mentioned contract or any constitutional lien that the undersigned may have.

Undersigned hereby guarantees that all bills for labor performed and/or materials furnished in the erection and construction of such Improvements on the Property have been fully paid and satisfied and Undersigned does further guarantee that if for any reason a lien or liens are filed for material or labor against said Property arising out of any bills for material or labor in connection with the erection or construction of said Improvements thereon, Undersigned will obtain a settlement of such lien or liens and a proper release thereof shall be obtained.

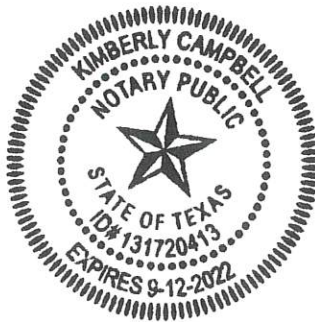
W. W. Payton Corporation

By: 
Wesley W. Payton - President

SWORN TO AND SUBSCRIBED BEFORE ME, on this the 12th day of July, 2021, to certify which witness my hand and seal of office.


Kimberly Campbell
NOTARY PUBLIC in and for the State of Texas

My Commission Expires:
9-12-2022



AFFIDAVIT OF BILLS PAID

THE STATE OF TEXAS COUNTY OF WALLER

Wesley W. Payton, being first duly sworn that he is President of W. W. Payton Corporation, of Waller County, Texas hereinafter called "Company" and
That said company has performed work and/or furnished material for City of Spring Valley Village hereafter called "Owner", pursuant to a contract, dated March 26th, 2019 (hereinafter called "Contract") for the construction of:

City of Spring Valley Village
City of Spring Valley Village New Production Well Project
BID Job No. 2019-01-01B

That all just and lawful invoices against the company for labor, materials and expendable equipment employed in the performance of the Contract have been paid in full prior to acceptance of payments for the Owner, and

That no mechanic's or materialman's liens have been filed upon the property of the Owner or materials incorporated into the Facilities, and

That the Company agrees to indemnify and hold the Owner and Engineers harmless from all liability arising from claims by subcontractors, materialmen and suppliers under Contract, and

That no claims have been made or filed upon the payment bond, and

That the Company has not received any claims or notice of claims from the subcontractor, materialmen and suppliers.

By: W. W. Payton
Title: President
Printed Name: Wesley W. Payton

ATTEST:

M. R. Payton
Printed Name: Marilyn R. Payton - Secretary

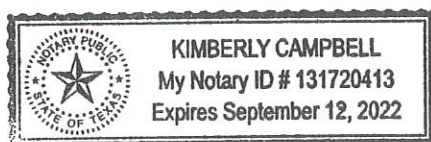
THE STATE OF TEXAS COUNTY OF WALLER

Before me, the undersigned authority, on this day personally appeared Wesley W. Payton the President of W. W. Payton Corporation a Texas corporation, known to me to be the person and office whose name is subscribe to the foregoing instrument, and acknowledged to me that he executed the same as the act and deed of such corporation, for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 12TH day of July, 2021.

Commission Expires: 9-12-2022

Kimberly Campbell
Notary Public in and for
State of Texas
Kimberly Campbell
(Printed Name of Notary)



GENERAL CONTRACTOR SERVING TEXAS
P.O. BOX 1056 – KATY, TEXAS 77492-1056
(281) 371-7068

CITY OF SPRING VALLEY VILLAGE
PRODUCTION WATER WELL, ELECTRICAL & CHLORINATION
PAYTON JOB NO. 684

SCHEDULE OF COMPLETION

Work Items	Start	Completion
NOTICE TO PROCEED		
Submittal Preparation/ Obtain Permits/ Staking etc...		complete
Construct sound wall for drilling operations		complete
Drill test hole and construct water well		complete
Construction of chemical/control building foundation		complete
Remove forms from building foundation		complete
CMU building construction including roofing		complete
Water Well 2 discharge and meter run piping		complete
Installation of storm sewer		complete
Chemical	05/10/21	07/13/21
Electrical	05/10/21	07/13/21
COMPLETION DATE		July 9, 2021

Notes

1. This is a tentative schedule based upon normal jobsite & weather conditions and information available at this time;
2. Electrical work will be incorporated into project as required to meet the completion time.

W.W. PAYTON CORPORATION
GENERAL CONTRACTOR SERVING TEXAS
P.O. BOX 1056 KATY, TEXAS 77492-1056
(281) 371-7068 / FAX (281) 371-7069
CITY OF SPRING VALLEY VILLAGE
NEW PRODUCTION WELL
PROJECT NO. 2019-01-01B

PAY APPLICATION No.: 8

REPORTING PERIOD: 6/15/21-7/12/21

SUBCONTRACTOR AND WORK PERFORMED DURING THIS PERIOD:

Subcontractor – JCS

Brief Description of work done:

CHEMICAL

Police Department Staff Report

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

06\01\2021
thru 06\30\2021

Type	Description	# Of Calls
21	911 HANG UP	2
6	ACCIDENT	27
22	ALARM	33
23	AMBULANCE CALL	18
24	ANIMAL CALL	6
43	ASSIST OUTSIDE AGENCY	18
135	BUSINESS CHECK	410
48	CITY CREW REPAIRS	1
49	CIVIL MATTER	1
134	COURTESY TRANSPORT	1
53	DEBRIS IN ROADWAY	5
60	FIRE CALL	10
68	HOUSE CHECK	16
70	INFORMATION	17
71	INVESTIGATION	7
76	LOUD NOISE	8
81	OPEN DOOR	16
86	PUBLIC RELATIONS	384
88	RECOVERY STOLEN VEHICLE	1
96	SOLICITOR	9
99	STALLED VEHICLE	20
103	SUSPICIOUS ACTIVITY	14
104	SUSPICIOUS PERSON	7
105	SUSPICIOUS VEHICLE	23
11	TRAFFIC STOP	1,212
0	UNKNOWN	1
111	VEHICLE BLOCKING ROADWAY	4
112	VEHICLE CHECK	6
42	WARRANT SERVICE	5
116	WATER LEAK	2
117	WELFARE CONCERN	4
Total		2,288

Spring Valley Village, TX PD

Jun 1, 2021 - Jun 30, 2021

Citation Violation Audit By Offense

Total Charges: **2224**

Description	Counts
BACKING NOT IN SAFETY	1
CHANGED LANE WHEN UNSAFE	2
CHILD (4-17) NOT SECURED BY SAFETY BELT	3
CRIMINAL TRESPASSING	2
D.O.C. URINATING IN A PUBLIC PLACE	2
DEFECTIVE EQUIPMENT - WHITE LIGHT TO THE REAR	5
DEFECTIVE EQUIPMENT / NO LICENSE PLATE LIGHT	38
DEFECTIVE HEAD LAMPS	45
DEFECTIVE HEAD LIGHTS	10
DEFECTIVE STOP LAMP(S)	106
DEFECTIVE STOP LIGHTS-TRAILER	6
DEFECTIVE TAIL LAMP(S)	21
DISPLAY FICTITIOUS/WRONG/UNCLEAN LICENSE PLATES	79
DISPLAY SUSPENDED DRIVER LICENSE	1
DISPLAY/ EXPIRED REGISTRATION	709
DRIVING WHILE LICENSE INVALID UNDER PROVISIONS OF DL LAWS	29
DRIVING WITHOUT ANY LICENSE	5
DROVE CENTER LANE (NOT PASSING/NOT TURNING LEFT)	1
DROVE ON WRONG SIDE OF DIVIDED HIGHWAY	1
DROVE WITHOUT LIGHTS (WHEN REQUIRED)	12
EXPIRED DRIVERS LICENSE	35
FAIL TO CONTROL SPEED	1
FAIL TO DISPLAY DRIVERS LICENSE	7
FAIL TO GET A TEXAS DRIVERS LICENSE AFTER 90 DAYS OF RESIDENCE IN THIS STATE	2
FAIL TO MAINTAIN FINANCIAL RESP. 2ND OFFENSE	2
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	157
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	154
FAIL TO OBEY TRAFFIC CONTROL DEVICE-MUST TURN RIGHT OR LEFT	1

CONFIDENTIAL

Page: 1 of
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Report Created on: Jul 1, 2021 2:49 PM



Spring Valley Village, TX PD

Jun 1, 2021 - Jun 30, 2021

Citation Violation Audit By Offense

Total Charges: **2224**

Description	Counts
FAIL TO REPORT CHANGE OF ADDRESS	21
FAIL TO YIELD ROW CHANGING LANES	1
FAILED TO DIM HEADLIGHTS - FOLLOWING	9
FAILED TO DIM HEADLIGHTS - MEETING	30
FAILED TO SIGNAL TURN / LANE CHANGE	1
FAILED TO STOP AT PROPER PLACE (TRAFFIC LIGHT)	1
ILLEGAL OBSTRUCTION OF WINDOWS	1
ILLEGAL PARKING - NO PARKING ANY TIME	1
ILLEGAL WINDOW TINT	13
IMPROPER TURN	1
LICENSE PLATE - NO TRAILER PLATE	3
LICENSE PLATE OBSCURED	26
NO DRIVERS LICENSE	325
NO FRONT LICENSE PLATE	43
NO SEAT BELT - DRIVER	1
OPEN CONTAINER	5
OPERATE MOTOR VEHICLE WITHOUT LICENSE PLATES OR WITH ONE LICENSE PLATE	7
OPERATE UNREGISTERED MOTOR VEHICLE	1
PARENT/GUARDIAN PERMITTED UNLICENSED MINOR TO DRIVE	1
PASSING AUTHORIZED EMERGENCY VEHICLE	3
RAN RED LIGHT	50
RAN STOP SIGN	3
SPEEDING - REDUCED SPEED	1
SPEEDING (NU)	11
SPEEDING >10% ABOVE POSTED LIMIT	167
TRAFFIC - OTHER	19
TRAFFIC OTHER	1
UNREGISTERED MOTOR VEHICLE TRAILER	3

CONFIDENTIAL

Page: 2 of
120

Report Created on: Jul 1, 2021 2:49 PM



Spring Valley Village, TX PD

Jun 1, 2021 - Jun 30, 2021

Citation Violation Audit By Offense

Total Charges: **2224**

Description	Counts
UNRESTRAINED CHILD 5 YEARS OF AGE TO 17	11
UNRESTRAINED CHILD YOUNGER THAN 5 OR UNDER 36 INCHES	5
UNRESTRAINED CHILD YOUNGER THAN 8 OR UNDER 4FT 9IN	1
VIOLATE DL RESTRICTION B	17
WRONG/ALTERED/OBSCURED LICENSE PLATE	4

CONFIDENTIAL

Page: 3 of
120

Report Created on: Jul 1, 2021 2:49 PM



MONTHLY K-9 REPORT

FOR THE MONTH OF: Jun-21

MOYER, NABORS

FRITZ, ODIN

TOTALS

K-9 CALLS FOR SERVICE

SPRING VALLEY VILLAGE

102

OUTSIDE AGENCY

0

K-9 APPREHENSIONS

0

NARCOTICS CASES

0

PUBLIC RELATIONS EVENT

7

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

MEETING DATE: July 27, 2021

TOPIC:	Feedback Received During Virtual Public Meeting Concerning Bingle Road Road Diet Held on June 29, 2021 and Implementation of a Proposed Road Diet for Bingle Road through the City Limits
BACKGROUND:	During the May 25, 2021 Regular Meeting, the City Council discussed a possible road diet for Bingle Road within the City Limits that would connect to the road diet that is being considered by the City of Houston for Bingle Road from just south of Long Point Road and south to the Spring Branch bridge. The project will be re-striping only and not re-construction. Following the discussion, it was the direction of the Council for City staff to hold a public meeting to obtain resident input. A virtual public meeting was held on June 29, 2021, and a total of 19 people attended the public meeting. 16 residents (including the Mayor) attended the meeting and provided feedback concerning the proposed road diet. Several people expressed support for the project because of safety concerns, namely pedestrian safety and being able to walk/bike places. However, potential traffic congestion was the greatest concern expressed by the majority of the participants. Since the public meeting, I have received five emails from residents who attended the public meeting expressing opposition to the proposed road diet. A copy of the emails are provided with this agenda item.
RECOMMENDATION:	Staff requests direction from Council on whether and how it wishes to proceed with the possible road diet for Bingle Road.
ATTACHMENTS:	- Copy of PowerPoint Presentation on Proposed Bingle Road Traffic Improvements (Road Diet) from Virtual Public Meeting Held on June 29, 2021 - Notice of Virtual Public Meeting - Emails Received in Opposition to the Proposed Bingle Road Road Diet
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:	CITY ADMINISTRATOR APPROVAL:
Pat Riley, Director of Public Works	

DIVIDER PAGE

Proposed Bingle Road Traffic Improvements

Virtual Public Meeting

Tuesday, June 29, 2021

6 pm



EST. 1955

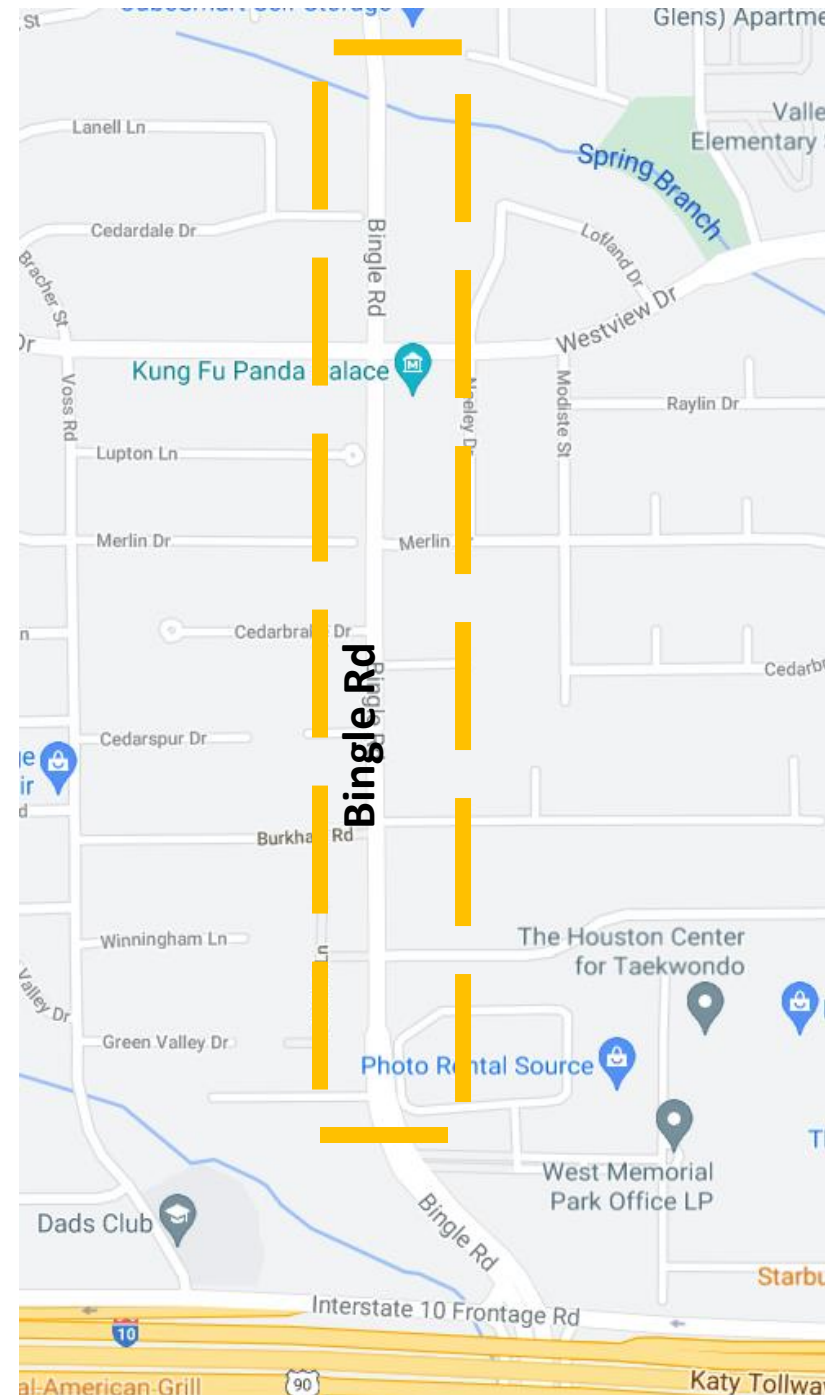
SPRING VALLEY

VILLAGE

Slides and Graphics are from City of Houston Presentation

Project Overview

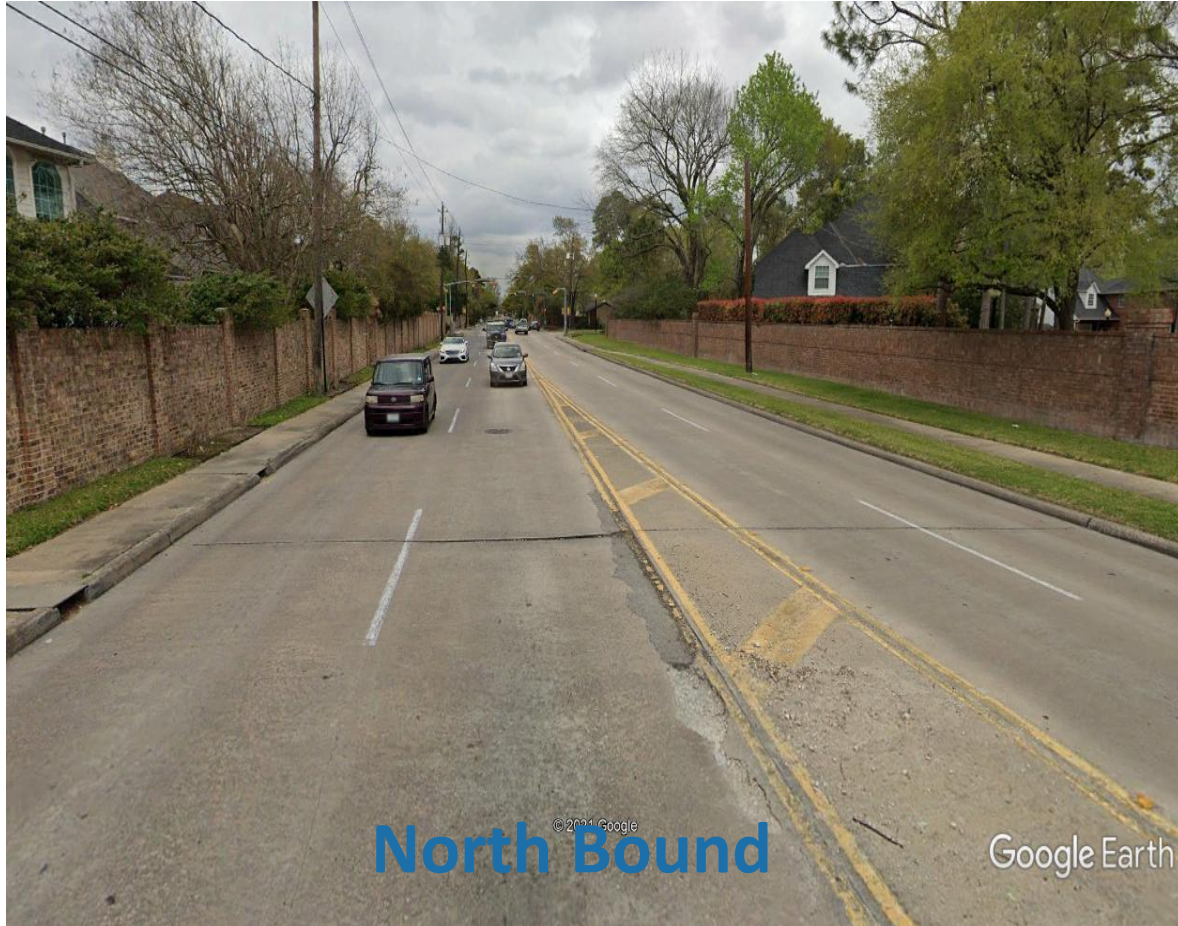
- Bingle Road – Spring Branch Creek to West Memorial Park Drive.
- Project goal is to reconfigure existing lane striping from 4 lanes to 3 lanes “Road Diet”
- Provide continuous center turn lane



