



Regular City Council Meeting
August 24, 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, August 24, 2021, beginning at 6:00 p.m., For the Purpose of Considering and Acting upon the Following Items of Business:

In accordance with order of the Office of the Governor issued May 18, 2021, the City Council of Spring Valley Village will conduct the meeting scheduled at 6:00 p.m. on Tuesday, August 24, 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/88453788246>

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: 884 5378 8246 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 August 3, 2021
- 5.2 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 Jonathan Sterbanz And Barbara Sterbanz 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.
- 5.3 Approval of Pay Estimate No. 10 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$5,850.00.
- 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 CHANGE ORDER NUMBER 2 TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION, LTD., FOR GREEN VALLEY & WINNINGHAM PAVEMENT & UTILITY IMPROVEMENTS PROJECT; 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.
- 5.5 Approval of Pay Estimate No. 3 for Loeser, Traweek, Lone Star, West Tex Pavement & Utility Improvements Project to Conrad Construction Co., LTD. of \$221,558.58
- 5.6 Approval Of Pay Estimate No. 9 To W. W. Payton Corporation For \$18,541.80 For The New Production Well Project (CSB #2019-01-01B)

OLD BUSINESS

6. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** July 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 July 28, 2021 and Any Special Meetings That May Have Occurred since July 28, 2021. (Mayor Pro-Tem Carpenter / Council Member Bothe)
8. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Request for Rate Modification by Waste Corporation of America (“WCA”) Effective January 2022.

NEW BUSINESS

9. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPOINTING AN ADDITIONAL PROSECUTING ATTORNEY TO THE SPRING VALLEY VILLAGE MUNICIPAL COURT; AND PROVIDING AN EFFECTIVE DATE.
10. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance Number 2021-XX - AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 15 TO THE PERSONNEL MANUAL, TO AMEND APPENDIX "A," "JOB ALIGNMENT AND SALARY RANGES FOR ALL CITY POSITIONS" TO ADD THE POSITION OF "MUNICIPAL COURT CLERK II" AT GRADE 5; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.
11. **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:
 - 11.1 Section 551.072 – Deliberation Regarding Real Property – Discussion Regarding the Purchase, Exchange, Lease or Value of Real Property.
12. **RECONVENE**
13. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Matters Discussed in Executive Session.
14. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Briefing by City Staff:
 1. Status of New Production Well
 2. Status of Loeser, Traweek, Lone Star and W. Tex Paving and Utility Improvements Project
 3. Green Valley Drive & Winningham Lane (West of Voss) Roadway, Drainage and Utility Improvements 2020
 4. Status of City-Wide Street Striping and Bingle Road Road Diet
 5. Status of Renovation and Installation of Showers in City Hall/Police Facility
15. **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 August 24, 2021 agenda of items to be considered by City Council was posted on or before the 20th day of August, 2021, at 9:00 a.m. pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code.

Attest: Roxanne Benitez
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, AUGUST 3, 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 Special Called Meeting of the Spring Valley Village City Council was called to order by Mayor Vajdos at 6:00 p.m.

Members Present:

Mayor Marcus Vajdos (by video conference)

Mayor Pro-Tem Allen Carpenter (by video conference)

Council Member David Dominy (by video conference)

Council Member Tom Donaho (by video conference)

Council Member Joy McCormack (by video conference)

Members Absent:

Council Member Bo Bothe

2. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Proposing A Tax Rate Of \$0.4150 Per \$100 Valuation For The Fiscal Year Beginning October 1, 2021, And Ending September 30, 2022.

City Administrator Julie Robinson advised that, the morning after the July 27, 2021 Council meeting, the City was advised that the 2020 taxable values related to Chapter 42 Litigation that were provided by Harris County Appraisal District (“HCAD”) were incorrect, and the Tax Assessor/Collector was waiting on revised Chapter 42 values from HCAD in order to run the Truth-in-Taxation (“TNT”) Tax Rates. Since the Tax Assessor/Collector had not received the revised data from HCAD by the date that the Council packet for this meeting was completed, the Council packet included the Estimated 2021 Taxable Value that had been provided to the City by HCAD and the Draft TNT Tax Rate Worksheets prepared by the Tax Assessor/Collector using the original HCAD Estimated 2021 Taxable Value. Neither of those documents were correct anymore.

Ms. Robinson further advised that, late Monday afternoon, August 2, 2021, the City received the latest Estimated 2021 Taxable Value letter from HCAD with the revised Chapter 42 Litigation values, and there was a significant difference in the data. While the changes in Chapter 42 Litigation values did not affect the Estimated 2021 Taxable Value, they did impact the TNT Tax Rate calculations.

Based on the original TNT Tax Rate calculations, the Proposed FY 2021 Tax Rate of \$0.4150 was slightly under the No-New-Revenue (“NNR”) Tax Rate. However, with the significantly higher Chapter 42 Litigation values, the FY 2021 Tax Rate that the Council has been discussing is now slightly over the NNR Tax Rate but under the Voter-Approval Tax Rate – despite the fact that it is a 1 cent tax rate reduction. Since it is over the NNR Tax Rate, the Notice of Public Hearing that must be published by the Tax Assessor/Collector will indicate that it is a tax rate increase.

After a brief discussion, Council Member Dominy made a motion to propose a tax rate of \$0.4150 per \$100 valuation for the fiscal year beginning October 1, 2021 and ending September 30, 2022, and Council Member Carpenter seconded the motion. Council

Members Carpenter, Dominy, Donaho, and McCormack voted 'Aye'. No 'Nay' votes were given. Motion carried 4-0.

3. ADJOURNMENT

Council Member Carpenter made a motion to adjourn the meeting at 6:06 p.m., and Council Member Donaho seconded the motion. Motion carried 4-0.

Signed: _____
Marcus Vajdos
Mayor

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

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

MEETING DATE: August 24, 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 JONATHAN STERBANZ AND BARBARA STERBANZ 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 Jonathan and Barbara Sterbanz.

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# _____

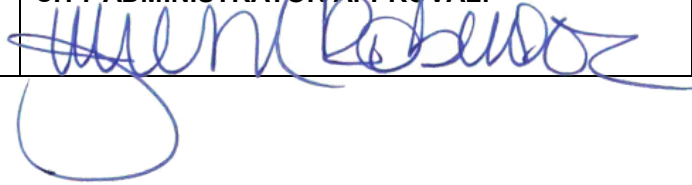
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Julie M. Robinson, City Administrator

CITY ADMINISTRATOR APPROVAL:



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 JONATHAN STERBANZ AND BARBARA STERBANZ 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, Jonathan and Barbara Sterbanz, owners of the property located at 8436 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 Jonathan and Barbara Sterbanz, 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 Jonathan and Barbara Sterbanz, 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 29 day of July, 2021

GRANTOR: JONATHAN STERBANZ


Jonathan Sterbanz

GRANTOR: BARBARA STERBANZ


Barbara Sterbanz

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:

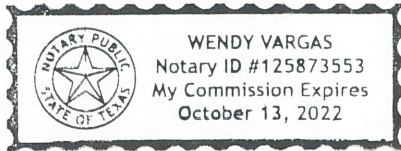
Loren B. Smith
Olson & Olson, L.L.P.
2727 Allen Parkway, Suite 60
Houston, Texas

ACKNOWLEDGEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Jonathan Sterbanz 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 30th day of July, 2021.



Wendy Vargas
Notary Public In and For the State of Texas

My Commission Expires: 10/13/2022

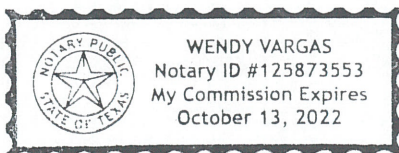
(SEAL)

ACKNOWLEDGEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Barbara Sterbanz 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 30th day of July, 2021.



Wendy Vargas
Notary Public In and For the State of Texas

My Commission Expires: 10/13/2022

(SEAL)

EXHIBIT "A"

8436 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 3, 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 3, 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 Southwest corner of the herein described tract;

THENCE North 00 degrees 06 minutes 16 seconds East, along the common lot line of said Lot 2 and Lot 3, and with the centerline of said 20 foot private drive, passing at 181.58 feet a point lying in the Southerly line of a 6 foot utility easement, continuing for a total distance of 187.58 feet to a point lying in the Northerly line of said 6 foot utility easement, said point also lying along a curve to the right, said point also being the most Northerly corner of the herein described tract;

THENCE in a Southerly direction with said curve to the right and along an East line of said 6 foot utility easement, said curve to the right having a radius of 26.00 feet, a central angle of 134 degrees 25 minutes 05 seconds, an arc length of 61.00 feet, a chord that bears South 22 degrees 41 minutes 18 seconds East, a distance of 47.94 feet to a point of reverse curvature;

THENCE in a Southerly direction along a curve to the left and with the said East 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 08 minutes 30 seconds, an arc length of 3.32 feet, a chord that bears South 33 degrees 57 minutes 00 seconds West, a distance of 3.30 feet to a point lying in the common lot line of Lot 3 and Lot 4, said point being a point for angle of the herein described tract;

THENCE South 62 degrees 15 minutes 36 seconds West, a distance of 7.61 feet to a found mag nail in asphalt marking a point for angle of said Lot 3 and Lot 4, said found mag nail in asphalt lying in the East line of said 20 foot private drive, said found mag nail

in asphalt also marking a point for angle of the herein described tract;

THENCE South 00 degrees 06 minutes 16 seconds West, along the common lot line of said Lot 3 and Lot 4, and with the East line of said 20 foot private road, a distance of 137.07 feet to a point for corner lying in the said North right of way line of Burkhart Road and being the Southeast corner of said Lot 3, same being the Southwest corner of Lot 4, said point for corner also being 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 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: August 24, 2021

