Regular City Council Meeting

June 27, 2023

6:00 p.m.

Marcus Vajdos, Mayor
Steve Bass
David Dominy

Allen Carpenter, Mayor Pro Tem
John Lisenby
Joy McCormack

EST. 1955
SPRING VALLEY
VILLAGE

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, June 27, 2023, beginning at 6:00 p.m., For the Purpose of Considering and Acting upon the Following Items of Business:

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/81148611407

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: 811 4861 1407 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. PLEDGE OF ALLEGIANCE

2.1 American Flag

2.2 Texas Flag – *Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.*

3. INTRODUCTIONS

4. PROCLAMATIONS / ANNOUNCEMENTS / SWEARING-IN

4.1 Administer Oaths of Office

- Council Member David Dominy

5. 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.**

5.1 PUBLIC COMMENTS (THREE MINUTE LIMIT)
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.

5.2 PERSONAL APPEARANCES (Public Comments)

Any person or group desiring to have their name on the agenda to appear before the City Council during the public comments portion of the meeting shall contact the City Secretary before 12:00 noon on the Tuesday immediately preceding the Council meeting and request recognition, in writing, during the public comments period. Such citizen or group shall specify to the City Secretary their name, address, and matter to be discussed. **A time limit of eight (8) minutes shall be imposed unless waived, dispensed with, shortened, or lengthened by consent of a majority of the members of the Council.** The City Council may take action during the personal appearances if the agenda item is sufficient to do so. This provision shall not apply to special public hearings called by the Council for specific purposes.

5.2(a) Michelle Rodney, 6 Inverness Park Circle, and Cathy Murray, 1 Inverness Park Circle, Inverness Park Circle Home Owner's Association Curb Repairs.

6. 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.

6.1 Minutes for Special Called City Council Meeting on May 23, 2023

6.2 Minutes for Regular Called City Council Meeting on May 23, 2023

6.3 Approval of Pay Estimate No. 12 for Cedarspur, Burkhart, and Winningham (East of Voss) Pavement & Utility Improvements Project to MetroCity LLC In The Amount of $24,337.80.

OLD BUSINESS

7. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: May 2023 Police Department Staff Report (Chief Schulze):

1. Number of Calls for Service
2. Number of Traffic Violations

8. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: Activities of the Village Fire Department Commissioners Meeting on May 24, 2023, and Any Special Meetings That May Have Occurred since May 24, 2023. (Mayor Pro-Tem Carpenter / Council Member Lisenby)

NEW BUSINESS

9. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Request for Rate Modification by Green for Life Environmental ("GFL") Effective January 2024

10. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Cancellation Of The City Council Meeting For July 25, 2023.

11. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of the Village Fire Department's FY 2022 Budget Amendment #3 (003-2022), and FY 2023 Budget Amendment #4 (2023-04).

12. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Proposed FY 2024 Village Fire Department Budget In The Amount Of $9,913,487.85 With The City Of Spring Valley Village's Annual Assessment Being $1,610,941.78 (16.25%).

13. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Award Of Competitive Sealed Bid Number CSB#2023-03-101 For Cedarspur (W. of Bingle) & Burkhart (E. of Bingle) Paving and Utility Improvements Project To Conrad Construction In An Amount Not To Exceed $3,285,836.00 (Total Bid Amount).

14. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 23-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CONTRACT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION FOR THE CEDARSPUR STREET (WEST OF BINGLE) AND BURKHART ROAD (EAST OF BINGLE) PAVEMENT & UTILITY PROJECT (CSB#2023-03-101); PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

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

1. Status of Cedarspur, Burkhart, Winningham (East of Voss) Paving & Utility Improvements Project
2. Status of Krist Drive Outfall Repair
3. Status of Brighton Place Paving & Utility Improvements Project

16. **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:

16.1 Sec. 551.087 - Deliberation Regarding Economic Development Negotiations: (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

17. **RECONVENE**

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

19. **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 June 27, 2023 agenda of items to be considered by City Council was posted on or before the 22nd day of June 2023, by 5:00 p.m. pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code.

Attest: J. Torres
Jasmin Torres
City Secretary

CITY OF SPRING VALLEY VILLAGE
HARRIS COUNTY, TEXAS

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 at 713-461-7969, or Email jtorres@springvalleytx.com for further information.

Consent Agenda Items

MINUTES OF THE SPECIAL CALLED CITY COUNCIL MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
WEDNESDAY, MAY 23, 2023 AT 5:00 P.M.
IN THE COUNCIL CHAMBERS OF CITY HALL
1025 CAMPBELL ROAD, HOUSTON, TEXAS

1. CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Council Members present, the Special Called Meeting of the Spring Valley Village City Council was called to order by Mayor Vajdos at 5:07 p.m.

Members Present:
Mayor Marcus Vajdos
Mayor Pro-Tem Allen Carpenter
Council Member Bo Bothe
Council Member Steve Bass
Council Member Joy McCormack

Members Absent:
Council Member David Dominy

2. DISCUSSION AND POSSIBLE DIRECTION CONCERNING: Budget Policy Assumptions To Use In Development of Fiscal Year 2023-2024 Budget.

Acting City Administrator Zachary Meadows presented the budget policy assumptions that City staff are currently using to develop the FY 2024 Budget and requested direction from Council with regard to the individual policy assumptions to ensure that both Staff and the Council are on the same page while development of the budget is underway. The budget policy assumptions were:

Revenues

- To forecast revenues, use a conservative approach including trend analysis and take into account factors that may not be reflected in data yet such as the current economy.
- For purposes of property tax revenues, utilize the low end of HCAD's Projected 2023 Taxable Value Range. A copy of the 2022 Certified Estimate of Taxable Value from Harris County Appraisal District Dated April 25, 2023, was provided in the packet.
- Use of a property tax rate of $0.4050, which is the same as the current tax rate. If financially prudent, evaluate possible property tax rate reduction options.
- Use 99% collection rate to estimate property tax revenues.
- For Sales Tax Revenues and all Municipal Court-related Revenues, use an average of the three (3) previous fiscal years' actuals plus the current fiscal year's projections.
- Continue not to include the ambulance fee revenue to allow Village Fire Department to retain that revenue to support the service.
- Continue to evaluate the fee schedules to make sure that the charges are enough to cover our expenses due to continual charges in the cost of doing business.

Expenditures/Expenses

- With the exception of Salaries & Benefits and specific line items that are already known, use the FY 2023 Adopted Budget was used as the FY 2023 base budget. Line items that have already been identified for increases include: Fuel, Audit Services, funding for the Village Fire Department, Professional Services, and Electricity.
- To forecast expenditures/expenses, a conservative approach including trend analysis and taking into account factors that may not be reflected in data yet such as unfunded mandates, and specific needs of Departments in order to maintain and/or improve service levels to the residents.
- Inclusion of 6.5% increase for health insurance. This amount is a bit higher than the average to maintain conservativeness in the budget, taking into account an average of the last three (3) years and the most recent estimates from the broker. For reference, a breakdown of health insurance actuals has been provided with this item. It is anticipated that we will be going out for proposals in the next month or so and will not know what those proposals will look like until later August or early September.
- With regard to Salaries, according to the April Consumer Price Index Overview Table (CPI), the Houston-Woodlands-Sugarland Metropolitan Area is at 4%. I would like to include as a baseline a 3% Cost-of-Living ("COLA") adjustment for all City employees. However, it would be my recommendation for the Council to either schedule a separate Council Workshop or use one of the other anticipated Council workshops to discuss only the issue of employee and salary adjustments. The CPI Table for April 2023 has been provided with this item.
- Replacement of three (3) Police Department vehicles. Chief Schulze proposing to replace two patrol vehicles and one admin vehicle for the FY 2024 Budget.
- Replacement of one (1) Public Works vehicle. Public Works Director Kristina Watson has two vehicles needing replacement, one of the vehicles was placed in the current fiscal year and was ordered but has not arrived yet, this replacement would be for the second vehicle.
- IT Infrastructure: Based on current IT infrastructure and computer issues we are currently experiencing, the City and BEMA have begun discussions about how to address the City's future needs in terms of an overall solution. We are evaluating the most cost-efficient, compliant, and practical solution going forward.

<u>Capital Improvement Projects</u>

- The FY 2024 Debt Service Fund Transfer will be $974,462.50.
- Continue with the 5-Year Capital Improvement Projects list approved on March 28, 2023, a copy of which was provided with this agenda item.

Following the discussion, it was the consensus of the Council for Staff to proceed with the development of the FY 2023 Budget using the Budget Policy Assumptions as presented. The Council also asked for the budget to formulated with salary associated with an additional FTE. City Council also agreed to conduct a separate salary workshop, in which proposals of 2% - 5% salary adjustments would be presented.

3. DISCUSSION AND POSSIBLE DIRECTION CONCERNING: Review and Possible Changes to Interlocal Agreement by and between City of Spring Valley Village and City of Hilshire Village for the Provision of Police and Municipal Court Services.

City Council agreed to discuss this item during the regular meeting under the same item language as time was not permitting the discussion to be discussed during the workshop.

4. ADJOURNMENT

Council Member Carpenter made a motion to adjourn the meeting at 5:41 p.m., and Council Member Bass seconded the motion. Motion carried 4-0.

Signed: _____
Marcus Vajdos
Mayor

Attest: _____
Jasmin Torres
City Secretary

MINUTES OF THE REGULAR CITY COUNCIL MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
TUESDAY, MAY 23, 2023 AT 6:00 P.M.
IN THE COUNCIL CHAMBERS OF CITY HALL
1025 CAMPBELL ROAD, HOUSTON, TEXAS

1. CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Council Members present, the Regular Meeting of the Spring Valley Village City Council was called to order by Mayor Vajdos at 6:00 p.m.

Members Present:
Mayor Marcus Vajdos
Mayor Pro Tem Allen Carpenter
Council Member Steve Bass
Council Member Bo Bothe
Council Member Joy McCormack

Members Absent:
Council Member David Dominy

2. PLEDGE OF ALLEGIANCE

2.1 American Flag
2.2 Texas Flag

Colton Lane led the City Council, City staff, and visitors in the Pledge of Allegiance to the American and Texas Flags.

3. INTRODUCTIONS

Zachary Meadows, Acting City Administrator / Director of Community Development
Jasmin Torres, City Secretary
Kristina Watson, Public Works Director
Brent Walker, City Treasurer
Carianne Riley, Assistant to the City Administrator
Tom Ramsey, City Attorney
Mark Schulze, Police Chief
David Dixon, Police Commissioner
Justin Lane, Police Captain
Bree Perrin, Municipal Court Judge

4. PROCLAMATIONS / ANNOUNCEMENTS / SWEARING-IN

4.1 Administer Oaths of Office

- Council Member Steve Bass

  Judge Perrin administered the oath of office to Council Member Bass.

- Council Member David Dominy
- Council Member John Lisenby

  Judge Perrin administered the oath of office to Council Member Bass.

- Chief of Police Mark Schulze

  Mayor Marcus Vajdos administered the oath of office to Chief of Police March Schulze.

4.2 Presentation to Bo Bothe

Mayor Vajdos made a presentation of a plaque to outgoing Council Member Bo Bothe thanking him for his time and service on City Council.

At this time, Police Commissioner David Dixon invited Pastor Rick Minnett of Grace Community Church Houston to pronounce an invocation for the meeting.

Commissioner Dixon then asked Captain Justin Lane, Sergeant Alberto Menchaca, Detective Sergeant Carlos Menchaca, Detective Sergeant Clay Spriggs, Officer Jessie Maldonado, Officer Robert Moore, and Chief Schulze to come forward to receive their recognition award for their assistance in the abandoned vehicle situation on April 23, 2023.

Commissioner Dixon also made the introduction of new officer Ruben Leal that comes from the Austin County Sheriff's Office with ten years as a police officer.

5. PUBLIC COMMENTS

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

None.

6. 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.

6.1 Minutes for Regular Called City Council Meeting on April 25, 2023

6.2 Minutes for Special Called City Council Meeting on May 2, 2023

6.3 Minutes for Special Called City Council Meeting on May 17, 2023

6.4 Approval of Pay Estimate No. 11 for Cedarspur, Burkhart, and Winningham (East of Voss) Pavement & Utility Improvements Project to MetroCity LLC In The Amount of $65,380.45.

6.5 Resolution Number 23-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT FOR TAX ASSESSMENT AND COLLECTION SERVICES BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING EXECUTION OF THE INTERLOCAL AGREEMENT BY THE MAYOR; AND PROVIDING AN EFFECTIVE DATE.

Council Member Carpenter made a motion to approve all items on the Consent Agenda, and Council Member McCormack seconded the motion. Motion carried 4-0.

OLD BUSINESS

7. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: April 2023 Police Department Staff Report (Chief Schulze):

The Police Department Staff Report and updates for this meeting were given by Commissioner David Dixon

1. Number of Calls for Service – 3,089
2. Number of Traffic Violations – 806
3. Sergeant Menchacha, Sergeant Wood, Sergeant Clawson, and Corporal McClain attended and completed a critical incident management course and the other department supervisors will follow receiving the same training soon.

8. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: Activities of the Village Fire Department Commissioners Meeting on April 26, 2023, and Any Special Meetings That May Have Occurred since April 26, 2023. (Mayor Pro-Tem Carpenter / Council Member Lisenby)

Council Member Lisenby spoke of the two major issues addressed at the last Village Fire Department Commissioners Meeting which were the current budget issues and the continuing roof issues. The goal in regard to the budget going forward is to have all issues addressed upfront and not have to go back and make any changes. While the goal is to have the finalized budget at the next meeting, Council Member Lisenby stated that there are still a few things that will need to be addressed.

9. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: Activities of the Planning & Zoning Commission Meeting of May 16, 2023. (City Attorney Loren Smith)

City Attorney Ramsey briefed Council regarding the items that were on the May 16, 2023, Planning & Zoning Commission Meeting which were (1) An additional ground sign for Kelsey-Seybold and (2) Overall changes to the City of Spring Valley Village's fence regulations. The Kelsey-Seybold sign would be presented in a later item on the agenda. The fence regulations were looking to address instances where gates on a fence opens to a public right of way and what changes could be made if any. This came to the attention of the Planning & Zoning Commission from a home on Green Valley. Their neighbor on Joshua Lane put in a gate that has created issues such as vehicles being parked on Green Valley and then using that gate as a pass-through. More on this item would be presented to Planning & Zoning Commission and then once finalized would come before City Council.

10. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Review of Inter-local Agreement by and between City of Spring Valley Village and City of Hilshire for the provision of police and Municipal Court services.

Acting City Administrator Zachary Meadows briefed Council on the issues discussed pertaining to the Inter-local agreement between Spring Valley Village and Hilshire Village from previous meetings, highlighting the fact that police department capital expenses are historically what has been being excluded. Mr. Meadows explained that City Treasurer Brent Walker put together data that shows multiple comparisons between City of Spring Valley Village and City of Hilshire Village, in addition to the capital assets that have been sold over a five-year period as requested by Council Member Dominy. Mr. Meadows asked the Council for direction on if now having the data, Council wanted to continue the agreement as is or if they wanted to have a discussion with Hilshire Village to change the agreement. Council Member Carpenter stressed that in his opinion, the allocation should be based on taxable value so that the average Hilshire Village resident is paying a percentage for the Spring Valley Village Police services just the same as a Spring Valley Village resident. Council Member Lisenby had an objection and wanted the figures to be factored by the population of Hilshire Village and not by the taxable value. After continued discussion, it was the direction of Council for Mayor Vajdos to reach out to the Mayor of Hilshire Village and begin the discussion regarding possible changes to the agreement.

NEW BUSINESS

11. CONDUCT A PUBLIC HEARING CONCERNING: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING EXHIBIT A OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY, EXHIBIT A BEING THE ZONING ORDINANCE OF THE CITY, BY AMENDING ORDINANCE 2018-28 AMENDING A PLANNED AREA DEVELOPMENT ("PAD") OF APPROXIMATELY 2.5511 ACRES OF LAND AT THE NORTHWEST INTERSECTION OF I-10 AND CAMPBELL ROAD WITHIN THE FREEWAY PLANNED AREA DEVELOPMENT DISTRICT TO ADD AN ADDITIONAL GROUND SIGN FOR THE DEVELOPMENT APPROVED BY ORDINANCE NO. 2018-28; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

Mayor Vajdos opened the Public Hearing at 7:09 p.m.

A. Presentation of Proposed Zoning Ordinance Changes

Director of Community Development / Acting City Administrator, Zachary Meadows briefed Council regarding the sign application received from Kelsey-Seybold to add an additional ground sign off of the I-10 entrance for better visibility and to help direct traffic coming and going from their facility. While the Planning & Zoning Commission recommended approval of the item, they did so with several conditions. The conditions are as follows: (1) The sign shall be located in a position to allow cars exiting the facility to so safely with acceptable visibility to oncoming traffic, (2) The sign shall be illuminated and be the same size as the current monument sigs on the property, (3) the sign shall bear the address of the facility, (4) the address of the building shall be changed to be a Katy Freeway address, and (5) if the address changes doesn't update mapping systems (i.e. Google Maps, and Waze), Kelsey-Seybold shall update these companies with a geo-point that directs patrons to

the garage entrance off 1-10 frontage road, in addition Kelsey-Seybold shall update its website with correct address and parking directions, and provide proof of such changes to the City.

B. Those In Favor

None.

C. Those Opposed

None.

D. Adjourn Public Hearing

Mayor Vajdos adjourned the Public Hearing at 7:12 p.m.

12. CONSIDERATION AND POSSIBLE ACTION CONCERNING: ORDINANCE NO. 2023-XX - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING EXHIBIT A OF CHAPTER 12, PLANNING AND ZONING, OF THE CODE OF ORDINANCES OF THE CITY, EXHIBIT A BEING THE ZONING ORDINANCE OF THE CITY, BY AMENDING ORDINANCE 2018-28 AMENDING A PLANNED AREA DEVELOPMENT ("PAD") OF APPROXIMATELY 2.5511 ACRES OF LAND AT THE NORTHWEST INTERSECTION OF I-10 AND CAMPBELL ROAD WITHIN THE FREEWAY PLANNED AREA DEVELOPMENT DISTRICT TO ADD AN ADDITIONAL GROUND SIGN FOR THE DEVELOPMENT APPROVED BY ORDINANCE NO. 2018-28; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

At this time, Council Member McCormack asked for clarification on who would be incurring the cost of the conditions placed on the Kelsey-Seybold property. Council Member Lisenby addressed the reasoning from the Planning & Zoning Commission granting the recommendation for approval. being that the conditions would ensure that the traffic-related issues could be addressed. Mr. Meadows then addressed what the new address would be for Kelsey Seybold should the change occur which would be 9110 or 9100 Katy Freeway with the likelihood of it being 9110 Katy Freeway because the other address has issues when it is searched for on GPS. He also expressed that the recommendation for approval as well as the conditions had been relayed to Kelsey Seybold.

Council Member Lisenby made a motion to approve the ordinance as presented and changes, and Council Member Bass seconded the motion. Motion carried 5-0.

13. BRIEFING AND DISCUSSION CONCERNING: Quarterly Investment Report For Period Ending March 31, 2022.

City Brent Walker presented the Quarterly Investment Report for the period ending March 31, 2022.

14. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Award Of Competitive Sealed Bid Number 2023-04-102 For Krist Drive Outfall Rehabilitation Project To On Par Civil Services, LLC In An Amount Not To Exceed $229,400.00.

Acting City Administrator Zachary Meadows briefed the Council on the recommendation

from CobbFendley for On Par Civil Services, LLC. Mr. Meadows explained that although this was not a budgeted project once approved the project would then be moved to the CIP and that this would be coming in at about $4,600 lower than what was anticipated when it was discussed during the CIP workshop.

15. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 23-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CONTRACT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND ON PAR CIVIL SERVICES, LLC FOR THE KRIST DRIVE OUTFALL REHABILITATION PROJECT (CSB#2023-04-102); 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.

Agenda items 14 and 15 were considered together by the Council. The award of Competitive Sealed Bid #2023-04-102 for Krist Drive Outfall Rehabilitation Project to On Par Civil Services, LLC, and the motion for approval of the resolution approving the terms and conditions of the contract approving this bid were considered together. Mayor Vajdos read the Resolution by caption only. Council Member McCormack made a motion to approve Resolution No. 23-12, and Council Member Carpenter seconded the motion with a recommendation to approve the terms and conditions of the contract by and between the City of Spring Valley Village and On Par Civil Services, LLC for the Krist Drive Outfall Rehabilitation Project. Motion carried 4-0.

16. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 23-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS DESIGNATING A REPRESENTATIVE AND AN ALTERNATE TO THE HOUSTON-GALVESTON AREA COUNCIL 2023 GENERAL ASSEMBLY.

Mayor Vajdos read the Resolution by caption only. Council Member McCormack made a motion to approve Resolution No. 23-13 appointing Council Member Steve Bass as the Representative and Mayor Marcus Vajdos as the Alternate Representative of the City of Spring Valley Village to the Houston-Galveston Area Council 2023 General Assembly, and Council Member Carpenter seconded the motion. Motion carried 4-0.

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

1. Status of Cedarspur, Burkhart, Winningham (East of Voss) Paving & Utility Improvements Project

   Director of Public Works Kristina Watson informed Council that City staff, Binkley and Barfield, and Project Surveillance did a substantially complete walk-through with MetroCity on May 15th. A punch list was created and a schedule for the final walk-through is set for June 7th.

2. Status of Brighton Place Paving & Utility Improvements Project

   Director of Public Works Kristina Watson informed Council that CobbFendley submitted the 60% design and an updated cost estimate of $6,929,136.00, this is an

approximate 800,000 decrease from the previous estimate. This decrease is based on the removal of a substantial portion of sanitary sewer work and the trees that will be left in place.

Mayor Vajdos asked for a town hall meeting to be scheduled for this project to be able to explain to the Brighton Place residents what is happening with this project and answer questions for them as well.

3. EPA required Lead and Copper Service Line Inventory Update

   The EPA has revised its rules on Lead and Copper. The first phase of implementing the new rule is the Service Line Inventory of lines both municipal and residential. City staff has begun our self-inventory and has begun preparing options for residents to complete self-inventory surveys for the residential side of the requirement. We anticipate a mail-out version as well as an online survey option. Staff will begin releasing information via social media prior to sending out surveys. Mayor Vajdos requested that at this time, no surveys be sent out for the Lead and Copper Service Line Inventory Update to residents.

4. Status of Cedarspur Street (West of Bingle) & Burkhart Road (East of Bingle) Paving & Utility Improvements Project

   Acting City Administrator Zachary Meadows informed the Council that the City has received bids for this project and it was anticipated for this project to be on this agenda, but after speaking with the engineer, Mr. Meadows did not feel comfortable with the recommendation given by the engineering firm. The bids that were received were slightly higher than anticipated, but nothing completely out of the scope for what was budgeted for this project.

18. **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:

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

Council adjourned into the Executive Session at 7:43 p.m.

19. **RECONVENE**

The City Council meeting reconvened at 7:57 p.m.

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

None.

19. **ADJOURNMENT**

Council Member Carpenter made a motion to adjourn the meeting at 7:57 p.m., and Council Member McCormack seconded the motion. Motion carried 4-0.