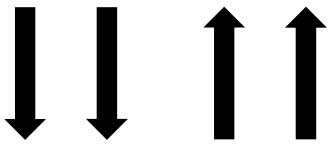
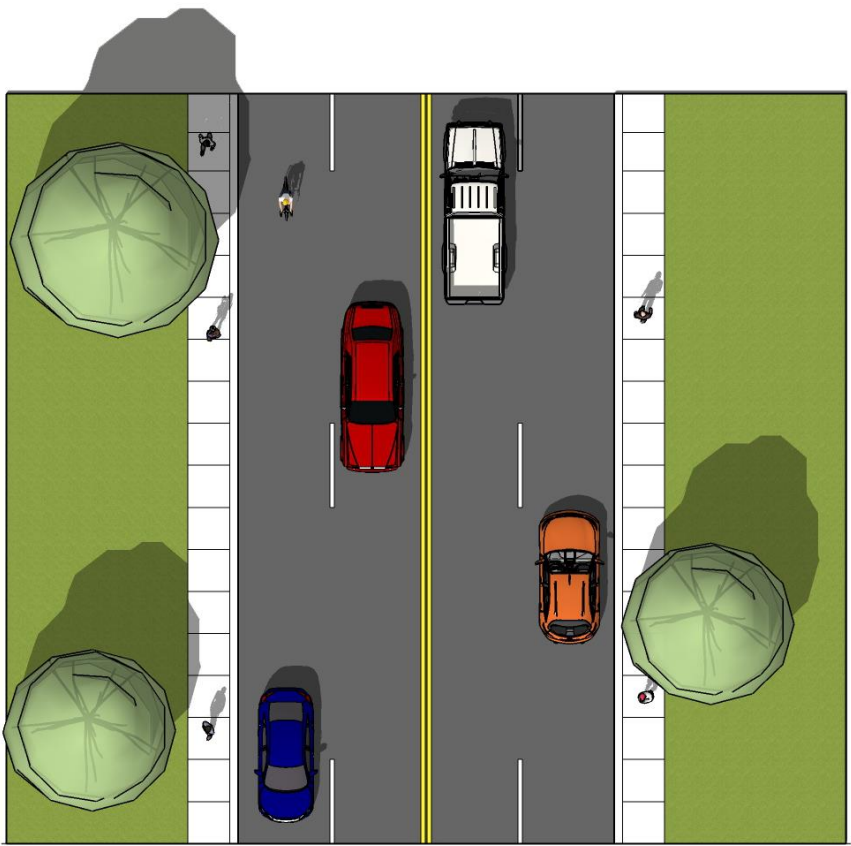
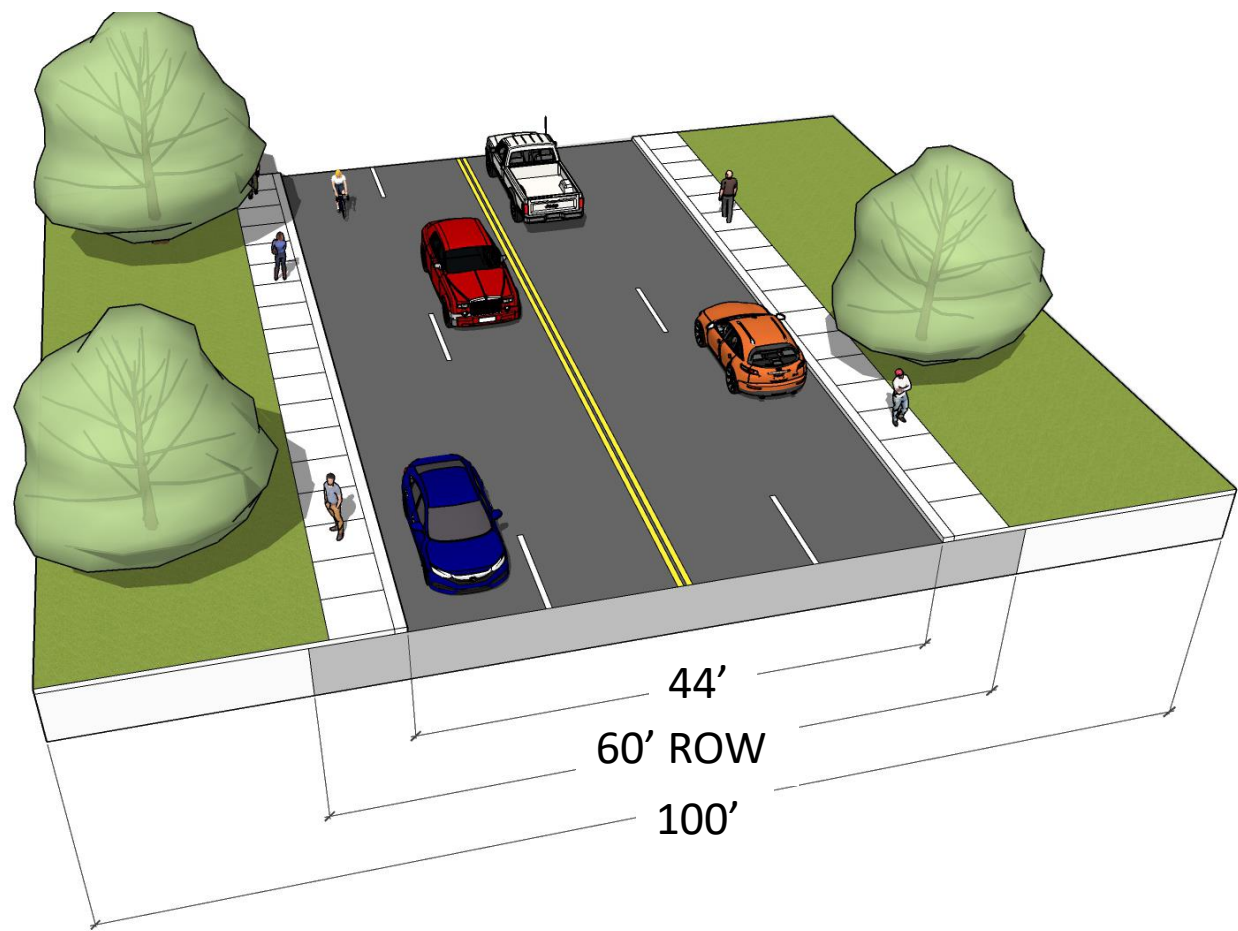
Project History

- May 2020 – Safety and Mobility Study for the Bingle Road corridor begins in the City of Spring Valley Village.
- April 2021 – Safety and Mobility Study for the Bingle Road corridor is completed - Bingle Road Road Diet Scenario was analyzed and recommended to improve safety along the corridor.
- April 2021 - City of Houston contacts City of Spring Valley Village with proposed “Road Diet” from Spring Branch Creek to Long Point. The City of Houston project is totally separate and was not coordinated.
- May 25, 2021 – Spring Valley Village City Council discusses City of Houston’s proposed Road Diet Project and the possible implementation of the recommended Bingle Road Diet through the City limits.

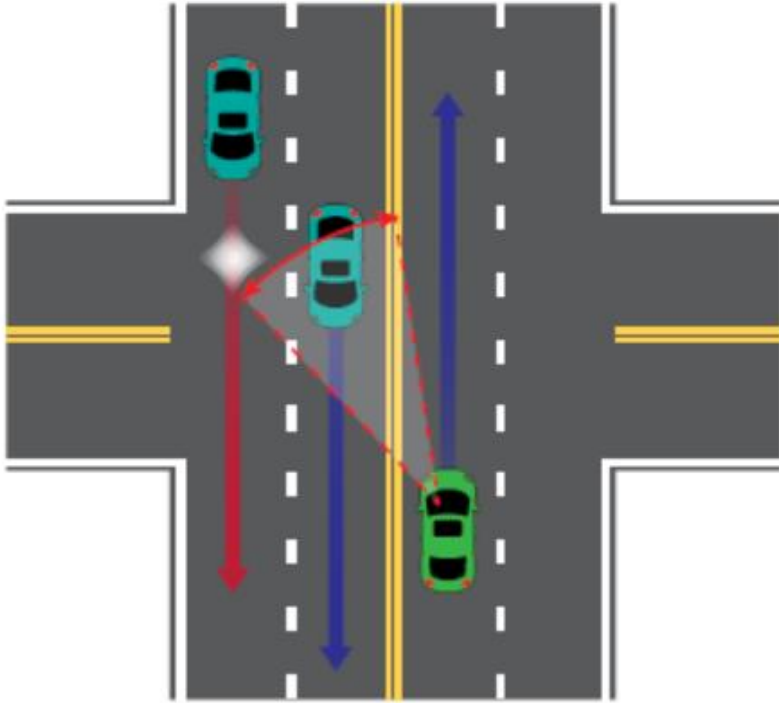
Existing Street Section



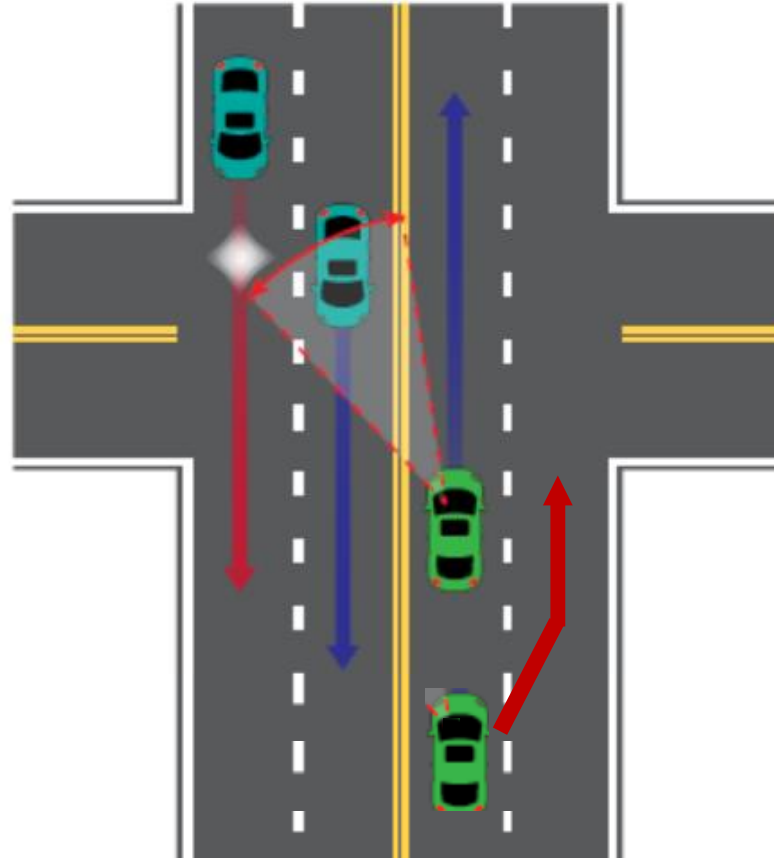
Existing Street Cross Section



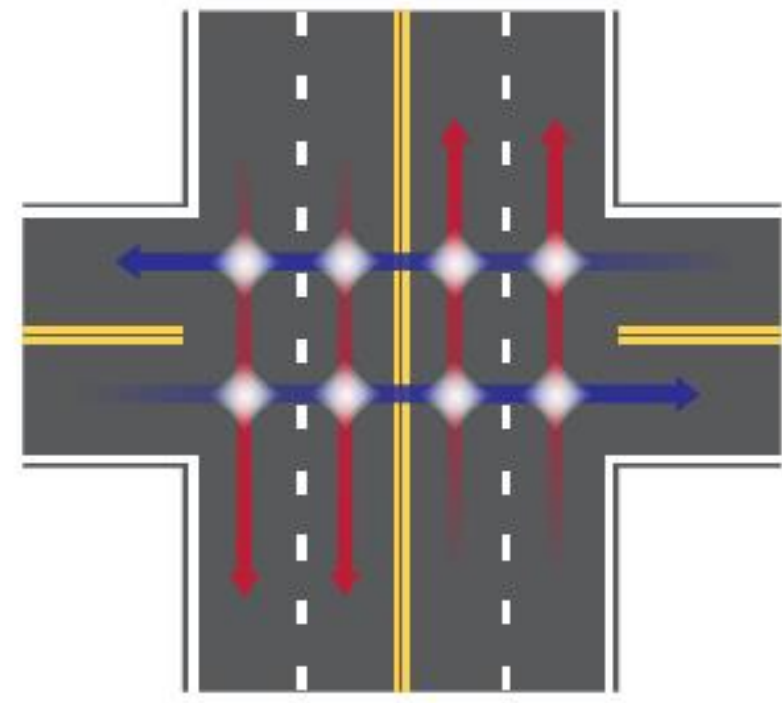
Existing Traffic Conditions



Left (inside) lane shared by higher-speed through traffic and left-turning vehicles.



Right (outside) lane used by right-turning vehicles and to avoid left-turning vehicles.



Side street traffic must navigate four lanes or multiple conflict points for making left turns.

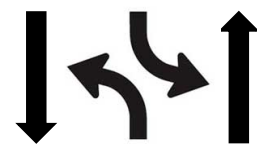
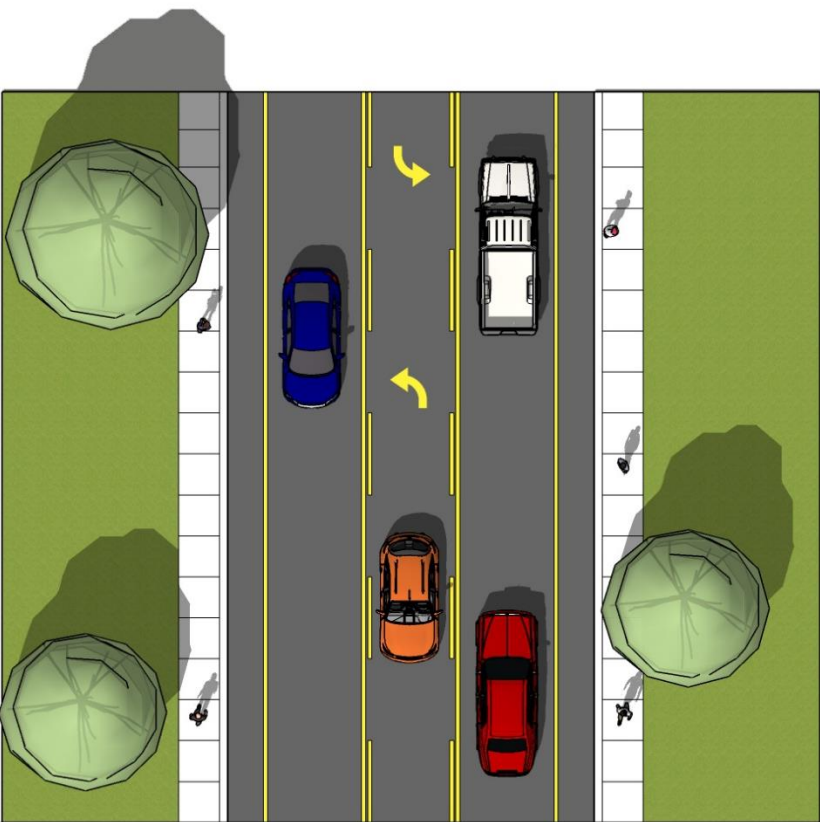
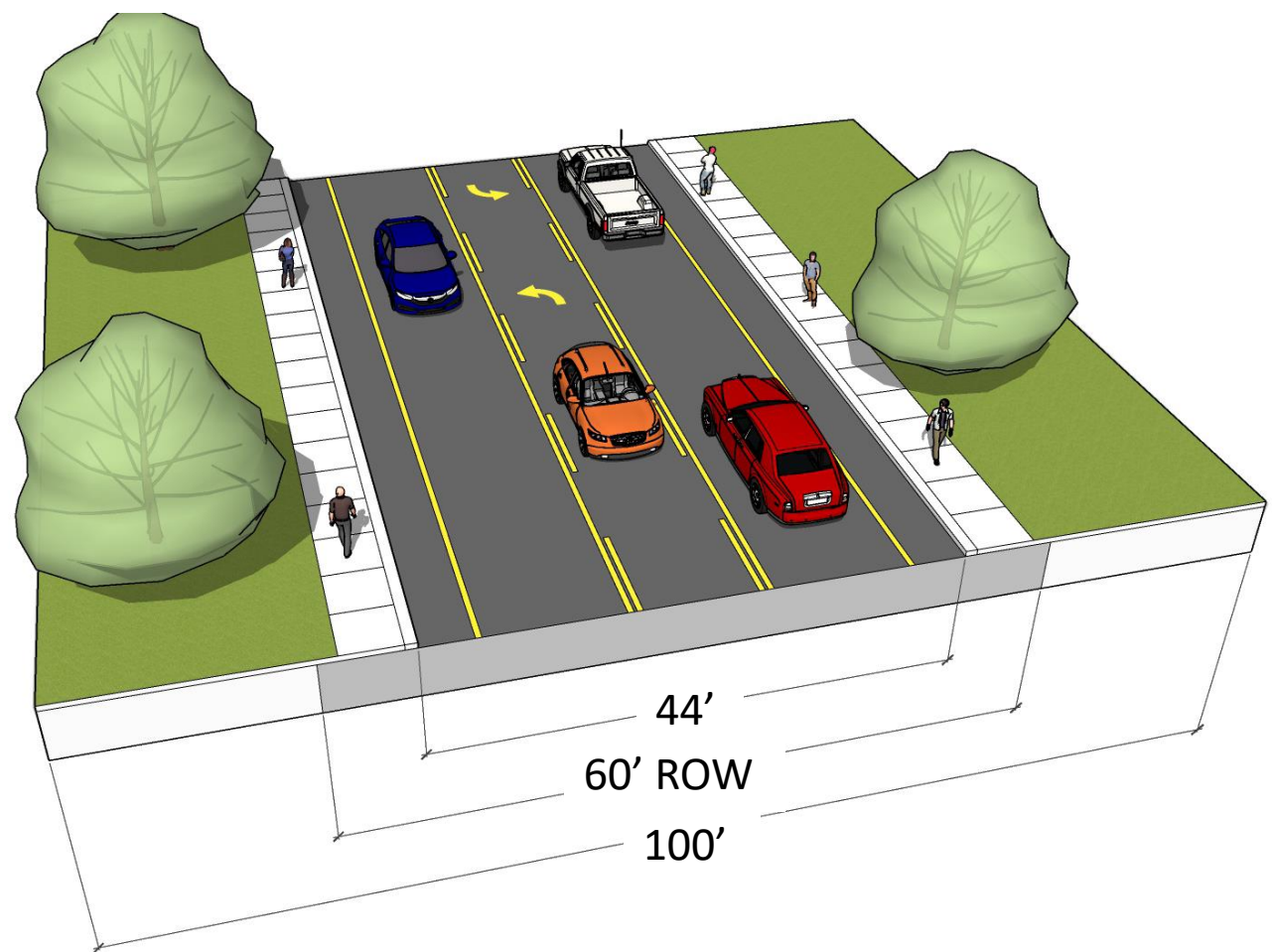


Safety & Mobility Study Findings

- The goal of the study, to analyze alternative future roadway concepts, to understand their benefits and potential impacts on the City's other major thoroughfares.
- Road analyzed for vehicle and pedestrian safety.
- Road analyzed for future traffic volume.
- Existing traffic signal timing acceptable, improvements to traffic signal timing will be needed for "Road Diet".
- "Road Diet" recommended for length of Bingle in Spring Valley Village.

Source: Safety & Mobility Study for the City of Spring Valley Village

Proposed Road Diet Street Cross Section

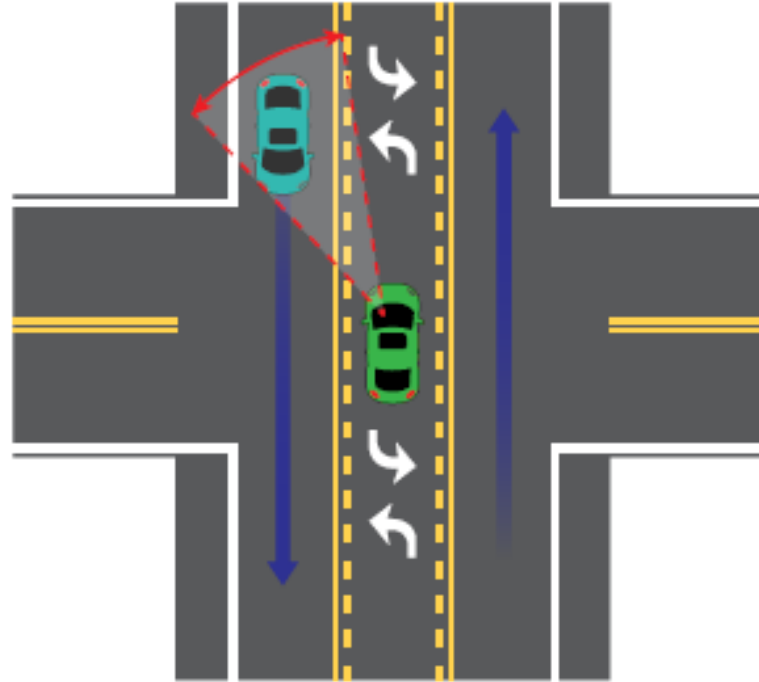
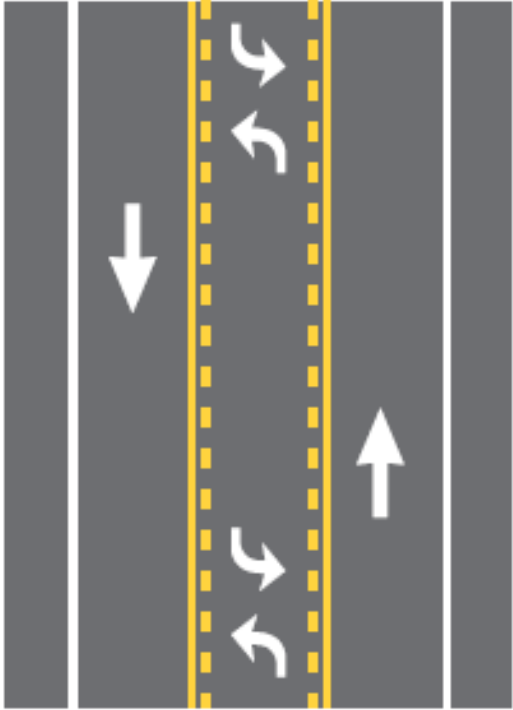


Benefits of Proposed “Road Diet”

- Reduced right-angle crashes as side street motorists cross three vs. four travel lanes.
- Fewer lanes for pedestrians and vehicles to cross Bingle Road.
- Provides buffer space for the existing sidewalks built against the curbs and encourages drivers to slow down through this area.
- Opportunity to install future bicycle lanes.
- Delays or significant queuing is not anticipated to occur and therefore traffic is not likely to divert away from using Bingle Road.
- Traffic calming and more consistent speeds.

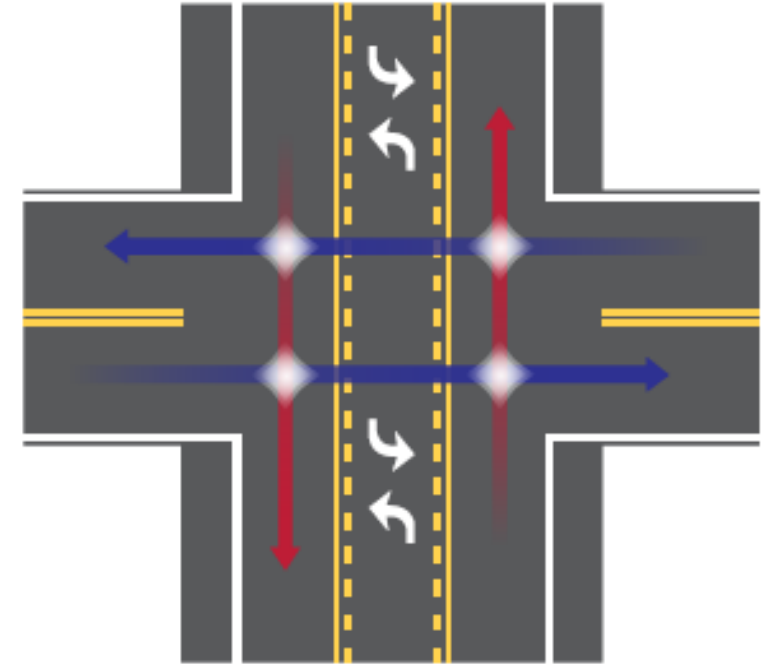
Source: US Department of Transportation, Federal Highway Administration and Safety & Mobility Study for the City of Spring Valley Village

Three-lane Traffic Conditions



Through vehicles separated from left-turning vehicles. Reduces vehicle interactions.

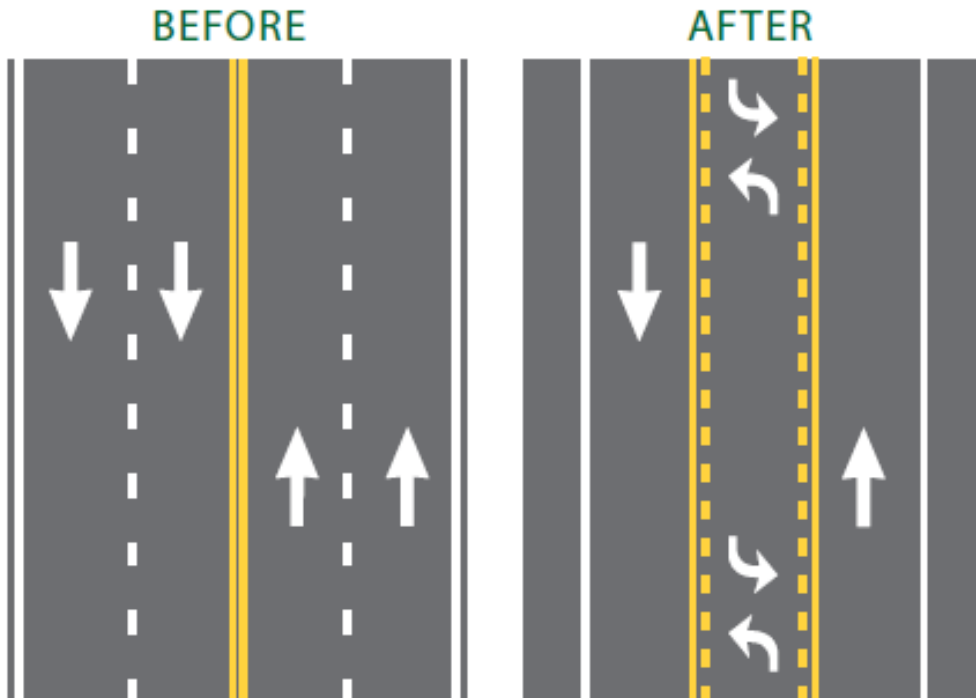
- Navigating one lane of on-coming traffic. No hidden vehicles.
- Fewer vehicles swerving to avoid left-turning vehicles.