TOPIC:	Approval of Pay Estimate No. 10 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$5,850.00.
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BACKGROUND:	This is the 10 th Pay Estimate to be submitted by Conrad Construction Co., LTD. for the Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project (2020-07-100) for work completed on the Project from July 1, 2021, to July 21, 2021. The project is substantially complete; however, the City will retain the final payment until the project is completed according to the contract.
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RECOMMENDATION:	Gessner Engineer Project Manager Sean Ray, ME, P.E. and City Staff have reviewed Pay Estimate No. 10 and recommend approval.
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ATTACHMENTS:	• Pay Estimate No. 10 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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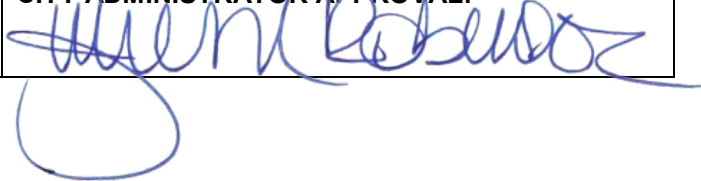
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Pat Riley, Public Works Director

CITY ADMINISTRATOR APPROVAL:



DIVIDER PAGE

Cover Letter: Payment Application #10


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 #10** for work through **July 1, 2021 to July 21, 2021**, in the amount of **\$5,850.00**. After review of work complete to date and material stored on-site, Gessner Engineering recommends the payment of **\$5,850.00** 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>\$964,678.01</u>
7. <u>Total Materials Stored to Date:</u>	<u>\$0.00</u>
8. <u>Total Completed & Stored to Date:</u>	<u>\$964,678.01</u>
9. <u>Retainage (10%):</u>	<u>\$96,467.80</u>
10. <u>Total Completed, Less Retainage:</u>	<u>\$868,210.21</u>
11. <u>Total Amount of Prior Payments:</u>	<u>\$862,360.21</u>
12. <u>Current Due Amount:</u>	<u>\$5,850.00</u>
13. <u>Total Balance Remaining (Including Retainage):</u>	<u>\$206,562.55</u>
14. <u>Notice to Proceed Date:</u>	<u>October 26, 2020</u>
15. <u>Date of Substantial Completion:</u>	<u>May 25, 2021</u>

Cover Letter: Payment Application #10



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.	10	Work To Date:	\$ 964,678.01
Application Period	7-1-21 thru 7-21-21		
Original Contract Amount	\$ 1,095,283.75	Remaining Work	\$ 110,094.74
Revised Contract Amount	\$ 1,074,772.75		
Notice To Proceed	10/26/2020		
Total Work To Date:		\$	964,678.01
Materials Stored to Date		\$	-
Total Work To Date & Stored Materials		\$	964,678.01
Retainage (10%)		\$	96,467.80
Total Work Complete, Less Retainage		\$	868,210.21
Less Previous Payments		\$	862,360.21
Total Due This Application		\$	5,850.00


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

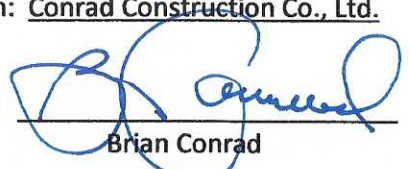
OWNER : City of Spring Valley Village

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 7.1.21 through 7.21.21 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 7.31.21.

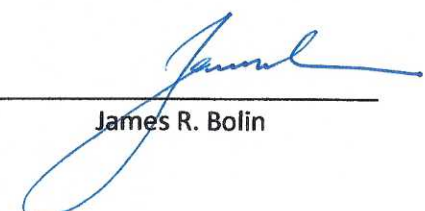
Firm: Conrad Construction Co., Ltd.

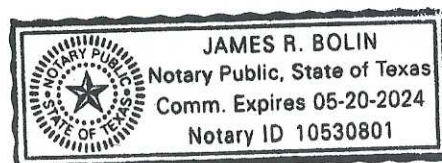
By : 
Brian Conrad

Date : 7.21.21

Title : Vice President

Signed and sworn to before me a Notary Public in and for Harris County, Texas this 21st 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. : 10 AND 11 & FINAL

Reporting Period : 7.1.21 thru 7.31.21

Subcontractor and Work Performed During This Period

T. Gray Utility Co. – San. Sewer manhole rehab. and lining

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: 7/21/2021

PAY APPLICATION # : 10

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		22950.00	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	1.00	100%	\$ 5,000.00	\$ 5,000.00
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		4878.55	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

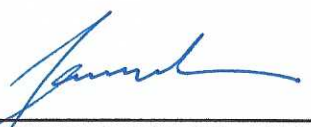
DESCRIPTION	QUANTITY	UNIT	THIS ESTIMATE	PREVIOUS ESTIMATE	WORK TO DATE	%	UNIT PRICE	WORK TO DATE
45. 8" 45 DEGREE BEND, C.I.P.	3.00	EA		3.00	3.00	100%	\$ 350.00	\$ 1,050.00
46. 8" 22.5 DEGREE BEND, C.I.P.	2.00	EA		2.00	2.00	100%	\$ 350.00	\$ 700.00
47. 8"X 6" TEE, C.I.P.	1.00	EA		1.00	1.00	100%	\$ 450.00	\$ 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	2.00		2.00	100%	\$ 2,000.00	\$ 4,000.00
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:	\$ 964,678.01
MATERIALS ON SITE:	\$ -
TOTAL:	\$ 964,678.01
LESS RETAINAGE:	\$ 96,467.80
LESS PREVIOUS PAYMENTS	\$ 862,360.21
AMOUNT DUE FOR PAYMENT:	\$ 5,850.00

AMOUNT EARNED THIS PERIOD	\$ 6,500.00
LESS RETAINAGE THIS PERIOD	\$ 650.00
AMOUNT DUE THIS PERIOD	\$ 5,850.00

APPROVAL: 
CONRAD CONSTRUCTION CO., LTD.

JAMES R. BOLIN
PROJECTS ADMINISTRATOR

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

MEETING DATE: August 24, 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, LTD., FOR GREEN VALLEY & WINNINGHAM PAVEMENT & UTILITY IMPROVEMENTS PROJECT; 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: The City of Spring Valley Village entered into a contract with Conrad Construction, Ltd. on August 25, 2020, for the Green Valley Drive & Winningham Lane Pavement & Utility Project ("Contract"). The Notice to Proceed was issued for this Project on October 26, 2020.

Change Order Number 2 to the Contract reflects an adjustment to actual quantities used in the field and removal of unused contingency after Work Change Directive 01 and results in a reduction to the cost of the Project of \$110,094.74.

Original Contract Price	<u>\$1,095,283.75</u>
Decrease of Approved Change Order Number 1	<u>\$20,511.00</u>
Decrease of this Change Order Number 2	<u>\$110,094.74</u>
Revised Contract Price with approved Change Order Numbers 1 and 2	<u>\$964,678.81</u>

This Resolution would approve Change Order Number 2.

RECOMMENDATION: Gessner Engineering and Public Works Director Pat Riley have reviewed Change Order No. 2 and recommend 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# _____

**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:

Jim Kelley

SUBMITTING STAFF MEMBER:

Pat Riley, Public Works Director

CITY ADMINISTRATOR APPROVAL:

Wendy Robison

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, LTD., FOR GREEN VALLEY & WINNINGHAM PAVEMENT & UTILITY IMPROVEMENTS PROJECT; 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 Change Order Number 2 to the Agreement by and between the City of Spring Valley Village, Texas and Conrad Construction, LTD. for the Green Valley & Winningham Pavement & Utility Improvements Project ("Change Order Number 2"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, upon full review and consideration of Change Order Number 2 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 Change Order Number 2 and all 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 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 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 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 4. This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED on this the 24th day of August 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



July 26, 2021

Mr. Pat Riley
City of Spring Valley Village - Public Works Director
1025 Campell Road
Houston, Texas 77055-7495

Re: Change Order No.: 2
Green Valley Drive and Winningham Lane Roadway, Drainage, and Utility Improvements
City of Spring Valley Village, TX
Contract No.: 2020-07-100
Gessner Engineering Job No.: 19-1148

Dear Mr. Riley:

Please find attached proposed Change Order Number 2 for the above referenced project. Change Order Number 2 includes an adjustment to actual quantities used in the field and removal of unused contingency after Work Change Directive 01.

Total Decrease of this Change Order: \$110,094.74

Net Total Decrease with all Change Orders: \$130,605.74

A quantity breakdown and Backup information is attached to Change Order Number 2.

Gessner Engineering has reviewed this change order and recommends approval. If we may be of further assistance, or if you have any questions please contact us at your convenience.

Sincerely,

GESSNER ENGINEERING, F-7451

A handwritten signature in black ink, appearing to be 'S. Ray'.

Sean Ray, M.E., P.E.

Date of Issuance: 7/26/21

Effective Date:

Owner: City of Spring Valley Village, Texas

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

Contractor: Conrad Construction Co., Ltd.

Engineer's Project No.: 19-1148

Project: Green Valley & Winningham Lane Roadway,
Drainage, and Utility Improvements

The Contract is modified as follows upon execution of this Change Order:

Description: Adjustment of quantities to actual quantity used in the field. Removal of unused contingency.