Signed: _____
Marcus Vajdos
Mayor

Attest: _____
Jasmin Torres
City Secretary

Spring Valley Village City Council
Agenda Item Data Sheet

MEETING DATE:	June 27, 2023
TOPIC:	**Approval of Pay Estimate No. 12 for Cedarspur, Burkhart, and Winningham (East of Voss) Pavement & Utility Improvements Project to MetroCity LLC In The Amount of $24,337.80.**
BACKGROUND:	This is the 12th pay estimate to be submitted by MetroCity, LLC. for the Cedarspur, Burkhart, and Winningham (East of Voss) Pavement & Utility Improvements Project (2022-01-101) for work completed on the Project from May 1 – May 31, 2023.
RECOMMENDATION:	Binkley & Barfield Engineer Sr. Project Manager Tommy Cromer, P.E., ENV SP, and City staff have reviewed Pay Estimate No. 12 and recommend approval.
ATTACHMENTS:	• Pay Estimate No. 12 Submitted By MetroCity, LLC.
FUNDING ISSUES:	☐ Not applicable – no dollars are being spent or received. ☒ Full amount already budgeted in Acct/Project #25-50-7520 ☐ 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:	B.A. Wah
SUBMITTING STAFF MEMBER: Kristina Watson, Public Works Director	**CITY ADMINISTRATOR APPROVAL:** Zachary Maxwell

APPLICATION FOR PAYMENT

METROCITY LLC

Owner: City of Spring Valley Village

Project: Cedarspur, Burkhart & Winningham Paving and Utility Improvements

Project # **315**

Contract Date	6/6/22	**Estimate #**	12
Contract Time	300	**Beg Period**	5/1/23
Org. Completion Date	4/2/23	**End Period**	5/31/23
Additional Days	30	**%Time Completed**	120%
Completion Date	5/2/23	**%Work Completed**	98%

ANALYSIS OF CONTRACT AMOUNT

1. Original Contract Amount	$	1,365,593.00
2. Net change by Change Order	$	(23,097.48)
3. Revised Contract Amount	$	1,342,495.52
4. Total Completed and Stored Today	$	1,320,996.42
5. Retainage:		
a: 10% of Completed Work	$	132,099.64
6. Net Amount Earned to Date: (Line 4 less 5 total)	$	1,188,896.78
7. Less Previous Payments	$	1,164,558.98
8. Amount Due this Estimate	**$**	**24,337.80**
9. Balance to Finish (Line 3 less Line 4)	**$**	**21,499.10**

CHANGE ORDER SUMMARY

1 Additional Items Over/Underuns	**(23,097.48)**
2	
3	
4	
5	
Total Amount of Change Orders	**(23,097.48)**

MetroCity, LLC certifies that to the best of its knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Application for Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

BY: _____ DATE: 6/12/23

Anthony Ray Rodriguez, President

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Owner/Owner's representative agrees to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance witht the Contract Documents, and the Contractor is entitled to payment of the this pay application.

BY: Tommy D. Cromer DATE 6/13/2023

Brinkley & Barfield

BY: _____ DATE 6-16-2023

City of Spring Valley

PROJECT # 315 **PERIOD 5/1 - 5/31**

PROJECT NAME: Cedarspur, Burkhart, and Winningham **ESTIMATI 12**

Item	Description	QTY	UNIT	UNIT Price	Contract Price	WORK COMPLETED				Materials Presently Stored	Total to Date	% Finish	Balance to Finish
						PREVIOUS QTY	PREV AMT	QTY	THIS PERIOD				
1	Mobilization	1	LS	$ 39,000.00	$ 39,000.00	1.00	$ 39,000.00		$ -		$ 39,000.00	100%	$ -
2	Performance and Payment Bonds	1	LS	$ 19,384.00	$ 19,384.00	1.00	$ 19,384.00		$ -		$ 19,384.00	100%	$ -
3	Traffic Control	10	MTH	$ 1,250.60	$ 12,506.00	11.00	$ 13,756.60		$ -		$ 13,756.60	110%	$ (1,250.60)
4	Sodding	6,000	SY	$ 5.00	$ 30,000.00	2,400.00	$ 12,000.00	3600.00	$ 18,000.00		$ 30,000.00	100%	$ -
5	Project Signs	3	EA	$ 1,188.00	$ 3,564.00	3.00	$ 3,564.00		$ -		$ 3,564.00	100%	$ -
6	Landscaping, Street Signs, Irrigation Systems	1	LS	$ 25,012.00	$ 25,012.00	0.75	$ 18,759.00	0.25	$ 6,253.00		$ 25,012.00	100%	$ -
7	Tree Protection	10	MTH	$ 1,875.90	$ 18,759.00	10.00	$ 18,759.00		$ -		$ 18,759.00	100%	$ -
8	Furnish Material Testing	10	MTH	$ 2,500.00	$ 25,000.00	10.00	$ 25,000.00		$ -		$ 25,000.00	100%	$ -
9	Remove & Dispose Existing - Pavement	5,300	SY	$ 6.00	$ 31,800.00	5,300.00	$ 31,800.00		$ -		$ 31,800.00	100%	$ -
10	Remove & Dispose Exsting Driveway	550	SY	$ 9.00	$ 4,950.00	550.00	$ 4,950.00		$ -		$ 4,950.00	100%	$ -
11	Remove & Dispose Existing - Curb	3,600	LF	$ 3.00	$ 10,800.00	3,600.00	$ 10,800.00		$ -		$ 10,800.00	100%	$ -
12	Saw Cut Existing Pavement	1,770	LF	$ 4.00	$ 7,080.00	1,770.00	$ 7,080.00		$ -		$ 7,080.00	100%	$ -
13	6" Reinforced Concrete Paving	5,300	SY	$ 65.00	$ 344,500.00	5,300.00	$ 344,500.00	21.00	$ 1,365.00		$ 345,865.00	100%	$ (1,365.00)
14	6" Lime/Flyash Stabilized Sub grate	6,400	SY	$ 4.00	$ 25,600.00	6,400.00	$ 25,600.00		$ -		$ 25,600.00	100%	$ -
15	Lime	60	TN	$ 212.00	$ 12,720.00	60.00	$ 12,720.00		$ -		$ 12,720.00	100%	$ -
16	Fly Ash **		TN	$ 248.00	$ -	-	$ -		$ -		$ -		$ -
17	7" Concrete Driveways	870	SY	$ 78.00	$ 67,860.00	870.00	$ 67,860.00		$ -		$ 67,860.00	100%	$ -
18	Furnish & Install Temporary Driveway	350	SY	$ 15.00	$ 5,250.00	350.00	$ 5,250.00		$ -		$ 5,250.00	100%	$ -
19	Transition Reinf Concret Curb incl Mitering Yard Drai	3,600	LF	$ 8.00	$ 28,800.00	3,600.00	$ 28,800.00		$ -		$ 28,800.00	100%	$ -
20	Tranisition Reinf Curb Drain	71	EA	$ 1,058.00	$ 75,118.00	71.00	$ 75,118.00		$ -		$ 75,118.00	100%	$ -
21	Storm Sewer Rings	6	EA	$ 1,204.00	$ 7,224.00	6.00	$ 7,224.00		$ -		$ 7,224.00	100%	$ -
22	SWPPP	10	MTH	$ 1,250.60	$ 12,506.00	11.00	$ 13,756.60		$ -		$ 13,756.60	110%	$ (1,250.60)
23	Inlet Protection Barrier - Stage 2	6	EA	$ 112.00	$ 672.00	6.00	$ 672.00		$ -		$ 672.00	100%	$ -
24	Stablized Construction Exit/Entrance	3	EA	$ 3,323.00	$ 9,969.00	1.00	$ 3,323.00		$ -		$ 3,323.00	33%	$ 6,646.00
25	Spot Repair 6" W/L Trenchless. **		EA	$ 712.00	$ -	-	$ -		$ -		$ -		$ -
26	Remove and Dispose Existing W/L	630	LF	$ 8.00	$ 5,040.00	632.00	$ 5,056.00		$ -		$ 5,056.00	100%	$ (16.00)
27	6" PVC Waterline	630	LF	$ 145.00	$ 91,350.00	630.00	$ 91,350.00		$ -		$ 91,350.00	100%	$ -
28	Trench Safety	630	LF	$ 5.00	$ 3,150.00	630.00	$ 3,150.00		$ -		$ 3,150.00	100%	$ -
29	8 x 6 Wet Connection	1	EA	$ 2,074.00	$ 2,074.00	1.00	$ 2,074.00		$ -		$ 2,074.00	100%	$ -
30	Cut and Plug 6" Waterline	1	EA	$ 1,920.00	$ 1,920.00	1.00	$ 1,920.00		$ -		$ 1,920.00	100%	$ -
31	6" Gate Valve & Box	4	EA	$ 2,123.00	$ 8,492.00	2.00	$ 4,246.00		$ -		$ 4,246.00	50%	$ 4,246.00
32	1" Single Short Side Service	24	EA	$ 1,331.00	$ 31,944.00	25.00	$ 33,275.00		$ -		$ 33,275.00	104%	$ (1,331.00)
33	2" Single Long Side Service	25	EA	$ 1,887.00	$ 47,175.00	26.00	$ 49,062.00		$ -		$ 49,062.00	104%	$ (1,887.00)
34	"Y" Reducer	49	EA	$ 482.00	$ 23,618.00	50.00	$ 24,100.00		$ -		$ 24,100.00	102%	$ (482.00)
35	New Water Meter Box	44	EA	$ 352.00	$ 15,488.00	44.00	$ 15,488.00		$ -		$ 15,488.00	100%	$ -
36	Fire Hydrant	4	EA	$ 7,827.00	$ 31,308.00	4.00	$ 31,308.00		$ -		$ 31,308.00	100%	$ -
37	Fire Hydrant - Parallel	2	EA	$ 8,352.00	$ 16,704.00	2.00	$ 16,704.00		$ -		$ 16,704.00	100%	$ -
38	4 1/2" Pumper Nozzle For Fire Hydrant	3	EA	$ 1,520.00	$ 4,560.00	3.00	$ 4,560.00		$ -		$ 4,560.00	100%	$ -
39	Uniformed Officer	120	HR	$ 35.00	$ 4,200.00	-	$ -		$ -		$ -		$ 4,200.00
40	Pot Hole Utility Investigation	6	EA	$ 2,000.00	$ 12,000.00	2.00	$ 4,000.00		$ -		$ 4,000.00	33%	$ 8,000.00
41	Temporary Construction Safety Fence	200	LF	$ 5.00	$ 1,000.00	180.00	$ 900.00		$ -		$ 900.00	90%	$ 100.00
42	Extra Ductile Iron Fittings	1	TN	$ 1,500.00	$ 1,500.00	-	$ -		$ -		$ -		$ 1,500.00
43	Extra Machine Excavation	150	CY	$ 20.00	$ 3,000.00	-	$ -		$ -		$ -		$ 3,000.00
44	Extra Hand Excavation	150	CY	$ 30.00	$ 4,500.00	3.69	$ 110.70		$ -		$ 110.70	2%	$ 4,389.30
45	Point Repair 8" Exising Sanitary Sewer	9	EA	$ 712.00	$ 6,408.00	7.00	$ 4,984.00	2.00	$ 1,424.00		$ 6,408.00	100%	$ -
46	Remove Sanitary Sewer Cleanout	2	EA	$ 880.00	$ 1,760.00	2.00	$ 1,760.00		$ -		$ 1,760.00	100%	$ -
47	8" Sanitary Sewer by CIPP	610	LF	$ 179.00	$ 109,190.00	610.00	$ 109,190.00		$ -		$ 109,190.00	100%	$ -

Item	Description	QTY	UNIT	UNIT Price	Contract Price	WORK COMPLETED				Materials Presently Stored	Total to Date	% Finish	Balance to Finish
						PREVIOUS QTY	PREV AMT	QTY	THIS PERIOD				
48	Sanitary Service Replacement **	13	EA	$ 750.00	$ 9,750.00	17.00	$ 12,750.00		$ -		$ 12,750.00	131%	$ (3,000.00)
49	Sanitary Manhole Lid and Rigs	7	EA	$ 628.00	$ 4,396.00	7.00	$ 4,396.00		$ -		$ 4,396.00	100%	$ -
50	Sanitary Sewer Manhole	2	EA	$ 9,500.00	$ 19,000.00	2.00	$ 19,000.00		$ -		$ 19,000.00	100%	$ -
51	Sanitary Sewer Cleanout **		EA	$ 500.00	$ -	-	$ -		$ -		$ -		$ -
52	CO-1 Additional Footage of 8" Sanitary line	51	LS	$ 65.57	$ 3,344.00	51.00	$ 3,344.00		$ -		$ 3,344.00	100%	$ -
53	CO-1 Tree Removal	1	EA	$ 3,225.00	$ 3,225.00	1.00	$ 3,225.00		$ -		$ 3,225.00	100%	$ -
54	CO-1 Fire Hydrant Removal	3	EA	$ 518.33	$ 1,555.00	3.00	$ 1,555.00		$ -		$ 1,555.00	100%	$ -
55	CO-1 Additional Cost to Connect 2" Service Line	1	EA	$ 3,467.00	$ 3,467.00	1.00	$ 3,467.00		$ -		$ 3,467.00	100%	$ -
56	CO-1 Additional Yard Drain Fittings	8	EA	$ 226.88	$ 1,815.00	8.00	$ 1,815.00		$ -		$ 1,815.00	100%	$ -
57	CO-1 Furnish and Install Concrete Walkways	625	SF	$ 12.19	$ 7,618.75	625.00	$ 7,618.75		$ -		$ 7,618.75	100%	$ -
58	CO-1 Furnish and Install 6" Concrete Driveway	221	SY	$ 103.36	$ 22,835.27	220.93	$ 22,835.27		$ -		$ 22,835.27	100%	$ -
59	CO-1 Additional Lab Testing	5	EA	$ 647.64	$ 3,238.18	5.00	$ 3,238.18		$ -		$ 3,238.18	100%	$ -
60	CO-1 Remove Dispose of Existing Driveways	203	SY	$ 9.00	$ 1,826.37	202.93	$ 1,826.37		$ -		$ 1,826.37	100%	$ -
61	CO-1 Furnish Lime	52	TN	$ 212.00	$ 11,000.00	51.89	$ 11,000.00		$ -		$ 11,000.00	100%	$ -
62	CO-1 Furnish and Install Temporary Driveways	331.33	SY	$ 15.00	$ 4,969.95	331.33	$ 4,969.95		$ -		$ 4,969.95	100%	$ -
63													
64													
65													
66													
TOTAL CONTRACT AMOUNT					**$ 1,342,495.52**		**$ 1,293,954.42**		**$ 27,042.00**	**$ -**	**$ 1,320,996.42**		**$ 21,499.10**

Installed This Period	**$ 27,042.00**
Retainage this Period	**$ 2,704.20**
Total Amt of Contract with Add'l Items	$ 1,342,495.52
Total Installed to Date	$ 1,320,996.42
Total Stored on Site	$ -
total installed and Stored to Date	$ 1,320,996.42
Less Retainage 10%	$ 132,099.64
Total Amount Less Retainage	$ 1,188,896.78
Invoiced to Date	$ 1,164,558.98
Total Payment Due this Estimate	**$ 24,337.80**

AFFIDAVIT OF BILLS PAID

THE STATE OF TEXAS
COUNTY OF Brazoria

BEFORE ME, the undersigned authority, on this day personally appeared **Anthony Rodriguez**. Party to that certain Contract entered on the **12th** day **of May 2022**, between **City of Spring Valley Village** (Owner) and **MetroCity, LLC** (Contractor) for the erection, construction, and completion of certain improvements and/or additions upon the following described premises, to wit:

CEDARSPUR, BURKHART, AND WINNINGHAM (EAST OF VOSS ROAD) PAVING AND UTILITY IMPROVEMENTS PROJECT

Said party being by me duly sworn states upon oath that the said improvements have been erected and completed in full compliance with the above referred to Contract and the agreed plans and specifications, therefore.

Deponent further states he has paid all bills and claims for materials furnished and labor performed on said Contract and that there are no outstanding unpaid bills or legal claims for labor performed or materials furnished upon said job.

This affidavit is being made by the undersigned realizing that it is in reliance upon the truthfulness of the statements contained therein that final and full settlement of the balance due on said Contract is being made, and in consideration of the disbursement of funds by Owner, deponent expressly waives and releases all liens, claims and rights to assert a lien on said premises and agrees to indemnify, defend, and hold Owner safe and harmless from and against all losses, damages, costs and expenses of any character whatsoever specifically including court costs, bonding fees and attorney fees, arising out of or in any way relating to claims for unpaid labor or material used or associated with construction of improvements on the above-described premises.

(Contractor)

By: **Anthony Ray Rodriguez – President**

BEFORE ME, the undersigned authority, on this day personally appeared **Anthony Ray Rodriguez** known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the executed the same as the act and deed of such corporation, for the purpose of consideration therein expressed and, in the capacity, therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE **5th** day of **June 2023**

MY COMMISSION EXPIRES:

ANA CAHTE RODRIGUEZ
Notary Public, State of Texas
Comm. Expires 04-01-2026
Notary ID 133650574

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

Police Department
Staff Report

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

05\01\2023
thru 05\31\2023
Zone is: SPRING VALLEY

Type	Description	# Of Calls
21	911 HANG UP	2
6	ACCIDENT	24
145	ACCIDENT - FSGI	4
22	ALARM	23
23	AMBULANCE CALL	5
24	ANIMAL CALL	5
144	ARREST	1
43	ASSIST OUTSIDE AGENCY	3
149	BURGLARY - MOTOR VEHICLE	1
135	BUSINESS CHECK	2,579
48	CITY CREW REPAIRS	3
49	CIVIL MATTER	1
151	CRIMINAL MISCHIEF	1
53	DEBRIS IN ROADWAY	1
60	FIRE CALL	10
62	FOUND PROPERTY	1
68	HOUSE CHECK	38
70	INFORMATION	39
71	INVESTIGATION	4
76	LOUD NOISE	3
159	MOTORIST ASSIST	10
81	OPEN DOOR	19
162	PARKING VIOLATION	3
83	POWER OUTAGE	1
137	PRISONER CHECK	1
86	PUBLIC RELATIONS	387
90	REPOSSESSED VEHICLE	1
92	SERVICE CALL	1
96	SOLICITOR	4
99	STALLED VEHICLE	19
103	SUSPICIOUS ACTIVITY	8
104	SUSPICIOUS PERSON	9
105	SUSPICIOUS VEHICLE	23
154	THEFT	3
155	THEFT - AUTOMOBILE PART	1
108	TRAFFIC CONTROL	1
11	TRAFFIC STOP	441
111	VEHICLE BLOCKING ROADWAY	2
112	VEHICLE CHECK	2
163	VIOLATION OF CITY ORDINANCE	10
42	WARRANT SERVICE	1
117	WELFARE CONCERN	12
	Total	3,707

Spring Valley Village, TX PD **May 1, 2023 - May 31, 2023**

Citation Offense Count By Violation

Total Charges: **994**

Description	Count
CHANGED LANE WHEN UNSAFE	1
D.O.C. URINATING IN A PUBLIC PLACE	1
DEFECTIVE EQUIPMENT - WHITE LIGHT TO THE REAR	1
DEFECTIVE EQUIPMENT / NO LICENSE PLATE LIGHT	17
DEFECTIVE HEAD LAMPS	36
DEFECTIVE HEAD LIGHTS	7
DEFECTIVE STOP LAMP(S)	33
DEFECTIVE STOP LIGHTS-TRAILER	1
DEFECTIVE TAIL LAMP(S)	13
DISPLAY FICTITIOUS/WRONG/UNCLEAN LICENSE PLATES	9
DISPLAY/ EXPIRED REGISTRATION	332
DRIVING WHILE LICENSE INVALID UNDER PROVISIONS OF DL LAWS	10
DROVE WITHOUT LIGHTS (WHEN REQUIRED)	14
EXPIRED BUYER TAG	10
EXPIRED DEALER TAG	4
EXPIRED DRIVERS LICENSE	11
FAIL TO CONTROL SPEED	1
FAIL TO DISPLAY DRIVERS LICENSE	4
FAIL TO GET A TEXAS DRIVERS LICENSE AFTER 90 DAYS OF RESIDENCE IN THIS STATE	1
FAIL TO MAINTAIN FINANCIAL RESP. 2ND OFFENSE	1
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	119
FAIL TO OBEY TRAFFIC CONTROL DEVICE-MARKINGS	3
FAIL TO REPORT CHANGE OF ADDRESS	5
FAIL TO YIELD ROW TO VEHICLE IN INTERSECTION	1
FAILED TO DIM HEADLIGHTS - FOLLOWING	5
FAILED TO DIM HEADLIGHTS - MEETING	7
FAILED TO DRIVE IN A SINGLE LANE	1
FAILED TO SIGNAL TURN / LANE CHANGE	3

Citation Offense Count By Violation

Total Charges: **994**

Description	Count
FAILED TO STOP AT DESIGNATED POINT (STOP SIGN)	11
FAILED TO STOP FOR SCHOOL BUS (OR REMAIN STOPPED)	2
ILLEGAL BUYERS TAGS	2
ILLEGAL PARKING - FIRE LANE - SHOP CTR	1
ILLEGAL PARKING - NO PARKING ANY TIME	2
ILLEGAL PASSING - 100FT OF INTERSECTION	1
ILLEGAL PASSING - LEFT TURN ONLY LANE	1
ILLEGAL WINDOW TINT	1
IMPROPER TURN	2
LITTERING	1
NO DRIVERS LICENSE	98
NO FRONT LICENSE PLATE	9
NO LICENSE NUMBER PLATE - COMMERCIAL VEHICLE	1
OPERATE MOTOR VEHICLE WITHOUT LICENSE PLATES OR WITH ONE LICENSE PLATE	3
OPERATE UNREGISTERED MOTOR VEHICLE	5
PARENT/GUARDIAN PERMITTED UNLICENSED MINOR TO DRIVE	1
PARKED IN PROHIBITED AREA	1
PASSING/DISREGARD NO PASSING ZONE	1
PUBLIC INTOXICATION	1
RAN RED LIGHT	4
RAN STOP SIGN	26
SPEEDING (NU)	9
SPEEDING >10% ABOVE POSTED LIMIT	136
SPEEDING IN SCHOOL ZONE	6
UNAUTHORIZED USE OF DEALER TEMP TAG (NOT DEALER OR EMPLOYEE)	2
UNREGISTERED MOTOR VEHICLE TRAILER	2
UNRESTRAINED CHILD YOUNGER THAN 5 OR UNDER 36 INCHES	2
VIOLATE DL RESTRICTION B	2

Spring Valley Village, TX PD **May 1, 2023 - May 31, 2023**

Citation Offense Count By Violation

Total Charges: **994**

Description	Count
VIOLATION OF PROMISE TO APPEAR	1
WRONG LICENSE PLATE OR INSIGNIA	2
WRONG SIDE OF ROAD - NOT PASSING	1
WRONG/ALTERED/OBSCURED LICENSE PLATE	6

Spring Valley Village City Council
Agenda Item Data Sheet

MEETING DATE: June 27, 2023

TOPIC: Request for Rate Modification by Green for Life Environmental ("GFL") Effective January 2024

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 ("GFL") 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 GFL 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 GFL 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 9, 2023, GFL 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 3.99% based on the net percentage change in the Index Values as provided by Section 5.5.3.

	Current Rate	Proposed Rate
Residential	$21.42	$22.27
Commercial	$70.82	$73.65

Suzanne Haboush, Government Contracts Manager with GFL, will present GFL'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 GFL
- Copy of Request for Rate Modification Submitted by GFL on June 9, 2023

FUNDING ISSUES:

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

next Budget Amendment:

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

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

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

FINANCE VERIFICATION OF FUNDING:

D.A. Wahl

SUBMITTING STAFF MEMBER:	**CITY ADMINISTRATOR APPROVAL:**
Zachary Meadows, Director of Community Development / Acting City Administrator	Zachary Meadows

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

May 22, 2023

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

RE: Contract for Services for Removal of Garbage, Rubbish and Recyclable Materials by and between the City of Spring Valley, Texas and Waste Corporation of Texas, L.P., dba GFL Environmental – 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 5.5.2 Modification of Monthly Unit Price Per Household, 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 notes It is the responsibility of GFL 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 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 GFL.