Side streets navigating fewer lanes. More comfortably enter mainline.

- Applies to driveways

Benefits of Three-Lane Roadway



CITATIONS WRITTEN FOR SPEEDING ON BINGLE ROAD 2021

JANUARY 143

FEBRUARY 123

MARCH 160

APRIL 175

MAY 131

JUNE 80

YTD TOTALS 812

SVV Police Department



Road Diets
(Roadway Reconfiguration)

SAFETY BENEFIT:

4-Lane → 3-Lane

Road Diet Conversions

19-47%

Reduction in total crashes

Source: Evaluation of Lane Reduction "Road Diet" Measures on Crashes, FHWA-HRT-10-053.

- Reduction of crashes – rear-end, left-turn, and right-angle
- Fewer lanes for pedestrians to cross
- More consistent traffic flow
- Reduced speeds

Fewer lanes and slower speeds



6 lanes

Example:
Beechnut
47 mph



4 lanes

Example:
11th Street
38 mph



3 lanes

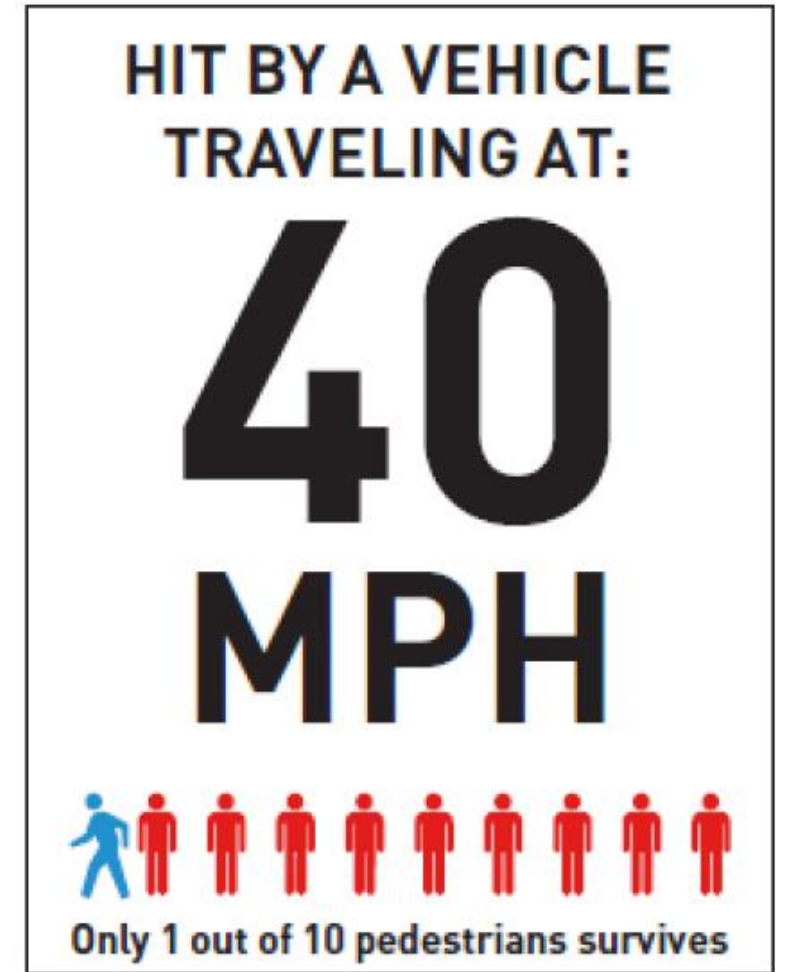
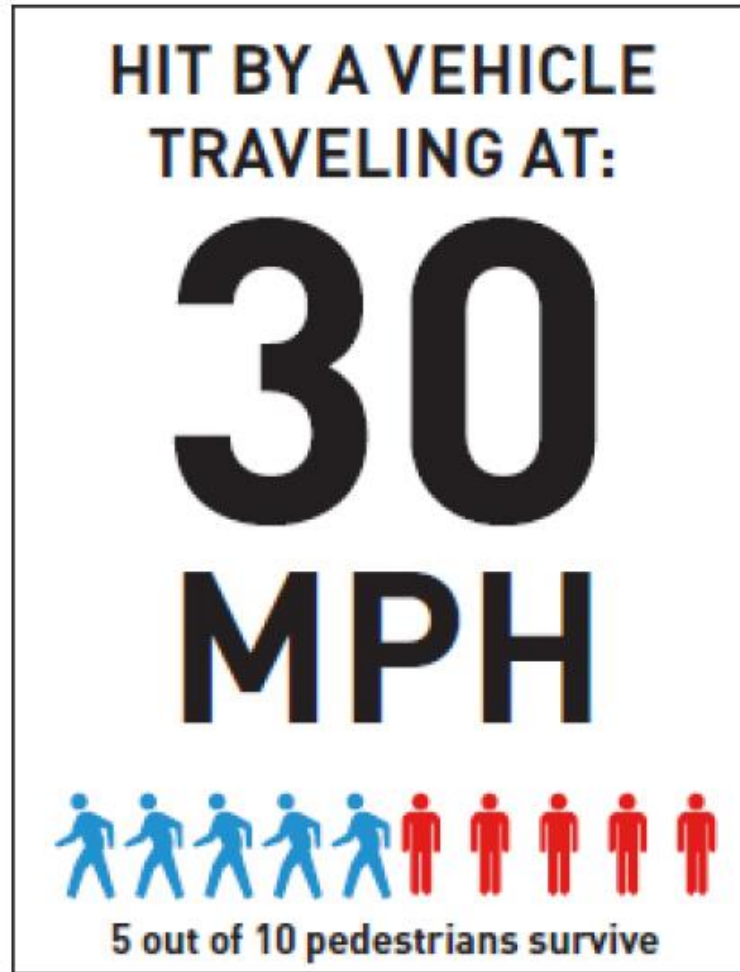
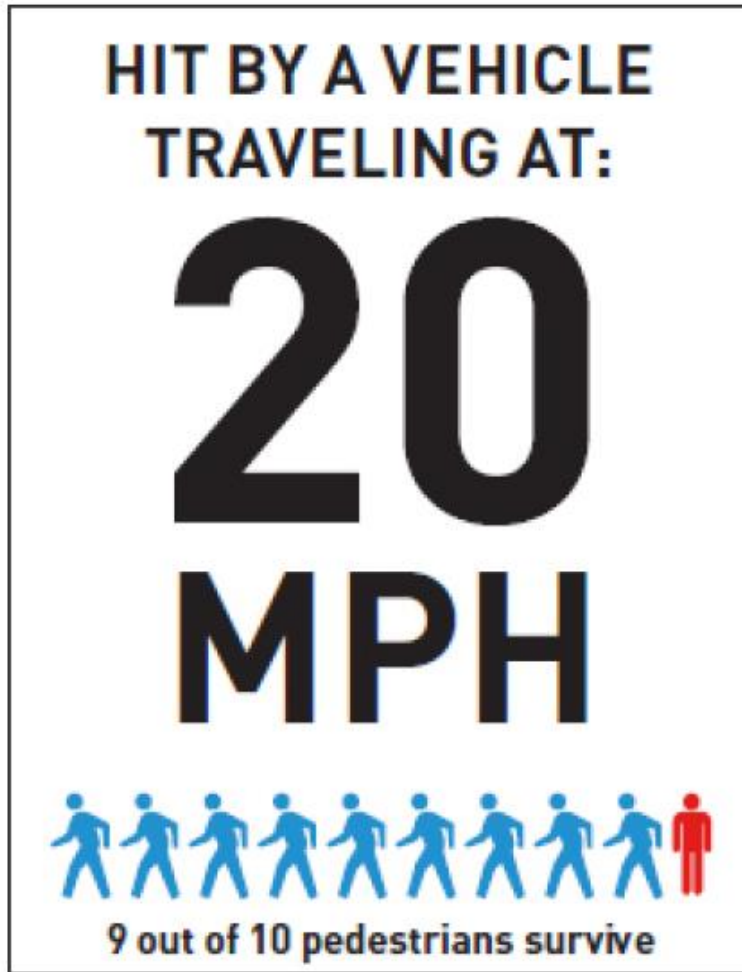
Example:
Studewood
35 mph



2 lanes

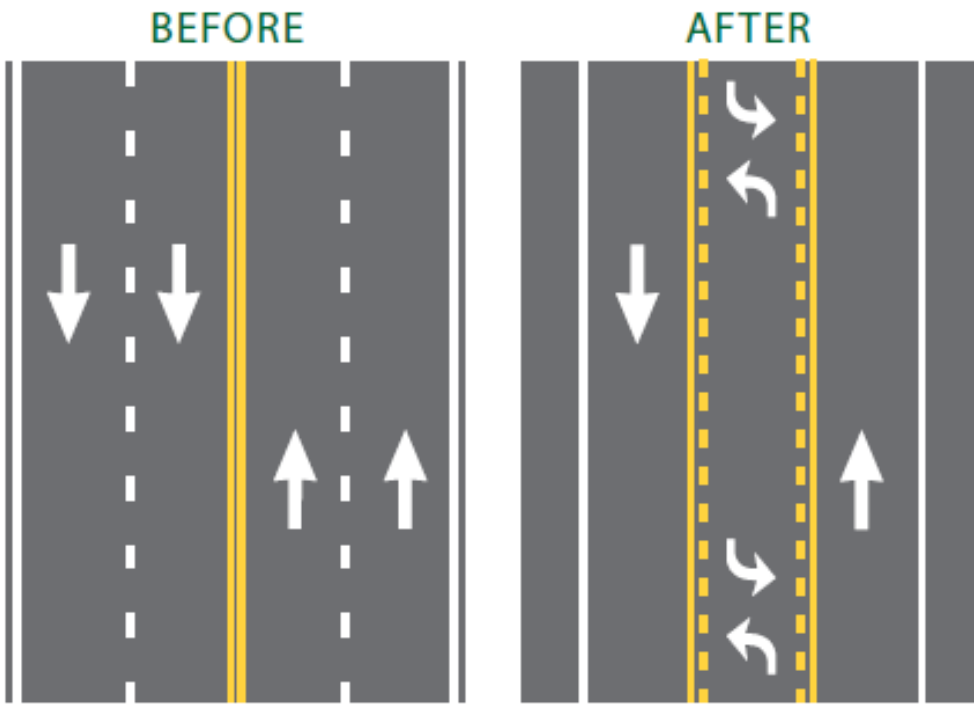
Example:
Local
30 mph

Bingle Road:
30 to 41.5 mph



Chance of Pedestrian fatality at various impact speeds

Information from US Department of Transportation, Federal Highway Administration



Street Traffic (2021)

19,000

Peak Hour 7 AM: 1,630 vehicles

Peak Hour 5 PM: 1,738 vehicles

Pedestrian Crossing Bingle/Merlin Cross walk: 7 AM: 9

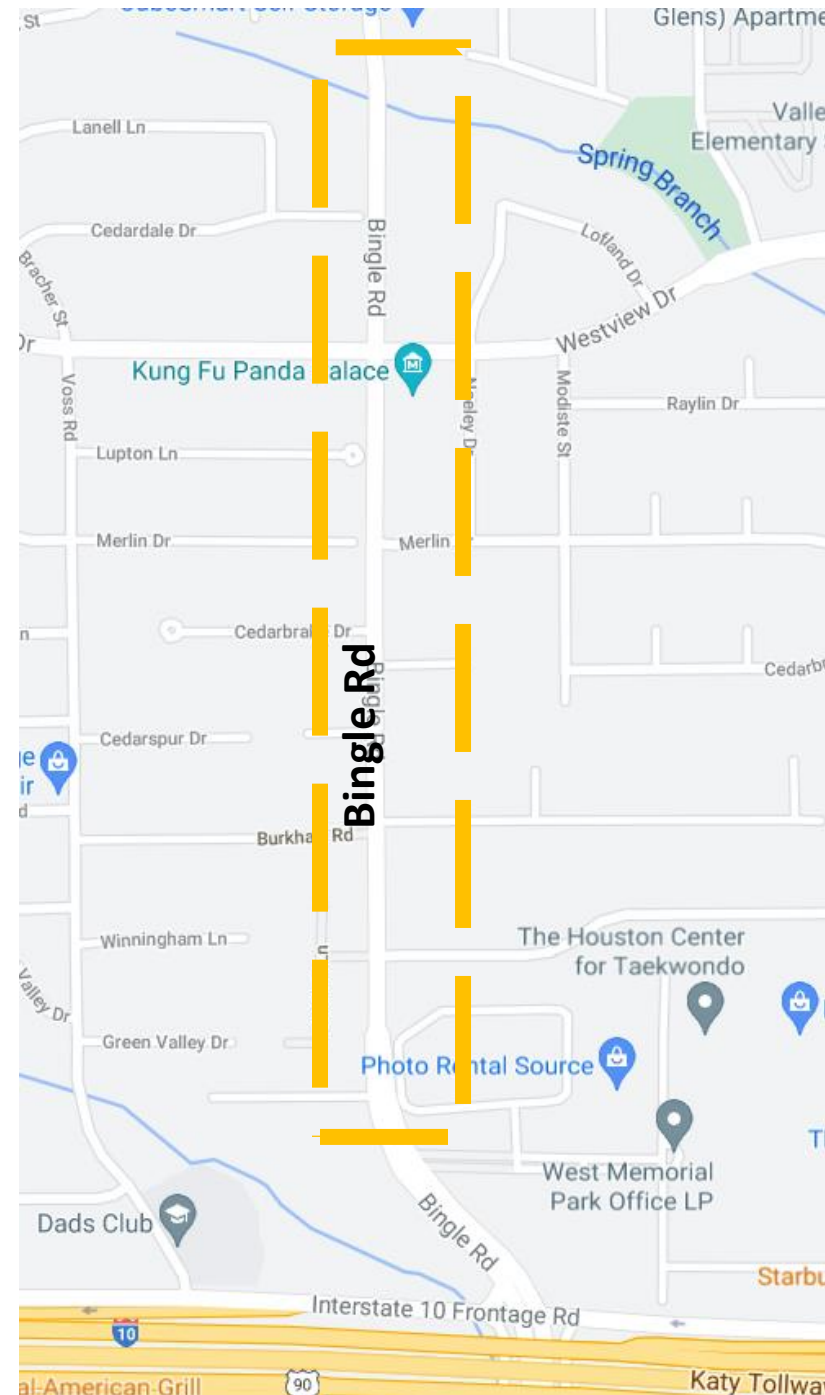


EST. 1955
SPRING VALLEY
VILLAGE

LOCATION	STREET	TRAFFIC BEFORE	TRAFFIC AFTER
Covington, WA	State Road 516	29,900	32,800
East Lansing, MI	Grand River Boulevard	23,000	23,000
San Francisco, CA	Valencia Street	22,200	20,000
Oakland, CA	High Street	22,000	24,000
Toronto, ON	Danforth	22,000	22,000
Charlotte, NC	East Boulevard	21,400	18,400
Orlando, FL	Edgewater Drive	20,500	21,000
Santa Monica, CA	Main Street	20,000	18,000
Ramsey, MN	Rice Street	18,700	16,400
Bellevue, WA	Montana Street	18,500	18,500
Reno, NV	South Well Avenue	18,000	17,500
Helena, MT	U.S. 12	18,000	18,000
San Leandro, CA	East 14th Street	17,700	16,700
Duluth, MN	21st Avenue East	17,000	17,000
Bellevue, WA	120th Avenue, NE	16,900	16,900
East Lansing, MI	Abbott Road	15,000	21,000
Toronto, ON	St. George Street	15,000	15,000
Lewistown, PA	Electric Avenue	13,000 ¹⁵⁰	14,500

Next Steps

- Public feedback to gauge support and capture concerns
- Discussion of feedback with City Council
- Spring Valley Village City Council decides whether to proceed, and, if so, the City will coordinate with City of Houston
- If approved, schedule restriping and changes to signalization



Contact Info

Pat Riley

Public Works Director

City of Spring Valley Village

(713) 465-8308

publicworks@springvalleytx.com

DIVIDER PAGE



Virtual Public Meeting Concerning Proposed Bingle Road Restriping and Road Diet Project from I-10 to Spring Branch Creek

The City of Spring Valley Village will host a virtual public meeting on Tuesday, June 29, 2021, to provide information concerning a proposed restriping of Bingle Road from 4 lanes to 3 lanes (known as a “Road Diet”) from the I-10 Feeder Road to Spring Branch Creek. After a brief presentation by the City of Spring Valley Village team, members of the public will be given the opportunity to ask questions and provide feedback about the proposed project.

Date: Tuesday, June 29, 2021

Time: 6:00 p.m. – 7:30 p.m.

Join the Zoom Meeting: <https://us02web.zoom.us/j/82335937405>. If you prefer to call in using your phone, dial one of the following phone numbers and use Meeting ID: **823 3593 7405**:

- 1 346 248 7799 US (Houston)
- 1 669 900 6833 US (San Jose)
- 1 253 215 8782 US (Tacoma)
- 1 929 205 6099 US (New York)
- 1 301 715 8592 US (Washington DC)
- 1 312 626 6799 US (Chicago)

Bingle Road from the I-10 Feeder Road to Spring Branch Creek is currently a four-lane undivided roadway with 41' concrete curb and gutter cross-section. The speed limit on Bingle Road is posted at 30 miles per hour. Bingle Road is a major thoroughfare in the City of Spring Valley Village thoroughfare designation plan.

The City of Spring Valley Village is considering the proposed Bingle Road Road Diet for two reasons: (1) It is one of the recommendations from Traffic Engineers, Inc. in its evaluation of the Bingle Road Corridor to enhance safety and accessibility for stakeholders through the Corridor; and (2) the City of Houston Public Works Department is proposing the same “road diet” for Bingle Road from Spring Branch Creek north almost to Long Point Road.

For more information, please contact Public Works Director Pat Riley by email to publicworks@springvalleytx.com or by phone at (713) 465-8308.

DIVIDER PAGE

From: [Bill O'Dell](#)
To: [Pat Riley](#)
Subject: Comments - Road Diet Proposal
Date: Saturday, July 3, 2021 11:07:36 AM



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender billodell84@gmail.com

Apologies for this being a late but I appreciate the opportunity to comment on the "Road Diet" traffic proposal for Bingle Rd.

My name is Bill O'Dell and live at 18 Woodsborough Circle. We have lived here for the last 17 years and I have lived in the Spring Branch area for the last 51 years. We back up to Bingle Rd, so we are very familiar with the traffic but have several concerns about the "Road Diet" proposal.

While I know the city council has long been concerned about the safety on Bingle Rd, based on the comments from the mayor it sounded like the primary reason for the latest study and "Road Diet" proposal is the result of the city of Houston's intentions. My greatest concern about the proposal is the backup of traffic. The initial response was that the stop lights in the sections could be reprogrammed for optimization. However, it appears the stop light at West Memorial Park is already optimized, meaning that it only is triggered when there is traffic on West Memorial Park Dr. Additionally, when it does cycle it is very limited in time. During prime rush hour times, traffic has backed up almost to I-10. Additionally, the traffic light at Winningham Ln. appears to already be optimized and the traffic often backs up almost to West Memorial Park Dr. on the south and Merlin from the north, and this is with the current four lane design. Any increased traffic with reduced lanes will make it even more difficult for those trying to turn onto Bingle Rd., especially from roads like Merlin and Burkhart Rd.

Under the "Road Diet" design, I am concerned that it will only add to the line of traffic on Bingle Rd. and would encourage that this aspect be formally studied before accepting any change to traffic control. Thank you.

Regards,
Bill O'Dell

From: [Diane McDaniel](#)
To: [Pat Riley](#)
Cc: [Pat McDaniel](#)
Subject: Road diet meeting - additional questions and comments
Date: Wednesday, June 30, 2021 10:08:46 AM

Hello, Pat - Thanks for holding the meeting last night. I was on the call and still have some additional questions and comments.

- Is the road diet proposal a "sure thing" or are you still weighing the pros and cons?

- Who will make the final decision (yes or no) and when is that deadline?

- How did this proposal/study even come up? What original "problem" was trying to be solved?

- If it is to reduce traffic, I think you already said you don't expect demand to go down.
- If it is to reduce speeding, the speed limit is already 30.
- If it is to prevent crashes, you already said that number is very minimal/low.
- If it is to give us bike lanes and more room for pedestrians, I have to say that even though that would be "nice to have", the primary reason for having a roadway/street is for motorized vehicles. That's especially true with a major access street like Bingle. We don't have enough lanes now (with 4) to prevent backups in each direction. Taking away 2 of them will not solve the congestion, but create MORE.

- It's a simple supply and demand issue. You are reducing supply (number of lanes) by 50%, but NOT reducing demand (amount of cars using road).

- We live on Burkhart Road, a dead end, so our only outlet is Bingle Road. We are retired, so we access Bingle at all hours of the day, and everyday of the week. Pre-pandemic/lockdown levels of traffic (which I don't think your study includes) often blocked our street access with the backups. In the mornings, the traffic blocked our street and backed up going south to I-10. In the evenings, it was blocked and backed up going north to Westview.

- We don't have a light at Burkhart Rd, so often we have to wait a couple of light cycles going each way in order to be able to pull out onto Bingle in either direction-regardless of time of day. Sometimes it's in our favor that there are 2 lanes to choose from so if the traffic isn't totally clear, you can at least pull out into one of 2 lanes. Your proposed change would eliminate that choice.

- I also agree with the comments in last night's meeting about the right lanes often being blocked by service vehicles (postal or package truck delivery; police traffic stops; utility maintenance-bucket trucks or tree-trimming; and, of course, school bus pick up and drop off, etc.) I heard your answer that there is "no parking anytime on Bingle". That may be the "rule", but it's not the "reality". I've lived on this street for 25 years and have experienced all of the above examples many times.

- And, I can't imagine doing away with the multiple lanes at I-10 and the feeder road, as well as the ones at Westview and Bingle. They already get very congested and I can't fathom what a 50% reduction in lanes would do.

- I also want to encourage you to get the word out to impacted residents and ask for more feedback. Even though I'm signed up for news and alerts on email from Spring Valley, I did NOT get the notice (apparently sent out a couple weeks ago) about the meeting that happened last night. My neighbor told me about it at the last minute yesterday or I wouldn't have known or attended the zoom mtg.

Thanks for the opportunity to comment and ask questions. I look forward to your reply.

Best regards, Diane S. McDaniel
8489 Burkhart Road
Houston, TX 77055
713-248-2534 (mobile)

From: [Donna Whitney](#)
To: [Pat Riley](#)
Cc: [Mayor](#)
Subject: Bingle Road Diet
Date: Wednesday, June 30, 2021 10:28:02 AM

As a resident of Spring Valley, I am very concerned about the negative impact of the proposed plan to make less traffic lanes on Bingle. I live in a cul-de-sac on Cedarbrake, and Bingle is my only access to the outside world. Currently, there are back ups during rush hours, which make it difficult for me to enter Bingle. There are many more houses and condo units being built in the area, leading to more and more traffic. By reducing the lanes, the backups will become even worse, with long lines of cars on Bingle, making it nearly impossible for me to go anywhere during certain times of day. This is not acceptable to me, and certainly not an improvement!