Attachments: Item Quantity Changes and Work Change Directive 01

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>1,095,283.75</u>	Original Contract Times: Substantial Completion: <u>220</u> Ready for Final Payment: <u>30</u> Days
Change from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : \$ <u>20,511.00</u> (Note: Decrease)	Change from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price prior to this Change Order: \$ <u>1,074,772.75</u>	Contract Times prior to this Change Order: Substantial Completion: <u>220</u> Ready for Final Payment: <u>30</u> days or dates
Decrease of this Change Order: \$ <u>110,094.74</u>	Change of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price incorporating this Change Order: \$ <u>964,678.81</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>220</u> Ready for Final Payment: <u>30</u> days

APPROVED:

By: _____

Owner (Authorized Signature)

Title: _____

Date: _____

RECOMMENDED:

By: _____

Title: Project Manager

ACCEPTED:

By: _____

Contractor (Authorized Signature)

Title: Vice President

Date: 7/30/21

Date: _____

CO #1			CO #2		
Qty	Unit Price	Total Amount	Qty	Unit Price	Total Amount
140	\$ 25.00	\$ 3,500.00			
-4142	\$ 21.50	\$ (89,053.00)			
-3710	\$ 57.00	\$ (211,470.00)			
3710	\$ 63.00	\$ 233,740.00	113.53		\$ 7,182.39
15	\$ 500.00	\$ 7,500.00			
23	\$ 500.00	\$ 11,500.00			
1040	\$ 19.55	\$ 20,332.00			
892.5	\$ 4.00	\$ 3,450.00			
	\$ -	\$ -	-9250	\$ 0.75	\$ (6,937.50)
	\$ -	\$ -	-13.61	\$ 6.00	\$ (81.66)
	\$ -	\$ -	-115.3	\$ 7.00	\$ (807.10)
	\$ -	\$ -	-22.67	\$ 25.00	\$ (566.75)
	\$ -	\$ -	-1	\$ 650.00	\$ (650.00)
	\$ -	\$ -	-2	\$ 1,200.00	\$ (2,400.00)
	\$ -	\$ -	-108.45	\$ 4.00	\$ (433.80)
	\$ -	\$ -	-40.54	\$ 190.00	\$ (7,778.60)
	\$ -	\$ -	-283.21	\$ 57.00	\$ (16,142.97)
	\$ -	\$ -	-28.67	\$ 65.00	\$ (1,868.55)
	\$ -	\$ -	-7	\$ 150.00	\$ (1,050.00)
	\$ -	\$ -	-6	\$ 95.00	\$ (570.00)
	\$ -	\$ -	-5	\$ 1,200.00	\$ (6,000.00)
	\$ -	\$ -	-5	\$ 6,000.00	\$ (30,000.00)
	\$ -	\$ -	10	\$ 200.00	\$ 2,000.00
	\$ -	\$ -	-6	\$ 1.00	\$ (6.00)
	\$ -	\$ -	-1	\$ 250.00	\$ (250.00)
	\$ -	\$ -	-2	\$ 5,500.00	\$ (11,000.00)
	\$ -	\$ -	1	\$ 5,500.00	\$ 5,500.00
	\$ -	\$ -	2	\$ 1,500.00	\$ 3,000.00
	\$ -	\$ -	1	\$ 2,000.00	\$ 2,000.00
	\$ -	\$ -	1	\$ 1,000.00	\$ 1,000.00
	\$ -	\$ -	6	\$ 107.50	\$ 645.00
	\$ -	\$ -	-1	\$ 1,450.00	\$ (1,450.00)
	\$ -	\$ -	-0.3161	\$ 30,000.00	\$ (9,482.25)
	\$ -	\$ -	227	\$ 75.90	\$ (17,225.30)
	\$ -	\$ -	-0.7702	\$ 89,571.25	\$ (69,171.60)
	\$ -	\$ -			\$ (110,094.74)

	Qty Change	Amount Change
	140	\$ -3,500.00
	4142	\$ (89,053.00)
	3710	\$ (911,470.00)
	3923.55	\$ 240,692.39
	15	\$ 7,500.00
	23	\$ 11,500.00
	1040	\$ 20,332.00
	862.5	\$ 9,632.00
	4250	\$ (6,920.00)
	-13.61	\$ (81.66)
	-115.5	\$ (897.10)
	-22.87	\$ (1,220.00)
	-1	\$ (650.00)
	-2	\$ (2,400.00)
	-108.46	\$ (433.80)
	-40.94	\$ (7,718.00)
	-28.21	\$ (1,142.97)
	-28.67	\$ (1,683.55)
	-7	\$ (1,050.00)
	-6	\$ (570.00)
	-5	\$ (300.00)
	10	\$ 2,000.00
	-46	\$ (6.00)
	-1	\$ (250.00)
	2	\$ 5,000.00
	2	\$ 3,000.00
	1	\$ 2,000.00
	1	\$ 1,000.00
	6	\$ 645.00
	-1	\$ (1,450.00)
	-316075	\$ (9,482.25)
	-271	\$ (2,025.00)
	-0.710166	\$ (70.7166)
		\$ (320,605.74)



EST. 1955
SPRING VALLEY
 VILLAGE

WORK CHANGE DIRECTIVE

(Instructions on reverse side)

No. 19-1148-01

PROJECT Greenvalley & Winningham Pavement & Utilities Project BID # 2020-07-100

DATE OF ISSUANCE 06-03-2021

EFFECTIVE DATE: 06-03-2021

OWNER Spring Valley Village

OWNER'S Contract No.: 2020-07-100

CONTRACTOR: Conrad Construction Co. LTD.

ENGINEER Gessner Engineering

You are directed to proceed promptly with the following change(s): Add additional drainage for 8814 & 8818 Winningham

Description: Add additional drainage for 8814 & 8818 Winningham to correct offset of curb drainage, due to customers request.

Purpose of Work Change Directive: Lot drainage discharge to curb ended up being 3" lower than flow line of street curb. Customer did not want "pop up" drainage.

Attachments: (List documents supporting change): Gessner plans: C700 STORM PLAN PROFILE - ST-1 ST-1A; RFI 5 from Conrad

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 \$28,859.25

Other _____

Estimated increase (decrease) in Contract Price:

\$ No increase expected, change will come from contingency.

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

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: 7 days;

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

AUTHORIZED BY: Sean Ray, ME, PE

AUTHORIZED BY:

ENGINEER

Sean Hamilton Ray

Digitally signed by Sean Hamilton Ray
 DN: cn=US, email=Gessnereng.com, o=Gessner
 Engineering, cn=Sean Hamilton Ray
 Reason: I am approving this document
 Date: 2021.06.07 12:08:26 -0500

(Authorized Signature)

OWNER

06-07-2021

(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.



Gessner Engineering - Bryan
401 26th Street, Suite 3
Bryan, Texas 77803
P: (979) 680-8840

Project: 19-1148 Green Valley & Winningham (W of Voss)
8800 Winningham Lane
Spring Valley Village, Texas 77055

RFI #5: Private drainage at 8818 Winningham

Status Closed on 05/04/21

To Pedro Rico (Gessner Engineering) (*Response Required*) **From** Brian Conrad (Conrad Construction Co., Ltd.)
13408 Emmett Road
Houston, Texas 77041

Date Initiated Apr 26, 2021 **Due Date** May 3, 2021

Location Winningham Lane **Project Stage**

Cost Impact TBD **Schedule Impact** TBD

Spec Section **Cost Code**

Drawing Number **Reference**

Linked Drawings

Received From Brian Conrad (Conrad Construction Co., Ltd.)

Copies To Brian Conrad (Conrad Construction Co., Ltd.), Steven Conrad (Conrad Construction Co., Ltd.), Pat Riley (Spring Valley Village)

Activity

Question **Question from Brian Conrad Conrad Construction Co., Ltd. on Monday, Apr 26, 2021 at 10:44 AM CDT**

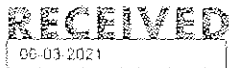
There have been discussions about private drainage tie ins to new roadway curb per plan details. In particular, at 8818 Winningham there is little fall in elevation from private property to new roadway gutter line and private drainage may not have 100% positive gravity flow to roadway. Per onsite meeting 4/20 it was discussed to proceed with tying in drainage as is. Permitted drainage plans appear to show only rooftop gutter lines flowing to curb at this location and there is an open grate inlet in the front yard along the drainage line to the street. Plans show that the roadway was raised slightly at this location. Resolution to this matter has delayed installation of curb along the roadway and not allowed for backfill/restoration work to begin. Please advise how to proceed.

Attachments
8818.jpg

Official Response **Response from Sean Ray Gessner Engineering on Tuesday, May 4, 2021 at 05:48 AM CDT**

See attached revised sheet C700. Contractor to price the extension of storm line.

Attachments
C700 STORM PLAN & PROFILE - ST-1.pdf



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

Proposal

Date: 5/13/21

RFP: 5 *Revised*

Owner: Spring Valley Village

Project: Green Valley /Winningham

Ref. RFI: 5

Description: 8818 Winningham additional drainage

Materials:

Item	Qty	Unit	Unit Price	Unit Total
9x9 NDS catch basin with grate inlet	8	EA	\$ 60.00	\$ 480.00
riser for catch basin	32	EA	\$ 20.00	\$ 640.00
8"x4" tee	8	EA	\$ 45.00	\$ 360.00
4" 45 degree fitting	16	ea	\$ 20.00	\$ 320.00
4" PVC pipe	120	LF	\$ 12.50	\$ 1,500.00
4" PVC cap	25	EA	\$ 15.00	\$ 375.00
6" 45 degree fitting	4	EA	\$ 37.50	\$ 150.00
8" pipe coupling	24	EA	\$ 25.00	\$ 600.00
8" x 6" Wye	1	EA	\$ 95.00	\$ 95.00
Subtotal				\$ 4,520.00
Total Material				\$ 4,520.00

Labor:

Name and/or Position	Qty	Unit	Unit Price	Unit Total
Conrad utility crew	3.5	day	\$ 1,850.00	\$ 6,475.00
			\$ -	\$ -
			\$ -	\$ -
Subtotal				\$ 6,475.00
Total Labor				\$ 6,475.00

Equipment:

Item	Qty	Unit	Unit Price	Unit Total
mini excavator	3	day	\$ 500.00	\$ 1,500.00
			\$ -	\$ -
Total Equipment				\$ 1,500.00

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

Miscellaneous

Item	Qty	Unit	Unit Price	Unit Total
star gravel / filter fabric repair parking area	1	LS	\$ 500.00	\$ 500.00
cut/rem/replace curb to match existing sidewalk elevation	1	LS	\$ 350.00	\$ 350.00
break/connect/patch proposed 6" PVC to storm inlet	1	LS	\$ 1,250.00	\$ 1,250.00
additional zoysia grass restoration	1	LS	\$ 500.00	\$ 500.00
additional misc restoration 8814 Winningham	1	LS	\$ 500.00	\$ 500.00
Total Miscellaneous				\$ 3,100.00

Subcontract

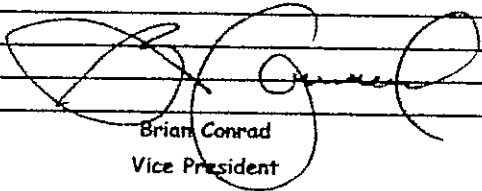
Item	Qty	Unit	Unit Price	Unit Total
TCH bore and install 8" drainage line (approx 200 LF)	1	LS	\$ 9,500.00	\$ 9,500.00
Total Subcontract				\$ 9,500.00