Changes in rates will become effective as of the following January.

5.5.4 notes Any adjustments to change the rates charged for collection services shall be reviewed and considered by City staff for recommendation to the City Council. GFL may petition the City, in writing, for an increase in the rates established herein by submitting

documentation to support the requested increase. GFL shall present its requested rate modification justification to the City Council at a duly scheduled Council meeting. GFL agrees to provide all documentation and information requested by City staff and /or City Council. Any increase must be approved by the City Council. Please consider this letter as our request for a rate adjustment, effective January 1, 2024. Below, you will find the rate adjustment calculation as set forth in the contract under Section 5.5.3. In addition, you will find attached all of the supporting documentation and data used in the rate adjustment calculation, as set forth in Section 5.5.3. Please let me know if you would like to discuss the rate adjustment. Thank you in advance for your consideration in this matter.

Item 1: The Index value for April of the current year, 2023.
As per the contract, 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 was used for the purpose of this calculation. April data was used as the data for May was not available in time to meet the deadline.

Index value for April 2023 = 262.721

Item 2: The Index value for April of the previous year, 2022.
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 was used for the purpose of this calculation.

Index value for April 2022 = 252.269

Item 3: The net percentage change.

Net percentage change in index values =
(262.721-252.269)/262.721 x 100 = 3.99%

Item 4: The proposed increase in fees to be charged:

Current Residential Rate per home = $21.42
Current Rate for Commercial Pick Up = $70.82

Rate increase = 3.99%

Proposed Rate per home = $22.27
Proposed Rate for Commercial Pick Up = $73.65

Please let me know if you would like to discuss the Rate Adjustment. Thank you in advance for your consideration in this matter.

Best Regards,

Suzanne Haboush

Suzanne Haboush
Government Contracts Manager

Spring Valley Village City Council
Agenda Item Data Sheet

MEETING DATE:	June 27, 2023
TOPIC:	**Consideration And Possible Action Concerning Cancellation Of The City Council Meeting For July 25, 2023.**
BACKGROUND:	Several Council Members have indicated that their schedules with either planned vacations or work related trips/events are conflicting with the July 25, 2023 City Council meeting. As such, City staff would like to cancel the upcoming July 25, 2023 Council meeting.
RECOMMENDATION:	Staff requests Council's feedback on the proposed alternate dates.
ATTACHMENTS:	• None
FUNDING ISSUES:	☒ Not applicable – no dollars are being spent or received. ☐ Full amount already budgeted in Acct/Project# _____ ☐ Not budgeted, if approved, the following will be included in the next Budget Amendment: ☐ $_____ 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:	D.A. Wahl

SUBMITTING STAFF MEMBER:	**CITY ADMINISTRATOR APPROVAL:**
Jasmin Torres, City Secretary	Zachary Maz

Spring Valley Village City Council
Agenda Item Data Sheet

MEETING DATE:	June 27, 2023
TOPIC:	**Approval of the Village Fire Department's FY 2022 Budget Amendment #3 (003-2022), and FY 2023 Budget Amendment #4 (2023-04).**
BACKGROUND:	The Fire Department Board of Commissioners has approved two budget amendments as follows: The first amendment obtained unanimous approval by the Board of Commissioners during a special called meeting on May 30, 2023. The amendment approved was intra-budgetary transfers to account for 2022 surplus. This amended budget **will not** increase the assessment to Spring Valley Village. The second amendment was unanimously approved by the Board of Commissioners during a special called meeting on May 30, 2023, the primary purpose of the proposed amendment was to increase line-items related to salary and other salary-dependent expenses. According to the letter from the Fire Commission, these increases are necessary due to a calculation error in the formulation of the original FY 2023 VFD budget. Other increases include changes to professional fees and office expenses, all of which are outlined in more detail in the attached letter from the Fire Commission. This amendment **will** increase the assessment to Spring Valley Village by **73,332.50**.
RECOMMENDATION:	Staff recommends approval of the Village Fire Department's Budget Amendments as requested.
ATTACHMENTS:	• Letter Dated May 30, 2023 Regarding FY 2022 Budget Amendment #3 • Letter Date May 30, 2023 Regarding FY 2023 Budget Amendment #4
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# _____ ☒ $73,332.50 from unassigned fund balance will be used and added to Acct/Project# 10-20-5628 ☐ $_____ will be added to Revenue Acct# __-____ and $_____ added to Expenditure Acct/Project# _____
FINANCE VERIFICATION OF FUNDING:	D.A. Wahl

SUBMITTING STAFF MEMBER:	**CITY ADMINISTRATOR APPROVAL:**
Brent A. Walker, City Treasurer	

DIVIDER PAGE

TO: **Wendy Baimbridge, City of Hedwig Village**

Gerardo Barrera, City of Bunker Hill Village

Bobby Pennington, City of Piney Point Village

Zachary Meadows, City of Spring Valley Village

Tom Fullen, City of Hunters Creek Village

Cassie Stephens, City of Hilshire Village

CC: Village Fire Department Commissioner and Alternates

From: Marlo Longoria

Date: May 30, 2023

Re: **003-2022 Budget Amendment**

During a special fire commission board meeting on May 30, 2023, the Village Fire Department Board of Commissioners unanimously approved the intra-budgetary transfers listed below and requested a budget amendment 003-2022 to be considered at your next council meeting. The 2022 budget had an overall surplus of $91,040.

The surplus was calculated by the category balance for capital expenditure of $203,982.21, personnel expenditure ($44,969.18), operational expenditure ($75,739.10), and additional income of $7,766.68. The excess in capital expenditure relieves the deficit in other areas of the budget. All items listed below will **not** increase assessments in 2023, it only identifies the line items that are being adjusted for 2022.

Personnel Expenditures:

Salary: $4,435,838.75 to $4,458,271.11
Salaries OT: $373,000 to $418,374
Prof Certification: $50,000 to 52,785.99
Disability Insurance: $26,216 to $27,929.95
Employee Retirement: $334,799.41 to $377,661.80
unemployment claim: $0.00 to $4,741.83

Operational Expenditures:

Ambulance Medical Supplies: $62,000 to $64,826.45
Fire Prevent/Relations: $10,000 to $10,001.36
Insurance-Casualty: $49,765.00 to $71,243.70
Maintenance of Equipment: $197,646.72 to $226,778.83
Miscellaneous Exp.: $5,000 to $6,883.59
Office Expenses: $110,342.15 to $110,000
Prof. Services: $131,444.11 to $171,913.76
Public Utilities: $60,643.00 to $85,716.48
Uniforms: $20,000 to $22,159.13

Please place this budget amendment on your agenda for consideration and advise us on your council's action in writing.

Thank you,

Marlo Longoria

Enclosed- Proposed 2022 amendment.

Village Fire Department
Proposed - 2022 Budget Summary Amendment

	Original Approved	(5% Mid-Year) 001-2022 Budget Amendment	(Bunker Gear) 002-2022 Budget Amendment	Per Commission IBT	Proposed 003-2022 Budget Amendment
GENERAL FUND					
CAPITAL EXPENDITURES:					
Contigency- Facility	40,000.00	40,000.00	40,000.00	40,000.00	0.00
Misc. Tools, Equipment, & Hose	75,000.00	75,000.00	75,000.00	75,000.00	72,795.31
Protective Gear (Bunker Gear)	26,000.00	26,000.00	176,000.00	176,000.00	79,653.83
Computer/ Radios Equipment *Radio(system cost)	89,400.00	89,400.00	89,400.00	89,400.00	23,968.65
Total Capital Expenditures	$230,400	$230,400	$380,400	$380,400	$176,418
PERSONNEL EXPENDITURES:					
Salaries	4,261,343.00	4,445,838.75	4,445,838.75	4,435,838.75	4,458,271.11
457 Plan Contribution	84,226.86	87,916.78	87,916.78	87,916.78	82,523.59
Salaries - Overtime	110,000.00	353,000.00	353,000.00	373,000.00	418,374.30
Professinal Certification	50,000.00	50,000.00	50,000.00	50,000.00	52,785.99
FICA	344,676.08	377,661.80	377,661.80	377,661.80	368,380.06
Life/Disability Insurance	26,000.00	26,216.00	26,216.00	26,216.00	27,929.95
Retirement	324,599.00	303,761.60	303,761.60	303,761.60	334,799.41
Hospitalization	941,760.00	957,960.00	957,960.00	947,960.00	909,051.31
Meal Allowance	35,000.00	35,000.00	35,000.00	35,000.00	34,115.00
Workers Compensation	40,084.00	55,865.00	55,865.00	55,865.00	47,216.58
Unemployment claim					4,741.83
Total Personnel Expenditures	$6,217,689	$6,693,220	$6,693,220	$6,693,220	$6,738,189
OPERATIONAL EXPENDITURES					
Ambulance Medical Supplies	62,000.00	62,000.00	62,000.00	62,000.00	64,826.45
Building Supplies & Maintenance	45,000.00	45,000.00	45,000.00	45,000.00	44,185.05
Chemicals	-	-	-	-	-
Emergency Contingency	20,000.00	20,000.00	20,000.00	20,000.00	12,511.00
Dues/Subscriptions	8,000.00	2,500.00	2,500.00	2,500.00	2,108.74
Fire Prevention/Public Relations	15,000.00	10,000.00	10,000.00	10,000.00	10,001.36
GAS & OIL	45,000.00	98,932.28	98,932.28	98,932.28	61,101.10
INSURANCE - CASUALTY	49,066.00	49,765.00	49,765.00	49,765.00	71,243.70
Miscellaneous	7,200.00	5,000.00	5,000.00	5,000.00	6,883.59
Office Expenses/Postage/Printing/Stationary	128,200.00	110,000.00	110,000.00	110,000.00	110,342.15
Professional Services	126,150.00	131,444.12	131,444.12	131,444.12	171,913.76
Public Utlities	65,000.00	60,643.00	60,643.00	60,643.00	85,716.48
Rent	10.00	10.00	10.00	10.00	10.00
State Certification Fees	6,000.00	6,000.00	6,000.00	6,000.00	4,944
Training Programs	33,000.00	47,000.00	47,000.00	47,000.00	42,378
EMS Training					4,578
Uniforms	20,000.00	20,000.00	20,000.00	20,000.00	22,159
Maintenance of Equipment	179,000.00	197,646.72	197,646.72	197,646.72	226,778.83
Total Operational Expenditures	$808,626	$865,941	$865,941	$865,941	$941,680
GENERAL (FUND 1)					
TOTAL	**$7,256,715**	**$7,789,561**	**$7,939,561**	**$7,939,561**	**$7,856,287**
CAPITAL REPLACEMENT (FUND 2)					
Escrow	180,000	180,000	180,000	180,000	0
TOTAL	**$180,000**	**$180,000**	**$180,000**	**$180,000**	**$0**
FACILITY (FUND 4)					
Escrow	0	0	0	0	0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL BUDGET	**$7,436,715**	**$7,969,561**	**$8,119,561**	**$8,119,561**	**$7,856,287**
ENDING GENERAL FUND BALANCE					**$83,274**
REVENUE					
Miscellaneous Income					$500
Interest Income					$3,256
FEMA Reimbursement					$4,010
TOTAL					**$7,767**
TOTAL CARRYOVER FUND BALANCE FOR 2022					**$91,041**

DIVIDER PAGE

To: **Wendy Baimbridge, City of Hedwig Village**
Gerardo Barrera, City of Bunker Hill Village
Bobby Pennington, City of Piney Point Village
Zachary Meadows, City of Spring Valley Village
Tom Fullen, City of Hunters Creek Village
Cassie Stephens, City of Hilshire Village

CC: Village Fire Department Commissioners and Alternates

From: Marlo Longoria

Date: May 30, 2023

Re: 2023 Budget Amendment 2023-04

During a special fire commission board meeting on May 30, 2023, the Village Fire Department Board of Commissioners unanimously approved amendment 4 to the 2023 budget, adjusting the following line items:

- Salaries from $4,836,388.24 to $5,093,943.84
- 457 Plan Contribution from $95,728.00 to $101,091.23
- Salaries – OT from $418,098 to $504,000
- Professional Certification - $46,000 to $57,000
- Retirement - $361,546 to $372,991.07
- Workers Compensation - $59,776 to $66,964
- Insurance/Casualty - $52,253 to $67,576
- Office Expenses - $120,400 to $130,400
- Professional Services - $126,150 to $173,650

Cities' Responsibility	Share	Proposed 2023-04
Bunker Hill Village	19.00%	85,742.61
Hedwig Village	18.50%	83,486.23
Hilshire Village	3.00%	13,538.31
Hunters Creek Village	22.25%	100,409.11
Piney Point Village	21.00%	94,768.15
Spring Valley Village	16.25%	73,332.50
Total	**100.00%**	**$451,277**

The Commission does not anticipate further 2023 amendments except for customary true-ups in early 2024 following the audit. The bulk of this increase is for salary and other salary-dependent expenses. This is necessary due to a calculation error in the formulation of the original 2023 budget, which erroneously understated the expense of paying the workforce in 2023.

Overtime has been increased to reflect the actual experience of the department through the first third of 2023 and ensure that there will be sufficient resources, absent a major event, to carry the department through the end of the year. To have an entire shift stay on duty, as might occur during a hurricane or similar event, will cost the department approximately $25,000 each day. A prolonged emergency, such

as was experienced in Hurricane Harvey will necessitate a further budget amendment.

Other adjustments include increases to worker's compensation and casualty insurance to reflect the actual 2023 cost of these items. $10,000 has been added to provide for a family day in 2023.

The increase in professional fees is due to a number of factors. The department has had its periodic ISO audit and, as is customary, hired a consultant to assist in ensuring the department is properly rated and to identify any steps necessary to ensure that rating is as high as possible. This was not included in the original 2023 budget. The Commission also authorized a salary survey to ensure that our wages remain competitive in the area marketplace. The Commission has also allocated additional funds to its auditor to explore and explain inconsistencies between what was budgeted and authorized in 2022 and what was ultimately spent. The goal is to inform on any control or policy changes needed to ensure future budget compliance. The commission also seeks authority to expend sums for new accounting and human resources management software. Finally, the Commission wishes to migrate the department's email and productivity software to Microsoft 365. This is recommended by the department's IT consultant to enhance the department's cybersecurity posture.

Please place this budget amendment on your agenda for consideration and advise us on your council's action in writing.

Thank you,

Marlo Longoria

Village Fire Department
Proposed 2023-04 Budget Amendment

GENERAL FUND

CAPITAL EXPENDITURES:

	Approved Original	Approved 2023-01 Budget Amendment	Approved 2023-02 Budget Amendment	Approved 2023-03 Budget Amendment	Proposed 2023-04 Budget Amendment	$ Delta Approved Original 2023 to 2023-04	% Delta Approved Original 2023 to 2023-04	Explaination of 2023 Amendment(s)
CONTINGENCY - FACILITY	10,000.00	16,000.00	16,000.00	200,000.00	200,000.00	190,000.00	1900.00%	$10,000 - Approved Original $16,000 - Approved Amendment 2023-01 Increase Line item by $6,000 $200,000 - Approved Amendment 2023-03 Increased Line Item by $184,000
MISC. TOOLS & EQUIP./HOSE:	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	-	0.00%	
PROTECTIVE GEAR	55,000.00	55,000.00	125,000.00	125,000.00	125,000.00	70,000.00	127.27%	$55,000 - Approved Original $125,000 - Approved Amendment 2023-02 Increased Line Item by $70,000
SCBA	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	-	0.00%	
COMPUTER/RADIO EQUIPMENT	29,000.00	29,000.00	100,000.00	100,000.00	100,000.00	71,000.00	245%	$29,000 - Approved Original $100,000 - Approved 2023-02 Increased Line Item by $71,000 ProPhoenix server & station server & 2 computers $58,000 - Radios $13,000 - Accountability Software
Total Capital Expenditures	**$151,000**	**$157,000**	**$298,000**	**$482,000**	**$482,000**	**$331,000**	**219.21%**	

PERSONNEL EXPENDITURES:

Salaries	4,836,388.47	4,836,388.24	4,836,388.24	4,836,388.24	5,093,943.84	257,555.37	5.33%	Estimate using ending annual salaries for everyone $257,555.60 budget shortfall Salaries number includes 2023 projected salaries for all current employees projected out through end of year with promotions $5,043,943.84 - Base Pay $22,000 - Longevity $28,000 - Higher Class
457 Plan Contribution	95,727.77	95,728.00	95,728.00	95,728.00	101,091.23	5,363.46	5.60%	2% 457 Plan Contribution of New Salary Line Item
Salaries - Overtime	418,098.00	418,098.00	418,098.00	418,098.00	504,000.00	85,902.00	20.55%	OT based on actual Q1 numbers projected out the the year as currently staffed
Professinal Certification	46,000.00	46,000.00	46,000.00	46,000.00	57,000.00	11,000.00	23.91%	Total for 2023 - $14,250 (Q1) multiplied by 4 $14,250*4
FICA	412,810.39	412,810.39	412,810.39	412,810.39	412,810.39	-	0.00%	
Life/Disability Insurance	26,432.00	26,432.00	26,432.00	26,432.00	26,432.00	-	0.00%	
Retirement	361,546.35	361,546.00	361,546.00	361,546.00	372,991.07	11,444.72	3.17%	2023 TMRS - Update to actual rate 6.48
Hospitalization	1,120,284.00	1,120,284.00	1,120,284.00	1,120,284.00	1,120,284.00	-	0.00%	
Meal Allowance	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	-	0.00%	
Workers Compensation	59,775.55	59,776.00	59,776.00	59,776.00	66,964.00	7,188.45	12.03%	Increased due to the proposal received after the approval of the orinigal budget $59,776 + $7,188.00 = $66,964
Total Personnel Expenditures	**$7,417,063**	**$7,417,063**	**$7,417,063**	**$7,417,063**	**$7,795,517**	**$378,454**	**5.10%**	

	Approved Original	Approved 2023-01 Budget Amendment	Approved 2023-02 Budget Amendment	Approved 2023-03 Budget Amendment	Proposed 2023-04 Budget Amendment	$ Delta Approved Original 2023 to 2023-04	% Delta Approved Original 2023 to 2023-04	Explanation of 2023 Amendment(s)
OPERATIONAL EXPENDITURES								
Ambulance Medical Supplies	62,000.00	62,000.00	62,000.00	62,000.00	62,000.00	-	0.00%	
Building Supplies & Maintenance	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	-	0.00%	
Emergency Contingency	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	0.00%	
Dues/Subscriptions	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	-	0.00%	
Fire Prevention/Public Relations	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	0.00%	
GAS & OIL	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	-	0.00%	
INSURANCE - CASUALTY	52,253.25	52,253.00	52,253.00	52,253.00	67,576.00	15,322.75	29.32%	Increase due to the proposal received after the approval of the budget $52,,253 + $15,323 = $67,576
Miscellaneous	6,200.00	6,200.00	6,200.00	6,200.00	6,200.00	-	0.00%	
Office Expenses/Postage/Printing/Stationary	120,400.00	120,400.00	120,400.00	120,400.00	130,400.00	10,000.00	8.31%	$10,000 - Family Day - 2023
Professional Services	126,150.00	126,150.00	126,150.00	126,150.00	173,650.00	47,500.00	37.65%	The commission approved to use two consultants to provide expertise over the ISO and Salary Survey $22,000 - ISO consultant $5,000 - Salary Survey $7,500 - Additional Audit per commission meeting on 5/24/2023 $6,000 for Accounting & HRIS software $7000 Microsoft 365
Public Utlities	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	-	0.00%	
Rent	10.00	10.00	10.00	10.00	10.00	-	0.00%	
State Certification Fees	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	-	0.00%	
Training Programs	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	-	0.00%	
EMS Training	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	-	0.00%	
Uniforms	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	-	0.00%	
Maintenance of Equipment	285,272.00	285,272.00	285,272.00	285,272.00	285,272.00	-	0.00%	
Total Operational Expenditures	**$921,785**	**$921,785**	**$921,785**	**$921,785**	**$994,608**	**$72,823**	**7.90%**	
GF TOTAL	**$8,489,848**	**$8,495,848**	**$8,636,848**	**$8,820,848**	**$9,272,125**	**$782,277**	**9.21%**	
CAPITAL REPLACEMENT FUND 2								
Escrow	200,000	380,000	380,000	380,000	380,000			
CR TOTAL	**$200,000**	**$380,000**	**$380,000**	**$380,000**	**$380,000**			
*Note for 2023-01: $180,000 moved from 2022 to 2023 to purchase Medics.			*					
FACILITY FUND 4								
Escrow	0	0	0	0	0			
FF TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**			
*Note for 2023-01: $6,000 moved from FF balance to "Contingency - Facility" Line item in GF.								
TOTAL BUDGET WITH ADMENDMENT	**$8,689,848**	**$8,875,848**	**$9,016,848**	**$9,200,848**	**$9,652,125**	**$962,277**	**11.07%**	
Sequential budget change due to BA		**$186,000**	**$141,000**	**$184,000**	**$451,277**			
2022 Surplus to Fund 2023-02 (PENDING AUDIT)			**-$91,040**					
*Note for 2023-01: No increase to city assessments.			**$49,960**					
Total Assessments Owed by Cities	**$8,689,848**	**$8,689,848**	**$8,739,808**	**$8,923,808**	**$9,375,085**	**$685,237**		

Cities' Responsibility	Share	Proposed 2023-04
Bunker Hill Village	19.00%	85,742.61
Hedwig Village	18.50%	83,486.23
Hilshire Village	3.00%	13,538.31
Hunters Creek Village	22.25%	100,409.11
Piney Point Village	21.00%	94,768.15
Spring Valley Village	16.25%	73,332.50
Total	**100.00%**	**$451,277**

Cities' Responsibility	Share	Total Budget Amendments FY 2023
Bunker Hill Village	19.00%	130,195.01
Hedwig Village	18.50%	126,768.83
Hilshire Village	3.00%	20,557.11
Hunters Creek Village	22.25%	152,465.21
Piney Point Village	21.00%	143,899.75
Spring Valley Village	16.25%	111,351.00
Total	**100.00%**	**$685,237**

Spring Valley Village City Council
Agenda Item Data Sheet

MEETING DATE:	June 27, 2023
TOPIC:	Approval of Proposed FY 2024 Village Fire Department Budget In The Amount Of $9,913,487.85 With The City Of Spring Valley Village's Annual Assessment Being $1,610,941.78 (16.25%).
BACKGROUND:	On May 30, 2023, the Fire Commission approved the Village Fire Department Proposed FY 2024 Budget, and it is submitted for the City Council's consideration and approval. The total FY 2024 Budget is $9,913,487.85, and the City of Spring Valley Village's proportionate share of the total budget is $1,610,941.78 (16.25%). The VFD Total Proposed FY 2024 Budget is approximately 3.0% higher than the FY 2023 budget as amended. • 3% salary increase, allowances for step increases and a continuation of 2% base salary contribution to employees' 457 Plan. • $400,000.00 Capital Replacement Fund contribution. • Additional funding for training due to some training being placed on hold during the COVID-19 pandemic. Please find attached the proposed FY 2024 VFD Budget including the Transmittal Memo from Chair Matt Woodruff dated June 5, 2023 that is provided with this agenda item for further explanation of the VFD Proposed FY 2024 Budget. In anticipation that the Council will approve the VFD Proposed FY 2024 Budget, the City's proposed FY 2024 budget will include the increased assessment.
RECOMMENDATION:	None
ATTACHMENTS:	• Village Fire Department Proposed FY 2024 Budget
FUNDING ISSUES:	☐ Not applicable – no dollars are being spent or received. ☐ Full amount already budgeted in Acct/Project# _____ ☒ Not budgeted, if approved, the amount will be included in the 2024 Budget in Acct/Project# 10-20-5628. ☐ $_____ 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:	B.A. Walker
SUBMITTING STAFF MEMBER: Brent Walker, City Treasurer	**CITY ADMINISTRATOR APPROVAL:** Zachary Mann

DIVIDER PAGE

VFD 2024 Proposed Budget

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2024 Budget is hereby submitted for consideration and approval by the Contracting Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place this item on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

COMMISSIONERS 2024

City of Hedwig Village	Matt Woodruff, Chair
City of Bunker Hill Village	Keith Brown, Vice Chair
City of Piney Point Village	Zeb Nash, Secretary
City of Spring Valley Village	Allen Carpenter, Treasurer
City of Hunters Creek Village	Rob Adams, Member
City of Hilshire Village	Mayor Robert (Bob) Buesinger, Member

ALTERNATES 2024

City of Hedwig Village	Mayor Tom Jinks
City of Bunker Hill Village	Clara Towsley
City of Piney Point Village	Aliza Dutt
City of Spring Valley Village	John Lisenby
City of Hunters Creek Village	Fidel Sapien
City of Hilshire Village	Mike Garofalo

Note: (Rotation of officers will occur in April 2024)

This budget includes a 3% salary increase, allowances for step increases anticipated in 2024, continues a 2% base salary contribution to the employees' 457 Plan, and makes a $400,000.00 contribution to the Capital Replacement Fund. The budget also includes additional funds for training to catch up on training that was not done during the COVID-19 pandemic and to ensure the department had adequate depth of personnel trained in certain specialized areas. All of this will be discussed in greater detail in the following pages.