Also, as an avid walker, I take at least two long walks around Spring Branch per week. I have encountered no issues walking along Bingle except on the west side where trees and bushes are not kept trimmed to accommodate pedestrians. Perhaps keeping this area trimmed and then adding a guardrail by the curb would make this much more user-friendly, rather than reducing the number of car lanes. Guardrails would also help families with young children so that they don't have to worry about them running into the street.

I hope you will seriously consider my concerns, and find ways to improve Spring Valley that do not so negatively impact residents in the Bingle area as would happen if you remove already busy car lanes!

Sincerely,

Donna Whitney
Sent from my iPad

From: [Leslie Davis](#)
To: [Pat Riley](#)
Cc: [Mayor](#)
Subject: Road Diet questions
Date: Thursday, July 1, 2021 12:42:30 PM

Good morning, Pat-

I am "Les Tex" from Tuesday night's Zoom meeting. I appreciated the opportunity to view - and comment on - the details of Bingle's proposed 'road diet.'

Would you mind forwarding the promised accident statistics, regarding rear end and right angle crashes on Bingle? I imagine the amount is minimal. Any accident is unfortunate, but I don't believe the proposed re-striping project will change those statistics meaningfully.

I have some further thoughts:

- As I stated during the Zoom meeting, rather than increase access for Spring Valley stakeholders, I believe that it will be even harder for residents on Burkhart Road, Cedarspur, Cedarbrake and Merlin to pull out onto Bingle, particularly during morning and evening rush hours.
- Stopped service vehicles (FedX, Post Office, utility trucks, tree trimming crews, construction, police, to name a few) will back up the proposed single lanes of traffic. Yes, that will reduce speeds on Bingle, but not in a manner that will bring pleasure to Spring Valley residents.
- Having a single, northbound lane at Westview will greatly reduce the number of cars able to "turn right on red" onto Westview, which will increase the backup of traffic at the signal light. More cars will cut through, using Merlin to avoid the intersection.
- I don't believe that re-striping will make it any easier to cross Bingle on foot. The road width remains the same, whether there are two lanes of traffic to cross or four. The center turn lane will afford no protection to pedestrians from distracted drivers. The safest places to cross remain at the lights at Winningham and Westview.
- Finally, although Houston has decided to re-stripe their road north of Spring Valley, it doesn't follow that it is the best solution for our Village. There may be a legitimate need for a center turn lane on their stretch of Bingle because there are numerous businesses, churches, gated communities and side streets that might benefit from a dedicated center turn lane. Our section of Bingle is very different.

I was concerned by the low level of participation in this week's Zoom meeting. I wonder how many households actually received a notice about the meeting? It certainly would have helped if a second notice had been sent closer to the actual meeting time. Because all residents of Spring Valley would be affected by this major change to our busiest thoroughfare, I would think the City would want to notify everyone (and not just subscribers to Spring Valley's email notifications) about the proposed changes. Couldn't our city budget fund the mailing of a post card to each household containing details of important public meetings like this?

Again, thank you for your informative meeting on the 29th. I hope Spring Valley will seek more community input before making a decision that will affect all of its residents.

Regards,

Leslie Davis

8493 Burkhart Road

From: [mike belcher](#)
To: [Pat Riley](#)
Cc: [Mayor](#)
Subject: Comments on Proposed Reduction of Lanes on Bingle
Date: Wednesday, June 30, 2021 2:30:46 PM



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender mike.l.belcher@hotmail.com

I am a Spring Valley resident living at 8635 Cedarbrake Dr and want to express my deep concerns with the proposed reduction of lanes on Bingle. I attended the zoom meeting yesterday but it cut out numerous times and I did want to more fully state my concerns.

I have lived here about 35 years and like some of the callers stated, I do remember large backups when Bingle was a single lane in each direction which is why it was (had to) be widened. Traffic volume now is hugely larger than 35 years ago and it seems clear that reducing current lanes will cause congestion issues.

There already are backups on Bingle during certain hours of the day. Why did the traffic experts fail to notice this, or if they did, why did they ignore it? As the pandemic recovers, schools open for in-school learning, new housing developments north of Long Point get completed, and the economy picks up, the traffic volumes will be getting larger and backups with 4 lanes will be getting worse. Also, there already is cut thru traffic in Spring Valley with 4 lanes (as one of callers noted in Brighton Place, and even forcing us to put speed bumps on Merlin and nearby streets) which 2 thru lanes will seriously worsen.

Houston's idea to just narrow a quarter mile section of Bingle is a very bad idea. But they can do what they want and cause the large ensuing problems, we don't have to shoot ourselves in the foot if they do. At least the traffic backups will be mostly in Houston and residents there may not tolerate this for long before they demand it be changed. Bike lanes that do not start or end anywhere are of little to no value. As one caller noted, bike lanes right next to the road are little used and highly risky when used, even if they are cleared frequently of debris and hazards.

I do agree that certain sections of Bingle in our city are dangerous to walk on. The sidewalk area near the Carmel area is particularly bad. I agree full heartedly that trimming some of the vegetation is needed there. Also it may be possible to take out some plants (I think a lot of oleanders did already die in the freeze in that area) and maybe the sidewalk could be expanded away from the road. Another possibility is putting in some guard rails along some of those narrow sections. This has in fact been done in Hunters Creek along the sidewalk on Voss just south of I-10. Studying these types of options (posts, rails, trimming, sidewalk expansion) should be pursued in my opinion.

If you are still considering reducing lanes on Bingle, you may want to do a survey of residents. Judging by my discussions with neighbors, it would be very unpopular and not favored by a large majority. Some may even think you must be joking with them to even suggest it.

Thank you for reading this long note.

Mike Belcher

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

MEETING DATE: July 27, 2021

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

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS GRANTING A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 1010 BADE STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF SPRING VALLEY VILLAGE FOR USE OF THE PROPERTY FOR SPORTS AND RECREATION INSTRUCTION; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

BACKGROUND:

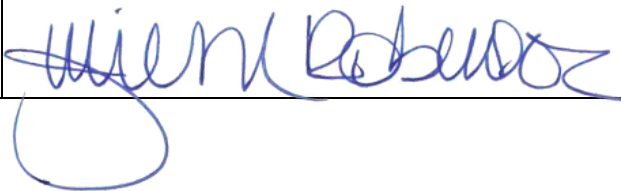
Frost Murphy of Elite MMA ("Applicant") has submitted a Specific Use Permit application for 1010 Bade Street ("Property") for the use of the Property as a martial arts studio for training and instruction. Previously, the Property housed an upholstery shop that has since vacated the premises. The Property is located in the Freeway Planned Area Development District but not within a separate PAD ordinance.

The proposed use of a martial arts studio falls under NAICS Sector No. 61 – Educational Services, specifically as NAICS No. 611620 – Sports and Recreation Instruction. According to Section 06P:08.05, Permitted Use List, of the City of Spring Valley Village Comprehensive Zoning Ordinance, NAICS Sector No. 61 – Educational Services is only allowed as O₂ or Business Office on the second floor or above of a building. According to the NAICS, Sports and Recreation Instruction comprises establishments, such as camps and schools, primarily engage in offering instruction in athletic activities to groups of individuals. Overnight and day sports instruction camps are included in this industry. Illustrative examples of this category include Martial arts instruction, cheerleading instruction, gymnastics instruction, and general sports (baseball, basketball, football, golf) instruction.

Section 11:02.01, Minimum Standards, of the City of Spring Valley Village Comprehensive Zoning Ordinance, provides the minimum parking space requirements for various uses. According to this Section and based on the square footage of the building at 1010 Bade Street (14,560 sq.ft.), the required parking for the proposed use is approximately 72 parking spaces. The building currently only has 18 parking spaces.

During a meeting with City Administrator Julie Robinson and me on July 7, 2021, the Applicant indicated that the proposed business use will have sufficient daytime parking since they offer personal training from 9:00 am - 5:00 pm. However, in the evening hours, they plan to offer larger group training sessions. Understanding the issues with parking availability, the Applicant has already identified possible available parking at adjacent or close properties and has contacted several of the property owners to discuss shared parking arrangements to ensure they have enough parking spaces to meet the minimum

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

requirements. A graphic reflecting adjacent or close properties with parking space availability for possible shared parking arrangements has been provided by the Applicant and is included with this agenda item.	
RECOMMENDATION: Not Applicable	
ATTACHMENTS: - Specific Use Permit Application Submittal - Graphic of Adjacent or Close Properties with Parking Space Availability For Possible Shared Parking Arrangements Provided by Applicant - Proposed Ordinance 2021-XX - Copy of Published Notice of Public Hearing - Copy of Notice of Public Hearing Letters and Mailing Labels for Property Owners Within 200 Feet of Property - Sign Posting and Maintenance Affidavits	
SUBMITTING STAFF MEMBER: Zachary Meadows, Director of Community Development	CITY ADMINISTRATOR APPROVAL: 

DIVIDER PAGE



SPRING VALLEY
VILLAGE

Community Development
City of Spring Valley Village

SPECIFIC USE PERMIT APPLICATION

PROPERTY INFORMATION

Property Address: 1010 Bade St
Legal Description: TRSD & S of TR A West Park
Present District Zoning:
Requested Specific Use Permit and Description: Change of use from upholstery shop to Martial Arts and Fitness.

OWNER INFORMATION

Name: JON JOSEPH Phone#: 713-461-4344
Address: 1010 BADE ST Houston TX 77055
Email: INFO@ANYSOFA.COM

APPLICANT/AGENT INFORMATION

Name: Frost Murphy Phone#: 832-465-7468
Address: 12502 Taylorscrest Rd. Houston, TX. 77024
Email:

****If applicant is different than property owner a *Notarized Letter of Authorization* must be attached to the application**

PROPERTY OWNER/AGENT AUTHORIZATION

Property Owner Consent/Agent Authorization: By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Spring Valley Village officials to enter the property on official business as part of the application process.

Signature of Contractor/Authorized Agent

Printed Name

Application Date

FOR OFFICE USE ONLY

Specific Use Permit Number: _____ Date Submitted: _____
P&Z Meeting Date: _____ P&Z Recommendation: ☐ Approved ☐ Denied
Council Meeting Date: _____ Council Decision: ☐ Approved ☐ Denied

NOTE: Only complete applications shall be accepted and payment must be received at time of submission.



To Whom it May Concern:

My Name is Frost Murphy. I am a local resident, I went to BHE, MMS, MHS and my kids currently go to BHE. I say all of this, to communicate that I want good things for the neighborhood. Our team at Elite Martial Arts has been teaching and training Houstonians in martial arts since the late 90's. We have 5 locations spread out across Greater Houston and I am personally the most excited about this one because we can finally bring our product to Memorial and my kids will now have a great place to train Martial Arts close to my house!

We have the property at 1010 Bade St under contract to purchase. It is currently an upholstery shop. The Zoning requirements in Spring Valley do not allow for fitness or martial arts instruction in this building. I am requesting that we be allowed to teach and train our students in Martial Arts and Fitness inside this facility.

We are looking for to providing a nice safe place to train and a great resource for the community. We are team players, and look forward to contributing to the municipalities, schools, and community of SV anyway we can.

Thanks,

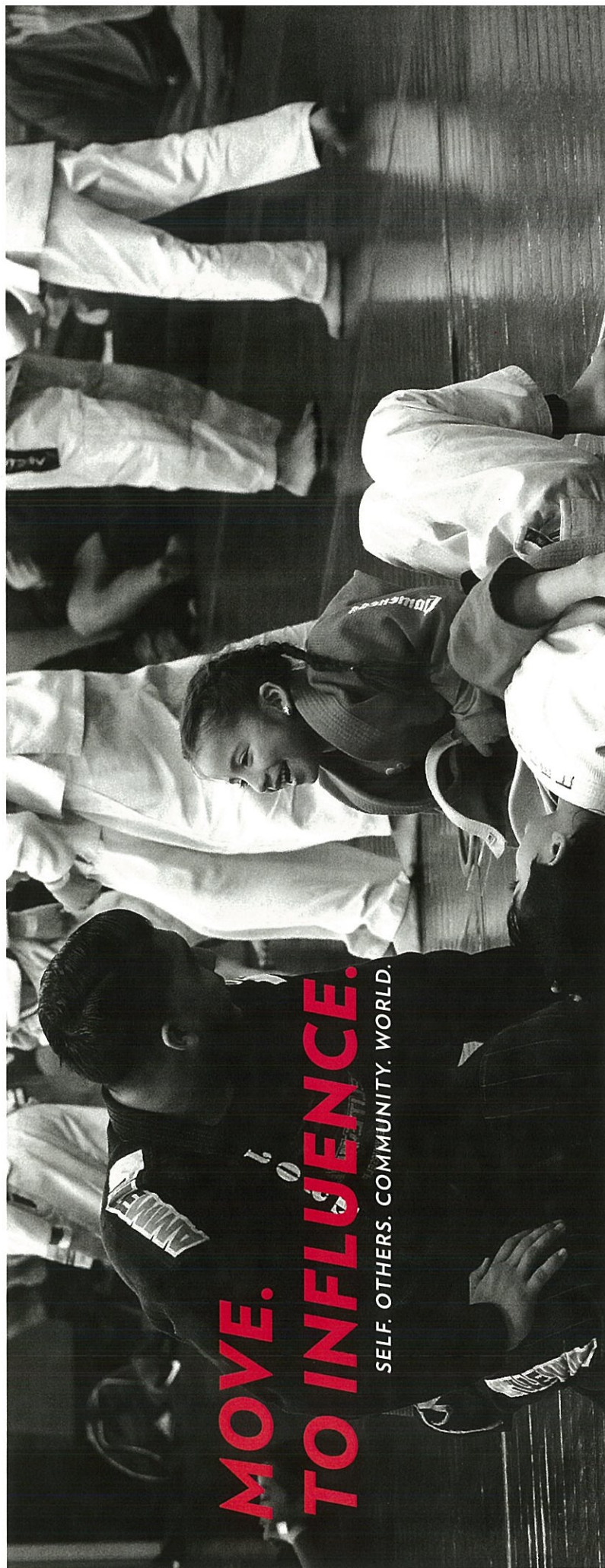
Frost Murphy

Elite MMA

832-465-7468

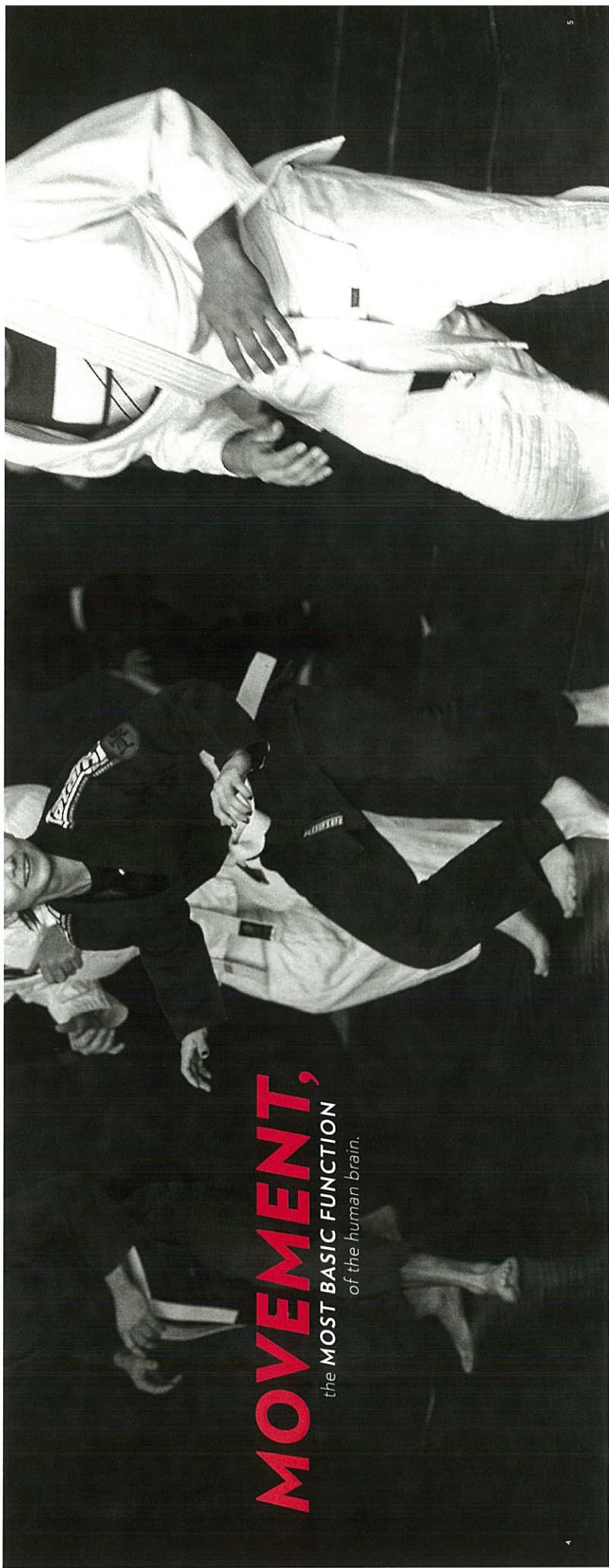
12502 Taylorcrest Rd

Houston, TX 77024



**MOVE.
TO INFLUENCE.**

SELF. OTHERS. COMMUNITY. WORLD.



MOVEMENT,
the MOST BASIC FUNCTION
of the human brain.



MISSION

Through the martial arts, we prepare and train people so they are equipped and centered to transform self, others, community and the world, influencing each to treat others as they wish to be treated.



ZOSIA

Our vision at Elite is to share God's Principles through the discipline of Martial Arts. Thruout

able to form a community at a higher level, to achieve a higher level of individuality. We are concerned that we are producing the wrong kind of Social Family. We are a world class university, we are a world class college, we are a world class university, and we are committed to the highest level of individuality.



DIVIDER PAGE

6:05



AOK Spine and Pain



AOK Urgent OrthoCare



Katy Fwy



Penn Manor Ct

150

Ramji Law Group, P.C



27

Pedro M. Arguello, MD, PA



25

Old Katy Rd



18

23

Upholstery Shop



Bade St

AT&T



15

50

40

Memorial Houston Surgery Center



40

Andrew Lyos, MD, FACS | Plastic Surgery

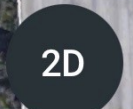


Adkins Rd

Adkins Rd

173

Google



758



DIVIDER PAGE

ORDINANCE NUMBER 2021-XX

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS GRANTING A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 1010 BADE STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF SPRING VALLEY VILLAGE FOR USE OF THE PROPERTY FOR SPORTS AND RECREATION INSTRUCTION; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

* * * * *

WHEREAS, Jon Joseph (the “Owner”) is the Owner of the property located at 1010 Bade Street (the “Property”), and situated within the corporate limits of the City of Spring Valley Village, Texas (the “City”); and

WHEREAS, the Property is under contract to be sold to Frost Murphy who proposes to use the Property as a martial arts studio for training and instruction; and

WHEREAS, the Property is located in the Freeway Planned Area Development District; and

WHEREAS, the Property is not part of a PAD ordinance, and the only change requested by the proposed buyer is the use of the Property; and

WHEREAS, the Owner of the Property, through its duly authorized representative, has presented an application dated May 24, 2021 (the “Application”) to the City for issuance of a Specific Use Permit to allow use of the Property for Sports and Recreation Instruction; and

WHEREAS, the Planning and Zoning Commission of the City, following notice and hearing as required by law, has recommended that the City Council grant the specific use permit as shown in the final report of said Commission; and

WHEREAS, the City Council, following notice and hearing as required by law, concurs with the recommendation of the Planning and Zoning Commission that such specific use permit should be granted; and

WHEREAS, the City Council finds that the issuance of a specific use permit should be granted, subject to certain conditions and terms contained herein, now, therefore:

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. A Specific Use Permit is hereby granted for use of the Property for the purpose of Sports and Recreation Instruction, subject to the terms and conditions set forth below.

Section 3. This Ordinance shall in no manner amend, change, supplement, or revise any provision of any ordinance of the City, save and except the granting of this Specific Use Permit as herein provided.

Section 4. The Specific Use Permit to authorize use of the Property for Sports and Recreation Instruction purposes is hereby granted subject to the following additional limitations, restrictions, and conditions:

- A. **Parking.** This Specific Use Permit is contingent upon demonstration to the City's satisfaction of shared parking agreements with neighboring property owners to provide for the use of a minimum of 37 shared parking spaces to supplement the 18 existing parking spaces on the Property for a minimum total combined number of 55 parking spaces. In the event that

any of these shared parking agreements should terminate and consequently result in less than the minimum of 37 shared parking spaces, the Owner shall produce evidence of sufficient parking to the City's satisfaction within sixty (60) days of the termination date. Any such shared parking agreement shall also contain a provision allowing for the installation of sufficient lighting to provide for the safety of patrons.

- B. Hours of Operation. The hours of operation shall be 6:30 a.m. to 10:00 p.m.
- C. Abandonment. Should the permitted use be abandoned in any manner, or discontinued in use for ninety (90) days or more, or continued other than in strict conformity with the conditions of this permit, or should a change in the character of the surrounding area or the use itself cause it to be no longer compatible with the surrounding area or for similar cause based upon consideration of the public health, safety or welfare, the Specific Use Permit may be terminated by action of the City Council following hearing and recommendation of the City Planning and Zoning Commission.
- D. Amendments. Any change, addition, modification, alteration and/or amendment of any aspect of this Specific Use Permit, including but not limited to an addition, modification, alteration, and/or amendment to the use, premises, structures, lands or owners, other than as specifically authorized herein, shall require a new permit and all procedures in place at the time must be followed.

Section 5. Any person, corporation or entity who or which 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 in which any violation shall occur, or each occurrence of any violation, shall constitute a separate offense.

Section 6. In the event any 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 such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 7. This Ordinance shall become effective immediately upon its passage in accordance with State law.

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 OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 1010 BADE STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF SPRING VALLEY VILLAGE FOR USE OF THE PROPERTY FOR SPORTS AND RECREATION INSTRUCTION; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING A SEVERABILITY CLAUSE.

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, July 13, 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, July 27, 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.



EST. 1955

SPRING VALLEY V I L L A G E

June 23, 2021

Dear Property Owner:

Notice Is Hereby Given To Hear Comments And Testimony Regarding The Following Proposed Ordinance:

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 1010 BADE STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF SPRING VALLEY VILLAGE FOR USE OF THE PROPERTY FOR SPORTS AND RECREATION INSTRUCTION; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING A SEVERABILITY CLAUSE.

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, July 13, 2021

Time: 7:00 p.m.

Location: Council Chambers of Spring Valley Village City Hall, 1025 Campbell Road

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, July 27, 2021

Time: 6:00 p.m.

Location: Council Chambers of Spring Valley Village City Hall, 1025 Campbell Road

This notice is being sent to you as current property records indicate that you own property in close proximity to 1010 Bade Street. All interested parties are invited to attend both public hearings and will have the opportunity to be heard. For further information, please contact me at (832) 910-8577 or zmeadows@springvalleytx.com.