Total Equipment, Labor, Material, Misc.	\$ 15,595.00
Total Subcontract	\$ 9,500.00
OH&P 15%	\$ 3,764.25
SubTotal	\$ 28,859.25
1 1/2% Bond Premium	\$ -
Total	\$ 28,859.25

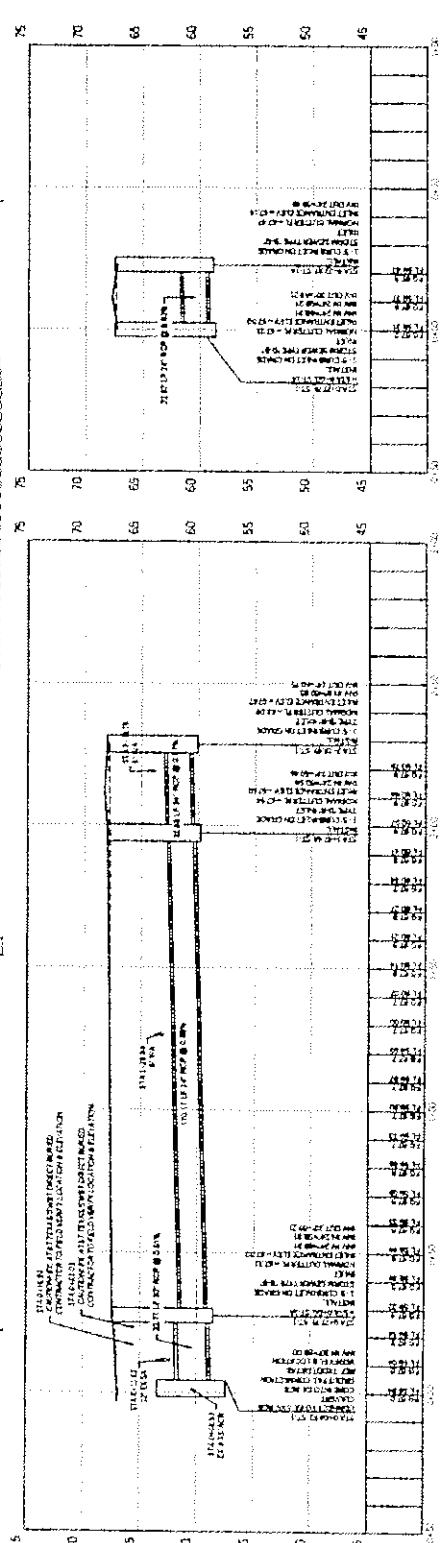
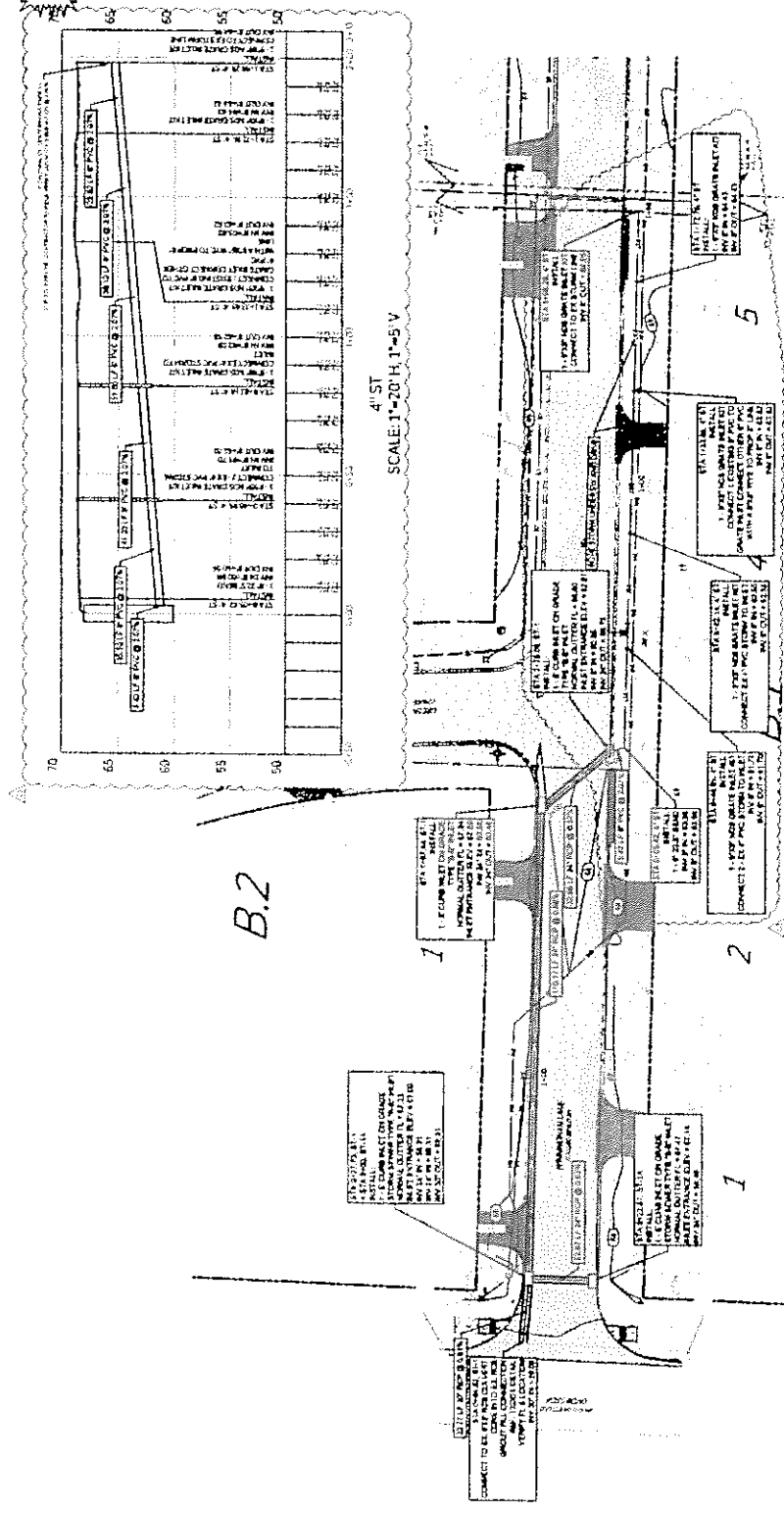
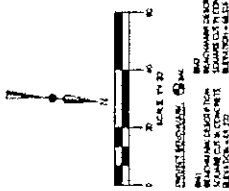
Time Request	
---------------------	--

Miscellaneous Comments:

TCH price includes supply/bore/install of 8" PVC only
Conrad to make all connections to existing, hand dig and connect all drainage lines to newly installed 6" main by cutting in 8x4 tees, and installing 4" PVC with 45 degree bends to existing
Conrad to excavate, break csand and inlet back to connect new 8" PVC line/ patch/restore/ backfill around inlet, Cut/cap/remove new 4" lines to curb previously installed, cap back of curb drains, restore black star gravel parking area and restore pit area with zoysia grass
4" sleeves installed under new driveway will not work with design elevations. Proposed new 8" PVC line the entire run. This requires bore under 2 driveways and 1 sidewalk.

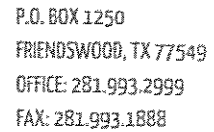

 Brian Conrad
 Vice President

DO NOT
CONTACT
CONTRACTOR
FOR
CONSTRUCTION
PROJECTS
LOCATED
IN
LOCAL
UTILITY
RIGHT-OF-WAY



ST-1A
SCALE 1"=20' H, 1"=5' V

ST-1
SCALE-1"=20'H, 1"=5'V



QUOTE

Date **May 24, 2021**
 Estimate No. **11826-REV1**
 Rep **AMH**
 FOB **CD-1**

Quote prepared by Austin Hughes
Bid prices valid for 30 days.
Thank you.

PO#



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

MEETING DATE: August 24, 2021

TOPIC: Approval of Pay Estimate No. 3 for Loeser, Traweek, Lone Star, West Tex Pavement & Utility Improvements Project to Conrad Construction Co., LTD. of \$221,558.58

BACKGROUND: This is the third pay estimate to be submitted by Conrad Construction Co., LTD. for the Loeser, Traweek, Lone Star, West Tex Pavement & Utility Improvements Project (2020-11-101) for work completed on the Project from July 1, 2021, to July 31, 2021.

RECOMMENDATION: IDS Engineer Project Manager, Coy P. Custer, P.E., ENV SP, and Director of Public Works Pat Riley have reviewed Pay Estimate No. 3 and recommend approval.

ATTACHMENTS:

- Pay Estimate No. 3 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# _____

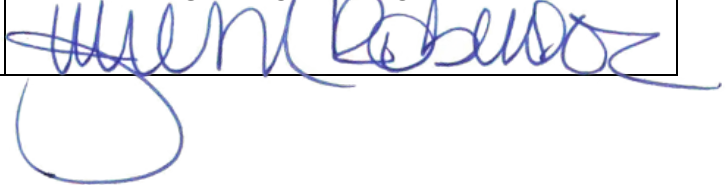
FINANCE VERIFICATION OF FUNDING:



SUBMITTING STAFF MEMBER:

Pat Riley, Public Works Director

CITY ADMINISTRATOR APPROVAL:



DIVIDER PAGE

August 6, 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. 3 for the above referenced project for the period of July 1, 2021 to July 31, 2021. As itemized in this estimate, we recommend payment to Conrad Construction Co., Ltd in the amount of \$221,558.58 at this time.