The VFD is requesting an overall budget of **$9,913,487.85** which is $261,363.32, or 3%, over the FY 2023 budget, as amended.

The budget may be broken down in overarching categories as follows:

GENERAL FUND – CAPITAL – $193, 033.25 (Page 3)

GENERAL FUND – PERSONNEL – $8,268,375.07 (Page 3 - Page 4)

GENERAL FUND – OPERATING – $1,052,079.53 (Page 5 - Page 6)

CAPITAL REPLACEMENT FUND – $400,000.00 (Page 7 - Page 8)

TOTAL – $9,913,487.85

The following is a comparison between these categories from 2022 through the proposed 2024 budget:

	FY 2022	FY 2023	FY 2023	FY 2024
	Actual (audited)	Original Budget	As Amended	Proposed
Capital	159,620.00	151,000.00	482,000.00	193,033.25
Personnel	6,742,766.00	7,417,062.53	7,795,516.53	8,268,375.07
Operating	953,900.00	921,785.25	994,608.00	1,052,079.53
Total Expenditures	**7,856,286.00**	**8,489,847.78**	**9,272,124.53**	**9,513,487.85**
$ for Cap. Replacement Plan	180,000.00	200,000.00	380,000.00	400,000.00
Total to Fund	**180,000.00**	**200,000.00**	**380,000.00**	**400,000.00**
	8,036,286.00	**8,689,847.78**	**9,652,124.53**	**9,913,487.85**

Below is a breakdown of the cost to each city for this budget. The total cost for city assessments is **$9,913,487.85.**

City	Pro-Rata Share	$ Funded by EOY 2024	January 2024 Payment	February – November 2024 Monthly Payment	December 2024 Payment
Bunker Hill Village	19%	$ 1,883,562.69	235,445.34	156,963.56	78,481.78
Hedwig Village	18.5%	$ 1,833,995.25	229,249.41	152,832.94	76,416.47
Hilshire Village	3%	$ 297,404.64	37,175.58	24,783.72	12,391.86
Hunters Creek Village	22.25%	$ 2,205,751.05	275,718.88	183,812.59	91,906.29
Piney Point Village	21%	$ 2,081,832.45	260,229.06	173,486.04	86,743.02
Spring Valley Village	16.25%	$ 1,610,941.78	201,367.72	134,245.15	67,122.57
Total	100%	**$9,913,487.85**			

2024 Budget Highlights

GENERAL FUND – CAPITAL – $193, 033.25

The general fund - capital has a 60% reduction from 2023, as amended. This decrease is due to no major facility project or repairs being anticipated. This category includes:

- *Physical Plant/Facility - $10,000* – unanticipated building repairs
- *Misc. Tools & Equipment FIRE - $32,375* – various tools needed for apparatus
- *Misc. Tools & Equipment EMS - $26,356.25* – scheduled EMS replacement
- *Protective Gear - $41,680* – Bunker Gear for new hires and various other protective gear
- *Office Computers - $3,924* – scheduled replacement
- *Apparatus Computers - $13,734* – scheduled replacement
- *Radios - $64,964* – scheduled replacement & radios for reserve apparatus

GENERAL FUND – PERSONNEL – $8,268,375.07

The Village Fire Department currently has fifty full-time employees and is proposing to increase the number to fifty-three full-time employees (FTEs). By doing so, the department will cease filling 3 positions needed to staff a second ambulance with overtime. The breakdown will be forty-five Fire and EMS personnel, one Fire Chief, one Fire Marshal, one administrator, one administrative specialist, and four communication specialists (dispatchers). The budget assumes the department will hire a permanent chief as of January 1, 2024, and will fill the vacant position created by the departure of the previous chief.

This category includes salary, overtime (regular, CPR, events, & EMS/Fire training), professional certification, TMRS contributions at 2:1, 2% employer contribution to 457b, health benefits cost, and meal allowance.

SALARIES - $5,542,285
This category includes the base annual pay for 53 full-time employees. It also reflects the 3% base salary adjustment for all employees and anticipated step increases. The 9% increase from 2023, as amended, is offset in part by the reduction of overtime.

EMPLOYER 457B CONTRIBUTION - $110,845.70
This category includes a 2% employer contribution of full-time employees after 12 months of continued employment of base salary and thereon after. The 10% increase from the 2023 budget, as amended, is due to the change in personnel numbers and salaries.

LONGEVITY - $22,000
This category includes employees with 1 year or more of service who will be paid $4.00 per month per year of service. The maximum annual earning is reached after 25 years of service and equates to $1,200 annually.

HIGHER CLASS - $18,540
Higher class is paid to an employee working a "grade" higher than their regular current job position. This rate of pay is the difference between the higher-grade hourly rate and the employee's regular hourly rate.

OVERTIME (regular, CPR, & training) - $261,405.76
The requested overtime cost takes into consideration the historical costs of operating the department. Due to the department hiring three new FTEs, the overtime rate is expected to decrease by ~ 59% from 2023, as amended. The category is broken down into sub-categories to include all areas of overtime for the

department. There has been concern in the past as to whether the overtime budget allowed sufficient authority for the department to call in additional staff for extraordinary events, such as major fires, floods, hurricanes and the like. It should be noted that the cost of doubling department manpower by calling in an extra shift costs approximately $25,000 ***each day.*** This budget allows approximately $50,000.00 in overtime for unknown but anticipatable events during the year. If there is a major hurricane (or more than one) or similar events that deplete this allowance, a budget amendment will be necessary to ensure the department has sufficient funds to complete the year.

PROFESSIONAL CERTIFICATION PAY - $57,000
Employees who have obtained advanced certification from accredited continuing education programs, colleges, and/or universities earn additional compensation based on the following: Intermediate - $67.50 per month, Advanced - $105 per month, and Master - $160.76 per month. At the time of this proposal, 12 employees have obtained intermediate certifications, 14 advanced certifications, and 15 master certifications.

FICA TAX EMPLOYER - $454,512.98
The 7.65% tax on the combination of base salary, employer 457B contribution, longevity, higher class, overtime, & professional certification.

RETIREMENT (TMRS) CONTRIBUTION - $402,809.12
The Village Fire Department provides a 2:1 ratio with the **2023** employee contribution rate of 7% and the employer contribution rate of 6.48%.

HEALTH INSURANCE - $1,246,876.09
Medical/Dental/Vision/BAC Insurance estimate: $1,246,876.09 employer contribution. The change from 2023 budget, as amended, is due to a planned 6% increase in FTEs and a 5% estimated cost increase based on current elections.

LIFE/LTD - $34,448.94
The department provides employee term life, AD&D, and long-term disability coverage to its employees. The change from 2023 budget, as amended, is due to a planned 6% increase in FTEs, an increase in base salary, and a 5% estimated cost increase.

WORKER'S COMPENSATION - $71,651.48
The employer's contribution rates for workers' compensation (WC) are based on the rates with Deep East Texas Self Insurance Fund (DETSIF)- Higginbotham. (DETSIF) - Higginbotham provides the department with a proposal after a worker compensation audit is performed annually. The department receives bids for WC annually. The 7% increase from 2023 budget, as amended, is an estimated cost increase.

MEAL ALLOWANCE - $46,000
Meal allowance provides two meals per day to all employees at the station. A 15% increase from 2023, as amended, is due to an increase in food costs.

GENERAL FUND – OPERATING – $1,052,079.53

This category includes "red trucks and saving lives," dispatch, fire prevention - fire marshal's office, fire station, office, professional services, training, maintenance, and events/other (The budget categories have been reorganized for 2024, which can make year-to-year comparisons difficult but should result in greater visibility in the future as to where costs are being incurred.)

RED TRUCKS & SAVING LIVES - $295,105.80

This category provides operating tools for "red trucks and saving lives." In this category, there is a 113% increase due to the reorganization of the budget and increased contractual cloud services.

- *Ambulance Medical Supplies - $70,000*
- *IT and Cloud Maintenance Contracts - $149,666.80*
- *Uniforms - $20,000*
- *Fuel (for vehicles) - $48,000*
- *Licenses & Permits (for vehicles) - $5,000*
- *Dues & Subscriptions - $2,439*

DISPATCH - $10,621.05

This category provides operating essentials for dispatch. This is a new category in the budget created by the reorganization of the budget.

- *Dispatch Alerting System - US Designs - $7,921.05*
- *Electronic Protocol Cards - Pro QA - $2,500*
- *Translation Service - Language Line - $200*

FIRE PREVENTION - FIRE MARSHAL OFFICE - $9,000.

This category covers the needs of the fire marshal's office. This is a new category in the budget created by the reorganization of the budget.

- *Public Education & Relations - $5,000*
- *Inspections - $200*
- *Fire Investigations - $950*
- *Law Enforcement Equipment - $2,850*

FIRE STATION - $172,048.54

This category covers the needs of the fire station. In this category, there is an 8% reduction due to the reorganization of the budget. (Fixed Rate $10.00 - Rent)

- *Building Maintenance (& supplies) - $26,892.22*
- *Station Supplies (consumable goods) - $18,600*
- *Public Utilities - $54,240*
- *Property/Casualty Insurance - $72,306.32*

OFFICE - $52,664.14

This category covers expenses for items pertaining to administration. In this category there is 60% reduction due to the reorganization of the budget.

- *Office Supplies, Chairs, Tables - $8,000*
- *VFD Branded Stationary (*Printing) - $500*
- *Postage Meter Rental - Pitney Bowes - $1,800*
- *Shipping (Postage & Freight) - $632.50*
- *Other Office Expenses (phone system, accounting, HRIS, Microsoft 365, bank service charges, etc.) - $41,731.64*

PROFESSIONAL SERVICES - $114,500

This category covers expenses for all outsourced services. In this category, there is a 36% reduction due to the reorganization of the budget.

- *Legal Services - $36,000*
- *IT Services - $28,000*
- *Health Insurance Consulting Services - $11,500*
- *Medical Director Services - $20,000*
- *Legal Notices & Advertising - $3,000*
- *Other Professional Services - $16,000*

TRAINING - $94,060

This category exhibits an increase of 77% to catch up on needed training due to underfunding in the past.

- *Fire Training - $37,740*
- *Fire Certification Training - $7,320*
- *EMS Training - $18,000*
- *EMS Certification Fees - $6,000*
- *Emergency Management Training (TDEM) - $7,000*
- *Fire Marshal Training - $8,000*
- *Administration Training and Certification Fees - $5,000*
- *General Supplies for Training - $5,000*

MAINTENANCE - $244,500

This category provides funding for expected maintenance. In this category, there is a 14% reduction due to the reorganization of the budget.

- *Vehicle Maintenance - $165,000*
- *Equipment Supplies & Maintenance - $36,400*
- *Bunker Gear Maintenance - $26,000*
- *SCBA Maintenance - $15,000*
- *Maintenance Contracts - $1,200*
- *Fuel System - $900*

EVENTS/OTHER - $59,580

This category covers various event expenses and provides a small contingency for unknown costs.

- *VFD Fire Commission & Meeting Expenses - $7,580*
- *VFD Events - $25,000*
- *CPR Supplies, Cards, & Equipment - $7,000*
- *Emergency Contingency (unforeseen circumstances) - $20,000*

Capital Replacement Fund – $400,000

The Capital Replacement strategic plan was developed to provide an instrument to aid the recommended replacement timeline for apparatus and equipment. Our vehicle maintenance officer reviews the cost of the vehicle, its age, and the miles and time it has on the engine. Below is a snapshot of the chart for the vehicle replacement plan. Industry standards and practices are used to determine the replacement of apparatus and equipment. Additionally, there is a breakdown of EMS equipment that our EMS coordinator reviews to help manage the life expectancy of equipment. The Strategic Plan has been estimated to be a 25-year span. There are no planned vehicle replacements in 2024.

It should be noted that the plan, based on currently planned annual assessments, will become insufficient to meet the expected needs around 2030. The Commission believes that while the $400,000.00 allocation for 2024 is appropriate, there should be further examination of this fund in the coming months to formulate a long-range plan to ensure the fund will be adequate. This includes consideration of appropriate investment vehicles for the amounts in the fund, re-assessment of the anticipated cost of new equipment in light of the current inflationary environment, expected life of equipment based on its current condition and the like. Upon the conclusion of this analysis, the Commission will make appropriate recommendations for future-year contributions to ensure the long-term health of this fund.

Capital Replacement Fund

Vehicles		Life (years)	2023	2024	2025	2026	2027	2028	2029	2030	2031
2017	Ladder	15									
2020	Pumper 1	20									
2008	Pumper 2	20					1,500,000.00				
2014	Deputy Chief's Vehicle	10			100,000.00						
2019	Fire Chief's Vehicle	10							90,000.00		
2020	Utility Vehicle	10								75,000.00	
2023	Medic 1	10	263,889.98								
2023	Medic 2	10	263,889.98								
2014	Medic 3	10						300,000.00			
2012	Reserve Medic			sell (see below)							
2017	Fire Marshal's Vehicle	10					90,000.00				
	Total to be spent for Vehicles		**527,779.96**	**0.00**	**100,000.00**	**0.00**	**1,590,000.00**	**300,000.00**	**90,000.00**	**75,000.00**	**0.00**

EMS Equipment			2023	2024	2025	2026	2027	2028	2029	2030	2031
R3	Power Pro Cot	18			26,356.25						
R2	Lucas 2	12				19,759.12					
R3	Stair Chair	23				4,387.76					
R2	Stair Chair	22				4,387.76					
R1	Lucas 3	8					19,759.12				
	Lifepack CR Plus AED	9					2,395.52				
D1	Lifepack CR Plus AED	9					2,395.52				
R1	Powerload	14						28,350.00			
E1	Lifepack 15	10							36,872.00		
L1	Lifepack 15	11								36,872.00	
FM	Lifepack CR2 AED	9									2,395.52
Event Bag	Lifepack CR2 AED	9									2,395.52
	Lifepack CR2 AED	9									2,395.52
R1	Stair chair	11									4,387.76
R2	Lifepack 15	10									
R1	Lifepack 15	11									
R1	Power Pro Cot	12									
New Resc	Powerload	13									
R3	Power Pro Cot	18									
	Total to be spent for EMS Equipment		**0.00**	**0.00**	**26,356.25**	**28,534.64**	**24,550.16**	**28,350.00**	**36,872.00**	**36,872.00**	**11,574.32**

SCBA Equipment			2023	2024	2025	2026	2027	2028	2029	2030	2031
	SCBA Equipment	10			226,000.00						
	Total to be spent for SCBA Equipment		**0.00**	**0.00**	**226,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Balance		2023	2024	2025	2026	2027	2028	2029	2030	2031
	Beginning Cash	192,593.78	76,978.02	481,978.02	677,621.77	1,197,087.13	130,536.97	350,186.97	771,314.97	1,207,442.97
	Planned Budgeted Annual Contribution	**380,000.00**	**400,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**
	Additional Contributions	24,164.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Interest Income									
	Revenue from sale or trade-in	8,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Disbursements	**(527,779.96)**	**0.00**	**(352,356.25)**	**(28,534.64)**	**(1,614,550.16)**	**(328,350.00)**	**(126,872.00)**	**(111,872.00)**	**(11,574.32)**
	Ending Cash	76,978.02	481,978.02	677,621.77	1,197,087.13	130,536.97	350,186.97	771,314.97	1,207,442.97	1,743,868.65

The following additional documents are attached:

- 2024 Proposed Budget Chair Letter
- 2024 Proposed Budget PowerPoint
- 2024 Proposed Budget Spreadsheet (high level & detail)
- Capital Replacement Fund Schedule Spreadsheet
- VFD Organization Chart of Employees

Village Fire Department

901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:
BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

June 5, 2023

The Honorable Tom Jinks

Mayor, City of Hedwig Village

The Honorable Robert Lord

Mayor, City of Bunker Hill Village

The Honorable Marcus Vajdos

Mayor, City of Spring Valley Village

The Honorable Mark Kobelan

Mayor, City of Piney Point Village

The Honorable Jimmy Pappas

Mayor, City of Hunters Creek Village

The Honorable Robert (Bob) Buesinger

Mayor, City of Hilshire Village

Dear Mayors:

In accordance with the terms of the Interlocal Agreement, the Village Fire Commission has unanimously approved and is forwarding for the consideration and approval of each city the following documents (along with additional supporting schedules and documents):

- **Proposed Amendment 3 to the 2022 Budget.** This is the customary post-audit true-up of the 2022 budget and does not require any additional funds from the cities.
- **Proposed Amendment 4 to the 2023 budget.** As your Commissioners should have already advised you, there was a calculation error in the 2023 budget that resulted in a significant underfunding of the costs to provide payroll and benefits

to the existing workforce. This amendment corrects that error, adjusts overtime to reflect current estimates for 2023 based on year-to-date experience, and adjusts several other budget categories to reflect currently anticipated costs for the year. All of this is explained in more detail in the attached memorandum.

- **Proposed 2024 Budget.** The budget is explained in some detail in the attached documents. To briefly summarize, the budget represents a 3% increase over the 2023 budget, as amended. It provides a 3% across the board salary increase for personnel and anticipated step increases, addresses training deficiencies and increases the contribution toward the Capital Replacement Fund. We wish to point out that the Capital Replacement Fund will be examined in detail by the Commission in the coming months. We need to ensure that we are properly accounting for the unprecedented increase in the cost of fire apparatus, properly evaluating the expected life of current apparatus and recommending the proper investment vehicles for the sums in the fund. Future year contributions to this fund may need to be adjusted to ensure the long-term solvency of this fund.

Throughout this process, it has been our goal to provide the cities with a realistic and achievable budget. We want to end the recent practice of multiple budget amendments throughout the year that require additional, unexpected contributions from the cities. While we all must recognize unforeseeable events could result in the need for additional funds, we must also recognize that some unknown events over the course of a year are foreseeable and should be accounted for in a realistic budget. Your Commissioners and VFD personnel, as well as the undersigned, are prepared to answer your questions regarding this proposed budget.

We ask that you place the three items above on your council's agenda for consideration within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

Respectfully submitted,

Matt Woodruff, Chair

Village Fire Department Board of Commissioners

Attachments

cc: Village Fire Department Commissioners and Alternates

City Administrators/Secretaries

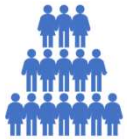
Village Fire Department FY 2024 Budget

901 Corbindale Road

Houston, TX 77024

www.villagefire.org

2024 Budget Goals



Hire 3 new FTEs to complete staffing needed to fully staff current in-service apparatuses with full-time employees (reducing overtime)

Maintain competitive pay and benefits package for employees

Provide better tools for accuracy, efficiency, & security throughout the department

Invest in training to develop skills and experience of all employees

Maintain EMS & Fire equipment/vehicles to provide the best service

2024 Proposed Budget

	FY 2024 Proposed Budget	% Change From 2023 As Amended
General Fund Expenditures:		
Capital	193,033.25	-60%
Personnel	8,268,375.07	+6%
Operating	1,052,079.53	+6%
Total General	**9,513,487.85**	**+3%**
Capital Replacement Fund:		
Funding for Capital Replacement	400,000	+5%
Total Capital Replacement	**400,000**	**+5%**
Total Cost to Cities	**$ 9,913,487.85**	**+3%**

2024 Proposed Budget Total Cost to Cities

City	Pro Rata Share	$ Funded By EOY 2024	January 2024 Payment	February – November 2024 Monthly Payment	December 2024 Payment
Bunker Hill Village	19.00%	1,883,562.69	235,445.34	156,963.56	78,481.78
Hedwig Village	18.50%	1,833,995.25	229,249.41	152,832.94	76,416.47
Hilshire Village	3.00 %	297,404.64	37,175.58	24,783.72	12,391.86
Hunters Creek Village	22.25%	2,205,751.05	275,718.88	183,812.59	91,906.29
Piney Point Village	21.00%	2,081,832.45	260,229.06	173,486.04	86,743.02
Spring Valley Village	16.25%	1,610,941.78	201,367.72	134,245.15	67,122.57
Total	**100.00%**	**$ 9,913,487.85**			

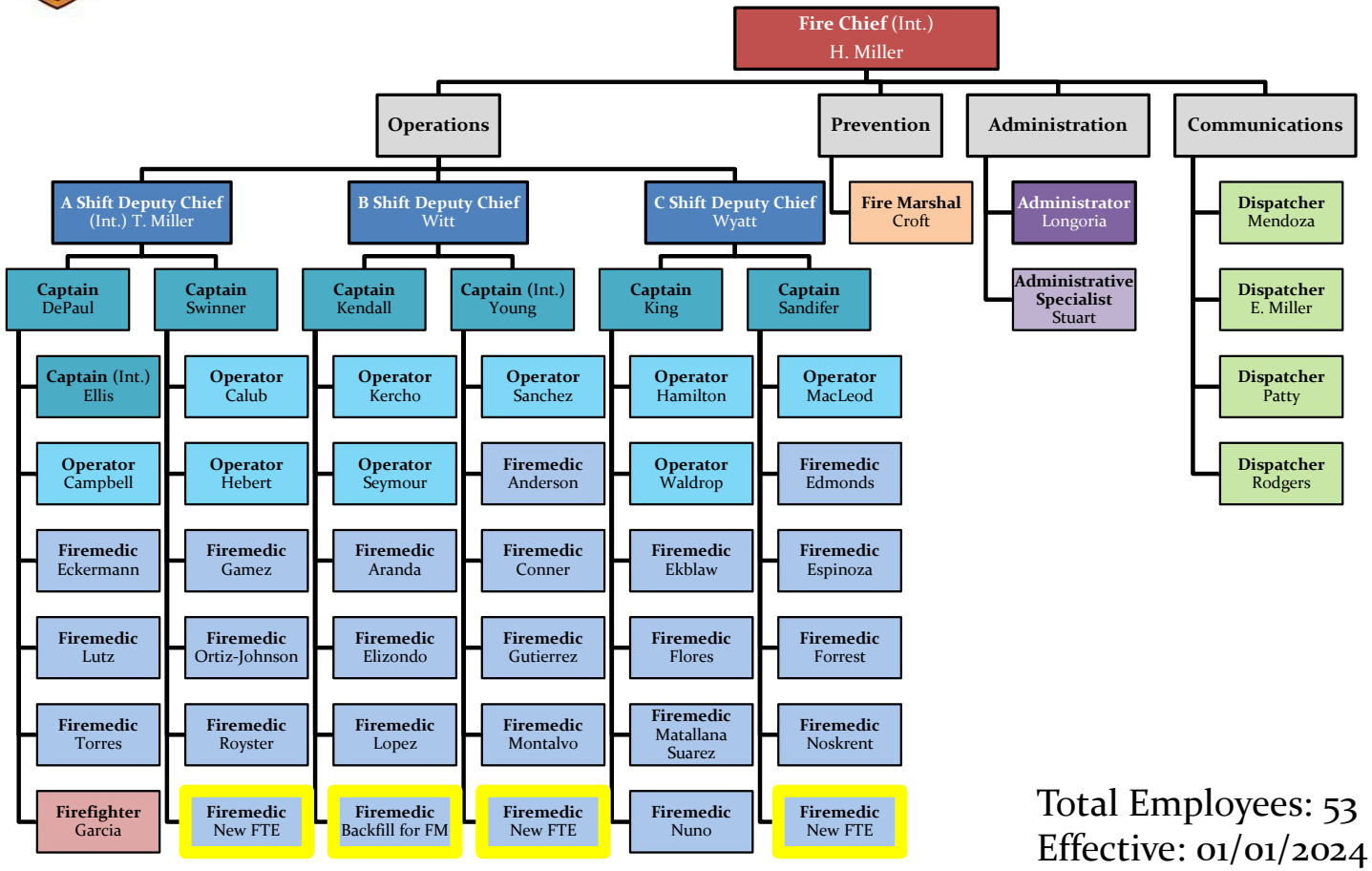
2024 Proposed Budget Highlights
General Fund – Capital