Sincerely,



Zachary Meadows
Director of Community Development

Joan Claire Temple Living Trust
1010 Bade Street
Houston, Texas 77055

TLM-SVMP II LLC
110 E Davis Street
McKinney, Texas 75069

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
9210 OLD KATY ROAD
HOUSTON, TEXAS 77055

TLM-SVMP II LLC
9210 Old Katy Road
Houston, Texas 77055

Callaghan Middle LLC
10000 Memorial Drive, Suite 450
Houston, Texas 77024

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
9210 OLD KATY ROAD
HOUSTON, TEXAS 77055

Callaghan Middle LLC
10000 Memorial Drive, Suite 450
Houston, Texas 77024

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
9200 OLD KATY ROAD
HOUSTON, TEXAS 77055

Southwestern Bell Telephone Co.
Attn: Property Tax Department
1010 Pine Street
Saint Louis, Missouri 63101

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
0 OLD KATY ROAD
HOUSTON, TEXAS 77055

Southwestern Bell Telephone Co.
Attn: Property Tax Department
1010 Pine Street
Saint Louis, Missouri 63101

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
1015 BADE STREET
HOUSTON, TEXAS 77055

Spring Valley Calico LP
9190 Katy Freeway, Suite 101
Houston, Texas 77055

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
9198 OLD KATY ROAD
HOUSTON, TEXAS 77055

Spring Valley Calico LP
9198 Old Katy Road
Houston, Texas 77055

Ricki Lee Finstad
9201 Cardwell Street
Houston, Texas 77055

C. J. Lamonte Jr.
P.O. Box 19897
Houston, Texas 77224-9897

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
0 BADE STREET
HOUSTON, TEXAS 77055

Iraj & Lili Mahvash
1018 Bade Street
Houston, Texas 77055

Huong Le
1014 Bade Street
Houston, Texas 77055

Huong Le
17 Stonegate Drive
Houston, Texas 77024

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
1014 BADE STREET
HOUSTON, TEXAS 77055

C. J. Lamonte Jr.
James Lacy Hamilton
1108 Bade Street
Houston, Texas 77055

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
0 PENN MANOR COURT
HOUSTON, TEXAS 77055

Mathew & Shanna Trenchard
9155 Penn Manor Court
Houston, Texas 77055

Donald Crumpler
1111 Adkins Road
Houston, Texas 77055

THIS NOTICE IS IN REGARDS
TO YOUR PROPERTY AT:
9151 PENN MANOR COURT
HOUSTON, TEXAS 77055

Donald Crumpler
9151 Penn Manor Court
Houston, Texas 77055

Current Owner
9147 Penn Manor Court
Houston, Texas 77055

Spring Valley Memorial
Real Estate Investors LP
9190 Katy Freeway, Suite 102
Houston, Texas 77055

9186 Katy Freeway LLC
9186 Katy Freeway
Houston, Texas 77055

Managed Rehabilitation, Inc.
9180 Katy Freeway, Suite 200
Houston, Texas 77055

DIVIDER PAGE

AFFIDAVIT OF SIGN POSTING

(Re)Zoning Case No. _____

Date of Planning and Zoning Commission Meeting: July 13, 2021

In accordance with the requirements of Section 01:04:03 of Exhibit 'A' of Chapter 12 of the Code of Ordinances of the City of Spring Valley Village, Texas, I Frost Murphy hereby certify that I have posted or caused to be posted Zoning Change Notification sign(s) on the property subject to zoning change, located at

1010 Bade St. Houston TX 77055

Said sign(s) meet the specifications of Section 01:04:03 of Exhibit 'A' of Chapter 12 of the Code of Ordinances of the City of Spring Valley Village. Posting of said signs was accomplished on 6/28/21 as provided for in Section 01:04:03 of Exhibit 'A' of Chapter 12 of the Code of Ordinances of the City of Spring Valley Village. Said signs have been posted in a manner which provides an unobstructed view and which allows clear reading from the public right(s)-of-way along Bade Street

I further certify that this affidavit was filed with the Building Department of the City of Spring Valley Village within the time provisions of Section 01:04:03 of Exhibit 'A' of Chapter 12 of the Code of Ordinances of the City of Spring Valley Village.

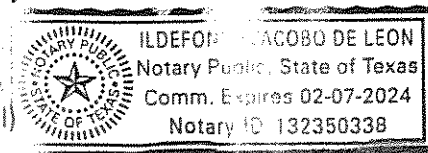
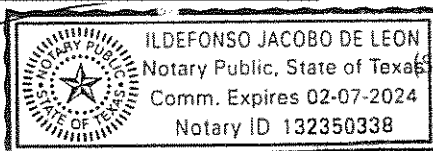
Executed this date: 6/28/21

Printed Name of Applicant or Authorized Representative for Zoning Case No. Eleonora - Frost Murphy

Signature of Applicant or Authorized Representative for Zoning Case No. [Signature]

Sworn and subscribed before me on this date: 06/28/21

Notary Public _____



PLEASE NOTE: Failure to post the notification sign(s) on the property by the close of business (4:30 pm) fourteen (14) days prior Planning and Zoning Commission public hearing shall result in the postponement of consideration by the Commission.

STAFF USE ONLY:

Date/Time submitted: 6/29/2021 2:50pm Verified by: Zach Meadows

**AFFIDAVIT OF ZONING CHANGE NOTIFICATION SIGN MAINTENANCE**

(Re)Zoning Case No. _____

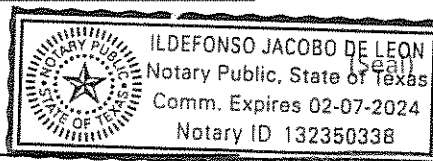
Date of City Council Meeting: July 27th, 2021

In accordance with the requirements of Section 01:04:03 of Exhibit 'A' of Chapter 12 of the Code of Ordinances of the City of Spring Valley Village, Texas, I Ernst Murphy hereby certify that Zoning Change Notification sign(s) have been maintained on the property subject to zoning change, located at 1010 Bude St Houston, TX 77055

Said sign(s) have been maintained in a manner consistent with the requirements contained in Section 01:04:03 of Exhibit 'A' of Chapter 12 of the Code of Ordinances of the City of Spring Valley Village.

I further certify that this affidavit was filed with the Building Department of the City on date 6/29/21 within the time provisions of Section 01:04:03 of Exhibit 'A' of Chapter 12 of the Code of Ordinances of the City of Spring Valley Village.

I understand that I am required to remove said signs within seven (7) calendar days of any final action on the application taken by the City of Spring Valley Village regarding the zoning change.

Executed this date: 6/28/21Printed Name of Applicant or Authorized Representative for Zoning Case No. Elite man - Ernst MurphySignature of Applicant or Authorized Representative for Zoning Case No. [Signature]Sworn and subscribed before me on this date: 06/28/21Notary Public [Signature]

PLEASE NOTE: Failure to maintain the signs prior to City Council public hearing may result in postponement of consideration if the applicant has not attempted to replace damaged or missing signs upon notification by Staff.

FOR STAFF USE ONLY:Date/Time submitted: 6/29/2021 2:50 pm Verified by: Zach Meadows

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

MEETING DATE: July 27, 2021

TOPIC:	ORDINANCE NUMBER 2021-XX AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS GRANTING A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 1010 BADE STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF SPRING VALLEY VILLAGE FOR USE OF THE PROPERTY FOR SPORTS AND RECREATION INSTRUCTION; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.
BACKGROUND:	In the previous agenda item, the City Council conducted a public hearing on a Specific Use Permit Request for the property at 1010 Bade Street for the use of the property as a Sports and Recreation Instruction facility. If approved, this Ordinance would grant the requested Specific Use Permit at 1010 Bade Street.
RECOMMENDATION:	On July 13, 2021, the Planning & Zoning Commission recommended approval of the Ordinance with the following conditions: 1. This Specific Use Permit is contingent upon demonstration to the City's satisfaction of shared parking agreements with neighboring property owners to provide for the use of a minimum of 37 shared parking spaces to supplement the 18 existing parking spaces on the Property for a minimum total combined number of 55 parking spaces. In the event that any of these shared parking agreements should terminate and consequently result in less than the minimum of 37 shared parking spaces, the Owner shall produce evidence of sufficient parking to the City's satisfaction within sixty (60) days of the termination date. Any such shared parking agreement shall also contain a provision allowing for the installation of sufficient lighting to provide for the safety of patrons. 2. The hours of operation shall be 6:30 a.m. to 10:00 p.m.
ATTACHMENTS:	• Ordinance No. 2021-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 OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS GRANTING A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 1010 BADE STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF SPRING VALLEY VILLAGE FOR USE OF THE PROPERTY FOR SPORTS AND RECREATION INSTRUCTION; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

* * * * *

WHEREAS, Jon Joseph (the “Owner”) is the Owner of the property located at 1010 Bade Street (the “Property”), and situated within the corporate limits of the City of Spring Valley Village, Texas (the “City”); and

WHEREAS, the Property is under contract to be sold to Frost Murphy who proposes to use the Property as a martial arts studio for training and instruction; and

WHEREAS, the Property is located in the Freeway Planned Area Development District; and

WHEREAS, the Property is not part of a PAD ordinance, and the only change requested by the proposed buyer is the use of the Property; and

WHEREAS, the Owner of the Property, through its duly authorized representative, has presented an application dated May 24, 2021 (the “Application”) to the City for issuance of a Specific Use Permit to allow use of the Property for Sports and Recreation Instruction; and

WHEREAS, the Planning and Zoning Commission of the City, following notice and hearing as required by law, has recommended that the City Council grant the specific use permit as shown in the final report of said Commission; and

WHEREAS, the City Council, following notice and hearing as required by law, concurs with the recommendation of the Planning and Zoning Commission that such specific use permit should be granted; and

WHEREAS, the City Council finds that the issuance of a specific use permit should be granted, subject to certain conditions and terms contained herein, now, therefore:

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. A Specific Use Permit is hereby granted for use of the Property for the purpose of Sports and Recreation Instruction, subject to the terms and conditions set forth below.

Section 3. This Ordinance shall in no manner amend, change, supplement, or revise any provision of any ordinance of the City, save and except the granting of this Specific Use Permit as herein provided.

Section 4. The Specific Use Permit to authorize use of the Property for Sports and Recreation Instruction purposes is hereby granted subject to the following additional limitations, restrictions, and conditions:

- A. **Parking.** This Specific Use Permit is contingent upon demonstration to the City's satisfaction of shared parking agreements with neighboring property owners to provide for the use of a minimum of 37 shared parking spaces to supplement the 18 existing parking spaces on the Property for a minimum total combined number of 55 parking spaces. In the event that

any of these shared parking agreements should terminate and consequently result in less than the minimum of 37 shared parking spaces, the Owner shall produce evidence of sufficient parking to the City's satisfaction within sixty (60) days of the termination date. Any such shared parking agreement shall also contain a provision allowing for the installation of sufficient lighting to provide for the safety of patrons.

- B. Hours of Operation. The hours of operation shall be 6:30 a.m. to 10:00 p.m.
- C. Abandonment. Should the permitted use be abandoned in any manner, or discontinued in use for ninety (90) days or more, or continued other than in strict conformity with the conditions of this permit, or should a change in the character of the surrounding area or the use itself cause it to be no longer compatible with the surrounding area or for similar cause based upon consideration of the public health, safety or welfare, the Specific Use Permit may be terminated by action of the City Council following hearing and recommendation of the City Planning and Zoning Commission.
- D. Amendments. Any change, addition, modification, alteration and/or amendment of any aspect of this Specific Use Permit, including but not limited to an addition, modification, alteration, and/or amendment to the use, premises, structures, lands or owners, other than as specifically authorized herein, shall require a new permit and all procedures in place at the time must be followed.

Section 5. Any person, corporation or entity who or which 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 in which any violation shall occur, or each occurrence of any violation, shall constitute a separate offense.

Section 6. In the event any 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 such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 7. This Ordinance shall become effective immediately upon its passage in accordance with State law.

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: JULY 13, 2021

AGENDA ITEM #4:

CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance No. 2021-XX: AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS GRANTING A SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 1010 BADE STREET WITHIN THE CORPORATE LIMITS OF THE CITY OF SPRING VALLEY VILLAGE FOR USE OF THE PROPERTY FOR SPORTS AND RECREATION INSTRUCTION; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

<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	<i>absent</i>				
JOHN LIENBY			✓		
MARYELLEN MCGLOTHLIN		✓	✓		
ANNE-MARIE MCMICHAEL			✓		
LOUISE RICHMAN			✓		
JIM AUTENREITH, ALT.	<i>abs. fair</i>				✓

MOTION CARRIED ✓ 6-0

MOTION DENIED _____



TREY HOFFMAN, CHAIRMAN
PLANNING & ZONING COMMISSION

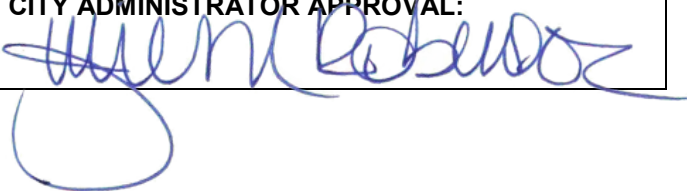
**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: July 27, 2021

TOPIC:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Appointments / Reappointments to Boards and Commissions: A. Planning & Zoning Commission B. Board of Adjustment
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BACKGROUND:	The following Board or Commission member terms have expired or have become vacant: PLANNING & ZONING COMMISSION (4 Positions, Two-Year Terms) Charles Calderwood, Member (serving since July 26, 2005) W.K. (Trey) Hoffman, Member (serving since January 25, 1994) Patrick Johnson, Member (serving since October 27, 2015) Maryellen McGlothlin, Member (serving since May 28, 2002) I have received applications from each of the four Members listed above seeking reappointment to the Commission. I have also received applications from the following residents who are interested in serving on the Planning & Zoning Commission: Paul "Jordan" Anderson Jerry Kent Margey Meyer Janet Nussbaum Kenneth Schneider Travis Wells BOARD OF ADJUSTMENT (5 Positions – 3 Members, 2 Alternates, Two-Year Terms) Michael Burcham, Member (serving since August 27, 2019) Scott Cooper, Member (serving since July 27, 2004) Douglas Doyle, Member (serving since October 25, 2016) Bill Lackey, Alternate (serving since August 27, 2019) Jerry Kent, Alternate (serving since August 27, 2019) I have received applications from Mr. Doyle and Mr. Kent. Mr. Burcham advised that he is planning to move out of Spring Valley Village in early 2022. Therefore, he is not seeking re-appointment. Mr. Cooper and Mr. Lackey advised that they would not be seeking re-appointment. I have also received applications from the following residents who are interested in serving on the Board of Adjustment: Paul "Jordan" Anderson Susan Diehl Kenneth Schneider Travis Wells
--------------------	--

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

RECOMMENDATION:	Mayor Vajdos will present his recommendations for the Board & Commission appointments at the Council Meeting.
ATTACHMENTS:	- Volunteer Applications - Excerpt from Code of Ordinances regarding Planning & Zoning members and appointment - Excerpt from Code of Ordinances regarding Board of Adjustment members and appointment
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:	CITY ADMINISTRATOR APPROVAL:
Roxanne Benitez, City Secretary	

**VOLUNTEER
APPLICATIONS**

FOR

**PLANNING &
ZONING
COMMISSION**

City of Spring Valley Village
Volunteer Application



SPRING VALLEY
VILLAGE

Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☒ Board of Adjustment

☐ Other: _____

Personal Information

Last Name: Anderson First Name: Paul "Jordan"

Address: 8835 Cirdwell Dr City: Houston State: TX Zip: 77055

Home Phone: (832) 651-4811 Work Phone: (832) 598-6515

Email address: jordan@doublehamphoto.com

Occupation: Photographer, Investor, Manager

First Time Appointment: N/A Reappointment: N/A

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): BA History - Baylor University

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

Just moved in to SVV in January, but previously served on our old HOA

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

I think I can bring my unique skillset to City Hall — and it's an important civic duty I'd enjoy performing.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:

I've served as a board member on an HOA for 4 yrs and
on a corporate board for 3 years

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☐ Possibly: ☒

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

I would recuse myself from any decisions in which I have
a conflict of interest

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: _____

Date: _____

6-18-2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☐ Board of Adjustment

☐ Other: _____

Personal Information

Last Name: Calderwood First Name: Charlie

Address: 15 Woodsborough Circle City: Spring Valley State: TX Zip: 77055

Home Phone: 713-628-4212 Work Phone: 713-808-9077

Email address: charlie.calderwood@gmail or charlie@calderwoodfinancial.com

Occupation: Financial Advisory & Consulting Firm

First Time Appointment: 08/14/2006 Reappointment: 09/01/2021

If reappointment, indicate name of group: P&Z Commission

And the time period previously served: 15 years

Education (list highest grade/degree completed): College & Post Grad

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

Archdiocese of Houston & Galveston Benefits Committee, City of Spring Valley Finance Committee

Boy Scouts Sam Houston Area Council Board of Directors, SHAC Pension Committee,

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

I'm an enthusiastic member of the P&Z Commission. In 15 years I have missed only two meetings.

I am prepared and read the material. Before the meetings, I talk often with the Chair of P&Z to get clarification.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:
I am prepared, informed, follow the laws and rules while using my experience, training and education to

serve the citizens of Spring Valley to the best of my ability. I enjoy the opportunity to serve the city I have made home for 32 years.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?
I am no longer President nor a board member of the Dad's Club since 12/31/2020.

In the past, I would recuse myself from any votes and decision making, but that is not applicable now.

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: _____

Date: 06/09/2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

- ☒ Planning and Zoning Commission
☐ Board of Adjustment
☐ Other: _____

Personal Information

Last Name: Hoffman First Name: Trey
Address: 8810 Heather Circle City: Houston State: Texas Zip: 77055
Home Phone: 713-935-9905 Work Phone: 713-784-3334
Email address: wkhoffman@sbcglobal.net
Occupation: Architect
First Time Appointment: _____ Reappointment: yes
If reappointment, indicate name of group: Planning & Zoning
And the time period previously served: 1994-present
Education (list highest grade/degree completed): BA Architecture

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

see above

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

current chairman of SVV Planning & Zoning Commission

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:
length of time served and familiarity with city ordinances and procedures.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: William K. Hoffman, III.

Digitally signed by William K. Hoffman, III.
Date: 2021.06.02 13:45:42 -05'00'

Date: 6-2-2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

- ☒ Planning and Zoning Commission
☐ Board of Adjustment
☐ Other: _____

Personal Information

Last Name: Johnson First Name: Patrick
Address: 8703 Green Valley Drive City: Houston State: TX Zip: 77055
Home Phone: 281-685-7624 Work Phone: 713-221-1417
Email address: pkjohnson84@gmail.com
Occupation: attorney
First Time Appointment: _____ Reappointment: Yes
If reappointment, indicate name of group: Planning and Zoning
And the time period previously served: 2015
Education (list highest grade/degree completed): J.D.

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

I have served on P&Z since 2015 and view it as very important work. I am an
elder at my church and coach my children in SBMSA sports.

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

P&Z's work is very important to the near and long term well being of the City of Spring Valley Village. I would like to continue serving to
participate in this important work.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:
My prior experience on P&Z, love for the City, and training and experience as a lawyer informs my qualifications to serve.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: Patrick Johnson

Digitally signed by Patrick Johnson
Date: 2021.06.29 09:35:20 -05'00'

Date: 6/29/21

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☒ Board of Adjustment

☐ Other: _____

Personal Information

Last Name: Kent First Name: Jerry

Address: PO Box 802277 City: Houston State: TX Zip: 77280

Home Phone: 713-465-5368 Work Phone: 713-467-5368

Email address: jerry@kentelectric.com

Occupation: Electrical Contractor

First Time Appointment: _____ Reappointment: XXX

If reappointment, indicate name of group: Board of Adjustment

And the time period previously served: 2 years

Education (list highest grade/degree completed): 12th / Master Electrician

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

Board of Directors - Rodeo Houston, Board of Directors - FBI Citizens Academy Alumni Association

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

Ensure City of Spring Valley Village remains top place in our area to live

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:
Electrical Contractor for the past 45 years - experience in construction needs and requirements. Serve on NFPA Code Making panel for the

National Electrical Code.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: G W "Jerry" Kent

Digitally signed by G W "Jerry" Kent
Date: 2021.06.03 07:43:36 -05'00'

Date: June 3, 2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

ATTACHMENT 1
City of Spring Valley Village
Volunteer Application



SPRING VALLEY

Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☐ Board of Adjustment

☐ Civic Activities Board

☐ Other: _____

RECEIVED
JUN 07 2021

BY: ZNM 10:22AM

Personal Information

First Name: Maryellen Last Name: McGlothlin

Address: 1122 Anne St City: Houston State: TX Zip: 77055

Home Phone: 0 Work Phone: 0 Mobile Phone: 713-894-4607

Email Address: maryellen.mcglathlin@yahoo.com

Occupation: Retired Nurse

First Time Appointment: _____ Reappointment: ☒

If reappointment, indicate name of Board or Commission: Planning + Zoning

And the time period previously served: 6/2002 - present

Education (list highest grade/degree completed): Bachelor's - Nursing

Volunteer Information (Attach additional pages as needed)

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

Volunteer at SBISD
Memorial Hermann

(2) Briefly summarize your interest in appointment or reappointment to the Board, Commission, or Committee:

enjoy ensuring ordinances are followed for the betterment
of our community.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this Board, Commission, or Committee:

Served on board past 19 yrs

Do you anticipate any conflicts of interest arising in connection with your service on the selected Board or Commission? Yes: _____ No: ☒ Possibly: _____

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as required by State law and stated in the Ordinances of the City of Spring Valley Village.

Signature: Maryellen McKeith

Date: 6/7/2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____

Applicant appointed to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



EST. 1955
SPRING VALLEY
VILLAGE

Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☐ Board of Adjustment

☐ Other: _____

Personal Information

Last Name: Meyer First Name: Margey

Address: 9166 Cardwell St City: Houston State: TX Zip: 77055

Home Phone: 713-465-5216 Work Phone: 713-465-2048

Email address: margeymeyer@gmail.com

Occupation: occasional expert witness for HOA-related litigation

First Time Appointment: ☒ Reappointment: _____

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): BA

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

appeared before Council + P-Z regarding office building at Rodeo + I-10;
volunteer with LUV; volunteer educator for Community Associations Institute;
certified mediator with AAA

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

I've lived in SVV for 23 years and only last year realized how much
work goes on behind the scenes to maintain our property values
and maintain a balance between resident + commercial
interests. By "behind the scenes" I mean the transparent
admin. + committee processes. I believe I can offer insight
+ expertise as the former owner of an HOA management company.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:

Owned + operated an HOA management company for 21 years before selling it + creating an online university for the accounting company; certified mediator with American Arbitration Association

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: _____

Date: _____

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☐ Board of Adjustment

☐ Other: _____

RECEIVED
JUN 23 2021

BY: *Zach Meadows*

Personal Information

Last Name: Nussbaum

First Name: Janet

Address: 27 Inverness Park Way City: Houston State: TX Zip: 77055

Home Phone: 713-553-7570 Work Phone: _____

Email address: janussbaum@comcast.net

Occupation: Retired attorney

First Time Appointment: _____ Reappointment: _____

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): J.D.

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

None.

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

I want to get involved in the city and its activities. I have lived here 30 years, and it is time for me to contribute.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:
I have lived in Spring Valley for 30 years, and have been through quite a few of its changes - both good and bad.