As of July 31, 2021, the project was approximately 25.8% 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	\$ 6,037.50
5	Payment to Centerpoint	\$ -
6	Total Value of Work Completed to Date	\$ 736,962.24
7	Total Materials Stored to Date	\$ -
8	Total Completed & Stored to Date	\$ 736,962.24
9	Retainage (10%)	\$ 73,696.22
10	Total Completed, Less Retainage	\$ 663,266.02
11	Total Amount of Prior Payments	\$ 441,707.44
12	Current Due Amount	\$ 221,558.58
13	Total Balance Remaining (Including Retainage)	\$ 2,632,982.46
14	Notice to Proceed Date	17-May-21
15	Project Estimated Completion Date	28-Mar-22
16	Percentage Complete of the Contract Sum	25.8%

Pat Riley
City of Spring Valley Village
August 6, 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., Loeser Dr., et al , Project No. 2020-11-101

Pay Application No.	3	Work To Date:	\$ 736,962.24
Application Period	7-1-21 thru 7-31-21		
Original Contract Amount	\$ 2,837,491.00	Remaining Work	\$ 2,117,578.80
Revised Contract Amount	\$ 2,854,541.04		
Notice To Proceed	5/17/2021		

Total Work To Date:	\$ 736,962.24
Materials Stored to Date	\$ -
Total Work To Date & Stored Materials	\$ 736,962.24
Retainage (10%)	\$ 73,696.22
Total Work Complete, Less Retainage	\$ 663,266.02
Less Previous Payments	\$ 441,707.44
Total Due This Application	\$ 221,558.58


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


Coy P. Custer, P.E., ENV SP
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 7.1.21 through 7.31.21 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 8.1.21.

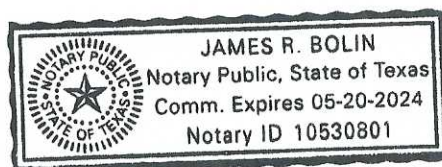
Firm: Conrad Construction Co., Ltd.

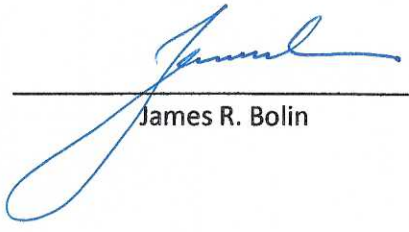
By: 
Brian Conrad

Date: 8.3.21

Title: Vice President

Signed and sworn to before me a Notary Public in and for Harris County, Texas this 3rd day of August, 2021.




James R. Bolin

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

Conrad Construction Co., Ltd.

Pay Application No.: 3

Reporting Period: 7.1.21 thru 7.31.21

Subcontractor and Work Performed During This Period

South Point Surveying - Construction Staking

Highway 1, LLC - Traffic Control maintenance

TCH Directional Drilling - water line services and appurtenances

Gessner Engineering - materials testing

INVOICE

Invoice Date: 07/28/2021
Invoice No: 21-7-000035



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 ✓	12.00 ✓	\$240.00 ✓
E-002 - Atterberg Limits (ASTM D4318)	\$75.00 ✓	4.00 ✓	\$300.00 ✓
E-003 - Percent Passing No. 200 Sieve (ASTM D1140)	\$20.00 ✓	2.00 ✓	\$40.00 ✓
E-006 - Standard Proctor w/classification tests (ASTM D698)	\$250.00 ✓	2.00 ✓	\$500.00 ✓
E-028 - Field Lime Gradation	\$35.00 ✓	4.00 ✓	\$140.00 ✓
E-032 - Round Trip Travel Fee, per hour	\$60.00 ✓	10.00 ✓	\$600.00 ✓
L-002 - CMT Project Manager	\$100.00 ✓	2.25 ✓	\$225.00 ✓
L-004 - Professional Engineer	\$135.00 ✓	0.50 ✓	\$67.50 ✓
L-011 - Technician	\$52.00 ✓	11.00 ✓	\$572.00 ✓
Total for this Invoice:			\$2,684.50

===== 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>
13013-1	07/15/2021	2.50 ✓	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00 ✓	\$150.00
13013-1	07/15/2021	0.50 ✓	L-011 - Technician	hr	\$52.00 ✓	\$26.00
Lab Number 13013-1 for a Subtotal of:						\$176.00
13013-2	07/15/2021	2.00 ✓	E-002 - Atterberg Limits (ASTM D4318)	ea	\$75.00 ✓	\$150.00
13013-2	07/15/2021	2.00 ✓	E-003 - Percent Passing No. 200 Sieve (ASTM D1140)	ea	\$20.00 ✓	\$40.00
13013-2	07/15/2021	0.50 ✓	L-004 - Professional Engineer	hr	\$135.00 ✓	\$67.50
Lab Number 13013-2 for a Subtotal of:						\$257.50
13054-1	07/19/2021	3.00 ✓	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00 ✓	\$60.00
13054-1	07/19/2021	2.50 ✓	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00 ✓	\$150.00
13054-1	07/19/2021	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

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: 07/28/2021

Invoice No: 21-7-000035



GESSNER
ENGINEERING

Page 2 of 3

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

Lab No.	Sampled	Qty	Billing Code	Unit Type	Unit Rate	Extension
13054-1	07/19/2021	2.75 ✓	L-011 - Technician	hr	\$52.00 ✓	\$143.00
Lab Number 13054-1 for a Subtotal of:						\$378.00
13090-1	07/21/2021	4.00 ✓	E-028 - Field Lime Gradation	ea	\$35.00 ✓	\$140.00
13090-1	07/21/2021	2.50 ✓	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00 ✓	\$150.00
13090-1	07/21/2021	2.00 ✓	L-011 - Technician	hr	\$52.00 ✓	\$104.00
Lab Number 13090-1 for a Subtotal of:						\$394.00
13090-2	07/21/2021	2.00 ✓	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00 ✓	\$40.00
13090-2	07/21/2021	0.25 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$25.00
13090-2	07/21/2021	2.25 ✓	L-011 - Technician	hr	\$52.00 ✓	\$117.00
Lab Number 13090-2 for a Subtotal of:						\$182.00
13090-4	07/21/2021	1.00 ✓	E-006 - Standard Proctor w/classification tests (ASTM D698)	ea	\$250.00 ✓	\$250.00
13090-4	07/21/2021	0.50 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$50.00
Lab Number 13090-4 for a Subtotal of:						\$300.00
13090-5	07/21/2021	1.00 ✓	E-006 - Standard Proctor w/classification tests (ASTM D698)	ea	\$250.00 ✓	\$250.00
13090-5	07/21/2021	0.50 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$50.00
Lab Number 13090-5 for a Subtotal of:						\$300.00
13090-6	07/21/2021	2.00 ✓	E-002 - Atterberg Limits (ASTM D4318)	ea	\$75.00 ✓	\$150.00
13090-6	07/21/2021	0.25 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$25.00
Lab Number 13090-6 for a Subtotal of:						\$175.00
13090-7	07/21/2021	4.00 ✓	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00 ✓	\$80.00
13090-7	07/21/2021	0.25 ✓	L-002 - CMT Project Manager	hr	\$100.00 ✓	\$25.00
13090-7	07/21/2021	1.00 ✓	L-011 - Technician	hr	\$52.00 ✓	\$52.00
Lab Number 13090-7 for a Subtotal of:						\$157.00
13102-1	07/23/2021	3.00 ✓	E-001 - In-Place Nuclear Density (ASTM D6938)	ea	\$20.00 ✓	\$60.00
13102-1	07/23/2021	2.50 ✓	E-032 - Round Trip Travel Fee, per hour	hr	\$60.00 ✓	\$150.00
13102-1	07/23/2021	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: 07/28/2021

Invoice No: 21-7-000035



GESSNER
ENGINEERING

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>
13102-1	07/23/2021	2.50 ✓	L-011 - Technician	hr	\$52.00 ✓	\$130.00
Lab Number 13102-1 for a Subtotal of:						\$365.00
Total for this Invoice:						<u>\$2,684.50</u>

FIG has VENDOR 200330
RB JOB
SC 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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annual finance charges. Unpaid
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<https://www.gessnerengineering.com/invoice/>

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: 7/31/2021

PAY APPLICATION # : 3

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%	\$ 80,000.00	\$ 80,000.00
2. TRAFFIC CONTROL & REGULATION	1.00	LS	0.09	0.24	0.33	33%	\$ 50,000.00	\$ 16,500.00
3. FLAGMAN	1.00	LS	0.10	0.20	0.30	30%	\$ 7,500.00	\$ 2,250.00
4. ELECTRONIC MESSAGE BOARD	10.00	MO			0.00	0%	\$ 1,250.00	\$ -
5. TREE PROTECTION PLAN	1.00	LS	0.09	0.24	0.33	33%	\$ 30,000.00	\$ 9,900.00
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	9.00		9.00	16%	\$ 500.00	\$ 4,500.00
10. 8" TEMPORARY ASPHALT PAVING TYPE "B" BLACK BASE	460.00	SY	295.51	58.33	353.84	77%	\$ 50.00	\$ 17,692.00
11. REMOVE & DISPOSE PIPE CULVERT, SEWERS AND SEWER LEADS (ALL SIZES)	1486.00	LF	114.00		114.00	8%	\$ 12.00	\$ 1,368.00
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	1.00		1.00	17%	\$ 400.00	\$ 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	945.35		945.35	9%	\$ 5.00	\$ 4,726.75
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	189.00	232.00	421.00	7%	\$ 1.00	\$ 421.00
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	305.00		305.00	11%	\$ 15.00	\$ 4,575.00
24. LIME (6% BY DRY WEIGHT)	255.00	TON	20.41		20.41	8%	\$ 195.00	\$ 3,979.95
25. LIME TREATED SUBGRADE (8")	11770.00	SY	1211.50		1211.50	10%	\$ 4.00	\$ 4,846.00
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	4.00	17%	\$ 3,550.00	\$ 14,200.00
37. TYPE C CONFLICT MANHOLE FOR 42" DIAMETER AND SMALLER SEWERS	1.00	EA	1.00		1.00	100%	\$ 5,800.00	\$ 5,800.00
38. 24" DIA. RCP STORM SEWER BY OPEN CUT	1796.00	LF	148.00	14.00	162.00	9%	\$ 120.00	\$ 19,440.00
39. 30" DIA. RCP STORM SEWER BY OPEN CUT	288.00	LF	41.00	34.00	75.00	26%	\$ 150.00	\$ 11,250.00
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	1.00		1.00	17%	\$ 1,200.00	\$ 1,200.00
43. TYPE B-B INLET	27.00	EA	4.00		4.00	15%	\$ 3,450.00	\$ 13,800.00
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	4.00	14.00	18.00	35%	\$ 1,000.00	\$ 18,000.00