- 60% decrease from 2023 As Amended
  - No major facility projects anticipated
  - Scheduled replacement of EMS equipment needed
  - Purchase of gear lockers needed
  - Purchase of miscellaneous equipment to maintain ISO Class 1 rating
  - Routine replacement of protective gear (boots, helmets, gloves, hoods)
  - Bunker gear for new hires
  - Routine replacement/upgrade of IT equipment

2024 Proposed Budget Highlights
General Fund – Personnel

- 6% increase from 2023 As Amended
  - Hire 3 new FTEs to complete staffing of in-service apparatuses
  - Base Salary 3% increase & 1% step increases
  - Reduction in regular overtime expense with complete staffing
  - Meal Allowance 15% increase

Village Fire Department
Organization Chart of Employees



Total Employees: 53
Effective: 01/01/2024

2024 Proposed Budget Highlights
General Fund – Operating

- 6% increase from 2023 As Amended
  - Increase cost of medical supplies
  - Plan to gradually update uniforms
  - Upgrade dispatch protocol cards
  - Upgrade admin tools for accuracy, efficiency, & security – Microsoft 365, accounting software, & HR/payroll/benefits software solution
  - Increase to training cost to catch up on needed training for all employees
  - CPR community training costs
  - VFD Family Day & quarterly events

2024 Proposed Budget Capital Replacement

- 5% increase from 2023 As Amended
  - No Capital Replacement purchases planned for 2024
  - Next Capital Replacement purchase planned for 2025

Village Fire Department FY 2024 Proposed Budget

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed
General Fund Expenditures:							
Capital	100,364.00	159,620.00	151,000.00	482,000.00	193,033.25	-288,966.75	-60%
Personnel	6,126,081.00	6,742,766.00	7,417,062.53	7,795,516.53	8,268,375.07	472,858.54	6%
Operating	700,656.00	953,900.00	921,785.25	994,608.00	1,052,079.53	57,471.53	6%
Total Expenditures	**6,927,101.00**	**7,856,286.00**	**8,489,847.78**	**9,272,124.53**	**9,513,487.85**	**241,363.32**	**3%**
Capital Replacement Fund:							
$ for Cap. Replacement Plan	180,000.00	180,000.00	200,000.00	380,000.00	400,000.00	20,000.00	5%
Total to Fund	**180,000.00**	**180,000.00**	**200,000.00**	**380,000.00**	**400,000.00**	**20,000.00**	**5%**
Cost to Cities	**7,107,101.00**	**8,036,286.00**	**8,689,847.78**	**9,652,124.53**	**9,913,487.85**	**261,363.32**	**3%**

Village Fire Department FY 2024 Proposed Budget Detail

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed	Explaination of Change FY 2023 As Amended to FY2024 Proposed	FY 2024 Notes
Capital Expenditures									
Physical Plant/Facility	0.00	0.00	10,000.00	200,000.00	10,000.00	-190,000.00	-95%	once retro-roof project is completed on the annex in 2023, we do not expect any major projects for the physical plant/facility	10,000 for unknown (same as original budget line item for 2023)...Possibly 200,000 rollover for Annex Roof Replacement in 2024 if not completed in 2023
Misc. Tools & Equipment - FIRE (*prev. Misc. Tools & Equipment)	26,382.81	72,795.31	50,000.00	50,000.00	32,375.00	-17,625.00	-35%	original line item broken down into "Misc. Tools & Equipment - FIRE" and "Misc. Tools & Equipment - EMS"	5,635 for 8 sets of gear storage lockers + 3,000 for installation 9,000 (additional information) gas detectors (1) 3,000 generator upgrade for ISO requirements on fire truck ($1380*4) Akron Scene Star portable scene light ($255*4) Edwards cord reels ($125*4) 100ft sections of 16 gauge electric cord w/20 amp plugs 4,700 lights/sirens for Fire Marshal Tahoe
Misc. Tools & Equipment - EMS					26,356.25	26,356.25	#DIV/0!	new line added in 2024 to break down original "Misc. Tools & Eqipment"	PowerCot: 1 replaced in 2022, need to replace other cot in 2024 (cost = 26,356.25), & replace 3rd cot in 2026
Protective Gear	73,981.31	79,653.83	55,000.00	125,000.00	41,680.00	-83,320.00	-67%	big purchase of gear in 2023, expecting to purchase 4 sets of gear for new hires in 2024 & routine replacements	($420*12) boots, +($480*10) helmets, +($320*12) gloves, +($160*50) hoods ($5,000*4) full sets for new hires (assuming hiring 4 = backfill + 3 new) *assuming inflation in prices is included
SCBA (*2023 only)			7,000.00	7,000.00		-7,000.00	-100%	SCBA moved to Capital Replacement fund/schedule beginning in 2024, next purchase will be in 2025	
Gym Equipment					0.00	0.00	#DIV/0!	new line added in 2024 - gym equipment has not been been budgeted for in the past, last set of gym equipment was donated by Hedwig in 2011, equipment is wearing out and due for replacement	(4400 *1) T600 treadmill, (4400*1) Hoist V-1 Elite w/ leg press & Cable Column, & (806.00*1) Barbell bumper plates...10,000 line item - will be donated by a resident in 2023
Office Computers		16,797.47			3,924.00	3,924.00	#DIV/0!	new line in 2024 to break down original line, "Radios/Computers"	($1200*3) desktop replacement - Deputy Chief, Captain, Captain *9% inflation estimate
Apparatus Computers					13,734.00	13,734.00	#DIV/0!	new line in 2024 to break down original line, "Radios/Computers"	($3000*3) Laptops for M-1 & M-2 & D-1 touchscreens ($1800*2) Docking stations and mounting hardware for M-1 & M-2 *9% inflation estimate
Radios (*prev. Radios/Computers)	0.00	7,171.18	29,000.00	100,000.00	64,964.00	-35,036.00	-35%	original line, "Radios/Computers", changed to "Radios" and broken down into new lines, "Office Computers" and "Aparatus Computers"	($600*6) lapel mics ($8000*7) handheld radios for reserve apparatus (2 for M-3, 4 for E-2, 1 for Fire Chief) *9% inflation estimate
Capital Expenditures TOTAL	**100,364.00**	**176,417.79**	**151,000.00**	**482,000.00**	**193,033.25**	**-288,966.75**	**-60%**		

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed	Explaination of Change FY 2023 As Amended to FY2024 Proposed	FY 2024 Notes
Personnel Expenditures									
Payroll									
Base Pay (*prev. Salaries)	4,116,473.89	4,458,271.11	4,786,388.47	5,043,943.84	5,542,285.00	498,341.16	10%	original line, "Salaries", changed to "Base Pay", increase includes overall 3% in base pay, ~1% step increases, Fire Marshal retiring in 2023, hire 1 backfill & 3 new FTEs in 2024	increase includes overall 3% in base pay, ~1% step increases (2024 salaries calculated to include step promotions throughout year), Fire Marshal retiring in 2023, hire 1 backfill & 3 new FTEs in 2024
457 Plan Compensation		82,523.59	95,727.77	101,091.23	110,845.70	9,754.47	10%	increase calculated with increase of base pay	2% of base pay
Longevity			22,000.00	22,000.00	22,000.00	0.00	0%	previous years rolled into "Salaries"	(19,750.+2400)* 2022 actual number $19,750 and increase due employee number of "years" increased
Higher Class			28,000.00	28,000.00	18,540.00	-9,460.00	-34%	previous years rolled into "Salaries"	($4478.42*4) total for 2023 Q1 multiplied by 4
Overtime - REGULAR (*prev. Overtime)	221,675.48	418,374.30	418,098.00	504,000.00	206,000.00	-298,000.00	-59%	original line, "Overtime", changed to "Overtime - REGULAR" and broken down into new lines, "Overtime - CPR", "Overtime - EVENTS", and "Overtime - TRAINING"	additional FTEs will decrease the need for regular overtime
Overtime - CPR					10,085.76	10,085.76	#DIV/0!	new line in 2024 to break down original line, "Overtime"	($68*6hours*12classes*2employees) 6 total ET hours per class, 1 class per month, x $68 per hour OT hourly pay rate, 2 employees
Overtime - EVENTS					0.00	0.00	#DIV/0!	new line in 2024 to break down original line, "Overtime"	for special events: Lacrosse, Kinkaid, St. Cecilia - expense will be reimbursed, so should net to 0
Overtime - TRAINING					45,320.00	45,320.00	#DIV/0!	new line in 2024 to break down original line, "Overtime"	45 employees x OT ($65) rate(s) x 2 EMS trainings 5hrs ea, 45 employees x OT (65) rate(s) x 1 live burn Fire training 5hrs ea
Professional Certification	54,083.37	52,785.99	46,000.00	57,000.00	57,000.00	0.00	0%		2023 As Amended is total for 2023 Q1 multiplied by 4... (14250*4), currently: 12 employees at intermediate $67.50 per month, 14 employees at advanced $105 per month, and 15 employees at master $160.76 per month - annual total w/o changes = $56,296.80
FICA	333,783.76	368,380.06	412,810.39	412,810.39	454,512.98	41,702.59	10%	increase calculated on expected gross pay & includes new hires	7.65% tax on sum of Base Pay, 457, Longevity, Higher Class, all OT, & Professional Certification
Total Payroll	**4,726,016.50**	**5,380,335.05**	**5,809,024.63**	**6,168,845.46**	**6,466,589.44**	**297,743.98**	5%		
Benefits									
Retirement - TMRS	406,825.87	334,799.41	361,546.35	372,991.07	402,809.12	29,818.05	8%	increase based on increase of base pay & additional FTEs	6.7% (based on 2023 rate letter) employer contribution on sum of Base Pay, 457, Longevity, Higher Class, all OT, & Professional Certification
Health Insurance (*prev Hospitalization)	861,536.47	909,051.31	1,120,284.00	1,120,284.00	1,246,876.09	126,592.09	11%	changed from "Hospitalization" to "Health Insurance", increase for 3 new FTEs and estimate 5% cost increase in price of medical, dental, vision, bac	includes cost for medical, dental, vision, BAC - 2023 As Amended x 1.06 for increased FTEs x 1.05 for estimated 5% increase in cost
Basic Life, ADD, & LTD Insurance (*prev. Disability)	24,715.53	27,929.95	26,432.00	26,432.00	34,448.94	8,016.94	30%	changed from "Disability" to "Basic Life, ADD, & LTD Insurance", increase based on increase of salaries & additional FTEs	based on 2024 ending annual salary rates, includes hiring backfill & 3 new FTEs, estimated 5% increase in cost
Worker's Comp. Insurance (*prev. Workmens' Comp Insurance)	39,660.21	47,216.58	59,775.55	66,964.00	71,651.48	4,687.48	7%	changed from "Wrokmens' Comp Insurnace" to "Worker's Comp. Insurance", possible 7% increase in cost	2023 As Amended number with 7% increase
Unemployment Claim Payment (*2022 only)		4,741.83						deleted line item for 2024	
Meal Allowance	35,025.60	34,115.00	40,000.00	40,000.00	46,000.00	6,000.00	15%	increase in cost of food	3 shifts (A, B, C), 61 tours per year per shift (A, B, C), 2 days (48 hours) per tour, 2 meals per day, 15 employees per shift & assuming 15% increase from 2023 = $4.18 per meal per person
Total Benefits	**1,367,763.68**	**1,357,854.08**	**1,608,037.90**	**1,626,671.07**	**1,801,785.63**	**175,114.56**	**11%**		
Personnel Expenditures TOTAL	**6,126,081.00**	**6,738,189.13**	**7,417,062.53**	**7,795,516.53**	**8,268,375.07**	**472,858.54**	**6%**		

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed	Explaination of Change FY 2023 As Amended to FY2024 Proposed	FY 2024 Notes
Operating Expenditures									
Red Trucks & Saving Lives									
Ambulance Medical Supplies	66,023.68	64,826.45	62,000.00	62,000.00	70,000.00	8,000.00	13%	increase in costs	increased EMS call volume 2 ambulance running supply usage 10%-15% increase in all drug cost, supplies, and shipping cost
IP Address VPN - PS Lightwave					8,820.00	8,820.00	#DIV/0!	new line in 2024 for specific breakdown	($735*12months) 2023 monthly bill multiplied by 12 months
Internet, Phones, & TV - Comcast					19,800.00	19,800.00	#DIV/0!	new line in 2024 for specific breakdown	($1,650*12months) 2023 monthly bill multiplied by 12 months
Mobile Device Services - T-Mobile					4,066.80	4,066.80	#DIV/0!	new line in 2024 for specific breakdown	($338.9*12months) 2023 monthly bill multiplied by 12 months (AT&T first net in review)
City of Houston Radio System					19,680.00	19,680.00	#DIV/0!	new line in 2024 for specific breakdown	($492*40radios) Annual contract for connection between City of Houston & our radios - cost of having connection - paid to City of Houston increased from 32 to 40 radios, cost is $492 per radio
Communications - Motorola 47 & NICE					43,000.00	43,000.00	#DIV/0!	new line in 2024 for specific breakdown	annual maintenance contract for Motorola radio system & NICE recording system.
Incident Records & CAD - Propheonix					24,000.00	24,000.00	#DIV/0!	new line in 2024 for specific breakdown	annual cloud service contract for incident records & computer automated dispatch (CAD) system
EMS Protocol App - Handtevy					2,300.00	2,300.00	#DIV/0!	new line in 2024 for specific breakdown	annual for EMS protocol app by Handtevy
Training Software & Vehicle Checks - Vector Solutions					7,000.00	7,000.00	#DIV/0!	new line in 2024 for specific breakdown	annual for training management software & vehicle checks - Vector Solutions
EMS Equipment Maintence - ProCare/Stryker					21,000.00	21,000.00	#DIV/0!	new line in 2024 for specific breakdown	provided on-site preventative maintenance, some battery replacement, parts, labor, travel for all ems equipment on apparatus (heart monitors, cpr device, power load, stair chair, power cots)
Uniforms	12,748.07	22,159.13	15,000.00	15,000.00	20,000.00	5,000.00	33%	plan to gradually replace current nomax pants and reduce cost in long-term cost polo and tactical pants cost less than and nomax pants t-shirts, polos and tactical pants (includes 4 new hires for 2024)	plan to gradually replace current nomax pants and reduce cost in long-term cost polo and tactical pants cost less than and nomax pants t-shirts, polos and tactical pants (includes 4 new FTEs for 2024)
Fuel (*prev. Gas & Oil)	37,140.97	61,101.10	55,000.00	55,000.00	48,000.00	-7,000.00	-13%	changed from "Gas & Oil" to "Fuel", cost of unleaded and diesel fuel for vehicles	($4000*12months) typical VFD monthly fuel cost 2023. *2022 actual cost was high due to fuel prices increasing and due to error in re-pricing: VFD did not re-invoice (ate cost of error)
Vehicle Licenses & Permits					5,000.00	5,000.00	#DIV/0!	line item added for 2024 for specific breakdown	vehicle registrations, licenses for ambulances with TDSHS
Dues & Subscriptions	1,479.91	2,108.74	6,500.00	6,500.00	2,439.00	-4,061.00	-62%	items reorganized	1,800 NFPA Standards annual subscription for Fire Marshal (138*3) IAAI association annual dues for Fire Marshal, Cody Seymour, Tommy Depaul (Fire Investigators) 50 TFMA association annual dues for Fire Marshal 175 NFPA Journal annual subscription for station
Total Red Trucks & Saving Lives	**117,392.63**	**150,195.42**	**138,500.00**	**138,500.00**	**295,105.80**	**156,605.80**	**113%**		
Dispatch									
Dispatch Alerting System - US Designs (Samantha)					7,921.05	7,921.05	#DIV/0!	new line in 2024 for specific breakdown	annual cloud service contract for dispatch alerting system
Electronic Protocol Cards - Pro QA					2,500.00	2,500.00	#DIV/0!	new line in 2024 for specific breakdown	For full package: $96,410 start up cost after 1-year annual cost will be $17,000. Commission decided to go with digital cards option only (1000), and agreed to set line item to $2,500.
Translation Service - Language Line					200.00	200.00	#DIV/0!	new line in 2024 for specific breakdown	
Total Dispatch	**0.00**	**0.00**	**0.00**	**0.00**	**10,621.05**	**10,621.05**	**#DIV/0!**		
Fire Prevention - Fire Marshal's Office									
Public Education & Relations (*prev. Fire Prevention/Public Relations)	7,134.72	10,001.36	10,000.00	10,000.00	5,000.00	-5,000.00	-50%	changed from "Fire Prevention/Public Relations" to " Public Education & Relations", some items reorganized to the Events & Other section	challenge coins & pins -, promotional items (keychains, pens, lanyards, etc.) - , giveaways for kids - Positive Promotions
Inspections					200.00	200.00	#DIV/0!	new line in 2024 for specific breakdown	200 plans review table
Fire Investigations					950.00	950.00	#DIV/0!	new line in 2024 for specific breakdown	500 renew investigation equipment & supplies 350 camera & recorder 100 shirt or jumpsuit for scene investigation
Law Enforcement Equipment					2,850.00	2,850.00	#DIV/0!	new line in 2024 for specific breakdown	100 ammunition required for annual qualification 2750 vault for vehicle for investivagion and EMS equipment
Total Fire Prevention	**7,134.72**	**10,001.36**	**10,000.00**	**10,000.00**	**9,000.00**	**-1,000.00**	**-10%**		

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed	Explaination of Change FY 2023 As Amended to FY2024 Proposed	FY 2024 Notes
Fire Station									
Building Maintenance (*prev. Building Supplies & Maintenance)	38,380.49	44,185.05	45,000.00	45,000.00	26,892.22	-18,107.78	-40%	original line, "Building Supplies & Maintenance", broken down to "Building Maintenance" and "Station Supplies"	17,000 for building maintenance (lawn equipment, paint, power wash, plumber, water heater, electrical, etc.) 8,532.22 annual contract for AC maintenance (includes filters) ($85*16) cost per visit, estimate 16 visits per year at 2023 price for pest control - End-o-pest
Chemicals (*2021 only)	2,000.00							deleted line item for 2024	
Station Supplies					18,600.00	18,600.00	#DIV/0!	new line in 2024 for specific break down of original "Building Supplies & Maintenance"	($1,550*12months) cleaning supplies, paper goods, beverages - consumable goods
Public Utilities	44,582.23	85,716.48	75,000.00	75,000.00	54,240.00	-20,760.00	-28%	expected decrease in costs	($3000+$1200+$150+$170)*12months 2023 is currently running per month: 3000electric + 1500gas + 150water + 170trash *removed expected 8% inflation
Rent	10.00	10.00	10.00	10.00	10.00	0.00	0%		annual rent for building/property - Spring Branch School
Property & Casualty Insurance (*prev. Insurance - Casualty)	53,782.75	71,243.70	52,253.25	67,576.00	72,306.32	4,730.32	7%	expected cost increase	review proposal for insurance - 2023 adjusted *7% increase estimate
Total Fire Station	**138,755.47**	**201,155.23**	**172,263.25**	**187,586.00**	**172,048.54**	**-15,537.46**	**-8%**		
Office									
Office Supplies (*prev. Office Supplies + Coffee Bar)	10,193.96	16,301.96			8,000.00	8,000.00	#DIV/0!	items reorganized	paper, staples, toner, ink, pens, pencils, folders, binders, tables, chairs, printers, etc.
VFD Branded Stationary (*prev. Printing)	0.00	1,614.53			500.00	500.00	#DIV/0!	items reorganized	VFD branded stationary (letterhead, envelopes, forms)-VistaPrint could be new vendor for this service
Postage Meter Rental - Pitney Bowes	991.93	1,573.90			1,800.00	1,800.00	#DIV/0!	based on 2023	($150*12months) postage meter rental
Shipping (*prev. Postage & Freight)	118.35	550.00			632.50	632.50	#DIV/0!	based on previous year with 15% increase	2022 actual spent was $550.00 *15% increase estimate
Phones - 8x8					6,000.00	6,000.00	#DIV/0!	new line in 2024 for specific breakdown	($485*12) 2023 monthly bill multiplied by 12 months *NO increase expected
HRIS - Paycom, UKG, or other					18,000.00	18,000.00	#DIV/0!	new line in 2024, new HR/Payroll software for 2024, begin July 2023	1500*12 annual estimate for highest priced system (Paycom) - other options: UKG, Paylocity, Paycor - leaning towards UKG, would like to get set up July 2023
Accounting - QuickBooks					3,000.00	3,000.00	#DIV/0!	new line in 2024, new accounting software for 2024, begin July 2023	QuickBooks 200/mth = 2400 year for bookkeeping only (round up to 3000). Will likely only need for bookkeeping & would like to get set up July 2023
Office Software & Email - Microsoft 365					7,000.00	7,000.00	#DIV/0!	new office software/email for security & functionality	($17*13users*12months) Full Suite Package for admin & officers $17 per person per month 8 people: fire chief, admin, admin special, fire marshal, 3 dep chiefs, 6 captains ($10*36users*12months) Web-based Suite for operations & dispatch else $10 per person per month 11 people: 5 dispatchers, 6 captains switching to Microsoft for security and functionality - begin July 2023
Adobe					731.64	731.64	#DIV/0!	new line item in 2024 for specific breakdown	239.88 per year (Admin Specialist) - Adobe Pro 20.99 per month & 19.99 per month (Administrator) - Adobe Pro & Dreamweaver
Office/PC Equipment Maintenance Contracts (*prev. Office Expenses/Postage/Printing/Stationary)	39,761.23	67,086.71	120,400.00	130,400.00		-130,400.00	-100%	2023 line item included all Office section items, several Red Trucks section items, and some Professional Services section items; deleted line for 2024	
Office Equipment	18,812.84	12,576.20						deleted line item for 2024	
Bank Service Charges	9,427.96	6,876.84			7,000.00	7,000.00	#DIV/0!	based on previous years spent	based on previous years spent
Miscellaneous Office Expenses (*prev. Other Office Expenses)	3,329.43	3,762.70			0.00	0.00	#DIV/0!	changed from "Other Office Expenses" to "Miscellaneous Office Expenses"	none expected in 2024
Total Office	**82,635.70**	**110,342.84**	**120,400.00**	**130,400.00**	**52,664.14**	**-77,735.86**	**-60%**		
Professional Services									
Accounting Services					0.00	0.00	#DIV/0!	new line in 2024 for specific breakdown	possible annual cost if we use a CPA in 2024, if only using QuickBooks this line will be 0
Legal Services					36,000.00	36,000.00	#DIV/0!	new line in 2024 for specific breakdown	2023 with a 12% increase estimate, rounded to nearest 1000
IT Services					28,000.00	28,000.00	#DIV/0!	new line in 2024 for specific breakdown	2023 with a 5% increase estimate, depends if stay with Accutek
Health Insurance Consulting Services					11,500.00	11,500.00	#DIV/0!	new line in 2024 for specific breakdown	2023 with a 15% increase estimate
Medical Director Services					20,000.00	20,000.00	#DIV/0!	new line in 2024 for specific breakdown	medical director services & insurance
Legal Notices & Advertising	0.00	4,620.47			3,000.00	3,000.00	#DIV/0!	less need for advertising expected in 2024	newspaper posting for bids - prop/casual insurance, workers comp
Other Miscellaneous	253.42	1,008.43	6,200.00	6,200.00		-6,200.00	-100%	deleted line item for 2024	
Other Professional Services	127,494.59	171,913.76	126,150.00	173,650.00	16,000.00	-157,650.00	-91%	original line item broken down into various	Audit, survey, other special audits,etc
Total Professional Services	**127,748.01**	**177,542.66**	**132,350.00**	**179,850.00**	**114,500.00**	**-65,350.00**	**-36%**		