I want to make sure that this is still a good place to live 30 years from now.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: Janet A. Nish

Date: June 17, 2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

- ☒ Planning and Zoning Commission
- ☒ Board of Adjustment
- ☐ Other: _____

Personal Information

Last Name: Schneider First Name: Kenneth

Address: 1301 Mickey Way City: Houston State: TX Zip: 77055

Home Phone: 713-465-6279 Work Phone: N/A

Email address: exedra@swbell.net

Occupation: Retired

First Time Appointment: Yes Reappointment: _____

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): Bachelor of Environmental Design

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

I volunteered for a SVV hazardous waste collection years ago and have helped on several SVV election campaigns.

Other volunteer work: Amigos de las Americas, Houston board; soccer coach with SBMS and church; various roles at First Congregational Church.

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

As a retired architect and long time (36+ year) SVV resident, I am interested in maintaining and improving the quality of life in our community.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:
My career includes over thirty years of project and people management. My years of architectural practice have given me broad knowledge in

building codes, zoning compliance issues and large scale infrastructure requirements. Being retired, I can dedicate the time needed to serve effectively.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☒

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

If I serve on a board that is responsible for hiring a design professional (architecture, engineering, etc.), I might have worked on a project with them

during my architecture career.

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: Kenneth Schneider

Digitally signed by Kenneth Schneider
Date: 2021.07.03 13:09:27 -05'00'

Date: 3 July 2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☒ Board of Adjustment

☐ Other: _____

Personal Information

Last Name: Wells First Name: Travis
Address: 8718 Lupton Lane City: Houston State: TX Zip: 77055
Home Phone: 281-520-0013 Work Phone: _____
Email address: twells@txpetinv.com
Occupation: Petroleum Engineer

First Time Appointment: yes Reappointment: _____

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): BS in Petroleum Engineering

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

Volunteered on Marietta College Alumni Board of Directors for 4 years and help organize a golf tournament for the
Petroleum Engineering department here in Houston. All proceeds went to help current students and the department.

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

Interested in becoming more involved in the Spring Valley Community and learning more about how the city runs and operates.

Moved into Spring Valley in 2014, and love the community. Looking to help out as needed.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:

I am very involved in the Oil and Gas community in Houston and have also lived in Lafayette, LA. I have children in the Spring Branch

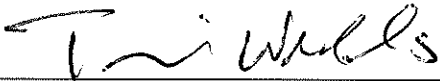
School system and want the best for the people and children of our community. I am willing to put in the time and effort to help as needed.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: _____



Date: _____

07/01/2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

**VOLUNTEER
APPLICATIONS**

FOR

**BOARD OF
ADJUSTMENTS**

City of Spring Valley Village
Volunteer Application



SPRING VALLEY
VILLAGE

Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☒ Board of Adjustment

☐ Other: _____

Personal Information

Last Name: Anderson First Name: Paul "Jordan"

Address: 8835 Cirdwell Dr City: Houston State: TX Zip: 77055

Home Phone: (832) 651-4811 Work Phone: (832) 598-6515

Email address: jordan@doublehamphoto.com

Occupation: Photographer, Investor, Manager

First Time Appointment: N/A Reappointment: N/A

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): BA History - Baylor University

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

Just moved in to SVV in January, but previously served on our old HOA

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

I think I can bring my unique skillset to City Hall — and it's an important civic duty I'd enjoy performing.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:

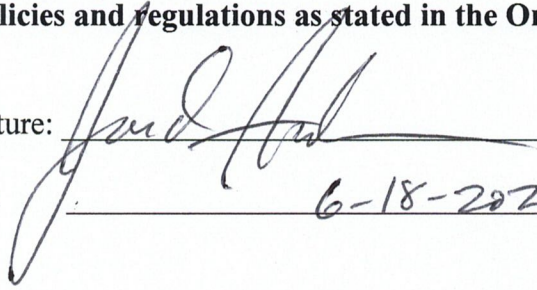
I've served as a board member on an HOA for 4 yrs and
on a corporate board for 3 years

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☐ Possibly: ☒

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

I would recuse myself from any decisions in which I have
a conflict of interest

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: 

Date: 6-18-2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

- ☐ Planning and Zoning Commission
- ☒ Board of Adjustment
- ☐ Other: _____

Personal Information

Last Name: Diehl First Name: Susan

Address: 8411 Burkhardt Rd City: Houston State: TX Zip: 77055

Home Phone: 713-463-9078 Work Phone: 713-560-4915

Email address: diehls@sbcglobal.net

Occupation: Homemaker

First Time Appointment: yes Reappointment: _____

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): some college

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

Nothing in SV Currently active in the Junior League of the Woodlands, NCL Sustainer, Outgoing President of the MFAH Guild, other volunteer groups.

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

I served as nine years and president of our HOA, Huntwick, next to Champions.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:

I am interested, normally when i receive the SV Monthly agenda and minutes, I tend to open and read through them. I am interested in the development of SV.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: Susan Diehl

Date: June 2, 2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

- ☐ Planning and Zoning Commission
- ☒ Board of Adjustment
- ☐ Other: _____

Personal Information

Last Name: Doyle First Name: Doug

Address: 8432 Lofland City: Houston State: TX Zip: 77055

Home Phone: 7134653233 Work Phone: 7135213676

Email address: doug@dldoyle.com

Occupation: Home construction

First Time Appointment: N Reappointment: Y

If reappointment, indicate name of group: Adjustment

And the time period previously served: 2018 -

Education (list highest grade/degree completed): college degree

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

current BoA. Director & Lifetime Vice President - Houston
Livestock Show and Rodeo

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

Enjoyed the sessions, happy to volunteer

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:

I am a licensed real estate broker in Texas, along with that my career in home building has exposed me to extensive experiences with surveys, deed restrictions, set-backs etc.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: _____

Date: _____

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☒ Board of Adjustment

☐ Other: _____

Personal Information

Last Name: Kent First Name: Jerry

Address: PO Box 802277 City: Houston State: TX Zip: 77280

Home Phone: 713-465-5368 Work Phone: 713-467-5368

Email address: jerry@kentelectric.com

Occupation: Electrical Contractor

First Time Appointment: _____ Reappointment: XXX

If reappointment, indicate name of group: Board of Adjustment

And the time period previously served: 2 years

Education (list highest grade/degree completed): 12th / Master Electrician

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

Board of Directors - Rodeo Houston, Board of Directors - FBI Citizens Academy Alumni Association

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

Ensure City of Spring Valley Village remains top place in our area to live

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:
Electrical Contractor for the past 45 years - experience in construction needs and requirements. Serve on NFPA Code Making panel for the

National Electrical Code.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: G W "Jerry" Kent

Digitally signed by G W "Jerry" Kent
Date: 2021.06.03 07:43:36 -05'00'

Date: June 3, 2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☒ Board of Adjustment

☐ Other: _____

Personal Information

Last Name: Schneider First Name: Kenneth

Address: 1301 Mickey Way City: Houston State: TX Zip: 77055

Home Phone: 713-465-6279 Work Phone: N/A

Email address: exedra@swbell.net

Occupation: Retired

First Time Appointment: Yes Reappointment: _____

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): Bachelor of Environmental Design

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

I volunteered for a SVV hazardous waste collection years ago and have helped on several SVV election campaigns.

Other volunteer work: Amigos de las Americas, Houston board; soccer coach with SBMS and church; various roles at First Congregational Church.

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

As a retired architect and long time (36+ year) SVV resident, I am interested in maintaining and improving the quality of life in our community.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:
My career includes over thirty years of project and people management. My years of architectural practice have given me broad knowledge in

building codes, zoning compliance issues and large scale infrastructure requirements. Being retired, I can dedicate the time needed to serve effectively.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☒

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

If I serve on a board that is responsible for hiring a design professional (architecture, engineering, etc.), I might have worked on a project with them

during my architecture career.

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: Kenneth Schneider

Digitally signed by Kenneth Schneider
Date: 2021.07.03 13:09:27 -05'00'

Date: 3 July 2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



Board/Commission/Committee (Check areas of interest):

☒ Planning and Zoning Commission

☒ Board of Adjustment

☐ Other: _____

Personal Information

Last Name: Wells First Name: Travis
Address: 8718 Lupton Lane City: Houston State: TX Zip: 77055
Home Phone: 281-520-0013 Work Phone: _____
Email address: twells@txpetinv.com
Occupation: Petroleum Engineer
First Time Appointment: yes Reappointment: _____

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): BS in Petroleum Engineering

Volunteer Information

(1) Briefly describe previous community activities associated with the City of Spring Valley Village, as well as any outside civic, charitable, or other community work.

Volunteered on Marietta College Alumni Board of Directors for 4 years and help organize a golf tournament for the
Petroleum Engineering department here in Houston. All proceeds went to help current students and the department.

(2) Briefly summarize your interest in appointment or reappointment to the board, commission, or committee:

Interested in becoming more involved in the Spring Valley Community and learning more about how the city runs and operates.

Moved into Spring Valley in 2014, and love the community. Looking to help out as needed.

**City of Spring Valley Village
Volunteer Application
(Page 2)**

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:

I am very involved in the Oil and Gas community in Houston and have also lived in Lafayette, LA. I have children in the Spring Branch

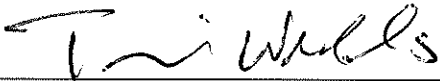
School system and want the best for the people and children of our community. I am willing to put in the time and effort to help as needed.

Do you anticipate any conflicts of interest arising on connection with your service on the selected Board or Commission? Yes: ☐ No: ☒ Possibly: ☐

If you answered yes and a conflict of interest did arise, how would you proposed to resolve it?

The information I have provided is true. I understand that by signing this form, I am confirming that I am a resident of Spring Valley Village and volunteer my services with a clear understanding that there will be no monetary compensation. I will be prompt and regular in my service. I will notify the appropriate person if I am unable to perform my volunteer duties as assigned. I agree to conform to all policies and regulations as stated in the Ordinances of the City of Spring Valley Village.

Signature: _____



Date: _____

07/01/2021

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____ City Administrator _____

Applicant assigned to: _____ Date: _____

DIVIDER PAGE

PLANNING & ZONING COMMISSION

§ 12.102 - Membership, Appointment, and Term of Office

- (a) Members The commission shall be composed of seven (7) regular members and one (1) alternate member. Members shall be resident citizens of the City of Spring Valley, Texas.
- (b) Selection and Period of Service
 - (1) The mayor shall select, subject to approval by the city council, the regular and alternate members of the commission. Commission members so selected and approved shall serve in such capacity for period of not more than two (2) years. Four (4) members of the commission will serve terms beginning on odd-numbered years, and four (4) members will serve terms beginning on even-numbered years. The alternate member shall serve in the absence of a regular member when requested to do so by the chairman of the commission. Vacancies for the unexpired term of any member whose term becomes vacant shall be filled by selection by the mayor, subject to approval by the city council. Newly selected members shall be duly sworn and installed at the first regular commission meeting or city council meeting after their appointment, or as soon thereafter as practicable. Members of the commission shall serve without compensation.
 - (2) Members shall serve at the pleasure of city council and are subject to removal by the city council at any time, with or without cause, and shall have no expectation of continued service either in the position or on the commission. A member who is absent from three (3) consecutive meetings of the commission shall be subject to removal by city council.

DIVIDER PAGE

BOARD OF ADJUSTMENT

A1:A

Board Members : The Mayor shall appoint, subject to approval by the City Council, a Board of Adjustment. Such Board of Adjustment shall consist of five (5) members, each to be appointed for a term of two (2) years. Three (3) members of the Board shall serve terms beginning on odd-numbered years, and two (2) members shall serve terms beginning on even-numbered years. Members may be removed for cause by the appointing authorities upon written charges and after a public hearing. Any vacancy in the office shall be filled for the unexpired term of the member whose term vacant by appointment by the Mayor subject to approval by the City Council. (Ordinance 2017-14 adopted 7-18-17)

A1:B

Alternates : The Mayor shall also appoint, subject to approval by the City Council, four (4) alternate members of the Board of Adjustment who shall serve for the same period as the regular members, and shall be subject to removal as the regular members. Two (2) alternate members of the Board shall serve terms beginning on odd-numbered years, and two (2) alternate members of the Board shall serve terms beginning on even-numbered years. Any vacancies in the office of alternate members shall be filled for the unexpired term of the member whose term becomes vacant by appointment by the Mayor subject to approval by the City Council. The alternate members shall serve in the absence of one or more regular members when requested to do so by the Mayor and/or Chairman of the Board of Adjustment. (Ordinance 2017-14 adopted 7-18-17)

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

MEETING DATE: July 27, 2021

TOPIC:	Consideration and Possible Approval of Implementation of a Small Unmanned Aircraft System ("SUAS") (Drone) Program by Spring Valley Village Police Department.
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BACKGROUND:	As previously discussed, the Spring Valley Village Police Department wishes to implement a Small Unmanned Aircraft System ("SUAS") (Drone) Program. The intention is to utilize SUAS to reduce the risk of officer injury by allowing for observation without officer exposure in active shooter scenarios; establishing perimeters and keeping an aerial view of such perimeters; and checking the safety and welfare of officers and citizens. In surveillance scenarios, the use of SUAS will reduce the need for a helicopter or other third-party air support in searching major accident scenes; searching during missing person scenarios and scenarios in which a criminal suspect flees or hides; assessing traffic events/incidents; and performing searches of suspected City Code violations and construction sites. SUAS would also be used to conduct aerial demonstrations and educate about the SUAS and perform other applicable functions under the law.
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As requested by the Council, a draft of the General Order developed for the operation of the proposed Drone Program is provided with this agenda item. This policy is similar to the one currently being used by Memorial Villages Police Department and is consistent with the requirements of the State's Best Practices Program.

Process

In order to implement a SUAS Program, the City must go through the following process:

- Submit a letter of declaration seeking a Certificate of Waiver/Authorization ("COA") for the operation of a SUAS as a public aircraft operator to the Federal Aviation Administration (City Attorney)
- Request access to the FAA's COA Application Processing System (PD)
- Submit documentation and an application for a COA (PD)
- Determine pilots/observers and obtain required training
 - Pilots: The Department will identify 2-3 pilots for the Program, and the pilots must attend a one-week training course for licensing at a cost per pilot of approximately \$2,000. After initial licensing, pilots will need to re-certify every 2 years. This can currently be done on-line.
 - Observers: All officers and other PD employees can be shown a quick power point in briefing, and they will then be considered "trained" to be the observer while the pilot is

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

flying. There is no cost associated with this training.

- Purchase the SUAS. The Department anticipates purchasing a DJI Mavic 2 Advanced SUAS (\$6,500) as well as extra batteries and equipment (\$1,500) for a total upfront cost of \$8,000. The City will also notify TML Intergovernmental Risk Pool of the purchase and Program to ensure that its liability and property insurance covers both.

Initial and Recurring Costs of Drone Program

- Initial Implementation Costs are approximately \$14,000.
- Recurring costs would include re-certification costs for the pilots every 2 years (\$2,000/pilot), and yearly battery replacement of 4 batteries for a total of \$640.
- Once the Program has been established (more than likely after the first year), the Department would plan to purchase software that will log flights and provide live streaming of the SUAS. This software is \$1,200 annually.

If the Council wishes to proceed with the implementation of a SUAS Program in FY 2021, funding for the Program is recommended from the unassigned fund balance for FY 2021 and would be included in the City's Budget Amendment. Please note that this expenditure has been anticipated in the FY 2021 Projected Excess Revenues calculation.

RECOMMENDATION: Staff requests direction from the Council concerning the implementation of a SUAS Program.

ATTACHMENTS:

- Draft of General Order Regarding Unmanned Aircraft Vehicle Operations

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# _____

☒ \$6,000 and \$8,000_ from unassigned FY 2021 fund balance will be used and added to Acct/Project# 10-40-5027 and 10-40-7002_

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

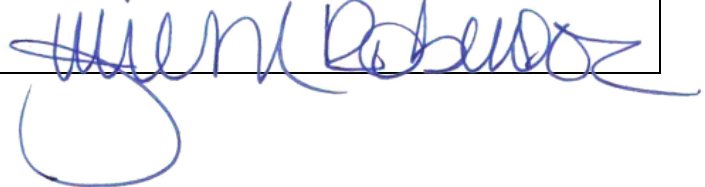
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Lloyd Evans, Police Chief

CITY ADMINISTRATOR APPROVAL:



DIVIDER PAGE

	SPRING VALLEY VILLAGE POLICE DEPARTMENT	
	General Order 13.1 Unmanned Aircraft Vehicle Operations	
	Effective Date: TBD	Replaces: N/A
	Approved:  Chief of Police	

I. PURPOSE

The purpose of the unmanned aerial vehicle program of the Spring Valley Village Police Department is to provide an added resource to the agency that enhances the safety of the public as well as its members. This technology not only allows for a safer, more effective and thorough search and rescue mechanism, it can also provide officers with the ability to analyze potential threats on active scenes and prevent unnecessary injuries. It can deliver lifesaving payload to individuals otherwise inaccessible to emergency service providers.

II. LIMITATIONS

- A. The program will respect the privacy considerations of citizens, and the use of air patrols will be very limited in scope. The UAV program is not intended to violate or undermine the right to privacy of the residents of Spring Valley Village and/or other Spring Valley Village Police jurisdictions.
- B. The random use of the system in residential areas, solely for gathering evidence related to criminal wrongdoing or for any other unauthorized purpose, is prohibited. Unmanned Aerial Vehicles shall be operated in a responsible manner consistent with Department Policy, Texas State Laws, and federal rules and regulations, ensuring that the privacy rights of the people in the State of Texas are respected.
- C. If conflicts exist between FAA regulations, Texas Government Code, Texas Administrative Code and any part of this policy, the most restrictive will apply.

III. DEFINITIONS

- A. Aircraft. A device that is used or intended to be used for flight in the air. This includes UAVs.
- B. Airworthiness Statement. The Airworthiness of the UAV is self-certified by the Remote Pilot in Command through a preflight inspection prior to flight.

- C. Certificate of Authorization (COA). COA is an authorization issued by the Federal Aviation Administration (FAA) to a public operator for a UAV. After a complete application is submitted, the FAA conducts an operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UAV can operate safely with other airspace users.
- D. Crewmember. A person assigned to perform duty while an aircraft is operating.
- E. Crew Resource Management (CRM). The effective use of all available resources including human, hardware, and information resources and coordination in the use of those resources by the RPIC, Remote Pilot and Visual Observer.
- F. Exigent Circumstance Flights - These are UAV flights that are performed in emergency circumstances where the loss of life and property is imminent or has already occurred. The use of the UAV can be requested by any governmental or statutory agency that is designated to deal with emergencies (Search/Rescue, Tornado, Flooding, Large fires, etc.) Response to such requests will be approved by Command Staff prior to the deployment of the PIC.
- G. First Person View (FPV). The Remote Pilot is observing the flight solely through the UAV's camera.
- H. Flight time. Remote piloting flight time commences when an aircraft moves under its own power for the purpose of flight and ends when the aircraft comes to rest after landing.
- I. Image. Means any capturing of sound waves, thermal, infrared, ultraviolet, visible light, or other electromagnetic waves, odor, or other conditions existing on or about real property in this state or an individual located on that property. Imagery may include data about people, organizations, events, incidents, or objects as well as metadata.
- J. Line of Sight (LOS). The Remote Pilot and/or the Visual Observer can see, unaided, the UAV under their control during flight.
- K. National Airspace System (NAS). Airspace inside the continental United States. It is further defined through air navigation facilities, equipment and services, airports or landing areas, aeronautical rules, regulations and procedures. There are two types of airspace within the NAS, controlled and uncontrolled. Operation of a UAV in controlled airspace adds another layer of responsibilities and requirements that must be met to operate the UAV.
- L. Night Flight- Flight of a UAV that occurs between the hours of one half hour after sunset and one half hour before sunrise. The time of sunset and sunrise are determined by the National Oceanic and Atmospheric Administration (NOAA), but 14 CFR Part 107 will allow small UAV operations to be conducted during civil twilight if the small unmanned aircraft has lighted anti- collision lighting visible for at least 3 statute miles. The night time-operations prohibition in this rule is waivable through the FAA for Part 107 or as an addendum to approved certificate of waiver to the COA.

- M. Markings - The UAV shall be marked with the "N" number as required by federal law and further shall be identified as belonging to the Spring Valley Village Police Department by prominently displaying "POLICE" in black or blue on the aircraft. Equipment may include the use of red and blue lights to further identify the aircraft as belonging to law enforcement, but is not required for operation.
- N. Mission Area of Operations (AOR)- A defined perimeter/parameters to be determined based on the scope and type of the operation and a defined operational ceiling at or below 400 feet above the ground. The altitude of the small unmanned aircraft cannot be higher than 400 feet above the ground, unless the small unmanned aircraft is flown within a 400 foot radius of a structure and does not fly higher than 400 feet above the structure's immediate uppermost limit.
- O. Pilot in Charge – PIC - This individual has total control and authority over the flight operations of the UAV and is civilly and criminally responsible to State and Federal Agencies tasked with safe and legal operation of a UAV in the NAS. The PIC must continuously scan the NAS for possible Aircraft incursions or other dangers that require immediate action. Those not certified as an UAV operator may only operate the UAV under the direct supervision of a certified operator.
- P. Search Warrant Required Flights - Any flight not designated a training flight, exigent circumstance flight, or a plain view surveillance activity shall require issuance of a search warrant prior to any aircraft activities.
- Q. Surveillance Activities - Any intentional surveillance flights that fall outside of the search warrant requirement such as "plain view" (or observation from a location that where suspected activity can be legally viewed) are permitted only with authorization by a Commander or above. Only after authorization is received may surveillance activities begin.
- R. Unmanned Aircraft Vehicle (UAV)-UAV is the unmanned aircraft system (also called a "drone") and all of the associated support equipment, control station, data links, telemetry, communications, and navigation equipment, etc., necessary to operate the unmanned aircraft. The aircraft's flight is controlled either autonomously by hardware within the UAV or under the remote control of a Remote Pilot on the ground or in another ground vehicle. For purposes of this program, the 14 CFR Part 107 compliant UAV shall weigh less than 55 pounds fully loaded. Maximum groundspeed is limited to 100 mph (87 knots).
- S. Visual Flight Rules (VFR)-All flights with the UAV shall be conducted under VFR conditions and at an altitude below 400' AGL. VFR is established as a 3 mile visibility and a cloud ceiling of 1,000 feet for day operations and 5 mile visibility with a cloud ceiling of 2,000 feet for night operations.
- T. Visual Observer - Is responsible to assist in monitoring the NAS prior to and during Flight Operations. The VO will prior to flight operations survey the area of operations for any hazards to flight operations (power lines, power poles, towers, radar dome reflectors, buildings, etc...). During flight operations the VO can be

responsible for operation of the camera system affixed to the UAV, but must also continuously scan the NAS for possible Aircraft incursions and alert the PIC to any situations that require immediate action.

IV. EQUIPMENT

- A. Standards – All UAV's flown by Department personnel must be approved by the Chief of Police or his designee prior to initial deployment and must meet the following criteria:
1. Manufactured by DJI or approved major manufacturer.
 2. Total weight of UAV is greater than .55 pounds and less than 55 pounds in flight worthy configuration.
 3. Ability to automatically return to home upon loss of signal.
 4. Flight time of greater than 10 minutes.
 5. Ability to live view the video feed from the UAV on the controller or a controller mounted screen clearly viewable by the PIC.
 6. Ability to capture video and pictures from UAV mounted camera to be archived.