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	149.00	359.00	508.00	48%	\$ 22.50	\$ 11,430.00
WATER ITEMS								
50. 8" DIAMETER WATER LINE BY OPEN-CUT WITH RESTRAINED JOINTS	2099.00	LF		2059.00	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	65.00	594.00	659.00	98%	\$ 88.00	\$ 57,992.00
53. 3/4" TO 1" DIAMETER WATER TAPS AND COPPER SERVICE LINE, SHORT SIDE	49.00	EA	41.00	8.00	49.00	100%	\$ 950.00	\$ 46,550.00
54. 1-1/2" TO 2" DIAMETER WATER TAPS AND COPPER SERVICE LINE WITH 1" WYE LONG SIDE	24.00	EA	22.00	2.00	24.00	100%	\$ 2,500.00	\$ 60,000.00
55. 1" DOUBLE METER BOX	51.00	EA	30.00		30.00	59%	\$ 300.00	\$ 9,000.00
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	11.00	24.00	35.00	100%	\$ 55.00	\$ 1,925.00
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	1.00	4.00	5.00	100%	\$ 6,250.00	\$ 31,250.00
62. FIRE HYDRANY ASSEMBLY, BACK-TAP WITH 8"X 6" TS&V	1.00	EA	1.00		1.00	100%	\$ 15,500.00	\$ 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	0.87		0.87	87%	\$ 2,500.00	\$ 2,175.00
67. INLET PROTECTION BARRIER (STG.I)	29.00	EA	1.00		1.00	3%	\$ 75.00	\$ 75.00
68. INLET PROTECTION BARRIER (STG.II)	30.00	EA	8.00		8.00	27%	\$ 75.00	\$ 600.00
69. REINFORCED FILTER FABRIC BARRIER	7337.00	LF	96.00		96.00	1%	\$ 1.50	\$ 144.00
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 TRAWEK 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	6.00		6.00	11%	\$ 500.00	\$ 3,000.00
CASH ALLOWANCE								
74. FURNISH CONSTRUCTION MATERIALS TESTING IN ACCORD. WITH PLANS AND SPECS. [1]	1.00	CA	0.0750	0.0937	0.1687	17%	\$ 35,797.00	\$ 6,037.50

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								\$ 736,962.24

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:	\$ 736,962.24
MATERIALS ON SITE:	\$ -
TOTAL:	\$ 736,962.24
LESS RETAINAGE: (10%)	\$ 73,696.22
LESS PREVIOUS PAYMENTS	\$ 441,707.44
AMOUNT DUE FOR PAYMENT:	\$ 221,558.58

AMOUNT EARNED THIS PERIOD	\$ 246,176.20
LESS RETAINAGE THIS PERIOD	\$ 24,617.62
AMOUNT DUE THIS PERIOD	\$ 221,558.58

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

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

MEETING DATE: August 24, 2021

TOPIC: Approval Of Pay Estimate No. 9 To W. W. Payton Corporation For \$18,541.80 For The New Production Well Project (CSB #2019-01-01B).

BACKGROUND: This is the 9th pay estimate to be submitted by WW Payton Corporation for the New Production Well Project for work completed on the Project from July 13, 2021, to August 10, 2021.

RECOMMENDATION: WSP Project Manager Peter Lyman and Director of Public Works Pat Riley have reviewed Pay Estimate No. 9 and recommend approval.

ATTACHMENTS: • Pay Estimate No. 9 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# _____

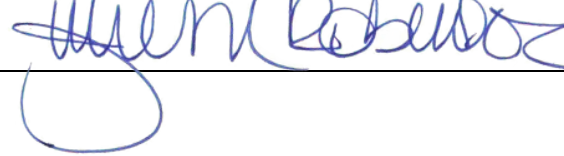
FINANCE VERIFICATION OF FUNDING:



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. 9 for Payment -
City of Spring Valley Village New Production Well, Project No. 2019-01-01B,
TWBD SWIFT Project No. 51056

DATE: August 12, 2021

Attached to this document is Estimate No. 9 (Date August 10, 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. 9 includes the completed work from July 13, 2021 through August 10, 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 8/10/21	\$3,059,372.00
Retainage of 10%	\$305,937.20
Total Amount of Prior Payments	\$2,734,893.00
Amount Due this Estimate No. 9	\$18,541.80
Total Remaining Balance	\$90,628.00



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: 8/10/2021

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: 9

FROM: 07/13/2021 TO 08/10/2021

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:	3,059,372.00
Less 10% Retainage:	305,937.20
Total Completed, Less Retainage	2,753,434.80
Less Previous Applications for Payment:	2,734,893.00
****AMOUNT DUE THIS ESTIMATE****	\$ 18,541.80

RECOMMEND APPROVAL

Payment Due Contractor:

CITY OF SPRING VALLEY VILLAGE

By: _____

AGREED:

W.W. Payton Corporation

By: 

Date: _____

Date: 8/10/2021

APPROVED:

By: _____

Date: _____

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

August 10, 2021

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

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

Estimate No. 9
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 8/10/2021 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	0.80	0.15	0.95	LS	20,000.00	19,000.00
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	0.99	0.01	1	LS	40,000.00	40,000.00
5	Turn Well #2 Pump 90 degrees & extra piping. In lieu of original item.	1	1	0	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	1	0	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	0.99	0.01	1	LS	50,000.00	50,000.00
8	All electrical work , programming work, electrical foundation pads for Well No. 2	1	0.98	0.02	1	LS	325,000.00	325,000.00

	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	0.95	0.03	0.98	LS	295,000.00	289,100.00
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	2000	0	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	0.90	0.08	0.98	LS	16,900.00	16,562.00
17	Filter fabric fence	240	-	-	-	LF	1.00	-
18	Sound barrier	250	120	0	120	LF	80.00	9,600.00
Total Unit B								\$2,907,472.00
	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

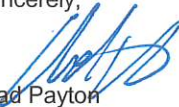
	DESCRIPTION	QTY. BID	QTY. PRIOR	QTY. THIS PERIOD	DONE TOTAL	UNIT	UNIT PRICE	AMOUNT COMPLETE
UNIT C: EXTRA BID ITEMS Cont.								
27	14-inch diameter stainless steel screen wrapped on mild steel pipe, as required in place other than the 230-foot base length for the well in item 2	15	102	0	102	LF	250.00	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	1	0	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)		:	\$2,907,472.00
	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		:	\$3,059,372.00
	Less Retainage	10%	:	\$305,937.20
	Difference		:	\$2,753,434.80
	Less Previous Estimate		:	\$2,734,893.00
	TOTAL AMOUNT DUE THIS ESTIMATE		:	\$18,541.80

Sincerely,



Chad Payton

APPROVED FOR PAYMENT

City of Spring Valley Village

BY:

DATE:

PLEASE RETURN ONE (1) APPROVED COPY FOR OUR FILES

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
Electrical		complete
Chemical	WAITING ON CHEM SCAN	
Asphalt Paving	08/10/21	08/17/21
SUBSTANTIAL 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.: 9

REPORTING PERIOD: 07/13/2021 – 08/10/2021

SUBCONTRACTOR AND WORK PERFORMED DURING THIS PERIOD:

Subcontractor – JCS

Brief Description of work done:

CHEMICAL

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:

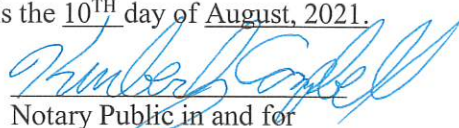

Printed Name: Marilyn R. Payton - Secretary

**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.

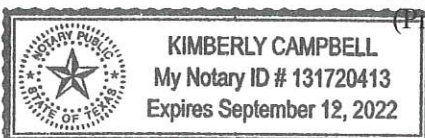
GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 10TH day of August, 2021.

Commission Expires: 9-12-2022


Notary Public in and for
State of Texas

Kimberly Campbell

(Printed Name of Notary)



PARTIAL WAIVER OF LIEN

THE STATE OF TEXAS
COUNTY OF WALLER

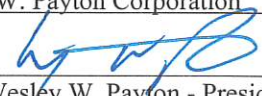
The undersigned contracted with City of Spring Valley Village to furnish New Production Well in connection with certain improvements to real property located in Harris County, Texas, and owned by City of Spring Valley Village which Improvements are described as follows:

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

In consideration of Pay Estimate No. 9 in the amount of Eighteen Thousand Five Hundred Forty One and 80/100 DOLLARS (\$18,541.80) 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.

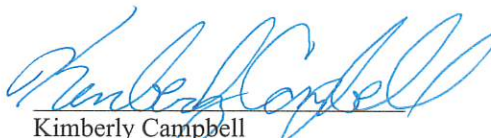
Undersigned hereby guarantees that all bills for labor performed and/or materials furnished in the erection and construction of such Improvements on the Property have been fully paid and satisfied and Undersigned does further guarantee that if for any reason a lien or liens are filed for material or 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 10th day of August, 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



Police Department Staff Report

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

07\01\2021
thru 07\31\2021

Type	Description	# Of Calls
21	911 HANG UP	1
6	ACCIDENT	38
22	ALARM	42
23	AMBULANCE CALL	29
24	ANIMAL CALL	7
144	ARREST	1
43	ASSIST OUTSIDE AGENCY	9
135	BUSINESS CHECK	462
53	DEBRIS IN ROADWAY	7
60	FIRE CALL	4
62	FOUND PROPERTY	1
65	GAS LEAK	2
68	HOUSE CHECK	16
70	INFORMATION	38
71	INVESTIGATION	8
76	LOUD NOISE	10
81	OPEN DOOR	8
83	POWER OUTAGE	1
131	PRISONER TRANSPORT	1
86	PUBLIC RELATIONS	399
88	RECOVERY STOLEN VEHICLE	1
89	RELIANT ENERGY REPAIR	1
96	SOLICITOR	4
99	STALLED VEHICLE	27
141	STORED/ ABANDONED VEHICLE	1
103	SUSPICIOUS ACTIVITY	11
104	SUSPICIOUS PERSON	6
105	SUSPICIOUS VEHICLE	18
11	TRAFFIC STOP	1,133
111	VEHICLE BLOCKING ROADWAY	3
112	VEHICLE CHECK	9
42	WARRANT SERVICE	4
116	WATER LEAK	1
117	WELFARE CONCERN	3
Total		2,306