Training

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed	Explaination of Change FY 2023 As Amended to FY2024 Proposed	FY 2024 Notes
Fire Training	19,817.22	46,955.21	30,000.00	30,000.00	37,740.00	7,740.00	26%	catching up on needed training due to underfunding in the past	(750*6 spots) = 4500 for Swift Water Rescue (350*6 spots) = 2100 for Rope Rescue (450*6 spots) = 2700 for Boat Rescue (200* 3 events) = 600 for Heavy Rescue (750*3 events) = 2250 for Fire Field (live burns) (500*3 events) = 1500 for Command Simulator *(This is an estimated price based on website searches) (385*3 spots) = 1155 for Blue Card Local Training Classes/Certs 10 per shift x 3 shifts = 30 classes $325 x 28 = $9100 $750 x 2 = $1500 (715*2 spots) = 1430 for FDIC Conference Travel Expenses (550*2) = 1100 for FDIC Flights (185*1 room *8 days) = 1480 for FDIC Hotel - 2 people, 1 room (185*3 rooms *3 days) = 1665 for Swift Water Rescue Hotel - 6 people, 3 rooms (185*3 rooms *2 days) = 1110 for Boat Rescue Hotel - 6 people, 3 rooms
Fire Certification Fees	5,057.36	4,943.66	6,000.00	6,000.00	7,320.00	1,320.00	22%	more certifications	$88.00*30=2640.00 per new initial certification 56.49*30=1710 exam fee for certs Annual TCFP Cert Renewal ($60 per person)*50=3000
EMS Training			17,000.00	17,000.00	18,000.00	1,000.00	6%	increase in costs	496 per class, (3*400) lab fee, and (3*400) instructor fee in 2021 (x3shifts) = 2,300 * 5 Cadavers, 3 lab fee, 3 instructor
EMS Certification Fees					6,000.00	6,000.00	#DIV/0!	new line in 2024 for specific breakdown	PALS-2500 ACLS-3500 ($20*45employees) Handtevy Certification CPR/AED TDHS State Provider Certification
Emergency Management Training - (TDEM)					7,000.00	7,000.00	#DIV/0!	new line in 2024 for specific breakdown	conferences includes Young, Miller and Lutz training 1-2 conference per employee
Fire Marshal Training					8,000.00	8,000.00	#DIV/0!	new line in 2024 for specific breakdown	4,000 for conferences 2,000 for FEMIT 500 for TCOLE Head of Department Training 500 for CE for TCOLE 1,000 for Investigation CE
Fire Marshal Certification Fees					0.00	0.00	#DIV/0!	new line in 2024 for specific breakdown	included in fire certs.
Dispatch Training & Certification Fees					0.00	0.00	#DIV/0!	new line in 2024 for specific breakdown	EMD dispatch training &cert
Admin Training & Certification Fees					5,000.00	5,000.00	#DIV/0!	new line in 2024 for specific breakdown	TMRS training/workshops, PFIA training & cert, Notary $100 every 2 or 4years, HRIS conference/training & travel, salt water open records public records
General Supplies for Training					5,000.00	5,000.00	#DIV/0!	new line in 2024 for specific breakdown	supplies for training (may increase in 2025 for training equipment needs)
Other Training	4,378.04	1,254.00			0.00	0.00	#DIV/0!	original line item "licenses & permits" for misc. training fees/licenses, deleting for 2024	
Total Training	**29,252.62**	**53,152.87**	**53,000.00**	**53,000.00**	**94,060.00**	**41,060.00**	**77%**		

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed	Explaination of Change FY 2023 As Amended to FY2024 Proposed	FY 2024 Notes
Maintenance									
Vehicle Maintenance	158,770.69	205,435.43	285,272.00	285,272.00	165,000.00	-120,272.00	-42%		3 tahoes, 1 utility, 2 engines, 1 ladder, 3 ambulances - in 2022 spent $218,000 total - need to see 5 year trend from per vehicle T&B decreased the number from 2022 number due to separate cost being moved to other areas
Equipment & Supplies Maintenance	580.25	863.90			36,400.00	36,400.00	#DIV/0!		increased from 2023 cost inflation 4% (35000*1.04)
Bunker Gear Maintenance					26,000.00	26,000.00	#DIV/0!	new line in 2024 for specific breakdown	Annual cleaning requires gear to be sent for commercial cleaning and inspection by TCFP any other cleaning can be performed in gear washer at station
SCBA Maintenance					15,000.00	15,000.00	#DIV/0!	new line in 2024 for specific breakdown	increase the maint. on scba - allows for sensor repair if electronic fails (Batteries, Electrical, Annual FIT testing, Compressor cascade quarterly testing) 10 year warranty on old SCBA air paks will be void in 2024 planning to replace SCBA in 2025 air paks (lifetime warranty for new air paks purchased in 2025) - 200,000.00 for replacement in 2025
Knox Contracts (*prev. Maintenance Contracts)	32,644.80	20,479.50			1,200.00	1,200.00	#DIV/0!	original line item broken down into various	Knox contracts
Fuel System	0.00	0.00			900.00	900.00	#DIV/0!	new line in 2024 for specific breakdown	fuel system cloud software annual subscription $900
Total Maintenance	**191,995.74**	**226,778.83**	**285,272.00**	**285,272.00**	**244,500.00**	**-40,772.00**	**-14%**		
Events & Other									
VFD Fire Commission & Meeting Expenses					7,580.00	7,580.00	#DIV/0!	new line in 2024 for specific breakdown	food for commission meetings & workshops ($300*16.6) meeting, commissioner photos ($2,000), swag for commissioners (shirts, hats, etc) ($600)
VFD Events					25,000.00	25,000.00	#DIV/0!	new line in 2024 for specific breakdown	($10,000) Family Day, & quarterly team-building events/gatherings ($3,750 *4)
CPR Supplies, Cards, & Equipment					7,000.00	7,000.00	#DIV/0!	new line in 2024 for specific breakdown	5,250 reoccurring annual cost
Emergency Contingency	6,025.12	12,511.00	10,000.00	10,000.00	20,000.00	10,000.00	100%	increase for contingency - for unknown expenses	previously used for AC in Annex repair & food
Total Events & Other	**6,025.12**	**12,511.00**	**10,000.00**	**10,000.00**	**59,580.00**	**49,580.00**	**496%**		
Operating Expenditures TOTAL	**700,656.00**	**941,680.21**	**921,785.25**	**994,608.00**	**1,052,079.53**	**57,471.53**	**6%**		

	FY 2021 Actual	FY 2022 Actual	FY 2023 Original	FY 2023 As Amended	FY 2024 Proposed	$ Change from FY 2023 As Amended to FY2024 Proposed	% Change from FY 2023 As Amended to FY2024 Proposed
TOTAL (capital, personnel, & operating)	**6,927,101.00**	**7,856,287.13**	**8,489,847.78**	**9,272,124.53**	**9,513,487.85**	**241,363.32**	**3%**
Capital Replacement Budget	**180,000.00**	**180,000.00**	**200,000.00**	**380,000.00**	**400,000.00**	**20,000.00**	**5%**
Total Budget	**7,107,101.00**	**8,036,287.13**	**8,689,847.78**	**9,652,124.53**	**9,913,487.85**	**261,363.32**	**3%**

Capital Replacement Fund Schedule

Vehicles		Life (years)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
2017	Ladder	15										2,500,000.00
2020	Pumper 1	20										
2008	Pumper 2	20					1,500,000.00					
2014	Deputy Chief's Vehicle	10			100,000.00							
2019	Fire Chief's Vehicle	10							90,000.00			
2020	Utility Vehicle	10								75,000.00		
2023	Medic 1	10	263,889.98									
2023	Medic 2	10	263,889.98									
2014	Medic 3	10						300,000.00				
2012	Reserve Medic			sell (see below)								
2017	Fire Marshal's Vehicle	10					90,000.00					
	Total to be spent for Vehicles		**527,779.96**	**0.00**	**100,000.00**	**0.00**	**1,590,000.00**	**300,000.00**	**90,000.00**	**75,000.00**	**0.00**	**2,500,000.00**

EMS Equipment			2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R3	Power Pro Cot	18			26,356.25							
R2	Lucas 2	12				19,759.12						
R3	Stair Chair	23				4,387.76						
R2	Stair Chair	22				4,387.76						
R1	Lucas 3	8					19,759.12					
	Lifepack CR Plus AED	9					2,395.52					
D1	Lifepack CR Plus AED	9					2,395.52					
R1	Powerload	14						28,350.00				
E1	Lifepack 15	10							36,872.00			
L1	Lifepack 15	11								36,872.00		
FM	Lifepack CR2 AED	9									2,395.52	
Event Bag	Lifepack CR2 AED	9									2,395.52	
	Lifepack CR2 AED	9									2,395.52	
R1	Stair chair	11									4,387.76	
R2	Lifepack 15	10										36,872.00
R1	Lifepack 15	11										
R1	Power Pro Cot	12										
New Rescu	Powerload	13										
R3	Power Pro Cot	18										
	Total to be spent for EMS Equipment		**0.00**	**0.00**	**26,356.25**	**28,534.64**	**24,550.16**	**28,350.00**	**36,872.00**	**36,872.00**	**11,574.32**	**36,872.00**

SCBA Equipment			2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	SCBA Equipment	10			226,000.00							
	Total to be spent for SCBA Equipment		**0.00**	**0.00**	**226,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Balance

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Beginning Cash	192,593.78	76,978.02	481,978.02	677,621.77	1,197,087.13	130,536.97	350,186.97	771,314.97	1,207,442.97	1,743,868.65
Planned Budgeted Annual Contribution	**380,000.00**	**400,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**
Additional Contributions	24,164.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income										
Revenue from sale or trade-in	8,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Disbursements	**(527,779.96)**	**0.00**	**(352,356.25)**	**(28,534.64)**	**(1,614,550.16)**	**(328,350.00)**	**(126,872.00)**	**(111,872.00)**	**(11,574.32)**	**(2,536,872.00)**
Ending Cash	76,978.02	481,978.02	677,621.77	1,197,087.13	130,536.97	350,186.97	771,314.97	1,207,442.97	1,743,868.65	(245,003.35)

Capital Replacement Fund Schedul

Vehicles		2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
2017	Ladder											
2020	Pumper 1								1,500,000.00			
2008	Pumper 2											
2014	Deputy Chief's Vehicle		150,000.00									
2019	Fire Chief's Vehicle							90,000.00				
2020	Utility Vehicle								75,000.00			
2023	Medic 1	350,000.00										450,000.00
2023	Medic 2	350,000.00										450,000.00
2014	Medic 3						400,000.00					
2012	Reserve Medic											
2017	Fire Marshal's Vehicle					90,000.00						
	Total to be spent for Vehicles	**700,000.00**	**150,000.00**	**0.00**	**0.00**	**90,000.00**	**400,000.00**	**90,000.00**	**1,575,000.00**	**0.00**	**0.00**	**900,000.00**

EMS Equipment		2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
R3	Power Pro Cot											26,356.25
R2	Lucas 2						19,759.12					
R3	Stair Chair											
R2	Stair Chair											
R1	Lucas 3			19,759.12								19,759.12
	Lifepack CR Plus AED				2,395.52							
D1	Lifepack CR Plus AED				2,395.52							
R1	Powerload										28,350.00	
E1	Lifepack 15							36,872.00				
L1	Lifepack 15								36,872.00			
FM	Lifepack CR2 AED								2,395.52			
Event Bag	Lifepack CR2 AED								2,395.52			
	Lifepack CR2 AED								2,395.52			
R1	Stair chair										4,387.76	
R2	Lifepack 15										36,872.00	
R1	Lifepack 15	36,872.00										
R1	Power Pro Cot		26,356.25									
New Rescu	Powerload			28350								
R3	Power Pro Cot										26356.25	
	Total to be spent for EMS Equipment	**36,872.00**	**26,356.25**	**48,109.12**	**4,791.04**	**0.00**	**19,759.12**	**36,872.00**	**44,058.56**	**0.00**	**95,966.01**	**46,115.37**

SCBA Equipment		2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
	SCBA Equipment			226,000.00								
	Total to be spent for SCBA Equipment	**0.00**	**0.00**	**226,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Balance

	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Beginning Cash	(245,003.35)	(433,875.35)	(62,231.60)	211,659.28	754,869.24	1,212,869.24	1,341,110.12	1,762,238.12	691,179.56	1,239,179.56	1,691,213.55
Planned Budgeted Annual Contribution	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**
Additional Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income											
Revenue from sale or trade-in	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Disbursements	**(736,872.00)**	**(176,356.25)**	**(274,109.12)**	**(4,791.04)**	**(90,000.00)**	**(419,759.12)**	**(126,872.00)**	**(1,619,058.56)**	**0.00**	**(95,966.01)**	**(946,115.37)**
Ending Cash	(433,875.35)	(62,231.60)	211,659.28	754,869.24	1,212,869.24	1,341,110.12	1,762,238.12	691,179.56	1,239,179.56	1,691,213.55	1,293,098.18

Capital Replacement Fund Schedul

Vehicles		2044	2045	2046	2047	2048
2017	Ladder				2,500,000.00	
2020	Pumper 1					
2008	Pumper 2				1,500,000.00	
2014	Deputy Chief's Vehicle	150,000.00				
2019	Fire Chief's Vehicle					
2020	Utility Vehicle					
2023	Medic 1					
2023	Medic 2					
2014	Medic 3					
2012	Reserve Medic					
2017	Fire Marshal's Vehicle				90,000.00	
	Total to be spent for Vehicles	**150,000.00**	**0.00**	**0.00**	**4,090,000.00**	**0.00**

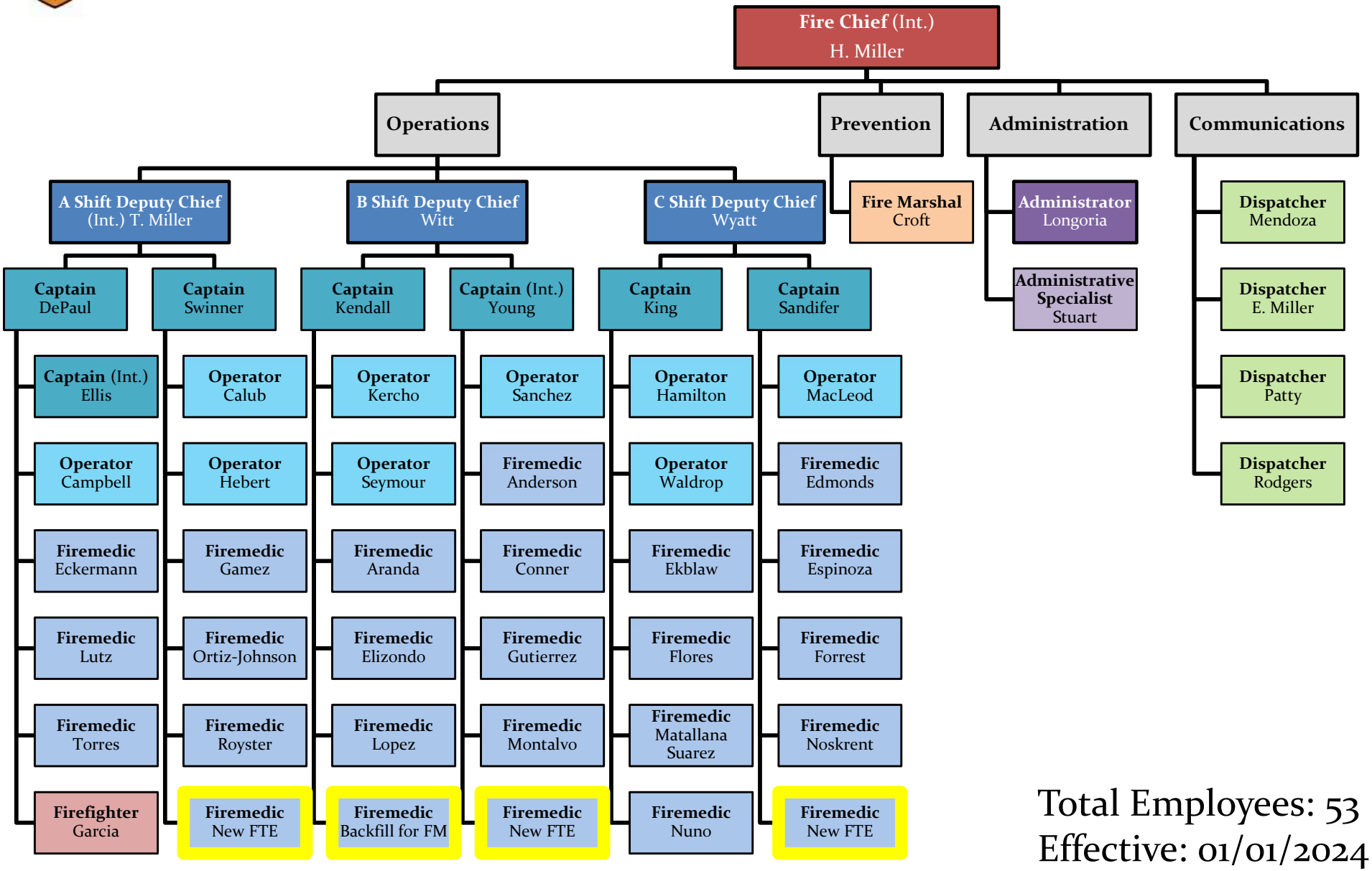
EMS Equipment		2044	2045	2046	2047	2048
R3	Power Pro Cot					
R2	Lucas 2					
R3	Stair Chair			4,387.76		
R2	Stair Chair		4,387.76			
R1	Lucas 3					
	Lifepack CR Plus AED		2,395.52			
D1	Lifepack CR Plus AED		2,395.52			
R1	Powerload					
E1	Lifepack 15					
L1	Lifepack 15					
FM	Lifepack CR2 AED					
Event Bag	Lifepack CR2 AED					
	Lifepack CR2 AED					
R1	Stair chair					
R2	Lifepack 15					
R1	Lifepack 15	36,872.00				
R1	Power Pro Cot			26,356.25		
New Rescu	Powerload					28350
R3	Power Pro Cot					
	Total to be spent for EMS Equipment	**36,872.00**	**9,178.80**	**30,744.01**	**0.00**	**28,350.00**

SCBA Equipment		2044	2045	2046	2047	2048
	SCBA Equipment		226,000.00			
	Total to be spent for SCBA Equipment	**0.00**	**226,000.00**	**0.00**	**0.00**	**0.00**

Balance

	2044	2045	2046	2047	2048
Beginning Cash	1,293,098.18	1,654,226.18	1,967,047.38	2,484,303.37	(1,057,696.63)
Planned Budgeted Annual Contribution	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**	**548,000.00**
Additional Contributions	0.00	0.00	0.00	0.00	0.00
Interest Income					
Revenue from sale or trade-in	0.00	0.00	0.00	0.00	0.00
Disbursements	**(186,872.00)**	**(235,178.80)**	**(30,744.01)**	**(4,090,000.00)**	**(28,350.00)**
Ending Cash	1,654,226.18	1,967,047.38	2,484,303.37	(1,057,696.63)	(538,046.63)

Village Fire Department
Organization Chart of Employees



Total Employees: 53
Effective: 01/01/2024

Spring Valley Village City Council
Agenda Item Data Sheet

MEETING DATE:	June 27, 2023
TOPIC:	Award Of Competitive Sealed Bid Number CSB#2023-03-101 For Cedarspur (W. of Bingle) & Burkhart (E. of Bingle) Paving and Utility Improvements Project To Conrad Construction In An Amount Not To Exceed $3,285,836.00 (Total Bid Amount).
BACKGROUND:	On March 29, 2023, Competitive Sealed Bid Number 2023-03-101 Cedarspur (W. of Bingle) & Burkhart (E. of Bingle) Paving and Utility Improvements Project was issued by Gessner Engineering LLC, on behalf of the City of Spring Valley Village. The bid closed on March 28, 2023, and seven bids were received. Gessner Engineering LLC. recommends award of Competitive Sealed Bid Number CSB#2023-03-101 for Cedarspur (W. of Bingle0 & Burkhart (E. of Bingle) Paving and Utility Improvements Project to **Conrad Construction** in an amount not to exceed **$3,285,836.00** (Total Bid Amount). A copy of Gessner Engineering's recommendation letter is provided with this agenda item. The Council should note that the total construction estimate provided for this Project during the March CIP meeting was $3,226,649.000, and included with the most recent approved Capital Improvement Plan list. The recommended award of bid is $59,187.00 over the original construction estimate. Based on the approved contract with Gessner Engineering LLC., and the recommended award of bid, the Total Project Cost (including engineering and construction management/inspection fees) is $3,566,959.50 and is funded out of the second Certificate of Obligation Bond.
RECOMMENDATION:	Gessner Engineering LLC. and City Staff recommend awarding Competitive Sealed Bid Number CSB#2023-03-101 for Cedarspur (W. of Bingle) & Burkhart (E. of Bingle) Paving and Utility Improvements Project To Conrad Construction In An Amount Not To Exceed $3,285,836.00 (Total Bid Amount).
ATTACHMENTS:	• Bid Tabulation • Letter of Bid Award Recommendation from Gessner Engineering
FUNDING ISSUES:	☐ Not applicable – no dollars are being spent or received. ☒ Full amount already budgeted in Acct/Project# 25-50-7519 ☐ Not budgeted, if approved, the following will be included in the next Budget Amendment: ☐ $_____ from Acct/Project# _____ will be transferred to Acct/Project# _____ ☐ from unassigned fund balance will be used and

added to Acct/Project# ☐ $_____ will be added to Revenue Acct# __-____ and $_____ added to Expenditure Acct/Project# _____
FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBER:	**CITY ADMINISTRATOR APPROVAL:**
Kristina Watson, Public Works Director	

DIVIDER PAGE

Engineer's Opinion of Probable Construction Cost
Cedarspur Drive, Burkhart Road & Burkhart Drive
Roadway, Utility, and Drainage Improvements
Monday, October 24, 2022
Gessner Engineering, LLC