V. MAXIMUM FLIGHT LEVEL

- A. The maximum altitude for flight of the UAV is 400' AGL (Above Ground Level).
- B. Flight may exceed this altitude with higher clearance from the appropriate AIR TRAFFIC CONTROL.

VI. CRITICAL INCIDENT CHAIN OF COMMAND

- A. The normal Chain of Command will be followed always during the operation of the UAV by Spring Valley Village P.D. certified PICs. Supervisors will become familiar with the operational limitations of UAV devices to ensure that they are not requested for deployment in prohibited situations.
- B. PIC/VO - Flight Operations Team may start/suspend/terminate Flight Operations at any time based upon current FAA rules and regulations, safety of personal and operations area civilian overflight. NOTAMS (Notice to Airman), SIGMETS (Significant Meteorological Information), AIRMETS (Airman's Meteorological Information) and TFR (Temporary Flight Restrictions) may all be factors in determining flight decisions.

VII. MISSIONS

- A. All missions will be flown in accordance with FAA regulations, 14 CFR Parts 107 and/or Certificate of Authorization, applicable portions of 14 CFR Parts 61 and 91, current FAA National Policy regarding UAV Operational Approval, Texas Government Code 423 and the Aircraft Operations Division Manual relating to the operation unmanned aircraft.
- B. Approved Uses/Missions: All UAV mission requests shall be authorized by the Chief of Police or his/her designee. The Chief of Police or his/her designee build a list of missions that will be considered for approval, such as but not limited to: *aiding in search and rescue operations, crime scene photography, crash reconstruction, hazmat scene deployment, major disaster scenes, search and rescue, crime scene management and documentation, traffic accidents activated burglary/robbery/distress/panic and fire alarms, active crime scenes, in progress felonies, storm damage, fire assessment, tactical situations, communications tower inspections, public affairs events, maintenance and training.* Other case by case missions may be approved by Command Staff if those missions are immediately necessary to preserve the health, safety, and welfare of people or property within the State of Texas.
- C. Weather Brief: Weather shall be obtained by the RPIC for the local area of operation to include Meteorological Aerodrome Reports (METAR) and Terminal Area Forecasts (TAF) from the closest airport reporting weather conditions. 1-800-WX BRIEF will provide a live briefer with access to this data. Review of NoTAMs and Temporary Flight Restrictions (TFRs) are required prior to launch. Additional weather information should be obtained from the National Oceanic Atmospheric Administration (NOAA) (<http://www.aviationweather.gov/adds/>), or another site or cell phone application to review the following: weather radar, ceiling/visibility, wind/temperatures, turbulence, Significant Meteorological Information (SIGMET), NoTAMs, TFRs and icing.
- D. Pre-Flight Briefing: RPIC, Remote Pilot and Visual Observer and any other flight team members must participate in the pre-flight briefing, led by the RPIC prior to aircraft launch, which includes, but is not limited to:
 - 1. Review of the mission's goals and expected outcomes.
 - 2. Review of current and forecasted weather conditions.
 - 3. Review of current Notice to Airmen (NoTAMs) and Temporary Flight Restrictions (TFRs) that have been issued for the proposed flight area.
 - 4. Identification of mission limitations and safety issues such as; battery charge, GPS strength, and potential for radio interference.
 - 5. Review of proposed Mission AOR - flight area, including maximum ceiling and floor.

6. Review of communication procedures between RPIC, Visual Observer, and other personnel used to support the mission. Including verifying cell phone numbers used to communicate with Air Traffic Control in the event of a fly-away or other flight emergency.
 7. Review of emergency/contingency procedures including aircraft system failure, flight termination, divert, and lost link procedures.
 8. Execution of a pre-flight check utilizing the approved checklist.
 9. The RPIC shall declare to crew members the type of authorization the flight is being conducted under, Part 107, Blanket COA, or Jurisdictional COA.
- E. The RPIC will be responsible to ensure that the above steps have been accomplished prior to flight.
- F. Mission Debrief: After changeover or landing, the RPIC shall debrief all missions.
- G. Pilot at the controls: A person operating a small UAV must either hold a remote pilot airman certificate and be acting as RPIC or be under the direct supervision of the RPIC who is in a position to take immediate control of the aircraft.
- H. Line of Sight: With vision that is unaided by any device other than corrective lenses, the Remote Pilot in Command, the Visual Observer (if one is used), or the person manipulating the flight controller of the small unmanned aircraft system must be able to see the unmanned aircraft throughout the entire flight. Visual line of sight is required in order to know the unmanned aircraft's location and flight status (attitude, altitude, and direction of flight), observe the airspace for other air traffic or hazards, and to determine that the unmanned aircraft does not endanger the life or property of another. All flight team members essential to the operation of the unmanned aircraft shall be able to verbally communicate at all times.
- I. Preflight and Postflight Documentation: Equipment check and weather will be documented by the RPIC in a logbook prior to all UAV operations. After each flight or end of a duty cycle, the RPIC or his/her designate will complete a flight log documenting the UAV's operations in accordance with Texas Government Code 423 through approved and standardized software (current vendor Air Data).
- J. Maintenance: Maintenance must be up to date prior to launch. Accurate UAV maintenance reporting is the responsibility of the PIC in accordance with the manufacturer recommendations. When maintenance is performed, a test flight shall be conducted and documented in accordance with the manufacturer's instructions. The RPIC will not fly any aircraft that he/she suspects does not meet airworthiness requirements following the preflight inspection. Timely maintenance and accurate reporting is required to enhance mission availability and safety.
- K. Payloads: Any payload used on a UAV shall be approved by Command Staff. Weapons and dispersal payloads will not be used.

VIII. EMERGENCY PROCEDURES

- A. Emergency Procedures stated in the manufacturer's operations manual shall be complied for all UAV operations. In the event of an emergency involving the safety of persons or property, the RPIC may deviate from the procedures of this directive relating to aircraft, equipment, and weather minimums to the extent required to meet the emergency.
- B. No member of the Department, regardless of involvement in an emergency situation, shall make any statements to the general public or to news-gathering agencies without the knowledge and approval of the Chief of Police.
- C. Lost Link - An interruption or loss of command-and-control link contact with the UAV such that the remote pilot can no longer manage the aircraft's flight and as a result of the control loss the UA is not operating in a predictable or planned manner.

1. LOSS OF UAV FLIGHT CONTROL (Lost link):

- a. The UAV lost link procedures shall be initiated which shall automatically cause the UAV to climb to its ceiling altitude and return to and land at the launch site. If positive control of the UAV cannot be maintained and the UAV is leaving the operation area or the UAV poses a risk to life and/or property the RPIC will issue an Engine Kill command.
 - b. LOSS OF GPS SIGNAL Should the UAV lose GPS signal during autonomous operations, the RPIC must immediately command the UAV into manual mode and land as soon as practical. If positive control of the UAV cannot be maintained and the UAV departs the operation area or the UAV poses a risk to life and/or property the RPIC will issue an Engine Kill command.
- D. Loss Of Visual Contact. If visual contact with the UAV is lost, the RPIC shall command the aircraft into a hover mode and the RPIC and/or Visual Observer shall try to re-establish visual contact. If visual contact cannot be re-established within a reasonable amount of time determined by the RPIC, then lost link procedures shall be executed.
 - E. Loss Of UAV Power (Engine Failure)/UAV Crash. In case of an engine failure, the UAV will not be able to maintain flight. Flight Team Members will immediately attempt to locate the UAV, assess the scene for injuries, and render first aid if necessary.
 - F. Flight Termination. The intentional and deliberate process of performing controlled flight into terrain (CFIT). Flight termination must be executed in the event that all other contingencies have been exhausted, and further flight of the aircraft cannot be safely achieved, or other potential hazards exist that require immediate discontinuation of flight.

- G. Accident Notification and Investigation: The RPIC must report to the FAA within 10 days of any operation that results in at least serious injury, loss of consciousness, or property damage of at least \$500 (not including the unmanned aircraft). All in flight accidents and incidents involving fatalities, injuries, property damage, and lost link shall be reported to the DPC, Division Director and AOD Chief Pilot immediately for appropriate assistance with guidance. If FAA regulations require the FAA to be notified within 24 hours the same notification and reporting protocols will be followed as the 10 day notification process.

IX. AVOIDANCE OF OTHER AIRCRAFT

It is the responsibility of the PIC always to be aware of the "National Air Space" and the possibility of the intrusion of the UAV in the Flight Path or Operational Area of any Aircraft.

X. MEDICAL EMERGENCIES

In the event of a medical emergency with any personnel involved, flight operations will cease and emergency responders will be contacted. The emergency medical facility closest to the city of Spring Valley Village operation area is:

Memorial Herman Hospital
Memorial City
921 Gessner Rd
Houston, TX 77024
713-242-3000

XI. TRAINING AND STANDARDIZATION

- A. The Chief of Police or designee shall review and approve a training curriculum to assess the knowledge, skills and abilities of RPICs and Visual Observers requiring additional training certifications ensuring satisfactory compliance with this policy.
- B. Remote Pilot in Command (RPIC) training requirements:
1. A RPIC may be authorized to operate more than one type of UAV as long as he/she is trained and current in each individual model. The RPIC may only operate one UAV at a time.
 2. The RPIC shall show proficiency in basic aeronautical knowledge as it relates to the use and operation of UAV assets. The RPIC shall pass an initial aeronautical knowledge test at an FAA-approved knowledge testing center or comply the 14 CFR Part 107 protocols for a licensed and current 14 CFR Part 61 pilot. The basic aeronautical knowledge training, at a minimum shall include:
 - a. FAA rules pertaining to UAV flight operational limitations;

- b. All aspects of 14 CFR Part 107;
 - c. Knowledge of the rules and responsibilities described in 14 CFR 91;
 - d. All aspects of Texas Government Code 423;
 - e. Crew Resource Management;
 - f. Mission planning requirements for establishing the Mission AOR and Perimeter;
 - g. Mission briefing requirements to include Division's approved checklists and Manufacturer's recommendations;
 - h. Mission debriefing requirements; and
 - i. Any other specific responsibilities required by the Division Director to accomplish the Division's mission.
3. The RPIC shall show proficiency operating the specific UAV model in flight including emergency procedures. The RPIC's proficiency shall be evaluated by the Chief of Police or designee who has mastered aeronautical knowledge and training as it pertains to the use of an unmanned aircraft.
4. The RPIC shall show proficiency communicating and crew resource management with the flight team members (Visual Observer and Remote Pilot) demonstrating satisfactory communications between team members. The RPIC's communications will be evaluated at all stages of the flight continuum: pre-flight inspection, flight operations, and post flight procedures.
5. The RPIC shall demonstrate proficiency in all the technology and support equipment associated with any assigned mission to take advantage of the full capabilities of the UAV. The RPIC's proficiency shall be evaluated by the Chief of Police or designee.
6. Upon RPIC approval, the Chief of Police or designee shall prepare an Inter-Office Memorandum indicating that:
- a. The RPIC has demonstrated proficiency operating unmanned aircraft.
 - b. The RPIC has met all training requirements to operate unmanned aircraft.
 - c. The RPIC is authorized to operate UAV assets while carrying out his/her duties in an official capacity.
 - d. Includes the make, model and serial number of any personally owned

UAV and confirming that the approved personally owned UAV is insured by the agencies insurer, Texas Municipal League.

7. Copies of the memorandum shall be maintained in within the records of the UAV Program.
8. Every year after an RPIC's certification, no later than January 31st, the Chief of Police or designee shall re-evaluate the RPIC's proficiency and document the results in a memorandum. At a minimum the memorandum will indicate that:
 - a. The employee has demonstrated proficiency operating unmanned aircraft.
 - b. Has successfully completed annual recertification in the subjects listed in paragraph (2) of this section.
 - c. Notate that the DPC is authorizing the employee to operate unmanned aircraft while carrying out his/her duties in an official capacity for the current calendar year.
 - d. The memorandum shall be maintained in within the records of the UAV Program.

C. UAV Observer Training requirements:

1. Visual Observers are not required to deploy UAV assets under Part 107 (except during night operations); however, it is highly encouraged for a UAV Visual Observer to assist the RPIC during all missions for risk mitigation purposes.
2. When operating under the COA a trained Visual Observer is required.
3. Visual Observers may be both formally trained and designated, or can be chosen ad hoc for a specific mission under Part 107.
4. Designated Visual Observer's training is applicable to all UAV models.
5. Designated UAV Visual Observers shall have completed sufficient training to efficiently communicate pertinent inflight observations with the RPIC so that the UAV aircraft remains clear of conflicting air traffic and obstructions.
6. This training, at a minimum, includes:
7. Knowledge of the supporting tasks described 14 CFR 107 with respect to maintaining Line of Sight, and effective communication.
8. Knowledge of the supporting tasks described in 14 CFR 91: Operating Near Other Aircraft; Right-of-Way Rules; and Basic VFR Weather Minimums.

- D. If formal training is not available for UAV Visual Observers, the RPIC is responsible for briefing the *ad hoc* observer and ensuring the understanding of the role and the supporting tasks in C (5.) of this section to the observer.
- E. Night operations require that the RPIC and Visual Observer are trained to recognize and overcome visual illusions caused by darkness, and understand physiological conditions which may degrade night vision. According to the waiver, the training must be recorded and presented to the FAA Administrator's designee. The Chief of Police or designee will have a RPIC/VO document that the required training was performed. The RPIC/VO documentation will be held within the AOD office.
- F. *Ad hoc Visual Observers* are selected on a case by case basis and no memoranda or documentation retention on their training is required. This is allowed for daytime operations only.
- G. *Ad hoc Visual Observers* need not be members of the Department.

XII. POSITION RESPONSIBILITY AND DUTIES

A. Remote Pilot-in-Command (RPIC)

1. The RPIC is solely responsible for everything the flight team does or fails to do.
2. The RPIC is authorized to refuse any flight request based on current meteorological conditions, physiological conditions, or for any other reason that RPIC believes will affect the safety of the flight. Should the RPIC refuse a flight for any reason, they shall inform the DPC as soon as possible of such refusal and the reason for refusal.
3. While the UAV is in flight, the RPIC is authorized and responsible for making all decisions regarding use of the UAV including, but not limited to, direction of UAV, duration of flight time, capabilities of the UAV, and use of affixed certified equipment.
4. The RPIC is responsible for the safe conduct of all flights, including, but not limited to:
 - a. Flight planning and preparation, including pre-flight inspections of UAV and equipment;
 - b. Weather briefing;
 - c. Flight operations, including course, air speed, altitude, and duration;
 - d. Landing zone selection;

- e. Go/no-go and landing judgments with regard to weather minimum or other criteria;
 - f. All Very High Frequency (VHF) air-to-air, air-to-ground, Air Traffic Control (AIR TRAFFIC CONTROL) communications, and any other radio communications;
 - g. Timely reporting of new or previously unknown hazards to safe flight encountered;
 - h. Post-flight inspection, to include assuring batteries are recharged and to ensure the duty aircraft is ready for the next mission;
 - i. After each deployment, maintaining and making appropriate entries in UAV logbooks.
5. Flight Operations – Operational Control – Remote Pilot-in-Command Authority:
- a. The RPIC shall initiate the flight only when confident the flight can be conducted safely.
 - b. If required by FAA, the RPIC shall ensure a FAA Notice to Airmen (NOTAM) is released for every flight involving the UAV in the national airspace when operating under the COA – unless exempted by addendum to approved certificate of waiver.
 - c. If required by FAA, the RPIC shall ensure there is a Certificate of Authorization (COA) from the FAA to conduct flights in the national airspace.
 - d. If an emergency COA is required by the FAA for a particular flight, the RPIC shall forward the requested documents to the DPC, and AOD Chief Pilot for review and assessment before forwarding to the FAA.
 - e. For operations that may present a hazard to other aircraft due to natural disaster or active shooting scenarios, the RPIC may request a Temporary Flight Restriction (TFR) be initiated around the Mission AOR.
6. All approved pilots on duty shall have their UAV's stored in their assigned patrol units ready to deploy when needed. UAV's should be stored safely and readily accessible.

B. UAV Visual Observer: Assistance shall include, but not be limited to:

- 1. Performing assignments assigned by a RPIC;

2. Assisting the RPIC in the safe conduct of all flights, including but not limited to:
 - a. The Observer shall assist in see-and-avoid operations of the UAV. The Visual Observer shall remain in contact with the RPIC and communicate any obstacles the aircraft might encounter.
 - b. If the flight becomes a hazard to ground personnel or other aircraft, the Visual Observer shall immediately notify the RPIC.
 - c. During any phase of flight, if the Visual Observer notices a malfunction with the aircraft, he should immediately notify the RPIC.

C. UAV Inspections:

1. Before every flight, the RPIC is responsible for pre-flight inspections of the UAV according to the pre-flight checklist, and manufacturer's recommendations.
2. Any anomalies found by the RPIC shall be fixed before any flight is conducted.
3. After every flight, a post-flight inspection shall be conducted by the RPIC according to the post-flight checklist and any manufacturer's recommendations.

D. UAV Checklist:

1. There shall be a checklist generated for each phase of flight: Pre-flight, Run-up, Take-off, Emergency Landing, and Post-flight.
2. The RPIC shall not deviate from a checklist.
3. The RPIC is responsible for making sure all checklists are up-to-date and current for each aircraft make and model.

XIII. REPORTING REQUIREMENTS

- A. Flight Log Software: The AOD Chief Pilot shall be responsible for standardization of flight log requirements pursuant to FAA regulations and Texas Government Code 423.
- B. A flight log shall be completed following every UAV flight including maintenance checks and training flights. If the situation of the mission does not allow for immediate entry of the flight data into the Airdata Application, then the information can be recorded the following day.
- C. Legislative Reporting:

1. In compliance with the Texas Government Code, Article 423.008:

No later than January 15th of each odd-numbered year, The Chief or Police or designee pilot will cause a written report to be created and submitted to the Governor, the Lieutenant Governor, Speaker of the House, and each member of the Texas legislature.

2. The written report shall include information pertaining to the preceding 24 months:

- a. The number of times UAV assets were used, organized by date, time location and types of incidents and types of justification for use;
- b. The number of criminal investigations aided by the use of an UAV and a description of how the UAV aided each investigation;
- c. The number of times a UAV was used for a law enforcement operation other than a criminal investigation, the dates and locations of those operations, and a description of how UAV aided each operation;
- d. The type of information collected on an individual, residence, property, or area that was not the subject of a law enforcement operation and the frequency of the collection of this information; and
- e. The total cost of acquiring, maintaining, repairing and operating or otherwise using each UAV
- f. The Department shall retain the written report for public viewing; and
- g. The Department shall post the report on the agency's publicly accessible website.

D. All captured video and photos shall be saved on the department server. There will be folders for each year and month with subfolders for each day in which an archive is required. Monthly flight reports shall be stored under the corresponding months folder.

E. Every pilot shall prepare a monthly Flight Report and forward it to their respective patrol sergeant to be attached to the sergeant's monthly report. The Field Operations Commander shall maintain these reports and prepare the Legislative Report.

F. Each flight shall be documented in the daily shift report.

Exhibit A

UAV Model _____

FAA REGISTRATION# _____

Date of flight: _____

Pilot in charge: _____

Observer: _____

Time of Flight: _____

Reason for flight: _____

Location of flight: _____

GPS Coordinates: _____, _____

Weather Conditions: _____

Pre-flight checklist/ Performed by; _____

Notify AIR TRAFFIC CONTROL if applicable: _____

Inspect Aircraft: Body _____ Props _____ Wiring/ Connections _____

Landing equipment: _____ Lights: _____ GPS: _____ Battery Condition: _____

Comments:

Post-flight checklist/ Performed by; _____

Notify AIR TRAFFIC CONTROL if applicable: _____

Inspect Aircraft: Body _____ Props _____ Wiring/ Connections _____

Landing equipment: _____ **Lights:** _____ **GPS:** _____ **Battery Condition:**

Comments:

Accidents / Incidents/ if so explain

Reported to the FAA as Required:

By Who-:

Description of incident to FAA: (See Attached)

Agencies assisting or represented at incident

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

MEETING DATE: July 27, 2021

TOPIC: Request for Rate Modification by Waste Corporation of America ("WCA") Effective January 2022

BACKGROUND: Section 5.5, Modification of Monthly Unit Price Per Household, of Article 5, Compensation, of the Contract for Services for Removal of Garbage, Rubbish, and Recyclable Materials by and between the City of Spring Valley Village, Texas and Waste Corporation of Texas, LP, executed on January 23, 2018 ("Contract for Services") established a process for Waste Corporation of Texas ("WCA") to go through in order to request a rate modification. A copy of Article 5, Compensation, of the Contract for Services is provided with this agenda item.

Section 5.5.3 provides that WCA is responsible for initiating any and all rate modification requests no later than June 15th of each year and reflects everything that must be submitted by WCA with its rate modification request. Any rate modification request is presented to and must be approved by the City Council, and, if approved, the rate modification would become effective the following January.

On June 14, 2021, WCA submitted a Request for Rate Modification pursuant to Section 5.5 ("Request"), a copy of which is provided with this agenda item, and all of the required information is included in the Request. The Request is to increase rates for both residential and commercial customers by 5.18% based on the net percentage change in the Index Values as provided by Section 5.5.3.

	Current Rate	Proposed Rate
Residential	\$18.72	\$19.69
Commercial	\$61.89	\$65.10

Tony Emilio, Government Contracts Manager with WCA, will present WCA's Request to the Council.

In the event that the Council approves the requested rate modification, an amendment of the City's Master Fee Schedule to reflect the modification will be presented to the Council in August.

RECOMMENDATION: None

ATTACHMENTS:

- Copy of Article 5, Compensation, of the Contract for Services with WCA
- Copy of Request for Rate Modification Submitted by WCA on June 14, 2021

FUNDING ISSUES:

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

☐ Full amount already budgeted in Acct/Project# _____

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

	☐ 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# _____
--	---

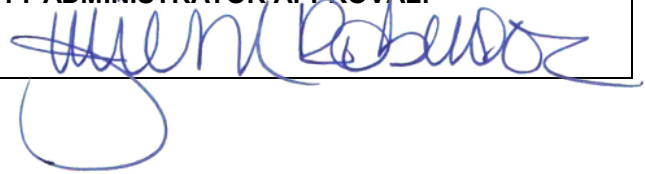
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Julie M. Robinson, City Administrator

CITY ADMINISTRATOR APPROVAL:



DIVIDER PAGE

3.3.4 Backup vehicles and equipment and crews shall be available in the event of breakdowns to ensure continuity of service.

ARTICLE 4. Complaints Regarding Service

4.1 Complaint Receipt and Handling.

4.1.1 All customer complaints shall be initially directed to WCA for handling. WCA shall make provisions for receiving and resolving customer complaints and service issues pertaining to all services under this Contract. Complaints received by the City shall be forwarded to WCA immediately, and it shall be the duty of WCA to take whatever steps may be required to remedy the cause of the complaint and to notify the City of its disposition within 24 hours after receipt. In the event of alleged missed scheduled collection, WCA shall investigate and, if such allegations are confirmed, shall arrange for the collection of the materials within 24 hours after receiving the complaint.

4.1.2 WCA shall maintain a complaint log that includes: name of complainant, date, address, nature of complaint, action taken, and date complaint was resolved. Such logs shall be made available to the City each calendar quarter on or before the 10th day of the following the end of the calendar quarter. The City may also request a copy of the complaint log at any time as may be needed.