Spring Valley Village, TX PD

Jul 1, 2021 - Jul 31, 2021

Citation Violation Audit By Offense

Total Charges: **2184**

Description	Counts
CHANGED LANE WHEN UNSAFE	2
CHILD (4-17) NOT SECURED BY SAFETY BELT	2
CITY ORDINANCE - SOLICITING WITHOUT A PERMIT - PEDDLER	1
DEFECTIVE EQUIPMENT - WHITE LIGHT TO THE REAR	7
DEFECTIVE EQUIPMENT / NO LICENSE PLATE LIGHT	44
DEFECTIVE HEAD LAMPS	38
DEFECTIVE HEAD LIGHTS	7
DEFECTIVE STOP LAMP(S)	95
DEFECTIVE STOP LIGHTS-TRAILER	3
DEFECTIVE TAIL LAMP(S)	16
DEFECTIVE- WHITE LIGHT TO THE REAR	1
DISPLAY FICTITIOUS/WRONG/UNCLEAN LICENSE PLATES	73
DISPLAY SUSPENDED DRIVER LICENSE	2
DISPLAY UNCLEAN LICENSE PLATES	1
DISPLAY/ EXPIRED REGISTRATION	626
DRIVING WHILE LICENSE INVALID UNDER PROVISIONS OF DL LAWS	24
DRIVING WITHOUT ANY LICENSE	16
DROVE WITHOUT LIGHTS (WHEN REQUIRED)	19
EXPIRED DRIVERS LICENSE	38
FAIL TO CONTROL SPEED	5
FAIL TO DISPLAY DRIVERS LICENSE	10
FAIL TO GET A TEXAS DRIVERS LICENSE AFTER 90 DAYS OF RESIDENCE IN THIS STATE	5
FAIL TO MAINTAIN FINANCIAL RESP. 2ND OFFENSE	1
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	138
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	188
FAIL TO OBEY TRAFFIC CONTROL DEVICE-MARKINGS	2
FAIL TO REPORT CHANGE OF ADDRESS	22
FAILED TO DIM HEADLIGHTS - FOLLOWING	14

CONFIDENTIAL

Page: 1 of
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Report Created on: Aug 1, 2021 6:44 PM



Spring Valley Village, TX PD

Jul 1, 2021 - Jul 31, 2021

Citation Violation Audit By Offense

Total Charges: **2184**

Description	Counts
FAILED TO DIM HEADLIGHTS - MEETING	27
FAILED TO DRIVE IN A SINGLE LANE	3
FAILED TO SIGNAL TURN	1
FAILED TO SIGNAL TURN / LANE CHANGE	3
FAILED TO STOP AT DESIGNATED POINT (STOP SIGN)	1
FAILED TO STOP AT PROPER PLACE (TRAFFIC LIGHT)	1
FAILED TO YIELD RIGHT OF WAY	1
FAILED TO YIELD ROW TO EMERGENCY VEHICLE	1
ILLEGAL BUYERS TAGS	1
ILLEGAL LEFT/RIGHT TURN WHERE PROHIBITED	1
ILLEGAL PASSING - LEFT TURN ONLY LANE	3
ILLEGAL WINDOW TINT	4
LICENSE PLATE - NO TRAILER PLATE	3
LICENSE PLATE OBSCURED	27
LITTERING	1
MORE THAN ONE VALID DL/ID IN POSSESSION	1
NO DRIVERS LICENSE	336
NO FRONT LICENSE PLATE	39
NO SEAT BELT - DRIVER	1
OPEN CONTAINER	2
OPERATE MOTOR VEHICLE WITHOUT LICENSE PLATES OR WITH ONE LICENSE PLATE	4
OPERATE UNREGISTERED MOTOR VEHICLE	3
PARENT/GUARDIAN PERMITTED UNLICENSED MINOR TO DRIVE	1
PASSING AUTHORIZED EMERGENCY VEHICLE	5
RAN RED LIGHT	49
RAN STOP SIGN	12
SPEEDING (NU)	6
SPEEDING >10% ABOVE POSTED LIMIT	169

CONFIDENTIAL

Page: 2 of
118

Report Created on: Aug 1, 2021 6:44 PM



Spring Valley Village, TX PD

Jul 1, 2021 - Jul 31, 2021

Citation Violation Audit By Offense

Total Charges: **2184**

Description	Counts
TRAFFIC - OTHER	49
UNREGISTERED MOTOR VEHICLE TRAILER	2
UNRESTRAINED CHILD 5 YEARS OF AGE TO 17	3
UNRESTRAINED CHILD YOUNGER THAN 5 OR UNDER 36 INCHES	12
UNRESTRAINED CHILD YOUNGER THAN 8 OR UNDER 4FT 9IN	2
USE EQUIPMENT NOT APPROVED	1
VIOLATE DL RESTRICTION	2
VIOLATE DL RESTRICTION B	3
WRONG/ALTERED/OBSCURED LICENSE PLATE	4

CONFIDENTIAL

Page: 3 of
118

Report Created on: Aug 1, 2021 6:44 PM



MONTHLY K-9 REPORT

FOR THE MONTH OF: Jul-21

MOYER, NABORS

FRITZ, ODIN

TOTALS

K-9 CALLS FOR SERVICE

SPRING VALLEY VILLAGE

101

OUTSIDE AGENCY

1

K-9 APPREHENSIONS

0

NARCOTICS CASES

0

PUBLIC RELATIONS EVENT

3

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

MEETING DATE: August 24, 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# _____
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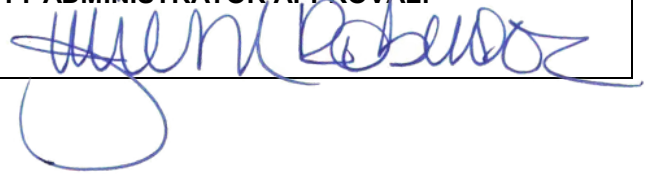
FINANCE VERIFICATION OF FUNDING:



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

Confidentiality Notice: This email message (including attachments, if any) is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, proprietary, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this email message immediately.



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

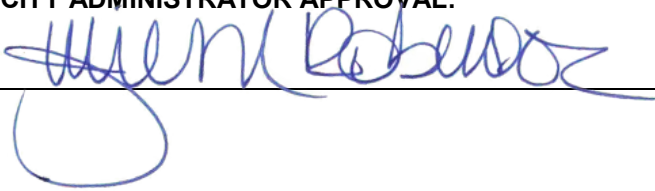
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011		195.677		200.997		200.444		201.772		200.464		199.480
2012		203.603		205.790		204.041		202.688		202.775		200.895
2013		204.336		205.918		206.269		206.706		205.656		207.269
2014		209.017		211.000		212.191		211.297		211.512		208.584
2015		206.448		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: August 24, 2021

TOPIC:	Resolution Number 21-XX A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPOINTING AN ADDITIONAL PROSECUTING ATTORNEY TO THE SPRING VALLEY VILLAGE MUNICIPAL COURT; AND PROVIDING AN EFFECTIVE DATE.
BACKGROUND:	Pursuant to Chapter 29 of the Texas Government Code and Article 8.500, Municipal Judge, of the Code of Ordinances of the City of Spring Valley Village, the City Council appoints a Presiding Judge, Alternate/Associate Judges, Prosecutors, and the Clerk for the Spring Valley Village Municipal Court every two years, with such appointments occurring in the year that the Mayor is elected. Due to the increased volume of cases in the Municipal Court, we have had to add several dockets each month to handle the volume. Consequently, we need to appoint another Municipal Court Prosecutor in order to ensure that the Municipal Court has enough Prosecutors to handle the various Court dockets. While it is not time for the Council to make all of the Municipal Court appointments, it is necessary for the Council to make an appointment to formalize the following change that has occurred in the Municipal Court: On August 2, 2021, Judge Klevenhagen appointed Donya Gardner as a Special Prosecutor to ensure that Ms. Gardner can immediately start assisting the Municipal Court as well as be available in case other appointed prosecutors become unavailable. The addition of Ms. Gardner as an appointed Prosecutor will assist the Court in ensuring that there are enough Prosecutors to handle the various Court dockets.
RECOMMENDATION:	Mayor Vajdos recommends appointing Donya Gardner as one of the City's Municipal Court Prosecutors.
ATTACHMENTS:	• Resolution Number 21-XX • Resume' of Donya Gardner
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

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

\$ _____ added to Expenditure Acct/Project# _____	
FINANCE VERIFICATION OF FUNDING: 	
SUBMITTING STAFF MEMBER: Julie M. Robinson, City Administrator	CITY ADMINISTRATOR APPROVAL: 

RESOLUTION NO. 21-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPOINTING AN ADDITIONAL PROSECUTING ATTORNEY TO THE SPRING VALLEY VILLAGE MUNICIPAL COURT; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

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

Section 1. Donya Gardner is appointed to the position of Prosecuting Attorney of the Spring Valley Village Municipal Court.

Section 2. This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED on this the 24th day of August, 2021.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

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

DIVIDER PAGE

DONYA GARDNER, ESQ.

1415 South Voss Road, Suite 110-215, Houston, TX 77057 ▪ Phone: 713.408.8089 ▪ Fax: 713.677.0737

DonyaGardnerEsq@gmail.com

CORE COMPETENCIES:

Certified negotiator and credentialed mediator. Significant experience in contract analysis and legal drafting. Able to translate legal issues into business-speak and foresee potential conflicts. Demonstrates problem-solving skills to assist parties in finding and accepting solutions. A highly organized and detail-oriented professional who implements ideas and executes plans. Adept at managing multiple projects, public relations, grant writing and securing community and corporate sponsorship. Recognized for exceptional achievement, innovative ideas and the ability to build and maintain lasting business relationships. Skilled in Microsoft Office, Outlook, Excel, Power Point, Prodoc, Westlaw and LexisNexis. Proficient in Spanish. Extensive experience traveling abroad.

WORK EXPERIENCE:

Gardner Mediation & Law Office, Houston, TX

2008-Present

Founder and owner. Counsel and represent clients in family law cases involving divorce, conservatorship, access and visitation, child support and property issues. Facilitate mediation and other ADR services to resolve disputes involving family law, wills and trust, landlord/tenant, employment/labor, personal injury, real estate, business contracts, environmental and small claim grievances. Skilled in conference-style and caucus formats.

Adjudication Hearing Officer, City of Houston Municipal Court

2016-Present

Hear testimony, weigh evidence, and apply City Ordinance and Texas Transportation Code to render decisions for online and in-person hearings involving parking citations and booted vehicles.

Attorney Ad Litem and Guardian Ad Litem, Harris County District Courts

2013-Present

Appointed to represent unknown defendants in civil and tax cases. Appointed by family law courts to represent children and parents in Child Protective Services cases, missing Respondents in publication cases; Defense Attorney in contempt cases, and Amicus Attorney and Mediator in family law cases.

Contract Attorney, Houston, TX

2011-Present

Legal consultant. E-Discovery and complex litigation support for oil and gas, environmental, government regulatory compliance, anti-trust, real estate, merger and acquisition, misappropriation, healthcare and breach of contract lawsuits. Skilled in all mainstream data platforms. Perform Quality Assurance and Control.

EDUCATION:

A.A. White Dispute Resolution Center at University of Houston, Houston, TX

Family Mediation Training, June 2021

Harris County Dispute Resolution Center, Houston, TX

Family Mediation Certification, October 2014

Worklife Institute Center for Mediation and Conflict Resolution, Houston, TX

Professional Mediation Training & Advanced Family & Divorce Mediation Certifications, 2008 & 2012

Rice University, Houston, TX

Certificates in Spanish IV, V, VI and Advanced Spanish, 1998-99

Straus Institute for Dispute Resolution at Pepperdine University School of Law, Malibu CA

Mediation & Alternative Dispute Resolution Certification, 1996

Pepperdine University School of Law, Malibu, CA

Doctorate of Jurisprudence, 1996

Howard University, Washington, DC

Bachelor of Arts, 1991

Major: Broadcast Journalism Minor: Spanish

PROFESSIONAL ASSOCIATIONS:

Houston Bar Association, Family Law & ADR Sections

Justice of the Peace Courts, Mediator

State Bar of Texas, Family Law & ADR Sections

The Downtown Group

The Houston Family Law Group

Worklife Institute, Board Member

VOLUNTEER EXPERIENCE & COMMUNITY INVOLVEMENT:

DePelchin Children's Center

The Links, Inc.

Twelve Days of Christmas, Inc., Co-Founder

Jack & Jill of America, Inc.

Ronald McDonald House

Wheeler Avenue Baptist Church

Junior League of Houston, Inc.

Texas Children's Hospital

Yellowstone Academy

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

MEETING DATE: August 24, 2021

TOPIC: Ordinance No. 2021-XX

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 15 TO THE PERSONNEL MANUAL, TO AMEND APPENDIX "A," "JOB ALIGNMENT AND SALARY RANGES FOR ALL CITY POSITIONS" TO ADD THE POSITION OF "MUNICIPAL COURT CLERK II" AT GRADE 5; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

BACKGROUND: As discussed and authorized by the City Council during the July 27, 2021 Workshop Meeting, this Ordinance would amend Appendix "A" "Job Alignment and Salary Ranges for All City Positions" of the City's Personnel Manual to add the position of "Municipal Court Clerk II" to Grade 5.

Grade	Job Title	Range Minimum	Range Midpoint	Range Maximum
5	Administrative Services Coordinator	\$37,063	\$44,475	\$51,888
	Permit Technician			
	Municipal Court Clerk II			
	Crew Leader			
	Telecommunications Operator			

RECOMMENDATION: Staff recommends approval of the Ordinance.

ATTACHMENTS:

- Ordinance No. 2021-XX
- Job Description for Municipal Court Clerk II

FUNDING ISSUES:

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

☐ Full amount already budgeted in Acct/Project# _____

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

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

☐ \$ _____ from various accounts will be used and added to salary and benefit accounts.

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

☐	\$ _____ 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:



ORDINANCE NUMBER 2021-XX

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 15 TO THE PERSONNEL MANUAL, TO AMEND APPENDIX "A," "JOB ALIGNMENT AND SALARY RANGES FOR ALL CITY POSITIONS" TO ADD THE POSITION OF "MUNICIPAL COURT CLERK II" AT GRADE 5; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

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

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

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

WHEREAS, on July 27, 2021, the City Council authorized the creation of a new Municipal Court Clerk II position and approved placement of the new position at Grade 5 of the adopted Appendix "A," "Job Alignment and Salary Ranges for All City Positions" of the Personnel Manual; and

WHEREAS, the City Council hereby finds that Appendix "A," "Job Alignment and Salary Ranges for All City Positions" of the Personnel Manual should be amended to add the position of "Municipal Court Clerk II" at Grade 5.

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

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

Section 2. Appendix "A," "Job Alignment and Salary Ranges For All City Positions" of the City's Personnel Manual, as adopted by Ordinance Number 95-05, duly passed and approved on March 29, 1995, as amended, is hereby amended to add the position of "Municipal Court Clerk II" at Grade 5, and to read in its entirety as reflected in Exhibit "A" attached hereto and incorporated herein. This amendment shall be referenced and referred to as **AMENDMENT NO. 15 TO THE PERSONNEL MANUAL**.

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

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

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

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

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

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

APPENDIX A JOB ALIGNMENT AND SALARY RANGES FOR ALL CITY POSITIONS

Non-Sworn and Sworn Management Positions

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

Sworn Non-Management Position

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

DIVIDER PAGE

CITY OF SPRING VALLEY VILLAGE

JOB TITLE: Municipal Court Clerk II
DEPARTMENT: Municipal Court
FLSA STATUS: Non-Exempt

JOB FAMILY: Administrative
EEO CODE: Technical/Administrative
EFFECTIVE DATE: July 21, 2021
EMERGENCY MGMT CLASS: Level 2

JOB SUMMARY

Under the direction of the Court Administrator, this position performs the administrative and clerical duties necessary to accomplish the functions of the municipal court. Performs duties requiring judgment based on knowledge of the laws and departmental procedures. This position involves extensive contact with the public, serving as the first point of contact in person, by telephone, online and by mail.

CONTROLS OVER THE WORK:

Formal supervision and evaluation are received from the Court Administrator.

ESSENTIAL JOB FUNCTIONS:

- Assist defendants in disposing of citations by collecting payment, recommending driving safety courses, collecting cash bonds, appeal bonds, surety bonds, bail bonds, appearance bonds, and setting court dates or dismissals.
- Processing traffic citations, parking citations, and all other complaints.
- Receiving payments and cash bonds from persons charged with an offense in municipal court.
- Maintaining accurate records for the court including docket, fines and fees receipt records and itemized fines and fees collected in each case.
- Scheduling cases for a hearing according to court policy.
- Notifying defendants and jurors of court appearances and the penalties for failure to appear unless appearance has been waived by the court.
- Preparing subpoenas and attachments for witnesses.
- Preparing summons, arrest warrants, and other process at the direction of the judge.
- Explaining municipal court procedures to defendants.
- Prepare information for jury trials; issue and mail out jury summons to potential jurors.

- Prepare trial settings for defendants to appear before the Judge.
- Assist the Judge and Prosecutor during Municipal Court and receive case dispositions; enter disposition of cases into Court software by receipts or dismissal; process final disposition of complaints after trial setting.
- Reconcile the cash drawer in accordance with City policies and procedures.
- Record incoming calls to Court software daily as time permits
- Keep accurate and complete case records making required docket entries.
- Attend other seminars, conferences, workshops, classes, lectures, and other training required to maintain certification, licensure, and applicable knowledge, skills and abilities
- Attend work on a regular and dependable basis. Due to the nature of this position, actual presence on the job during work hours is mandatory.
- Interact in a professional and respectful manner with City staff, officials, other agencies, and the public.
- Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge: Thorough knowledge of practices and procedures involved in the operation of a municipal court; legal documents and legal terminology; County and State agencies and offices involved in court-related activities; methods and procedures of filing official court records in case files; knowledge of local and State regulations governing traffic fines, fees, and jail bonding procedures; local and State regulations governing issuance of warrants; methods and techniques of conflict resolution; business mathematics; principles and procedures of record keeping and maintenance; Court Incode software; modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Skills: Ability to: Assemble applicable documentation/records for court records/cases; research, compile and collect data; analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; comprehend and articulate complex facts and relationships in detail and to communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions; plan organize work; work independently with little direction; meet schedules and time lines; establish and maintain effective working relationships with citizens, employees, supervisors, and the general public; handle stressful situations and effectively deal with difficult or angry people.

Education:

High school graduate or GED required. Associate or Bachelor's degree from an accredited college or university with major coursework in Criminal Justice, Public Administration or related field preferred.

Experience:

Minimum of three (3) years as a municipal court clerk with heavy window and cash-handling experience. Bilingual preferred.

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

Licenses and Certificates: The following licenses or certifications are required or must be obtained within twelve (12) months of employment.

Level I of the Municipal Court Clerk Certification Required and must be maintained throughout employment. Level II Court Clerk Certification Preferred

Must be bondable immediately upon employment

Texas Class C Driver's License

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

WORKING ENVIRONMENT:

Work is performed primarily in an office or courtroom environment that may be crowded and noisy, although the noise level in the work environment is usually moderately quiet. The office setting is busy, oriented to public service and subject to constant work interruptions. Sitting at a work station and entering data into a computer for extended periods of time is required. The courtroom environment is subject to potential conflict and/or hostility from the public. Employee may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines. Walking, sitting, standing, bending and reaching is required. Employee may be required to push, pull, lift and/or carry objects up to 10 pounds. Physical requirements include visual acuity, speech, and hearing, hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Walking, sitting, standing, bending and reaching is required. Some local traveling may be required. Exposure to adverse weather conditions is minimal.

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