GE Job #: 20-0109-01				BALLAST POINT CONSTRUCTION		CONRAD		ENVIRONEMTNAL ALLIES		iCON GC LLC		J RIVAS CONSTRUCTION		TEAMWORK CONSTRUCTION		TLC CONSTRUCTION	
General Items																	
Item #	*Item*	*Quantity*	*Units*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*
100	Mobilization, Bonds, and Insurance	*1*	*LS*	$ 150,000.00	$ 150,000.00	$ 175,000.00	$ 175,000.00	$ 19,766.59	$ 19,766.59	$ 250,000.00	$ 250,000.00	$ 75,000.00	$ 75,000.00	$ 195,000.00	$ 195,000.00	$ 369,000.00	$ 369,000.00
101	Sodding Up to R.O.W. (St. Augustine or Zoysia), complete in place	*4,829*	*SY*	$ 38,632.00	$186,553,928.00	$ 7.75	$ 37,424.75	$ 7.00	$ 33,803.00	$ 11.40	$ 55,050.60	$ 7.75	$ 37,424.75	$ 6.00	$ 28,974.00	$ 14.00	$ 67,606.00
102	Erosion Control (Permitting, Maintenance, Inspections and Reporting, and All Measures Shown on the Plans)	*1*	*LS*	$ 36,000.00	$ 36,000.00	$ 11,000.00	$ 11,000.00	$ 2,011.00	$ 2,011.00	$ 11,555.84	$ 11,555.84	$ 4,550.00	$ 4,550.00	$ 9,500.00	$ 9,500.00	$ 15,000.00	$ 15,000.00
103	Tree Protection, Complete in Place	*1*	*LS*	$ 30,000.00	$ 30,000.00	$ 16,500.00	$ 16,500.00	$ 20,821.00	$ 20,821.00	$ 350,000.00	$ 350,000.00	$ 50,250.00	$ 50,250.00	$ 12,950.00	$ 12,950.00	$ 394,571.00	$ 394,571.00
104	Furnish Construction Materials Testing, In Accordance with the Plans and Specifications	*1*	*LS*	$ 5,000.00	$ 5,000.00	$ 30,000.00	$ 30,000.00	$ 62,838.00	$ 62,838.00	$ 16,500.00	$ 16,500.00	$ 26,500.00	$ 26,500.00	$ 49,500.00	$ 49,500.00	$ 107,143.00	$ 107,143.00
105	Relocate, Replace, or Repair Private Irrigation Systems Located within the ROW, for Each Parcel Distrubed,	*44*	*EA*	$ 700.00	$ 30,800.00	$ 500.00	$ 22,000.00	$ 1,429.00	$ 62,876.00	$ 750.00	$ 33,000.00	$ 1,250.00	$ 55,000.00	$ 95.00	$ 4,180.00	$ 886.00	$ 38,984.00
106	Temporarily store CenterPoint pole at Public Works Yard and transport to site	*2*	*EA*	$ 1,000.00	$ 2,000.00	$ 500.00	$ 1,000.00	$ 6,284.00	$ 12,568.00	$ 300.00	$ 600.00	$ 3,850.00	$ 7,700.00	$ 495.00	$ 990.00	$ 701.00	$ 1,402.00
	Sub Total - General Items				$186,807,728.00		$ 292,924.75		$ 214,683.59		$ 716,706.44		$ 256,424.75		$ 301,094.00		$ 993,706.00
Traffic Control																	
Item #	*Item*	*Quantity*	*Units*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*
200	6" Temporary Asphalt Paving, Type "B" Black Base	*550*	*SY*	$ 290.00	$ 159,500.00	$ 58.00	$ 31,900.00	$ 47.00	$ 25,850.00	$ 78.00	$ 42,900.00	$ 75.00	$ 41,250.00	$ 52.00	$ 28,600.00	$ 132.00	$ 72,600.00
201	Remove and Dispose of 8" Temporary Asphalt Paving	*550*	*SY*	$ 15.78	$ 8,679.00	$ 6.00	$ 3,300.00	$ 6.00	$ 3,300.00	$ 5.50	$ 3,025.00	$ 25.00	$ 13,750.00	$ 24.00	$ 13,200.00	$ 41.00	$ 22,550.00
202	Temporary Crushed Limestone Driveways, Removal & Disposal as necessary after use	*60*	*EA*	$ 1,098.00	$ 65,880.00	$ 750.00	$ 45,000.00	$ 3,190.00	$ 191,400.00	$ 250.00	$ 15,000.00	$ 850.00	$ 51,000.00	$ 395.00	$ 23,700.00	$ 3,764.00	$ 225,840.00
203	Temporary 15" ADS Plastic Culvert, including Disposal after use	*630*	*LF*	$ 34.30	$ 21,609.00	$ 35.00	$ 22,050.00	$ 27.00	$ 17,010.00	$ 15.00	$ 9,450.00	$ 45.00	$ 28,350.00	$ 36.00	$ 22,680.00	$ 102.00	$ 64,260.00
204	Traffic Control for all Phases	*1*	*LS*	$ 85,400.00	$ 85,400.00	$ 50,000.00	$ 50,000.00	$ 17,247.00	$ 17,247.00	$ 14,500.00	$ 14,500.00	$ 16,500.00	$ 16,500.00	$ 14,950.00	$ 14,950.00	$ 112,477.00	$ 112,477.00
	Sub Total - Traffic Control				$ 341,068.00		$ 152,250.00		$ 254,807.00		$ 84,875.00		$ 150,850.00		$ 103,130.00		$ 497,727.00
Demolition																	
Item #	*Item*	*Quantity*	*Units*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*
300	Demolition & Disposal of Existing Roadway Pavement including Base and Driveway Pavement including Base Material, and Sidewalks	*8,020*	*SY*	$ 13.48	$ 108,109.60	$ 8.00	$ 64,160.00	$ 7.00	$ 56,140.00	$ 6.50	$ 52,130.00	$ 9.75	$ 78,195.00	$ 29.00	$ 232,580.00	$ 32.00	$ 256,640.00
301	Existing Street/Stop Sign to be Salvaged and Reinstalled after construction	*4*	*EA*	$ 1,000.00	$ 4,000.00	$ 550.00	$ 2,200.00	$ 515.00	$ 2,060.00	$ 450.00	$ 1,800.00	$ 450.00	$ 1,800.00	$ 195.00	$ 780.00	$ 429.00	$ 1,716.00
302	Existing Storm Grate Inlet, Junction Box and ManholeTo be Removed	*40*	*EA*	$ 869.25	$ 34,770.00	$ 750.00	$ 30,000.00	$ 1,200.00	$ 48,000.00	$ 180.00	$ 7,200.00	$ 875.00	$ 35,000.00	$ 535.00	$ 21,400.00	$ 970.00	$ 38,800.00
303	Existing RCP Storm Sewer to be Removed (18" - 24")	*2,476*	*LF*	$ 10.68	$ 26,443.68	$ 18.00	$ 44,568.00	$ 36.00	$ 89,136.00	$ 18.80	$ 46,548.80	$ 22.00	$ 54,472.00	$ 13.00	$ 32,188.00	$ 69.00	$ 170,844.00
304	Existing 24" RCP Storm Sewer to be Grout Filled	*303*	*LF*	$ 139.60	$ 42,298.80	$ 40.00	$ 12,120.00	$ 27.00	$ 8,181.00	$ 35.00	$ 10,605.00	$ 32.00	$ 9,696.00	$ 21.00	$ 6,363.00	$ 63.00	$ 19,089.00
305	Removal of Existing Trees (Size: 5-14")	*17*	*EA*	$ 900.00	$ 15,300.00	$ 900.00	$ 15,300.00	$ 2,285.00	$ 38,845.00	$ 600.00	$ 10,200.00	$ 750.00	$ 12,750.00	$ 1,250.00	$ 21,250.00	$ 1,214.00	$ 20,638.00
306	Removal of Existing Trees (Size: 15-25")	*6*	*EA*	$ 1,200.00	$ 7,200.00	$ 1,650.00	$ 9,900.00	$ 3,428.00	$ 20,568.00	$ 1,100.00	$ 6,600.00	$ 1,200.00	$ 7,200.00	$ 1,950.00	$ 11,700.00	$ 2,143.00	$ 12,858.00
307	Landscaped Areas in R.O.W to be Cleared	*1*	*LS*	$ 10,000.00	$ 10,000.00	$ 60,000.00	$ 60,000.00	$ 34,147.00	$ 34,147.00	$ 3,000.00	$ 3,000.00	$ 6,500.00	$ 6,500.00	$ 4,950.00	$ 4,950.00	$ 2,899.00	$ 2,899.00
308	Existing Sanitary Sewer Manhole to be Removed	*8*	*EA*	$ 4,697.00	$ 37,576.00	$ 1,050.00	$ 8,400.00	$ 1,226.00	$ 9,808.00	$ 550.00	$ 4,400.00	$ 1,250.00	$ 10,000.00	$ 1,195.00	$ 9,560.00	$ 1,452.00	$ 11,616.00
309	Grout Fill Existing 8" PVC Sanitary Sewer	*1,720*	*LF*	$ 3.88	$ 6,673.60	$ 9.00	$ 15,480.00	$ 8.00	$ 13,760.00	$ 4.00	$ 6,880.00	$ 20.00	$ 34,400.00	$ 22.00	$ 37,840.00	$ 16.00	$ 27,520.00
310	Remove Existing 4" PVC Sanitary Sewer	*833*	*LF*	$ 36.60	$ 30,487.80	$ 12.50	$ 10,412.50	$ 11.00	$ 9,163.00	$ 18.00	$ 14,994.00	$ 12.00	$ 9,996.00	$ 12.50	$ 10,412.50	$ 98.00	$ 81,634.00
311	Grout Fill Existing 6" Water Line (PVC) on Burkhart Road	*1,550*	*LF*	$ 2.66	$ 4,123.00	$ 8.00	$ 12,400.00	$ 7.00	$ 10,850.00	$ 4.00	$ 6,200.00	$ 18.00	$ 27,900.00	$ 22.00	$ 34,100.00	$ 16.00	$ 24,800.00
312	Cut, Cap & Abandon Existing 6" Waterline	*5*	*EA*	$ 1,217.54	$ 6,087.70	$ 1,250.00	$ 6,250.00	$ 636.00	$ 3,180.00	$ 270.00	$ 1,350.00	$ 350.00	$ 1,750.00	$ 345.00	$ 1,725.00	$ 195.00	$ 975.00
313	Remove Existing Fire Hydrant	*5*	*EA*	$ 244.00	$ 1,220.00	$ 750.00	$ 3,750.00	$ 995.00	$ 4,975.00	$ 500.00	$ 2,500.00	$ 1,200.00	$ 6,000.00	$ 1,950.00	$ 9,750.00	$ 1,165.00	$ 5,825.00
314	Remove Existing Gate Valve (Waterline)	*8*	*EA*	$ 244.00	$ 1,952.00	$ 450.00	$ 3,600.00	$ 2,025.00	$ 16,200.00	$ 64.00	$ 512.00	$ 350.00	$ 2,800.00	$ 295.00	$ 2,360.00	$ 650.00	$ 5,200.00
	Sub Total - Demolition				$ 336,242.18		$ 298,540.50		$ 365,013.00		$ 174,919.80		$ 298,459.00		$ 436,958.50		$ 681,054.00
Pavement and Earthwork																	
Item #	*Item*	*Quantity*	*Units*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*
400	Earthwork - Cut to Fill, to Design Grades (In Place)	*60*	*CY*	$ 58.50	$ 3,510.00	$ 20.00	$ 1,200.00	$ 8.00	$ 480.00	$ 10.00	$ 600.00	$ 48.00	$ 2,880.00	$ 37.00	$ 2,220.00	$ 45.00	$ 2,700.00
401	Earthwork - Cut to Haul to Design Grades (In Place)	*4,985*	*CY*	$ 13.30	$ 66,300.50	$ 20.00	$ 99,700.00	$ 31.00	$ 154,535.00	$ 29.00	$ 144,565.00	$ 48.00	$ 239,280.00	$ 31.50	$ 157,027.50	$ 58.00	$ 289,130.00
402	Existing Subgrade Compaction (8")	*9,275*	*SY*	$ 5.85	$ 54,258.75	$ 4.50	$ 41,737.50	$ 4.00	$ 37,100.00	$ 3.00	$ 27,825.00	$ 9.50	$ 88,112.50	$ 10.00	$ 92,750.00	$ 7.00	$ 64,925.00
403	6" Concrete Pavement for Roadway, Complete in Place	*6,523*	*SY*	$ 74.92	$ 488,703.16	$ 79.00	$ 515,317.00	$ 69.00	$ 450,087.00	$ 116.00	$ 756,668.00	$ 81.00	$ 528,363.00	$ 76.00	$ 495,748.00	$ 95.00	$ 619,685.00
404	6" Concrete Pavement for Driveways, Complete in Place	*1,471*	*SY*	$ 76.90	$ 113,119.90	$ 85.00	$ 125,035.00	$ 68.00	$ 100,028.00	$ 172.00	$ 253,012.00	$ 76.50	$ 112,531.50	$ 92.00	$ 135,332.00	$ 174.00	$ 255,954.00
405	4" Concrete Sidewalk, Complete in Place	*95*	*SY*	$ 76.39	$ 7,257.05	$ 85.00	$ 8,075.00	$ 74.00	$ 7,030.00	$ 105.00	$ 9,975.00	$ 81.00	$ 7,695.00	$ 98.00	$ 9,310.00	$ 185.00	$ 17,575.00
406	4"x12" Laydown Curb, Complete in Place	*3,425*	*LF*	$ 13.49	$ 46,203.25	$ 5.25	$ 17,981.25	$ 5.00	$ 17,125.00	$ 5.90	$ 20,207.50	$ 14.00	$ 47,950.00	$ 10.50	$ 35,962.50	$ 12.00	$ 41,100.00
407	Thermoplastic Pavement Markings, (24"" Wide, TYPE I SOLID, White)	*52*	*LF*	$ 42.70	$ 2,220.40	$ 20.00	$ 1,040.00	$ 55.00	$ 2,860.00	$ 14.50	$ 754.00	$ 24.00	$ 1,248.00	$ 27.00	$ 1,404.00	$ 50.00	$ 2,600.00
408	4" Curb Drainage Outfalls	*5*	*EA*	$ 1,300.00	$ 6,500.00	$ 750.00	$ 3,750.00	$ 1,939.00	$ 9,695.00	$ 325.00	$ 1,625.00	$ 450.00	$ 2,250.00	$ 695.00	$ 3,475.00	$ 1,103.00	$ 5,515.00
409	6" Concrete Curb, Complete in Place (Including Transition from 4" Laydown Curb)	*174*	*LF*	$ 8.45	$ 1,470.30	$ 10.00	$ 1,740.00	$ 5.00	$ 870.00	$ 5.60	$ 974.40	$ 9.00	$ 1,566.00	$ 22.00	$ 3,828.00	$ 12.00	$ 2,088.00
	Sub Total - Pavement and Earth Work				$ 789,543.31		$ 815,575.75		$ 779,810.00		$ 1,216,205.90		$ 1,031,876.00		$ 937,057.00		$ 1,301,272.00
Storm and Drainage																	
Item #	*Item*	*Quantity*	*Units*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*
500	Storm Sewer Trench Safety	*2282*	*LF*	$ 1.00	$ 2,282.00	$ 1.00	$ 2,282.00	$ 3.00	$ 6,846.00	$ 0.01	$ 22.82	$ 2.00	$ 4,564.00	$ 9.00	$ 20,538.00	$ 1.00	$ 2,282.00
501	12" RCP Type III (Structural Backfill), Complete in Place	*31*	*LF*	$ 240.30	$ 7,449.30	$ 145.00	$ 4,495.00	$ 135.00	$ 4,185.00	$ 112.00	$ 3,472.00	$ 145.00	$ 4,495.00	$ 94.00	$ 2,914.00	$ 243.00	$ 7,533.00
502	18" RCP Type III (Structural Backfill), Complete in Place	*424*	*LF*	$ 280.44	$ 118,906.56	$ 150.00	$ 63,600.00	$ 167.00	$ 70,808.00	$ 126.00	$ 53,424.00	$ 145.00	$ 61,480.00	$ 109.00	$ 46,216.00	$ 261.00	$ 110,664.00
503	24" RCP Type III (Structural Backfill), Complete in Place	*570*	*LF*	$ 323.37	$ 184,320.90	$ 182.00	$ 103,740.00	$ 201.00	$ 114,570.00	$ 141.00	$ 80,370.00	$ 165.00	$ 94,050.00	$ 119.00	$ 67,830.00	$ 318.00	$ 181,260.00
504	30" RCP Type III (Structural Backfill), Complete in Place	*475*	*LF*	$ 391.90	$ 186,152.50	$ 225.00	$ 106,875.00	$ 230.00	$ 109,250.00	$ 218.50	$ 103,787.50	$ 165.00	$ 78,375.00	$ 180.00	$ 85,500.00	$ 349.00	$ 165,775.00
505	36" RCP Type III (Structural Backfill), Complete in Place	*78*	*LF*	$ 231.21	$ 18,034.38	$ 360.00	$ 28,080.00	$ 358.00	$ 27,924.00	$ 250.00	$ 19,500.00	$ 265.00	$ 20,670.00	$ 235.00	$ 18,330.00	$ 411.00	$ 32,058.00
506	5' TxDOT Type C-1 Curb Inlet, Complete in Place	*2*	*EA*	$ 6,313.50	$ 12,627.00	$ 6,800.00	$ 13,600.00	$ 8,161.00	$ 16,322.00	$ 5,600.00	$ 11,200.00	$ 6,750.00	$ 13,500.00	$ 4,895.00	$ 9,790.00	$ 7,794.00	$ 15,588.00
507	5' Curb Inlet, Type B-B, Complete in Place	*13*	*EA*	$ 6,160.00	$ 80,080.00	$ 6,500.00	$ 84,500.00	$ 5,076.00	$ 65,988.00	$ 6,880.00	$ 89,440.00	$ 5,250.00	$ 68,250.00	$ 4,895.00	$ 63,635.00	$ 8,509.00	$ 110,617.00
508	Standard 5' Inside Diameter Storm Sewer Manhole, Complete in place	*5*	*EA*	$ 5,648.60	$ 28,243.00	$ 6,000.00	$ 30,000.00	$ 7,680.00	$ 38,400.00	$ 5,000.00	$ 25,000.00	$ 7,250.00	$ 36,250.00	$ 4,795.00	$ 23,975.00	$ 10,458.00	$ 52,290.00
509	Standard 4' Inside Diameter Storm Sewer Manhole, Complete in place	*6*	*EA*	$ 4,160.20	$ 24,961.20	$ 5,500.00	$ 33,000.00	$ 6,537.00	$ 39,222.00	$ 3,600.00	$ 21,600.00	$ 6,500.00	$ 39,000.00	$ 5,350.00	$ 32,100.00	$ 6,736.00	$ 40,416.00
510	Standard 2'x2' Concrete Junction Storm Sewer Box, Complete in Place	*1*	*EA*	$ 2,789.04	$ 2,789.04	$ 3,500.00	$ 3,500.00	$ 2,752.00	$ 2,752.00	$ 950.00	$ 950.00	$ 3,750.00	$ 3,750.00	$ 6,270.00	$ 6,270.00	$ 5,148.00	$ 5,148.00
511	6" NDS Catch Basin Kit	*6*	*EA*	$ 243.82	$ 1,462.92	$ 950.00	$ 5,700.00	$ 381.00	$ 2,286.00	$ 350.00	$ 2,100.00	$ 550.00	$ 3,300.00	$ 495.00	$ 2,970.00	$ 1,272.00	$ 7,632.00
512	Existing Private Storm Systems to be Reconnected from ROW to Proposed Public Storm Sewer (Includes Pipe, Fittings, & Furnishings), 6" PVC	*280*	*LF*	$ 61.76	$ 17,292.80	$ 45.00	$ 12,600.00	$ 52.00	$ 14,560.00	$ 38.00	$ 10,640.00	$ 65.00	$ 18,200.00	$ 49.00	$ 13,720.00	$ 83.00	$ 23,240.00
513	Existing Private Storm Systems to be Reconnected from ROW to Proposed Public Storm Sewer (Includes Pipe, Fittings, & Furnishings), 8" PVC	*424*	*LF*	$ 83.44	$ 35,378.56	$ 55.00	$ 23,320.00	$ 54.00	$ 22,896.00	$ 47.00	$ 19,928.00	$ 75.00	$ 31,800.00	$ 54.00	$ 22,896.00	$ 93.00	$ 39,432.00
514	Connect to Existing Grate Inlet Plug, 42" Opening	*1*	*EA*	$ 2,500.00	$ 2,500.00	$ 1,500.00	$ 1,500.00	$ 5,378.00	$ 5,378.00	$ 468.00	$ 468.00	$ 3,550.00	$ 3,550.00	$ 2,950.00	$ 2,950.00	$ 1,785.00	$ 1,785.00
	Sub Total - Storm and Drainage				$ 722,480.16		$ 516,792.00		$ 541,387.00		$ 441,902.32		$ 481,234.00		$ 419,634.00		$ 795,720.00
Water																	
Item #	*Item*	*Quantity*	*Units*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*
600	Water Line Trench Safety	*669*	*LF*	$ 1.00	$ 669.00	$ 1.00	$ 669.00	$ 5.00	$ 3,345.00	$ 0.01	$ 6.69	$ 2.00	$ 1,338.00	$ 9.00	$ 6,021.00	$ 1.00	$ 669.00
601	6" PVC C-900 DR 18 Waterline with Structural Backfill Complete in Place	*669*	*LF*	$ 198.37	$ 132,709.53	$ 125.00	$ 83,625.00	$ 48.00	$ 32,112.00	$ 72.00	$ 48,168.00	$ 60.00	$ 40,140.00	$ 58.00	$ 38,802.00	$ 126.00	$ 84,294.00
602	6" PVC C-900 DR 18 Waterline, Complete in Place	*0*	*LF*	$ -	$ -	$ 125.00	$ -	$ -	$ -	$ 72.00	$ -	$ -	$ -	$ 56.00	$ -	$ -	$ -
603	6" PVC C-900 DR 18 Waterline (by Boring)	*227*	*LF*	$ 50.74	$ 11,517.98	$ 125.00	$ 28,375.00	$ 182.00	$ 41,314.00	$ 55.00	$ 12,485.00	$ 75.00	$ 17,025.00	$ 119.00	$ 27,013.00	$ 67.00	$ 15,209.00
604	4" PVC C-900 DR 18 Waterline w/ Structural Backfill, Complete in Place	*13*	*LF*	$ 239.29	$ 3,110.77	$ 120.00	$ 1,560.00	$ 37.00	$ 481.00	$ 35.00	$ 455.00	$ 60.00	$ 780.00	$ 46.00	$ 598.00	$ 148.00	$ 1,924.00
605	2" Waterline Blow-Off Valve Assembly , Complete in Place	*1*	*EA*	$ 2,780.36	$ 2,780.36	$ 2,500.00	$ 2,500.00	$ 2,264.00	$ 2,264.00	$ 1,570.00	$ 1,570.00	$ 350.00	$ 350.00	$ 1,862.00	$ 1,862.00	$ 2,287.00	$ 2,287.00
606	6" x 4" Reducer, Complete in Place	*1*	*EA*	$ 386.90	$ 386.90	$ 550.00	$ 550.00	$ 505.00	$ 505.00	$ 250.00	$ 250.00	$ 90.00	$ 90.00	$ 1,343.00	$ 1,343.00	$ 346.00	$ 346.00
607	6" x 6" Tee, Complete in Place	*7*	*EA*	$ 764.72	$ 5,353.04	$ 1,425.00	$ 9,975.00	$ 779.00	$ 5,453.00	$ 490.00	$ 3,430.00	$ 125.00	$ 875.00	$ 1,525.00	$ 10,675.00	$ 709.00	$ 4,963.00
608	6" Gate Valve & Box, Complete in Place	*14*	*EA*	$ 2,251.96	$ 31,527.44	$ 3,000.00	$ 42,000.00	$ 1,785.00	$ 24,990.00	$ 1,550.00	$ 21,700.00	$ 1,650.00	$ 23,100.00	$ 2,575.00	$ 36,050.00	$ 1,635.00	$ 22,890.00
609	6" 45° Bend, Complete in Place	*13*	*EA*	$ 470.76	$ 6,119.88	$ 650.00	$ 8,450.00	$ 467.00	$ 6,071.00	$ 300.00	$ 3,900.00	$ 90.00	$ 1,170.00	$ 608.00	$ 7,904.00	$ 473.00	$ 6,149.00
610	6" 22.5° Bend, Complete in Place	*1*	*EA*	$ 452.16	$ 452.16	$ 650.00	$ 650.00	$ 678.00	$ 678.00	$ 290.00	$ 290.00	$ 90.00	$ 90.00	$ 599.00	$ 599.00	$ 461.00	$ 461.00
611	6" 11.25° Bend, Complete in Place	*4*	*EA*	$ 461.46	$ 1,845.84	$ 650.00	$ 2,600.00	$ 375.00	$ 1,500.00	$ 290.00	$ 1,160.00	$ 60.00	$ 240.00	$ 605.00	$ 2,420.00	$ 467.00	$ 1,868.00
612	Standard Fire Hydrant Assembly with Storz, and Blue Pavement Markers Complete in Place	*4*	*EA*	$ 5,893.30	$ 23,573.20	$ 6,800.00	$ 27,200.00	$ 7,746.00	$ 30,984.00	$ 7,000.00	$ 28,000.00	$ 7,250.00	$ 29,000.00	$ 8,250.00	$ 33,000.00	$ 6,515.00	$ 26,060.00
613	Waterline Short Service Reconnection to New Meter Vault (2 - 1" Taps), Complete in Place	*17*	*EA*	$ 936.79	$ 15,925.43	$ 1,350.00	$ 22,950.00	$ 1,117.00	$ 18,989.00	$ 1,425.00	$ 24,225.00	$ 950.00	$ 16,150.00	$ 1,295.00	$ 22,015.00	$ 1,393.00	$ 23,681.00
614	Waterline Long Service Reconnection to New Water Vault (1 - 2" Tap),Complete in Place	*28*	*EA*	$ 1,866.48	$ 52,261.44	$ 4,250.00	$ 119,000.00	$ 1,600.00	$ 44,800.00	$ 2,585.00	$ 72,380.00	$ 1,650.00	$ 46,200.00	$ 2,995.00	$ 83,860.00	$ 4,561.00	$ 127,708.00
615	New Water Meter Vault w/ Removal of Existing Vaults, Sized for Two Meters, Complet in Place	*45*	*EA*	$ 473.27	$ 21,297.15	$ 800.00	$ 36,000.00	$ 510.00	$ 22,950.00	$ 167.00	$ 7,515.00	$ 350.00	$ 15,750.00	$ 250.00	$ 11,250.00	$ 566.00	$ 25,470.00
616	Connect to Existing 6" PVC Waterline	*4*	*EA*	$ 2,373.73	$ 9,494.92	$ 4,500.00	$ 18,000.00	$ 622.00	$ 2,488.00	$ 5,350.00	$ 21,400.00	$ 1,200.00	$ 4,800.00	$ 5,950.00	$ 23,800.00	$ 2,256.00	$ 9,024.00
	Sub Total - Water				$ 319,025.04		$ 404,104.00		$ 238,924.00		$ 246,934.69		$ 197,098.00		$ 307,212.00		$ 353,003.00
Sanitary																	
Item #	*Item*	*Quantity*	*Units*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*
700	Sanitary Trench Safety	*2,735*	*LF*	$ 1.00	$ 2,735.00	$ 1.00	$ 2,735.00	$ 3.00	$ 8,205.00	$ 0.01	$ 27.35	$ 2.00	$ 5,470.00	$ 9.00	$ 24,615.00	$ 54.00	$ 147,690.00
701	Existing Manhole to be Rehabilitated, Line Interior w/ Raven 405 Lining System (125 mils thick, minimum) and Replace Ring and Cover Adjusted to Finished Grade	*2*	*EA*	$ 8,104.24	$ 16,208.48	$ 3,500.00	$ 7,000.00	$ 4,157.00	$ 8,314.00	$ 4,750.00	$ 9,500.00	$ 3,500.00	$ 7,000.00	$ 9,995.00	$ 19,990.00	$ 2,293.00	$ 4,586.00
702	Provide 6" Interior Drop Connection at Manhole Per City Details	*1*	*EA*	$ 3,068.91	$ 3,068.91	$ 3,000.00	$ 3,000.00	$ 1,376.00	$ 1,376.00	$ 1,600.00	$ 1,600.00	$ 4,550.00	$ 4,550.00	$ 2,259.00	$ 2,259.00	$ 2,086.00	$ 2,086.00
703	12" PVC, SDR-26 Sanitary Sewer, Complete in Place by Open Cut	*1,013*	*LF*	$ 88.85	$ 90,005.05	$ 172.00	$ 174,236.00	$ 81.00	$ 82,053.00	$ 99.00	$ 100,287.00	$ 115.00	$ 116,495.00	$ 72.00	$ 72,936.00	$ 216.00	$ 218,808.00
704	8" PVC, SDR-26 Sanitary Sewer, Complete in Place by Open Cut	*388*	*LF*	$ 62.42	$ 24,218.96	$ 155.00	$ 60,140.00	$ 56.00	$ 21,728.00	$ 78.00	$ 30,264.00	$ 110.00	$ 42,680.00	$ 53.00	$ 20,564.00	$ 198.00	$ 76,824.00
705	6" PVC, SDR-26 Sanitary Sewer, Complete in Place by Open Cut	*62*	*LF*	$ 69.09	$ 4,283.58	$ 150.00	$ 9,300.00	$ 53.00	$ 3,286.00	$ 97.00	$ 6,014.00	$ 110.00	$ 6,820.00	$ 46.50	$ 2,883.00	$ 221.00	$ 13,702.00

CUT	FILL
3519	45
193	15
1333	
5045	

706	8" DIP Sanitary Sewer, Complete in Place by Open Cut	*311*	*LF*	$ 148.67	$ 46,236.37	$ 220.00	$ 68,420.00	$ 127.00	$ 39,497.00	$ 140.00	$ 43,540.00	$ 130.00	$ 40,430.00	$ 157.00	$ 48,827.00	$ 230.00	$ 71,530.00		
707	Standard 4' Inside Diameter Sanitary Sewer Manhole with City of Spring Valley Ring and Cover, Complete in place	*9*	*EA*	$ 2,949.74	$ 26,547.66	$ 5,000.00	$ 45,000.00	$ 538.00	$ 4,842.00	$ 5,400.00	$ 48,600.00	$ 7,800.00	$ 70,200.00	$ 6,795.00	$ 61,155.00	$ 9,450.00	$ 85,050.00		
708	4" PVC SDR-26 Sanitary Service Connections, Provide Cleanout at R.O.W. and reconnect to existing services	*961*	*LF*	$ 181.68	$ 174,594.48	$ 65.00	$ 62,465.00	$ 51.00	$ 49,011.00	$ 74.50	$ 71,594.50	$ 45.00	$ 43,245.00	$ 42.00	$ 40,362.00	$ 142.00	$ 136,462.00		
709	Post Construction CCTV Inspection along Burkhart Drive and Burkhart Road	*1*	*LS*	$ 8,540.00	$ 8,540.00	$ 5,500.00	$ 5,500.00	$ 34,905.00	$ 34,905.00	$ 334.00	$ 334.00	$ 3,500.00	$ 3,500.00	$ 14,950.00	$ 14,950.00	$ 17,057.00	$ 17,057.00		
710	Vacuum Test Sanitary Sewer Manhole	*9*	*EA*	$ 366.00	$ 3,294.00	$ 500.00	$ 4,500.00	$ 1,800.00	$ 16,200.00	$ 38.00	$ 342.00	$ 1,250.00	$ 11,250.00	$ 495.00	$ 4,455.00	$ 447.00	$ 4,023.00		
	Sub Total - Sanitary				$ 399,732.49		$ 442,296.00		$ 269,417.00		$ 312,102.85		$ 351,640.00		$ 312,996.00		$ 777,818.00		
Street Lights																			
Item #	*Item*	*Quantity*	*Units*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*		
800	Street Light 2" Conduit, Including Installation of Pull Boxes and Warning Tape. Pull Boxes and Warning Tape to be Furnished by CenterPoint Energy.	*1350*	*LF*	$15.25	$ 20,587.50	$25.00	$ 33,750.00	$34.00	$ 45,900.00	$45.00	$ 60,750.00	$18.00	$ 24,300.00	$34.00	$ 45,900.00	$75.00	$ 101,250.00		
	Sub Total - Street Lights				$ 20,587.50		$ 33,750.00		$ 45,900.00		$ 60,750.00		$ 24,300.00		$ 45,900.00		$ 101,250.00		
Cash Allowance Items																			
Item #	*Item*	*Quantity*	*Units*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*	*Unit Cost*	*Total*		
900	CenterPoint Street Light Allowance - Street Light and Pole Assembly	*1*	*LS*	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00	$ 29,603.00		
	Sub Total - Cash Allowance Items				$ 29,603.00		$ 29,603.00		$ 29,603.00		$ 29,603.00		$ 29,603.00		$ 29,603.00		$ 29,603.00		
	Construction Cost				$189,766,009.68		$ 2,985,836.00		$ 2,739,544.59		$ 3,284,000.00		$ 2,821,484.75		$ 2,893,584.50		$ 5,531,153.00		
	City of Spring Valley Village Contingency				$300,000		$300,000		$300,000		$300,000		$300,000		$300,000		$300,000		
	TOTAL CONSTRUCTION COST				$190,066,009.68		$ 3,285,836.00		$ 3,039,544.59		$ 3,584,000.00		$ 3,121,484.75		$ 3,193,584.50		$ 5,831,153.00	**AVERAGE BID:**	$3,675,933.81
					$ 3,550,789.68		$ 3,285,836.00		$ 3,039,544.59		$ 3,584,000.00		$ 2,927,381.75		$ 3,193,584.50		$ 5,831,153.00		
DIFFERENCE IN PRICE AFTER CORRECTED SUBTOTALS				Δ	**$ (186,515,220.00)**	Δ	**$0.00**	Δ	**$0.00**	Δ	**$0.00**	Δ	**$ (194,103.00)**	Δ	**$0.00**	Δ	**$0.00**		

DIVIDER PAGE

Paving and Utility Improvements to Serve Cedarspur Drive (west of bingle) and Burkhart Road (east of bingle) Competitive Sealed Bid #2023-03-101)

Kristina S. Watson
Public Works Director
City of Spring Valley Village
1025 Campbell Road
Houston, Texas 77055

Gessner Engineering has reviewed the bid packets for the **Competitive Sealed Bid #2023-03-101).**

Gessner Engineering recommends the project be awarded to **Conrad Construction** as we believe they will provide the **best value** for the City of Spring Valley Village.

The project's complexity, specifically involving the regrading and road cut, is a significant consideration that necessitates extensive coordination with private residents. Conrad Construction has proven their capability in handling such challenges by successfully completing a similar project along Loesser Dr and Traweek Dr for the City in 2022. p

Gessner Engineering appreciates the opportunity to work with you and it has been a pleasure to provide you this information. Please contact us if you have any questions.

Attached is a tabulation with our scoring for all bidders.

Sincerely,

GESSNER ENGINEERING LLC, F-7451

By: Pedro Rico
Pedro Rico, PE

June 15, 2023

	Max Points Available	Ballast	#1a recommendation Conrad	Environmental Allies	iCON GC	2nd place J Rivas	Teamwork Construction	TLC Construction Contract
Total Cost including the contingency, alternates and addenda (some of the total amounts have been revised per unit costs)		**$190,066,009.68**	**$3,285,836.00**	**$3,039,544.59**	**$3,584,000.00**	**$3,121,484.75**	**$3,193,584.50**	**$5,831,153.00**
Points for Cost	**55**	**0.96**	**50.88**	**55.00**	**46.64**	**53.56**	**52.35**	**28.67**
Previous Experience with City of Spring Valley and Type of Projects	**25**		**25.00**	**22.00**		**22.00**	**22.00**	
References	**20**		**18.00**	**18.00**		**18.00**	**18.00**	
Technical Proposal Total	**100**		**93.88**	**95.00**		**93.56**	**92.35**	
NOTES		BID FORM INCORRECT			2nd highest bidde			HIGHEST BIDDER
			*rehabilitation projects in bid, and previosuly worked with the city , last major project Loeser and Traweek is very similar to this project in regards to the major grading and rehabilitation efforts	*no experience with city of spring valley no large rehabiliation projects in the resume tha highlight sanitary sewer and water		*no experience with city of spring valley, not much sewer/water experience highlighted on resume in regards to major rehabiliation projects, sidewalks projects and paving in resume	*good mix of larger projects, no exp with city of spring valley, a lot of smaller paving jobs ,	

Spring Valley Village City Council
Agenda Item Data Sheet

MEETING DATE:	June 27, 2023
TOPIC:	**Resolution Number 23-XX** **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CONTRACT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION FOR THE CEDARSPUR STREET (WEST OF BINGLE) AND BURKHART ROAD (EAST OF BINGLE) PAVEMENT & UTILITY PROJECT (CSB#2023-03-101); PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**
BACKGROUND:	In the previous agenda item, the City Council awarded Competitive Sealed Bid Number 2023-03-101 for Paving And Utility Improvements To Serve Cedarspur Street (West of Bingle) and Burkhart Road (East of Bingle) to Conrad Construction in an amount not to exceed $3,285,836.00. This Resolution approves a contract with Conrad Construction for this Project. Please note that, due to the size of the contract, the contract has not been included in the packet. The complete contract is on file with and available for inspection from the City Secretary or it can be viewed online.
RECOMMENDATION:	Staff recommends approval of the Resolution.
ATTACHMENTS:	• Resolution Number 23-XX
FUNDING ISSUES:	☐ Not applicable – no dollars are being spent or received. ☒ Full amount already budgeted in Acct/Project# 25-50-7519 ☐ 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:	D.A. Wah

SUBMITTING STAFF MEMBER:	**CITY ADMINISTRATOR APPROVAL:**
Kristina Watson, Director of Public Works	Zachary Mayo

DIVIDER PAGE

RESOLUTION NUMBER 23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A CONTRACT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION FOR PAVING AND UTILITY IMPROVEMENTS TO SERVE CEDARSPUR STREET (WEST OF BINGLE) AND BURKHART ROAD (EAST OF BINGLE) (CSB #2023-03-101); PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH CONTRACT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented a proposed Contract by and between the City of Spring Valley Village, Texas and Conrad Construction for Paving And Utility Improvements To Serve Cedarspur Street (West of Bingle) and Burkhart Road (East of Bingle) (CSB #2023-03-101) (hereinafter called "Contract"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, upon full review and consideration of the Contract and all matters attendant and related thereto, the City Council is of the opinion that the terms and conditions thereof should be approved, and that the Mayor should be authorized to execute the Contract and any and all documents necessary to effectuate such Contract on behalf of the City of Spring Valley Village;

NOW, THEREFORE,

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

Section 1. The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

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

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

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

DULY PASSED AND APPROVED on this the 27th day of June, 2023.

_____
Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

_____
Jasmin Torres, City Secretary
City of Spring Valley Village, Texas

DIVIDER PAGE

FORM CONTRACT FOR CONSTRUCTION

COUNTY OF HARRIS
STATE OF TEXAS

§ CONTRACT BETWEEN THE
§ CITY OF SPRING VALLEY VILLAGE, TEXAS
§ AND CONRAD CONSTRUCTION
§ FOR THE SPRING VALLEY VILLAGE CEDARSPUR (WEST OF BINGLE) AND BURKHART(EAST OF BINGLE) PAVING AND UTILITY IMPROVEMENTS PROJECT

This Contract made this June 27 2023, by and between Conrad Construction, hereinafter referred to as "Contractor", and the City of Spring Valley Village, Texas, hereinafter referred to as "City", 1025 Campbell, Spring Valley Village, Texas 77055.

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

ARTICLE 1.

SCOPE OF THE WORK

Contractor shall provide all supervision, labor, materials and equipment necessary for the project identified as Spring Valley Village Cedarspur (West of Bingle) and Burkhart (East of Bingle) Paving and Utility Improvements Project, Competitive Sealed Bid # 2023-03-101 (hereinafter "Work"). Such Work shall be performed in accordance with the terms and conditions of the City's Specifications for same, a copy of which is attached hereto and incorporated herein for all purposes as Exhibit "A", and the Contractor's Bid Form in response thereto, (hereinafter "Contractor's Bid Form"), a copy of which is attached hereto and incorporated herein for all purposes as Exhibit "B". The Contract consists of the following:

(a) This Contract by and between the City and Contractor (hereinafter "Contract");
(b) The City's Specifications for the Work, (Exhibit "A");
(c) The Contractor's Bid Form dated April 28, 2023 (Exhibit "B");
(d) The Contractor's Payment Bond for the Work (Exhibit "C");
(e) The Contractor's Performance Bond for the Work (Exhibit "D"); and
(f) Construction Schedule Established for the Work (Exhibit "E").

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

ARTICLE 2.

SCHEDULE FOR COMPLETION / LIQUIDATED DAMAGES / DELAYS

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

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

A written notice to proceed will be issued to the Contractor by the City for the Work. The Work to be performed under this Contract shall be commenced within ten (10) calendar days after the date the written notice to proceed has been issued to Contractor by the City. Contractor shall sign off on the notice to proceed that acknowledges their agreement to the number of days established by the Construction Schedule. Contractor shall fully complete the entire Scope of Work to the satisfaction of the City within **300** calendar days after the date of the written notice to proceed has been issued by the City.

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

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

(a) An act of God in the form of unusually severe weather conditions, including storms, flood, fire, or similar event, that could not have been anticipated or guarded against and which materially affects the work site, including access or egress thereto; or

(b) A riot or war situation actually involving the site or actually preventing the Contractor from working on the site, but not including any situation involving suppliers off-site other than those essential suppliers as identified to City.

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

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

ARTICLE 3.

CONTRACT PRICE

Compensation for Work satisfactorily performed hereunder shall be in an amount not to exceed the sum of **$3,285,836.00.** City shall issue progress payments in accordance with the terms of this Contract.

ARTICLE 4.

PROGRESS PAYMENTS

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

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

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

ARTICLE 5.

GENERAL PROVISIONS

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

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

5.2 **PLAN AND SCALE DRAWING.** The Contractor shall utilize the construction plans and drawings furnished by City to complete the Work.

5.3 **LICENSES REQUIRED.** To the extent required by law, all Work shall be performed by individuals duly licensed and authorized by law to perform such Work. The City specifically prohibits the use of subcontractors without written authorization. In the event Contractor receives written authorization from the City to engage subcontractors to perform Work hereunder, Contractor shall fully pay such subcontractor and in all instances remain responsible for the proper completion of the Work hereunder.

5.4 **CHANGE ORDERS.** All change orders shall be in writing and signed both by City and Contractor and shall be incorporated in and become part of the Contract Documents.

5.5 **INSURANCE.** Contractor warrants that it has obtained and will maintain throughout the duration of the Work, insurance covering injury to its employees and third parties, including coverage for bodily injury and property damage resulting from, related to or arising out of Contractor's Work. Such insurance shall cover acts and omissions of Contractor, its employees, agents, and subcontractors. Contractor shall provide a certificate of insurance showing the City as additional insured and providing such types and amounts of coverage as required in the City's Specifications for the Work attached hereto as Exhibit "A". Such certificate of insurance shall provide that the City is to receive thirty (30) days written notice of cancellation.

5.6 **PERMITS.** Contractor shall at its own expense obtain all permits necessary for the Work to be performed.

5.7 **REMOVAL OF DEBRIS.** Contractor agrees to remove all debris and leave the premises in a clean condition acceptable to the City.

5.8 **DAMAGES**. Contractor shall make every reasonable effort to protect the work area from loss or damage. Any portion of the work area damaged by Contractor during the course of the Work must be repaired by Contractor at no additional cost to the City. Damages shall include, but not be limited to, any damage caused by the Contractor to fences, yards, shrubs, or open public spaces. Any repair work shall match the existing condition of the items and area damaged. The City's policy on items in the rights-of-way is in effect for City projects.

5.9 **WARRANTY.** Contractor warrants all Work for a period of twenty-four (24) months following the date of final acceptance of the Work by the City.

5.10 **TERMINATION.** City may terminate this Contract upon ten (10) days prior written notice to Contractor.

5.11 **TAXES.** The Contractor shall pay sales, consumer, use, and similar taxes that are legally required when the Contract is executed.

5.12 **SAFETY.** The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall promptly remedy damages and loss to property caused in whole or in part by the Contractor, its employees, agents, subcontractors, or by any other third party for whose acts the Contractor may be liable.

5.13 **VENUE.** The laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of this Contract. The parties agree that this Contract is performable in Harris County, Texas, and that exclusive venue shall lie in Harris County, Texas.

5.14 **FOREIGN TERRORISTS ORGANIZATIONS**. Pursuant to Chapter 2252, Texas Government Code, Contractor represents and certifies that, at the time of execution of this Contract neither Contractor, nor any wholly-owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

5.15 **FIREARM AND AMMUNITION INDUSTRIES**. Pursuant to Chapter 2274, Texas Government Code, Contractor verifies that, at the time of the execution of this Contract, neither Contractor nor any wholly-owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (1) has a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the Contract against a firearm entity or firearm trade association.

5.16 **ENERGY COMPANIES**. Pursuant to Chapter 2274, Texas Government Code, Contractor verifies that, at the time of the execution of this Contract, neither Contractor nor any wholly-owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (1) is boycotting energy companies as provided in Chapter 809 of the Texas Government Code; (2) has a practice, policy, guidance, or directive that boycotts energy companies; and (2) will not boycott energy companies during the term of the Contract.

5.17 **INDEPENDENT CONTRACTOR.** Contractor covenants and agrees that Contractor is an independent contractor and not an officer, agent, servant or employee of City; that Contractor shall have exclusive control of and exclusive right to control the details of the Work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants and shall indemnify City from all claims and damages resulting from this Work; that the doctrine of respondent superior shall not apply as between City and Contractor, its

officers, agents, employees, contractors, subcontractors and consultants, and nothing herein shall be construed as creating a partnership or joint enterprise between City and Contractor.

5.18 **SEVERABILITY.** The provisions of this Contract are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Contract is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Contract. However, upon the occurrence of such event, either party may terminate this Contract by giving the other party thirty (30) days written notice.

5.19 **ENTIRE AGREEMENT.** This Contract and its attachments embody the entire agreement between the parties and may only be modified in writing if executed by both parties.

5.20 **CONTRACT INTERPRETATION.** Although this Contract is drafted by City, should any part be in dispute, the parties agree that the Contract shall not be construed more favorably for either party.

5.21 **SUCCESSORS AND ASSIGNS.** This Contract shall be binding upon the parties hereto, their successors, heirs, personal representatives and assigns.

5.22 **HEADINGS.** The headings of this Contract are for the convenience of reference only and shall not affect in any manner any of the terms and conditions hereof.

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

CITY OF SPRING VALLEY VILLAGE, TEXAS

By: _____

Printed Name: Marcus Vajdos

Title: Mayor, Spring Valley Village

Date: June 27, 2023

ATTEST:

_____
City Secretary
City of Spring Valley Village, Texas

_____,

Contractor

By:

_____

Printed Name:

_____

Title:

_____

Date:

ATTEST:

_____

Corporate Secretary

DUE TO FILE SIZE, ONLY A PORTION OF THE CONTRACT HAS BEEN INCLUDED WITH THIS RESOLUTION.