4.1.3. WCA shall maintain an answering service to track and follow-up on customer complaints and service issues pertaining to all services under this Contract. Such answering service shall be operational at a minimum between the hours of 8:00 am and 5:00 pm, Monday through Friday.

4.2 Damage Claims Resolution. WCA shall provide the City with a full explanation of the disposition of any complaint involving a customer's claim of damage to private property as the result of actions of WCA's employees, agents or subcontractors.

4.3 Failure to Remedy Complaints. WCA's failure to use reasonable and diligent efforts to remedy the cause of the complaint as provided for in the paragraphs above shall be considered a breach of this Contract.

ARTICLE 5. Compensation

5.1 Unit Price Per Household Per Month. Except as otherwise provided herein, the unit price payable to WCA shall be \$18.72 per household per month for the first year of this Contract. After the first year of this Contract, WCA may request an adjustment to the rate in accordance with the provisions below.

5.1.1 On or before the 10th day of each month after the work has been performed, WCA shall submit to the City a detailed invoice for all services rendered to residential units and other services provided at the rates and upon the terms provided in this Contract. Invoices shall be mailed to: Accounts Payable, City of Spring Valley Village, 1025 Campbell Road, Houston, Texas 77055.

5.1.2 Within thirty (30) days of the City's receipt of invoice and any supporting data requested by the City, the City will remit payment to WCA subject to the conditions of this Contract and WCA's compliance with the terms of this Contract. Any such payments by the City shall be reduced by such amounts as the City may otherwise withhold or retain as provided in this Contract, as well as the 5% franchise fee being deducted from the invoice.

5.1.3 Information regarding the number of residential units in the service area shall be obtained from the City reports of additions, changes or deletions of residential units faxed or emailed by the City Utility Billing Section throughout each month. All invoices for payment submitted by WCA to the City shall refer to the proper number of residential units.

5.2 Collection Services. The City shall act as collector for all accounts and shall submit all statements to and collect from all occupied residential units.

5.3 New Customers. New customers must come to the City requesting solid waste collection services. The City will contact WCA to arrange for the specific services that will be required.

5.4 Delinquent and Closed Accounts.

5.4.1 The City shall notify WCA of any delinquency in the payment for collection services on the part of any residential unit. WCA shall discontinue collection services at any residential unit upon receipt of written notice from the City that such unit is not occupied or is delinquent in payment for service. Upon further notification by the City, WCA shall resume collection services on the next regularly scheduled collection day.

5.4.2 The City shall remit payment to WCA for all occupied residential units until such time as WCA is notified to discontinue collection services as provided herein.

5.5 Modification of Monthly Unit Price Per Household.

5.5.1 The unit price specified in Section 5.1 above shall not be subject to change during the first year of the term of this Contract. The unit price contained herein constitutes the total compensation payable to WCA for services performed pursuant to this Contract.

5.5.2 The rate that may be charged for the second and subsequent years of the term of this Contract shall be adjusted upward or downward to reflect changes in the cost of operations as reflected by fluctuations in the Consumer Price Index for Urban Wage Earner and Clerical Workers (all items, Houston area), as published by the U.S. Department of Labor, Bureau of Labor Statistics.

5.5.3 It is the responsibility of WCA to initiate any and all rate modification requests. No later than June 15th of each year, WCA shall send to the City a comparative statement setting out for the index:

1. The index value for May of the current year;
2. The index value for May of the previous year;
3. The net percentage change; and
4. The increase or decrease in the fees proposed to be charged by WCA.

Changes in rates, either increases or decreases, will become effective as of the following January.

5.5.4 Any adjustments to change the rates charged for collection services shall be reviewed and considered by City staff for recommendation to the City Council. WCA may petition the City, in writing, for an increase in the rates established herein by submitting documentation to support the requested increase. WCA shall present its requested rate modification justification to the City Council at a duly scheduled Council meeting. WCA agrees to provide all documentation and information requested by City staff and/or the City Council. Any increase must be approved by the City Council.

ARTICLE 6. Street Use/Franchise Fee

6.1 The City recognizes that, as a franchisee, WCA must use streets and alleys owned by the City. In order to assist in the maintenance of those streets and alleys and also, in order to compensate the City in the administration of this franchise, a 5% franchise fee for all work performed under this Contract for which WCA has been paid will be remitted to the City by being deducted from the monthly invoice.

ARTICLE 7. Insurance

7.1 During the term of this Contract and any extensions hereof, WCA shall carry insurance in the following types and amounts and furnish Certificates of Insurance as evidence thereof:

7.1.1 Statutory Workers' Compensation limits, and minimum \$500,000 Employers Liability.

DIVIDER PAGE

Julie Robinson

From: Anthony Emilio <aemilio@gflenv.com>
Sent: Monday, June 14, 2021 10:01 PM
To: Julie Robinson
Subject: WCA/GFL Rate Modification Request
Attachments: City of Spring Valley Village Rate Modification Request.pdf

Hello Julie,

I hope you are doing well and the week has started out good. Attached is our request for a rate modification. We have also send a copy via certified mail. Please let me know if you would like to discuss further or if you have any questions. Thank you.

Best Regards,

Tony Emilio | Govt Contracts Mgr
GFL Environmental
8515 Hwy 6 S, Houston, TX, 77083
| C (832) 374-0401 | aemilio@gflenv.com | www.gflenv.com

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June 14, 2021

Julie Robinson
City Administrator
City of Spring Valley Village
1025 Campbell Rd.
Houston, TX 77055

RE: Contract for Services for Removal of Garbage, Rubbish, and Recyclable Materials by and between The City of Spring Valley Village and Waste Corporation of Texas, L.P. – Modification of Monthly Unit Rate per Household

Dear Julie:

In accordance with the current Contract for Services for Removal of Garbage, Rubbish, and Recyclable Materials, Section 5.5 allows for the rate that may be charged for the second and subsequent years of the term of this Contract be adjusted upward or downward to reflect changes in the cost of operations as reflected by fluctuations in the Consumer Price Index for Urban Wage Earner and Clerical Workers (CPI-W) (All Items, Houston Area), as published by the U.S. Department of Labor, Bureau of Labor Statistics. Please consider this letter as our request for a rate adjustment, effective in January 2022. You will find below the rate adjustment calculation as set forth in the contract document under Section 5.53. In addition, you will find attached all supporting documentation and data used in the rate adjustment calculation, as set forth in Section 5.53 and 5.54. Please let me know if you would like to meet, at your convenience to discuss the rate adjustment. Thank you in advance for your consideration.

Item 1: The Index value for May of the current year.

The index for CPI-W (All Items, Houston-The Woodlands-Sugar Land, TX) is published every other month. The most recent published index is April 2021 and the next published index will be for June 2021. No data is published for May. April 2021 is used for the purpose of this calculation.

Index value for April 2021 = 231.886

Item 2: The Index value for May of the previous year.

The index for CPI-W (All Items, Houston-The Woodlands-Sugar Land, TX) is published every other month. No data is published for May 2020. April 2020 is used for the purpose of this calculation.

Index value for April 2020 = 220.461



Item 3: The net percentage change

Net percentage change in index values = $(231.886 - 220.461) / 220.461 \times 100 = 5.18\%$

Item 4: Proposed increase in fees to be charged

Current Rate per home = \$18.72

Current Rate for Commercial Pickup = \$61.89

Rate increase = 5.18%

Proposed Rate per home = \$19.69

Proposed Rate for Commercial Pickup = \$65.10

Please let me know if you would like to meet, at your convenience to discuss the Rate Adjustment. Thank you in advance for your consideration.

Best Regards,

A handwritten signature in black ink, appearing to read 'a/e'.

Tony Emilio
Municipal Services Manager

CPI for Urban Wage Earners and Clerical Workers (CPI-W)
Original Data Value

Series Id: CWURS37BSA0,CWUSS37BSA0

Not Seasonally Adjusted

Series Title: All items in Houston-The Woodlands-Sugar Land, TX,

Area: Houston-The Woodlands-Sugar Land, TX

Item: All items

Base Period: 1982-84=100

Years: 2011 to 2021

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011		195.677		200.997		200.444		201.772		200.464		199.480
2012		203.603		205.790		204.041		202.688		202.775		200.895
2013		204.336		205.918		206.269		206.706		205.656		207.269
2014		209.017		211.000		212.191		211.297		211.512		208.584
2015		206.448		208.610		210.261		210.819		210.250		208.519
2016		209.049		210.981		212.758		212.129		213.534		213.205
2017		214.667		215.313		215.829		216.384		218.752		217.578
2018		220.882		221.383		223.561		222.481		224.175		221.965
2019		221.664		225.023		224.306		224.664		224.596		223.329
2020		224.841		220.461		223.512		223.672		224.743		224.747
2021		227.056		231.886								

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

MEETING DATE: July 27, 2021

TOPIC:	Resolution Number 21-XX A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF PROPOSAL FOR REMODELING AND INSTALLATION OF SHOWERS IN THE CITY HALL AND POLICE BUILDING BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND RIDGEWATER HOMES, LLC.; 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.
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BACKGROUND:	Following Hurricane Laura in 2020 and then again during the February 23, 2021 Council Meeting immediately following Winter Storm Uri, City Administrator Julie Robinson advised the City Council that she wanted to ensure that the City is prepared and Staff has all the necessary tools and materials for responding to future emergency incidents. The Council requested that Staff identify all of the things that are needed for providing response to future emergency incidents, and Ms. Robinson advised that Staff would be researching the following: • Installing another shower as there is only one located in the Police Department, one in the Public Works building that is very old, and none at City Hall • The purchase of a portable trailer-mounted generator • The use of a new alert system • The purchase of a new telephone system So far, the City has purchased a portable trailer-mounted generator and a new telephone system. This Resolution would approve the remodeling and installation of showers in the City Hall and Police Building, and accomplish another of the items needed for our Team to provide response to the future emergency incidents. When the City Team began evaluating the options for showers, we discovered that the Janitor Closets on both the City Hall and Police Department sides of the building could be converted into shower facilities for the City Team and still serve functionally for the City's janitorial service. Additionally, repairs could be made to the existing shower facility on the Police Department side, and an additional shower could be installed on the other side of the existing shower facility in what is currently the K-9 Office and still leave enough room for functional use by the K-9 Office.
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**Spring Valley Village City Council
Agenda Item Data Sheet**

I contacted a couple of different contractors to request quotes for the work, and Rit Johnson with Ridgewater Homes, LLC was the one contractor who did an on-site evaluation and submitted a quote timely. Ridgewater Homes has done and is currently building homes in the City and, in addition to residential work, does light commercial construction.

This Resolution would approve the Specification Sheet submitted by Ridgewater Homes, LLC in the amount of \$53,846.15 for:

- Converting the Janitor's Closet on the City Hall side of the building into 1 shower;
- Converting the Janitor's Closets on the Police Department side of the building into 3 showers;
- Repair the existing shower facility on the Police Department side of the building; and
- Installing a new shower facility on the other side of the existing shower facility on the Police Department side of the building in the existing K-9 Office.

Since this expenditure was not anticipated as part of the FY 2021 Budget, funding for this project is recommended from the unassigned fund balance for FY 2021 and would be included in the City's Budget Amendment. Please note that this expenditure has been anticipated in the FY 2021 Projected Excess Revenues.

RECOMMENDATION: Staff recommends approval of the Resolution.

ATTACHMENTS: • Resolution Number 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:

☒ \$ 53,846.15 from unassigned fund balance for FY 2021 will be used and added to Acct/Project# 10-11-7003

☐ \$ _____ Acct/Project# _____

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

FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Pat Riley, Director of Public Works

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 PROPOSAL FOR REMODELING AND INSTALLATION OF SHOWERS IN THE CITY HALL AND POLICE BUILDING BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND RIDGEWATER HOMES, LLC.; 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.

WHEREAS, the City Council has been presented a Proposal for the remodeling and installation of showers in the City Hall and Police Building by and between the City of Spring Valley Village, Texas and Ridgewater Homes, LLC (hereinafter called "Proposal"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, upon full review and consideration of the Proposal and all matters attendant and related thereto, the City Council is of the opinion that the terms and conditions thereof should be approved and that the Mayor should be authorized to execute the Proposal and any and all documents necessary to effectuate the Proposal 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 facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The terms and conditions of the Proposal, having been reviewed by the City Council of the City of Spring Valley Village and found to be acceptable and in the best interests of the City of Spring Valley Village and its citizens, are hereby in all things approved.

Section 3. The Mayor is hereby authorized to execute the Proposal and empowered, for and on behalf of the City, to take all such actions and to execute, verify, acknowledge, certify to, file and deliver all such instruments and documents required in the Proposal as shall in the judgment of the Mayor be appropriate in order to effect the purposes of the foregoing resolution and Proposal.

Section 4. This Resolution 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

EXHIBIT "A"

TO

RESOLUTION NUMBER 21-XX



Specification Sheet

1025 Campbell (Spring Valley Municipal Building)
1025 Campbell Rd, Houston, TX 77055

07 Lot Prep and Demo	\$1,600.00
07.01 Demolition Remove Wall at (JAN 134) to open room to under Stair Storage. Demo Existing Shower Floor and Pan (RR223) Remove necessary Wall Paneling/Drywall at 3 Janitor Closets for Shower plumbing and Setups.	\$1,600.00
10 Plumbing	\$11,300.00
10.03 Plumbing Top Out Replace Shower Valve and Set new Drain Pan in RR223 Install New Drain, Water lines, Valves and Fixtures for New Shower in K9 222 Office. Retro Fit Drains and Install New shower valves and water lines for 3 Showers in Janitor Closets. Retro Fit Plumbing for 3 Mop/ Freestanding Sinks in 3 Janitor Closets. Rough Plumbing Needed for K-9 Shower area (Drain line and Water Lines), Price does not include chipping and removing of concrete if needed for shower drains in Janitor Closets (3).	\$7,900.00
10.11 Plumbing Fixtures Shower Fixtures, Valves and Drains for (4) Showers (3) Shop type sinks with Faucets and Drain Assembly's	\$3,400.00

Option	To be specified by client	\$0.00
12 Exterior Clean		\$600.00
12.07 Exterior Clean 6-Box Haul		\$600.00
Roll Off Container for Construction Debris		
14 Frame Labor		\$2,100.00
14.02 Frame 1 Labor		\$2,100.00
Framing for Shower wall Adjustments (3)		
Framing for New Shower at K9 Office (Wall and New Door to Hallway)		
Framing at Storage area under stairs for Sheetrock		
16 Frame Material		\$1,200.00
16.02 Frame 1 Material		\$1,200.00
Framing Material needed for Infill Walls and Adjustments		
22 Trim Carpenter Labor		\$1,100.00
22.02 Trim Labor -Interior		\$1,100.00
Relocate Hardware and Shelving at new shower locations. (3)		
Install 1 Door at K-9 Shower Room to Hall		
23 Trim and Door Material		\$1,650.00
23.01 Trim Materials		\$900.00
1 Door 3' wide walk door need for K-9 Shower area		
Applied Base needed for Repairs (Showers and New Door)		
23.04 Hardware		\$750.00
New Door hardware for shower rooms (5) to match existing hardware at restrooms		
Option	To be specified by client	TBD
24 HVAC		\$950.00

24.01 Heating & A/C - Rough	\$950.00
Add 1 A/C Register to K-9 Shower room (Jump from Closest Duct in K-9 Office) Add 1 Exhaust fan in K-9 shower room.	
25 Electric	\$2,400.00
25.03 Electrical Trim	\$2,400.00
Add 1 Recess can above each shower on Existing Switches (4 Total) Relocate Switches and outlets to Accommodate Showers and 1 New door. New light and switch in K-9 Shower New Power and Switch to Exhaust vent in K-9 Shower	
27 Sheetrock	\$4,200.00
27.01 Sheetrock Turnkey	\$4,200.00
Drywall Work need for Repairs and Shower walls Drywall Work at Under Stairs Storage Drywall Work at New Wall at K-9 Shower Drywall Work at K-9 Shower new Door Area	
34 Paint	\$1,150.00
34.03 Paint - Wallout	\$1,150.00
37 Tile	\$13,750.00
37.03 Tile Floors	\$2,750.00
Tile Needed for 4 showers, 1 shower Floor and Flooring for K-9 Shower Area.	
Option	To be specified by client
	TBD
37.10 Tile Labor	\$10,000.00
4 Showers Flooring For K-9 Shower area Demo and Install 1 Shower Pan/Floor	
37.11 Tile Setting Material	\$1,000.00

Profit and Overhead	\$11,846.15
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Total Price	\$53,846.15
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Client Signature	Date
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Client Signature	Date
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Contractor Signature	Date
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**Spring Valley Village City Council
Agenda Item Data Sheet**

MEETING DATE: July 27, 2021

TOPIC:	Addressing Landscaping Along I-10 Sound Wall and I-10 Entry and Exit Ramps Destroyed and/or Damaged by Winter Storm Uri.
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BACKGROUND:	Winter Storm Uri killed and/or damaged much of the landscaping along the I-10 Sound Wall and the entry and exit ramps. The Texas Department of Transportation (TxDOT) has advised the City that they will not be replanting or replacing any dead landscaping in those locations until Summer of 2022 at the earliest. In order to get an idea of the cost associated with addressing the dead and/or damaged landscaping, Staff requested a quote from KNB Landscaping for the work, a copy of which is included with this agenda item. • For the landscaping along the I-10 Sound Wall: \$20,400.00. This work includes removing and replacing the dead landscaping and trimming the damaged landscaping to help it grow back healthy. The quote includes trimming all Pampas Grass down to 3' tall, trimming all Oleanders to 2' feet tall, and removing and replacing 50 Oleanders. A photo of what the trimmed Oleanders would look like is provided with this agenda item. • For the landscaping at the I-10 Entry and Exit Ramps: \$13,000.00. This work includes trimming down and removing all dead branches and debris at these locations. If Council would like to do both areas, the estimated cost would be a total of \$33,400.00. If Council would like to proceed with the project, Staff will secure two additional quotes, and then make a recommendation on which quote to accept to Council. Alternatively, Council could decide to stay with TxDOT's schedule and have them replant/replace sometime next summer.
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RECOMMENDATION:	Staff requests direction as to whether and how the Council wishes to proceed with the landscaping along the I-10 Sound Wall and the I-10 Entry and Exit Ramps.
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ATTACHMENTS:	• Copy of KNB Landscaping Quote • Photo Of What Oleanders Would Look Like After Trimming
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FUNDING ISSUES:	☒ Not applicable – no dollars are being spent or received. ☐ Full amount already budgeted in Acct/Project# _____
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**Spring Valley Village City Council
Agenda Item Data Sheet**

	☐ 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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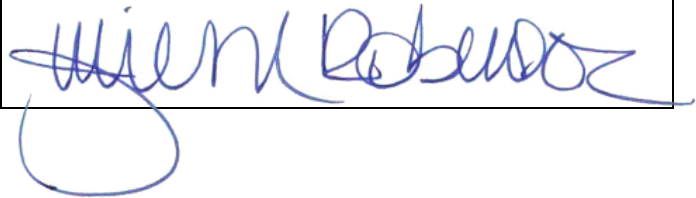
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Matthew Hitt, Assistant to the City Administrator

CITY ADMINISTRATOR APPROVAL:



DIVIDER PAGE

July 1, 2021

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

Freeze landscape damage I-10 feeder:

1. Pampas grass: \$2,900.00

- * Trim down to 3 feet tall and let regrow
- * Remove all debris to recycle landfill
- * Labor and equipment

2. Oleanders: \$15,600.00

- * Trim down with chain saws to 2 feet tall and let regrow
- * Remove all debris to recycle landfill
- * Labor and equipment

3. Replace dead oleanders: \$1,900.00

- * Install 50 new oleanders with organic soil and mulch
- * Labor and materials

4. 7 entry and exit ramps along Katy Freeway: \$13,000.00

- * Trim down and chain saw existing oleanders to 2 feet tall and let regrow
- * Trim out dead branches from wax myrtle trees
- * Remove any dead trees. Pines and wax myrtles

Thank you!

Brit Chapman

brit@knblandscapes.com

www.knblandscapes.com

713-545-1161



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

MEETING DATE: July 27, 2021

TOPIC:	Changes to Open Meetings Requirements Related to Participation by City Council Members and Planning & Zoning Commission Members via Videoconference or Teleconference as of September 1, 2021
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BACKGROUND:	In March of 2020, as Texans worked to mitigate the spread of COVID-19, Governor Abbott's office granted the attorney general's request to suspend certain open-meeting statutes. The temporary suspension allowed, among other things, for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people.
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On June 30, 2021, the Governor's office approved a request by the attorney general to lift those suspensions. The suspensions will lift at 12:01 a.m. on September 1, 2021. Thus, as of September 1, 2021, all provisions of the Open Meetings Act will be effective, and all Texas governmental bodies subject to the Open Meetings Act must conduct their meetings in full compliance with the Open Meetings Act as written in state law.

Section 551.127 of the Texas Government Code allows for City Council and Planning & Zoning Commission Member attendance by video conference under the following conditions:

- The video feed of the Council or Commission Member attending remotely must be broadcast live at the location where a quorum is present and that Member's face must be visible and audio must be audible to all persons present at the location where the quorum is present.
- The Council or Commission Member attending by video conference shall be counted as present for all purposes so long as the video stream is present; that Member shall be counted as absent or any portion of the meeting during which the video or audio stream is disconnected.
- A quorum of the governing body must be present at one location.
- The notice of the meeting must specify a location at which a quorum will be physically present. It shall also indicate that at least one Council or Commission Member will be attending by videoconference.
- At least an audio recording must be made of the meeting

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

and it must be made available to the public.

The requirement to post a notice at the location where the videoconference attendee is physically located only applies to a situation where the remote attendee is the presiding officer, not to all remote attendees.

City Attorney Loren Smith will discuss this agenda item with the Council.

RECOMMENDATION: Not applicable

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# _____
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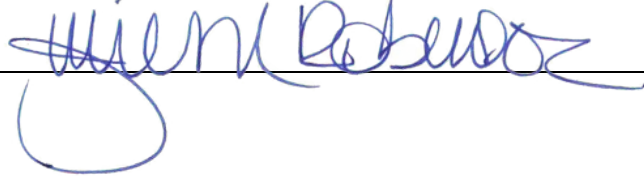
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

City Attorney Loren Smith

CITY ADMINISTRATOR APPROVAL:



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

MEETING DATE: July 27, 2021

TOPIC:	Discussion and Direction Concerning Possible Addition of Veterans' Day (November 11) as a Paid City Holiday
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BACKGROUND:	Currently, Section 11.7 of the City's Personnel Manual provides the following 9 paid City holidays: New Year's Day Good Friday Memorial Day Independence Day Labor Day Thanksgiving Day and the Day After Christmas Eve Christmas Day Floating Holiday (selected by employee, with advance notice and supervisor approval) Mayor Vajdos requests feedback from the Council concerning the possible addition of Veterans' Day (November 11) as a paid City holiday and will present this item. In the event that the Council wishes to add this holiday, I will develop an ordinance to amend the Personnel Manual for presentation to the Council on August 24, 2021.
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RECOMMENDATION:	Not applicable
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ATTACHMENTS:	• None
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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:



SUBMITTING STAFF MEMBER:

Julie M. Robinson, City Administrator

CITY ADMINISTRATOR APPROVAL:

