

Marcus Vajdos, Mayor
Steve Bass
David Dominy



Allen Carpenter, Mayor Pro Tem
John Lisenby
Joy McCormack

Notice is Hereby Given of a Regular Meeting of the City Council City of Spring Valley Village, Texas, 1025 Campbell Road, Spring Valley Village, Texas, in the Council Chambers, September 24, 2024, beginning at 6:00 PM. For the Purpose of Considering and Acting upon the Following Items of Business:

A quorum of the Mayor and Council Members will be physically present. Some Council Members may participate by videoconference in accordance with the provisions of Section 551.127 of the Texas Government Code.

The meeting agenda and agenda packet are posted online at www.springvalleytx.com. In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Councilmember may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Council will be physically present at the location noted above on this agenda.

The video link to this meeting is: <https://us02web.zoom.us/j/85602461098>

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: 856 0246 1098 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

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.

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 a 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 Meeting on August 27, 2024.

6.2 Approval of Pay Application No. 5 Pay Estimate for Brighton Place Pavement and Utility Improvement Project to Conrad Construction, ltd in the amount of \$367,623.14.

6.3 Approval of Pay Application No. 5 - Pay Estimate for Cedarspur (West of Bingle) & Burkhart (East of Bingle) Pavement & Utility Improvement Project to On Par Civil Services, LLC. in the amount of \$298,102.50

7. DEPARTMENT REPORTS

7.1 Public Works Update

7.2 Police Department Update

8. OLD BUSINESS

8.1 CONSIDERATION AND POSSIBLE ACTION CONCERNING:

Appointments/Re-appointments to Boards and Commissions

8.2 UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:

Activities of the Village Fire Department Commissioners Meeting on August 28, 2024, and Any Special Meetings That May Have Occurred since August 28, 2024. (Mayor Pro-Tem Carpenter / Council Member Lisenby)

- Presentation of the Village Fire Department Report

9. NEW BUSINESS

9.1 **PRESENTATION AND DISCUSSION CONCERNING:** the Quarterly Investment Report For the Period Ending June 30, 2024

9.2 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2024-XX - AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 1 TO THE ORIGINAL BUDGET OF

THE CITY OF SPRING VALLEY VILLAGE, TEXAS, FOR THE FISCAL YEAR 2023-2024; FUNDING CERTAIN OBLIGATIONS OF THE CITY DURING THE BUDGET PERIOD NECESSARY FOR THE PROVISION OF CITY SERVICES; CONTAINING FINDINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING OTHER DETAILS RELATING TO THE SUBJECT.

- 9.3 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** ORDINANCE NO. 2024-XX - AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE 2024 CERTIFIED APPRAISAL ROLL; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.
- 9.4 **CONDUCT A PUBLIC HEARING CONCERNING:** Proposed Fiscal Year 2024-2025 Budget.
- A. Staff Presentation
 - B. Those In Favor
 - C. Those Opposed
 - D. Adjourn Public Hearing
- 9.5 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance Number 2024-XX – An Ordinance of the City Council of the City of Spring Valley Village, Texas, Approving and Adopting a Budget for the City of Spring Valley Village Texas, for Fiscal Year 2024-2025, Making Appropriations for the City for such Fiscal Year as Reflected in said Budget; Providing for the Incorporation of the Preamble; Making Certain Findings, and Containing Certain Provisions Relating to the Subject, and Providing an Effective Date.
- 9.6 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Setting A Maintenance and Operations Tax Rate Of \$0.342678 Per \$100 Of Assessed Valuation
- 9.7 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Setting a Debt Service Tax Rate of \$0.052322 per \$100 assessed valuation
- 9.8 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance Number 2024-XX - An Ordinance of the City Council for the City of Spring Valley Village, Texas, Amending the City Personnel Manual, as Adopted by Ordinance No. 95-05, Duly Passed and Approved on March 29, 1995, being Amendment No. 21 to the Personnel Manual, to Update and Address Policies including Vacation and Sick Leave, Parental Leave, Holidays, Family and Medical Leave Act (FMLA), Workers' Compensation, Travel Authorization and Expense, Vehicle Accidents, and Drug and Alcohol; Providing for the Incorporation of Preamble; Providing a Repealer Clause, a Severability Clause, and an Effective Date.
- 9.9 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance Number 2024-XX - An Ordinance of the City Council of the City of Spring Valley Village, Texas, Amending the Code of Ordinances of the City of Spring Valley Village, Texas, by deleting from Appendix "A" thereof Article 9.000, Board of

Adjustment/Planning and Zoning Fees, in its entirety and Substituting a New Article 9.000, Development Fees; Establishing a Schedule of Fees for the Applications to the Board of Adjustment and Planning and Zoning Commission; Providing a Repealer Clause, a Severability Clause, and an Effective Date.

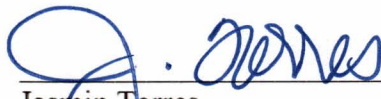
10. ADJOURNMENT

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 September 24, 2024 agenda of items to be considered by City Council was posted on or before the 21st day of September, at 5:00 p.m. pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code.

Attest:


Jasmin Torres
City Secretary



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



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	John McDonald, City Administrator
SUBJECT:	Minutes for Regular Called Meeting on August 27, 2024.

BACKGROUND:

ATTACHMENTS:	08-27-2024 Minutes
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:

**MINUTES OF THE REGULAR CITY COUNCIL MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
TUESDAY, AUGUST 27, 2024, 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 6:06 p.m.

Members Present:

Mayor Marcus Vajdos
Mayor Pro Tem Allen Carpenter
Council Member David Dominy
Council Member John Lisenby
Council Member Joy McCormack

Members Absent:

Council Member Steve Bass

2. PLEDGE OF ALLEGIANCE

- 2.1 American Flag
- 2.2 Texas Flag

During the Regular City Council Meeting, a scout from Troop 637 led the City Council, City staff, and visitors in the Pledge of Allegiance.

3. INTRODUCTIONS

John McDonald, City Administrator
Paige Bailey, City Attorney
Jasmin Torres, City Secretary
Abbey Anderson, Assistant to City Administrator
Brent Walker, City Treasurer
Susan Thornhill, Assistant City Treasurer
Kristina Watson, Public Works Director
Mark Schulze, Chief of Police
Justin Lane, Assistance Chief of Police
David Dixon, Police Commissioner
Carlos Menchaca, Police Captain

4. PROCLAMATIONS / ANNOUNCEMENTS / SWEARING-IN

- 4.1 Administer Oaths of Office
 - Council Member Allen Carpenter

Mayor Marcus Vajdos administered the oath of office to Council Member Carpenter.

5. PUBLIC COMMENTS

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) Ankur Mehta, decorative lamp posts, tree replacement and reforestation, and citywide referendum to bury power lines.

Mr. Mehta spoke to the City Council regarding his concerns about the risks of above-ground power lines, the dangers that extreme weather conditions have and can cause to above-ground power lines, the removal of trees on Burkhart Road due to road construction, and the replacement of those trees along Burkhart Road.

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 a 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.

6.1 Minutes for Regular Called City Council Meeting on June 25, 2024.

6.2 **Consideration and Possible Action Concerning:** A Resolution of the City Council of the City of Spring Valley Village, Texas, Ratifying the Action of the City Administrator in Executing Pay Estimate Number 3 to Conrad Construction Co., Ltd. in the Amount of \$269,984.83 Pursuant to the Agreement by and Between the City of Spring Valley Village, Texas, and Conrad Construction Co., Ltd. for the Brighton Place Pavement & Utility Improvements Project (CSB#2023-12-105); Providing for Incorporation of Preamble; and Providing an Effective Date.

6.3 **Consideration and Possible Action Concerning:** A Resolution of the City Council of the City of Spring Valley Village, Texas, Ratifying the Action of the City Administrator in Executing Pay Estimate Number 3 to Conrad Construction Co., Ltd. in the Amount of \$269,984.83 Pursuant to the Agreement by and Between the City of Spring Valley Village, Texas, and Conrad Construction Co., Ltd. for the Brighton Place Pavement & Utility Improvements Project (CSB#2023-12-105); Providing for Incorporation of Preamble; and Providing an Effective Date.

6.4 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Pay Application No. 4 – Pay Estimate for Brighton Place Pavement and Utility

Improvement Project to Conrad Construction, Ltd in the amount of \$260,026.83.

- 6.5 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Pay Application No. 4 – Pay Estimate for Cedarspur (West of Bingle) & Burkhart (East of Bingle) Pavement and Utility Improvement project to On Par Civil Services, LLC in the amount of \$70,712.19.
- 6.6 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Change Order No 2 - Cedarspur (West of Bingle) & Burkhart (East of Bingle) Pavement and Utility Improvement Project - On Par Civil Services, LLC.

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

7. PRESENTATIONS

8. DEPARTMENT REPORTS

8.1 Police Department – update on department activities over the previous month to include:

- Number of calls for service – 3,847
- Number of traffic violations – 604
- Spring Valley Village Police Department personnel met with Spring Branch ISD Police Department personnel and all Spring Valley Village officers did a walkthrough tour of the SBISD schools to re-familiarize old officers and familiarize new officers with the school layouts and parking areas if they are the first on scene for an emergency.
- The police department will be conducting a refresher course in active shooter training in October for all officers.
- Chat with the Chief at Grace Community Church in partnership with Residents for Responders.

8.2 Public Works – update on department activities over the last month

1. GFL Proposed Rate Increase

Public Works Director Kristina Watson informed the Council that as per their contract, GFL has notified the city that they are requesting a rate adjustment increase of 3% beginning January 1, 2025. The proposed rate increase will change residential trash collection fees from @22.27 to \$22.94 and commercial collection from \$73.65 to \$75.86. We will be bringing this item to the Council in November for consideration.

2. Street Assessment Update

Public Works Director Kristina Watson informed the Council the City has received the pavement assessment from Fugro and is evaluating it for CIP projects. The City's overall rating was a PCI score of 82.

3. Cedarspur (West of Bingle) & Burkhart (East of Bingle) project update

Ms. Watson informed the Council that stormwater work has been completed on the

north side of Burkhart. The waterline main has been installed from Bingle to the intersection of Burkhart/Burkhart Forest Ct. Pavement is in progress on the north side of Burkhart. On Par plans to begin installing the added traffic control in the next couple of weeks.

4. Brighton Place Project Update

Public Works Director Kristina Watson informed the Council that the waterline main has been installed on Cedarspur, it is 75% installed on Pech and Burkhart Ct, and Krist Drive. Krist drive roadway and driveways have been poured on the East side of Krist up to Burkhart Ct. From Burkhart Ct, half of the cul-de-sac on Burkhart Northside has roadway poured, and driveways in progress. Burkhart storm sewer on Northside is nearing completion.

9. **OLD BUSINESS**

9.1 **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Activities of the Village Fire Department Commissioners Meeting on May 8, 2024, and Any Special Meetings That May Have Occurred since May 8, 2024. (Mayor Pro-Tem Carpenter / Council Member Lisenby)

Deputy Chief DePaul Brian Croft presented the Village Fire Department updates for July and early August.

Staffing:

1. The Village Fire Department is currently in the process of hiring three (3) Fire Fighters Paramedics, two (2) have already started and one (1) will be starting on the 28th.
2. Shortly there are plans to hire two (2) more, one to fill a current vacancy and one (1) to fill the position of Chief Wyatt who is retiring.
3. The full-time dispatcher was hired and began on August 5, 2024.

Apparatus and Equipment:

1. Ladder One (1) is still in the shop after returning from being worked on and one of the pump pieces is cracked which is vital to it running properly.

10. **NEW BUSINESS**

10.1 **Consideration and Possible Action by City Council on:** Award of Competitive Sealed Bid Number CSB#2024-05-101 For Water Plant Electrical Project To McDonald Municipal and Industrial. A Division of C.F. McDonald Electric. In An Amount Not To Exceed \$1,323,469.00 (Total Bid Amount).

Council Member Dominy made a motion to approve the Award of Competitive Sealed Bid Number CSB#2024-05-101 For Water Plant Electrical Project to McDonald Municipal and Industrial, and Council Member Carpenter seconded the motion. Motion carried 4-0.

10.2 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Award of Request for Proposals #2024-06-102 for Landscape Services to KNB Industries, Inc..

and authorize the City Administrator to Enter into an Agreement with KNB Industries, Inc., for said Services.

Council Member McCormack made a motion to approve the Award of Requests for Proposals #2024-06-102 for Landscape Services to KNB Industries, Inc., and Council Member Carpenter seconded the motion. Motion carried 4-0.

10.3 CONSIDERATION AND POSSIBLE ACTION CONCERNING: Implementation of a One-Time Holiday and Vacation Accrual Buyout Program.

Council Member Dominy made a motion to approve the Implementation of a One-Time Holiday and Vacation Accrual Buyout Program, and Council Member Carpenter seconded the motion. Motion carried 4-0.

10.4 CONSIDERATION AND POSSIBLE ACTION CONCERNING: Appointments / Re-Appointments to Boards and Commissions.

Council Member Lisenby made a motion to approve the re-appointment of returning Planning and Zoning Members to the Commission, to hold of the members and applications received for the Board of Adjustments Appointments, and to appoint Jay Beasley and PJ Laxmidas to the Park Board, and Council Member Carpenter seconded the motion. Motion carried 4-0.

10.5 CONSIDERATION AND POSSIBLE ACTION CONCERNING: Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election.

No Action.

10.6 CONSIDERATION AND POSSIBLE ACTION CONCERNING: Nominating a candidate for the Harris County Appraisal District Board of Directors.

Council Member Dominy made a motion to nominate Mike Sullivan as a candidate for the Harris County Appraisal District Board of Directors, and Council Member Carpenter seconded the motion. Motion carried 4-0.

11. ADJOURNMENT

Council Member Carpenter motioned to adjourn the meeting at 7:31 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:	September 24, 2024
SUBMITTING STAFF:	Kristina Watson, Public Works Director
SUBJECT:	Approval of Pay Application No. 5 Pay Estimate for Brighton Place Pavement and Utility Improvement Project to Conrad Construction, Ltd in the amount of \$367,623.14.

BACKGROUND:	This is the 5th pay estimate to be submitted by Conrad Construction, Ltd. for the Brighton Place Pavement and Utility Improvement Project (2023-12-105) for work completed from August 1 - August 31, 2024, in the amount of \$367, 623.14. Pay Application No. 5 brings the Brighton Place project at 13% paid of the total contract amount of \$6,250,674.50.
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ATTACHMENTS:	Brighton Place Pay App No. 05
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:	CobbFendley Project Engineer Jennifer Steen, and City staff have reviewed Pay Application No. 5 and reccomend approval.
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September 9, 2024

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

Re: Brighton Place Reconstruction
Payment Application #5
CFA Project No. 2212-056-01

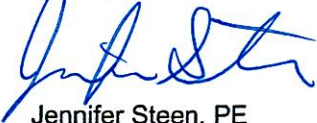
Dear Kristina Watson:

Attached is Payment Application #5 from Conrad Construction Co., LTD for the above-referenced project. We have reviewed the enclosed payment application and find it to be correct with quantities verified to the extent practical in the field. Retainage in the amount of 10% is being held in accordance with the Contract Documents. We recommend approval of payment in the amount of \$367,623.14.

If you have any questions or require additional information, I can be contacted at (713) 462-3242.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.



Jennifer Steen, PE
Sr. Project Manager

Application and Certificate for Payment

PROJECT: Brighton Place Reconstruction
OWNER: City of Spring Valley Village
ADDRESS: 1025 Campbell Road
 Houston, TX 77055

Estimate: #5

CONTRACT TIME

Notice to Proceed	4/29/2024	Initial Contract Time	365 days
Substantial Completion Date	5/24/2025	Current Approved Extensions	26 days
Final Completion Date	5/24/2025	Previous Approved Extensions	0 days
		Total Contract Time	391 days
PAY PERIOD:	From: 8/1/2024	Spent Days	124 days
	To: 8/31/2024	Days Remaining	267 days
		Rain Days To Date	0 days
		Percent of Contract Time Completed	32%

CHANGE ORDERS

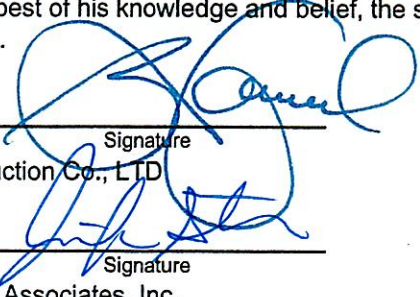
	NO.	Date:	Amount:	Days:
Approved Change Orders:	0	9/9/2024	Rain Days to Date	26
Total Change Orders:			\$0.00	26

SUMMARY OF WORK COMPLETED

Original Contract Sum:	\$	6,250,674.50
Net Change by Change Orders:	\$	-
Contract Sum to Date:	\$	6,250,674.50
Total Completed and Stored to Date:	\$	1,312,519.50
Percent of Work Installed		21%
Retainage, (% of Completed Work:)		10%
Total Retainage:	\$	131,251.95
Total Earned Less Retainage:	\$	1,181,267.55
Less Previous Certificates of Payment:	\$	813,644.41
Current Payment Due:	\$	367,623.14

PAYMENT REVIEW AND APPROVAL

The undersigned Engineer certifies that to the best of his knowledge and belief, the scope of work for which payment is applied for has been satisfactorily completed.

Prepared By:	<u>Brian Conrad</u> Print Name Conrad Construction Co., LTD	 Signature	Date: <u>9/9/24</u>
Approved By:	<u>Jennifer Steen</u> Print Name Cobb, Fendley & Associates, Inc.	 Signature	Date: <u>9/9/2024</u>
Accepted By:	<u>Kristina Watson</u> Print Name City of Spring Valley Village	 Signature	Date: _____

PAY ESTIMATE: #5											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #4 QUANTITY INSTALLED		Pay Estimate #5 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
A. SECTION 1 - GENERAL AND SITE WORK ITEMS - PRIMARY SITE											
1	Mobilization, Bonds, Insurance, Construction Staking, etc. (5% Max)	LS	1	\$ 300,000.00		0.00		0.00	1.00	\$ 300,000.00	100.00%
2	Installation of Project Sign	LS	1	\$ 1,650.00		0.00		0.00	1.00	\$ 1,650.00	100.00%
3	Contractor to Coordinate with Adjacent Property Owners and Public Entities on Advance Notification of Traffic Phasing Changes, Mail, Parking, Driveway Access, etc.	MO	12	\$ 3,750.00	1.00	3,750.00	1.00	3,750.00	4.00	\$ 15,000.00	33.33%
4	Construction photographs	LS	1	\$ 1,400.00		0.00		0.00	0.00	\$ -	0.00%
5	TPDES Submittal	LS	1	\$ 1,000.00		0.00		0.00	1.00	\$ 1,000.00	100.00%
6	Construction Material Testing, approved geotechnical companies include Alpha Testing, Terracon, Riner Engineering, and QC Laboratories, Inc.	LS	1	\$ 105,000.00	0.08	8,400.00	0.08	8,400.00	0.33	\$ 34,650.00	33.00%
7	Bypass Pumping for Sanitary Sewer	LS	1	\$ 4,500.00		0.00		0.00	0.00	\$ -	0.00%
8	Control of Ground and Surface Water, Including Bypass Pumping	LS	1	\$ 1.00		0.00		0.00	0.00	\$ -	0.00%
9	Removal of Existing Traffic Signs	EA	10	\$ 100.00		0.00		0.00	0.00	\$ -	0.00%
10	Provide and Install New Signs, Including Stop, Speed, Street Name, Speed Hump Sign and Children at Play	EA	26	\$ 700.00		0.00		0.00	0.00	\$ -	0.00%
11	Provide Traffic Control Throughout Project Duration. Include Mobile Changeable Traffic Signs, Flag Men, Low Profile Barriers, Barrels, Cones, Etc. as Needed for Each Phase of Construction	LS	1	\$ 110,000.00	0.08	8,800.00	0.08	8,800.00	0.48	\$ 52,800.00	48.00%
12	Tree and Plant Protection, Including Root Pruning, Crown Cleaning Prune	LS	1	\$ 50,000.00		0.00	0.10	5,000.00	0.25	\$ 12,500.00	25.00%
13	Removal of Tree 0 – 11.99" (or Palm Tree), species varies.	EA	1	\$ 1,050.00		0.00		0.00	1.00	\$ 1,050.00	100.00%
14	Removal of Tree 12 – 29.99", species varies	EA	8	\$ 1,550.00	4.00	6,200.00		0.00	4.00	\$ 6,200.00	50.00%
15	Removal of Tree 30 – 45", species varies	EA	2	\$ 2,100.00		0.00		0.00	0.00	\$ -	0.00%
16	Storm Water Pollution Prevention Including Inlet Protection, Construction Access, Stabilized Entrance, Complete in Place. Replace SWPP as needed during construction. Remove SWPP at construction completion.	LS	1	\$ 8,500.00		0.00	0.36	3,060.00	0.36	\$ 3,060.00	36.00%

PAY ESTIMATE: #5											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #4 QUANTITY INSTALLED		Pay Estimate #5 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
17	Complete Removal of Sanitary Sewer as Needed for Construction. Sanitary sewer may be abandoned in place, where not in conflict with proposed utilities.	LF	333	\$ 16.50		0.00		0.00	0.00	\$ -	0.00%
18	Purchase and Installation of Temporary Mailboxes, Complete in Place	EA	119	\$ 100.00	13.00	1,300.00		0.00	34.00	\$ 3,400.00	28.57%
19	Purchase and Installation of St. Augustine Block Sodding, Including Sod, Fertilizer, Topsoil, Watering, Complete in Place	SY	9,440	\$ 6.75		0.00		0.00	0.00	\$ -	0.00%
20	Purchase and Installation of 4-Foot Precast Concrete Manholes, Complete in Place	EA	2	\$ 7,000.00		0.00		0.00	0.00	\$ -	0.00%
21	Rehabilitation of Existing Manhole, Complete in Place	EA	2	\$ 4,500.00		0.00		0.00	0.00	\$ -	0.00%
22	Grade and Shape Between Road and ROW	SY	9,440	\$ 1.50		0.00		0.00	0.00	\$ -	0.00%
23	Remove Existing Mailboxes, Place at Road ROW, Reinstall Existing Mailbox to Permanent Location Upon Completion of Phase, Complete in Place	EA	119	\$ 100.00	13.00	1,300.00		0.00	26.00	\$ 2,600.00	21.85%
24	Remove and Cap Irrigation Line at Road Right-of-Way. Paid per Each Property that has Irrigation Inside the Road Right-of-Way	Lot	35	\$ 550.00	5.00	2,750.00	7.00	3,850.00	30.00	\$ 16,500.00	85.71%
25	Removal and Proper Disposal of Storm Sewer, Back Fill Void with Select Fill, Complete in Place	LF	2,588	\$ 15.00		0.00		0.00	112.00	\$ 1,680.00	4.33%
26	Removal and Proper Disposal of Storm Sewer Inlets & Manholes, Back Fill Void with Select Fill, Complete in Place	EA	21	\$ 900.00		0.00		0.00	3.00	\$ 2,700.00	14.29%
27	Abandon And Grout Fill Existing Storm Sewer, All Sizes	LF	298	\$ 70.00		0.00		0.00	0.00	\$ -	0.00%
28	Abandon and Fill Existing 8-inch Diameter Sanitary Sewer Line	LF	253	\$ 15.00		0.00		0.00	0.00	\$ -	0.00%
29	Removal of Landscaping Hardscape, Including Blocks, Bricks, Pavers, etc. Located Inside Road ROW and Stockpile at Road ROW	LS	1	\$ 20,000.00		0.00	0.08	1,600.00	0.18	\$ 3,600.00	18.00%
30	Trench Safety System, Including Storm Sewer, Water Line, Bore Pits, Sanitary Sewer	LF	4,141	\$ 1.00		0.00	316.00	316.00	509.00	\$ 509.00	12.29%
31	Complete Removal and Proper Disposal of Pavement (Thickness Varies), Including Driveways, Walkways and Curb	SY	22,256	\$ 6.50	2,157.73	14,025.25	409.44	2,661.36	5,425.38	\$ 35,264.97	24.38%
32	Roadway Excavation and Haul-Off	CY	4,650	\$ 1.00	145.00	145.00	160.00	160.00	941.00	\$ 941.00	20.24%

PAY ESTIMATE: #5											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #4 QUANTITY INSTALLED		Pay Estimate #5 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
33	Provide and Install 8-Inch Lime Stabilized Subgrade (5%), Including Lime, Manipulation, and Compaction, Complete in Place, per the geotechnical report.	SY	21,335	\$ 12.50	983.75	12,296.88	953.11	11,913.88	4,624.99	\$ 57,812.38	21.68%
34	Purchase and Installation of 12-inch Sanitary Sewer, Complete in Place	LF	594	\$ 195.00		0.00		0.00	0.00	\$ -	0.00%
35	Purchase and Installation of 6-Inch Diameter Water Line, by Trenchless Construction, Complete in Place	LF	1,075	\$ 90.00	545.00	49,050.00	368.00	33,120.00	913.00	\$ 82,170.00	84.93%
36	Purchase and Installation of 8-Inch Diameter Water Line, by Trenchless Construction, Complete in Place	LF	5,457	\$ 130.00	400.00	52,000.00	1,120.00	145,600.00	1,520.00	\$ 197,600.00	27.85%
37	Purchase and Installation of 8-Inch Diameter Water Line, by open cut Complete in Place	LF	542	\$ 175.00		0.00		0.00	0.00	\$ -	0.00%
38	Water Tap and Service Line -Short Connections, Connect to Existing Meter, Complete in Place	EA	60	\$ 1,500.00		0.00		0.00	0.00	\$ -	0.00%
39	Water Tap and Service Line -Long Connections, Connect to Existing Meter, Complete in Place	EA	65	\$ 2,500.00		0.00		0.00	0.00	\$ -	0.00%
40	Purchase and Installation of 8-Inch Wet Connection, Complete in Place	EA	1	\$ 5,000.00		0.00		0.00	0.00	\$ -	0.00%
41	Cut, Plug, and Abandon Existing Diameter Water Lines size varies 4-Inch to 8-Inch, Complete in Place	LF	5,627	\$ 1.00		0.00		0.00	0.00	\$ -	0.00%
42	Purchase and Installation of 8-Inch Tapping Sleeve & Valve, Complete in Place	EA	1	\$ 6,500.00		0.00		0.00	0.00	\$ -	0.00%
43	Removal of Existing Fire Hydrant Assembly	EA	12	\$ 850.00	2.00	1,700.00	1.00	850.00	3.00	\$ 2,550.00	25.00%
44	Purchase and Installation of New Fire Hydrant Assembly, Complete in Place	EA	12	\$ 7,500.00	2.00	15,000.00	1.00	7,500.00	3.00	\$ 22,500.00	25.00%
45	Purchase and Installation of Concrete Junction Box JB01, Complete in Place	LS	1	\$ 54,500.00		0.00		0.00	0.00	\$ -	0.00%
46	Purchase and Installation of Concrete Junction Box JB02, Complete in Place	LS	1	\$ 50,000.00		0.00		0.00	0.00	\$ -	0.00%
47	Purchase and Installation of Concrete Junction Box JB03, Complete in Place	LS	1	\$ 40,000.00		0.00		0.00	0.00	\$ -	0.00%
48	Purchase and Installation of 4-Inch Yard Drain with Steel Curb Box, Complete in Place	EA	122	\$ 650.00	20.00	13,000.00	8.00	5,200.00	36.00	\$ 23,400.00	29.51%
49	Purchase and Installation of 24-Inch Storm Sewer (RCP or HP) by Open Cut, Including Cement Stabilized Sand, Complete in Place	LF	1,770	\$ 130.00		0.00	316.00	41,080.00	509.00	\$ 66,170.00	28.76%

PAY ESTIMATE: #5											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #4 QUANTITY INSTALLED		Pay Estimate #5 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
50	Purchase and Installation of 36-Inch Storm Sewer (RCP or HP) by Open Cut, Including Cement Stabilized Sand, Complete in Place	LF	378	\$ 200.00		0.00		0.00	0.00	\$ -	0.00%
51	Purchase and Installation of 42-Inch Storm Sewer (RCP or HP) by Open Cut, Including Cement Stabilized Sand, Complete in Place	LF	371	\$ 240.00		0.00		0.00	0.00	\$ -	0.00%
52	Purchase and Installation of 10-Foot by 5-Foot Reinforced Concrete Box by Open Cut, Complete in Place	LF	828	\$ 1,350.00		0.00		0.00	0.00	\$ -	0.00%
53	Purchase and Installation of Precast Type BB Inlet, Complete in Place	EA	19	\$ 5,000.00		0.00	2.00	10,000.00	4.00	\$ 20,000.00	21.05%
54	Purchase and Installation of Precast Type C Inlet, Complete in Place	EA	6	\$ 5,500.00		0.00		0.00	2.00	\$ 11,000.00	33.33%
55	Purchase and Installation of Precast Type C1 Inlet, Complete in Place	EA	2	\$ 7,300.00		0.00		0.00	0.00	\$ -	0.00%
56	Temporary Pavement, As Needed for Construction Phasing	LS	1	\$ 5,000.00		0.00		0.00	0.25	\$ 1,250.00	25.00%
57	Purchase and Installation of 6-Inch Concrete Pavement and Driveways, Complete in Place	SY	21,365	\$ 68.50	1,370.43	93,874.46	1,599.34	109,554.79	4,646.13	\$ 318,259.91	21.75%
58	Blue Reflective Marker Placed at each Fire Hydrant, Complete in Place	EA	12	\$ 15.00		0.00		0.00	0.00	\$ -	0.00%
59	4-Inch Yellow Broken Reflectorized Pavement Markings, Complete in Place	LF	4,750	\$ 1.75		0.00		0.00	0.00	\$ -	0.00%
60	4-Inch Yellow Median Striping Reflectorized Pavement Markings, Complete in Place	LS	1	\$ 2,500.00		0.00		0.00	0.00	\$ -	0.00%
61	12-Inch White Reflectorized Pavement Marking, Complete in Place	LF	100	\$ 15.00		0.00		0.00	0.00	\$ -	0.00%
62	24-Inch White Reflectorized Pavement Marking, Complete in Place	LF	150	\$ 20.00		0.00		0.00	0.00	\$ -	0.00%
63	White Reflectorized Turn Arrows Pavement Marking, Complete in Place	EA	4	\$ 375.00		0.00		0.00	0.00	\$ -	0.00%
64	Purchase and Installation of 4-Inch x 12-Inch Mountable Concrete Curb, Complete in Place	LF	10,574	\$ 4.50		0.00	1,299.00	5,845.50	2,037.00	\$ 9,166.50	19.26%
65	Purchase and Installation of 6-Inch Concrete Curb, Complete in Place	LF	852	\$ 6.00		0.00		0.00	0.00	\$ -	0.00%
66	Purchase and Installation of 4 1/2-Inch Concrete Walkway and Steps, Complete in Place	SF	3,951	\$ 9.50	560.75	5,327.13	21.96	208.62	582.71	\$ 5,535.75	14.75%
67	Adjust Traffic Signal Timing and Control Cabinet as Needed for Construction	LS	1	\$ 6,000.00		0.00		0.00	0.00	\$ -	0.00%

PAY ESTIMATE: #5											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #4 QUANTITY INSTALLED		Pay Estimate #5 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
68	Install New Traffic Loops to Ground Box. Match Existing Loop Size and Type. Revise signal timing to Preconstruction Conditions	LS	1	\$ 10,000.00		0.00		0.00	0.00	\$ -	0.00%
69	Purchase and Installation of Black Speed Cushion including White Pavement Markings, Complete in Place	EA	6	\$ 4,750.00		0.00		0.00	0.00	\$ -	0.00%
B. EXTRA WORK ITEMS											
1	Cure-in-Place Line Existing Storm Manhole, Complete in Place	EA	1	\$ 4,000.00		0.00		0.00	0.00	\$ -	0.00%
C. ALLOWANCE											
1	Construction Allowance for Unforeseen	LS	1	\$ 25,000.00		0.00		0.00	0.00	\$ -	0.00%

	Total 288,918.70	Total 408,470.15
	28,891.87	Retainer 10% 40,847.01
Contract Amount: \$ 6,250,674.50	Total 260,026.83	Total 367,623.13
Number of requested Rain Days:	7.5	4

Percent Complete Color Code:
In progress, under 100%
Complete, 100%
Over 100%



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Kristina Watson, Public Works Director
SUBJECT:	Approval of Pay Application No. 5 - Pay Estimate for Cedarspur (West of Bingle) & Burkhart (East of Bingle) Pavement & Utility Improvement Project to On Par Civil Services, LLC. in the amount of \$298,102.50

BACKGROUND:	This is the 5th pay estimate to be submitted by On Par Civil Services, LLC. for the Cedarspur (West of Bingle) & Burkhart (East of Bingle) Pavement & Utility Improvement Project (2023-09-103) for work completed August 1 - August 31, 2024 in the amount of \$298,102.50. Pay Application No. 5 brings the Cedarspur (West of Bingle) & Burkhart (East of Bingle) at 27% paid of the total contract amount of \$2,978,252.80
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ATTACHMENTS:	Pay Application #5 - Cover Letter-SIGNED
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:	Gessner Engineering and City staff have reviewed pay application No. 5 and recommend approval.
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Cover Letter: Payment Application #5



TO: City of Spring Valley Village
(Owner)

Contract: Paving and Utility Improvements to Serve Cedarspur Drive (West of Bingle) and
Burkhart Road (East of Bingle)

(Insert name of Contract as it appears in the Contract Documents)

Owner's Contract No. 2023-09-103

Engineer: Gessner Engineering

Contractor: On Par Civil Services, LLC

On Par Civil Services, LLC has submitted **Payment Application #5** for work through **Aug 01, 2024 to Aug 31, 2024**, in the amount of **\$298,102.5**. After review of work complete to date and material stored on-site, Gessner Engineering recommends the payment of **\$298,102.5** to On Par Civil Services, LLC.

1. <u>Original Contract Amount:</u>	<u>\$2,978,252.8</u>
2. <u>Change Orders:</u>	<u>\$0.00</u>
3. <u>Total Current Contract Amount:</u>	<u>\$2,978,252.8</u>
4. <u>Total Value of Work Completed to Date:</u>	<u>\$808,835.10</u>
5. <u>Total Materials Stored to Date:</u>	<u>\$0.00</u>
6. <u>Total Completed & Stored to Date:</u>	<u>\$808,835.10</u>
7. <u>Retainage (10%):</u>	<u>\$80,883.51</u>
8. <u>Total Completed, Less Retainage:</u>	<u>\$727,951.59</u>
9. <u>Total Amount of Prior Payments:</u>	<u>\$429,849.09</u>
10. <u>Current Due Amount:</u>	<u>\$298,102.5</u>
11. <u>Total Balance Remaining:</u>	<u>\$2,250,301.21</u>
12. <u>Notice to Proceed Date:</u>	<u>March 6, 2024</u>
13. <u>Project Estimated Completion Date:</u>	<u>December 31, 2024</u>

Samantha Beevers, PE
(ENGINEER)

Recommend Payment:
See attached (Pay App)

A handwritten signature in black ink, appearing to read 'Samantha Beevers', is written over a horizontal line.

PROJECT MANAGER
(TITLE)

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2

TO : **Gessner Engineering**
 Owner: City of Spring Valley Village

PROJECT: **Paving and Utility Improvements**
Cedarspur Dr and Burkhart Rd

APPLICATION NO: **5 REV 1**
 APPLICATION DATE: **8/30/24**

Distribution to:
☒ OWNER
☒ ARCHITECT
☒ ENGINEER
☒ CONTRACTOR

FROM CONTRACTOR: **On Par Civil Services, LLC**
1220 Blalock Road Suite 300
Hou, Tx 77055

ARCHITECT:
 Engineer: **Gessner Engineering**

PERIOD FROM: **8/1/24**
 PERIOD TO: **8/31/24**
 PROJECT NO: **20-0109-01**

CONTRACT DATE: **March 6, 2024**

CONTRACT FOR: **Paving Improvements Cedarspur Dr and Burkhart Road**

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>2,978,252.80</u>
2. Net Change by Change Orders	\$	<u>0.00</u>
3. CONTRACT SUM TO DATE (LINE 1 + 2)	\$	<u>2,978,252.80</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>808,835.10</u>
5. RETAINAGE:		
a. <u>10%</u> of Completed Work (Column D + E on G703)	\$	<u>80,883.51</u>
b. <u>0%</u> of Stored Material (Column F on G703)	\$	<u>0.00</u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>80,883.51</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>727,951.59</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from Prior Certificate)	\$	<u>429,849.09</u>
8. CURRENT PAYMENT DUE	\$	<u>298,102.50</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 Less Line 6)	\$	<u>2,250,301.21</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by the 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 Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **On Par Civil Services, LLC**

By: Eddie G Breedlove
 Project Manager

Date: 8/31/24

State of: **Texas**
 County of:
 Subscribed and sworn to before me on:
 Notary Public:
 My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified).
 ARCHITECT: 0

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

CONTINUATION SHEET

AIA DOCUMENT G703

PROJECT: Paving and Utility Improvements

PAGE 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached

In tabulations below, amounts are stated to the nearest dollar,

Use Column 1 on Contracts where variable retainage for line items may apply

Application No: 5 Rev 1

Application Date: 08/30/24

Period To: 08/31/24

Project No: 20-0109-01

A	B	C			D	E	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK 0.00	Quantity	Cost Per Unit	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATIONS	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	BALANCE TO FINISH	RETAINAGE 10%
General Items										
100	Mobilization, Bonds, and Insurance	1.00	\$80,756.00	\$ 80,756.00	\$ 80,756.00	\$ -	\$ -	\$ 80,756.00	\$ -	\$ -
101	Sodding Up to ROW(St Augustine or Zoysia), Complete in Place	4,829.00	\$8.00	\$ 38,632.00			\$ -	\$ -	\$ 38,632.00	\$ -
102	Erosion Control (Permitting, Maintenance, Inspections and Reporting, and Measures Shown on the Plans	1.00	\$6,000.00	\$ 6,000.00	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -
103	Tree Protection, Complete in Place	1.00	\$7,500.00	\$ 7,500.00	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00	\$ 3,750.00	\$ -
104	Furnish Construction Materials Testing, in Accordance with the plans and Specifications	1.00	\$16,000.00	\$ 16,000.00	\$ 5,000.00	\$ 2,000.00	\$ -	\$ 7,000.00	\$ 9,000.00	\$ -
105	Relocate, Replace, or Repair Private Irrigation Systems Located within the ROW, for Each Parcel Disturbed, Complete in Place	44.00	\$400.00	\$ 17,600.00			\$ -	\$ -	\$ 17,600.00	\$ -
106	Temporary Store of CenterPoint pole at Public Works Yard and Transport back to site	2.00	\$1,100.00	\$ 2,200.00			\$ -	\$ -	\$ 2,200.00	\$ -
Traffic Control										
200	6" Temporary Asphalt Paving, Type B Black Base	550.00	\$75.00	\$ 41,250.00	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ 11,250.00	\$ -
201	Remove and dispose of 8" Temporary Asphalt Paving	550.00	\$20.00	\$ 11,000.00		\$ -	\$ -	\$ -	\$ 11,000.00	\$ -
202	Temporary Crushed Limestone Driveways, Removal & Disposal as necessary after use	60.00	\$400.00	\$ 24,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 8,000.00	\$ 16,000.00	\$ -
203	Temporary 15" ADS Plastic Culvert, Including Disposal after use	630.00	\$45.00	\$ 28,350.00		\$ 14,000.00	\$ -	\$ 14,000.00	\$ 14,350.00	\$ -
204	Traffic Control for All Phases	1.00	\$50,000.00	\$ 50,000.00	\$ 30,000.00	\$ 5,000.00	\$ -	\$ 35,000.00	\$ 15,000.00	\$ -
Demolition										
300	Demolition & Disposal of Existing Roadway Pavement including Base and Driveway Pavement including Base Material, and Sidewalks	8,020.00	\$10.00	\$ 80,200.00	\$ 40,100.00	\$ 2,500.00	\$ -	\$ 42,600.00	\$ 37,600.00	\$ -
301	Existing Street/Stop Sign to be Salvaged and Reinstalled after Construction	4.00	\$300.00	\$ 1,200.00		\$ 600.00	\$ -	\$ 600.00	\$ 600.00	\$ -
302	Existing Storm Grate Inlet, Junction Box, and Manhole to be removed.	40.00	\$600.00	\$ 24,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -
303	Existing RCP Storm Sewer to be Removed (18" - 24")	2,476.00	\$25.00	\$ 61,900.00	\$ 12,500.00	\$ 12,500.00	\$ -	\$ 25,000.00	\$ 36,900.00	\$ -
304	Existing RCP Storm Sewer to be Grout Filled	303.00	\$15.00	\$ 4,545.00			\$ -	\$ -	\$ 4,545.00	\$ -
305	Removal of Existing Trees (Sized: 5-14")	17.00	\$700.00	\$ 11,900.00	\$ 11,900.00	\$ -	\$ -	\$ 11,900.00	\$ -	\$ -
306	Removal of Existing Trees (Sized: 15" - 25")	6.00	\$1,100.00	\$ 6,600.00	\$ 6,600.00	\$ -	\$ -	\$ 6,600.00	\$ -	\$ -
307	Landscaped Areas in ROW to be Cleared	1.00	\$7,000.00	\$ 7,000.00	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -
308	Existing Sanitary Sewer Manhole to be Removed	8.00	\$1,000.00	\$ 8,000.00		\$ -	\$ -	\$ -	\$ 8,000.00	\$ -
309	Grout Fill Existing 8" PVC Sanitary Sewer	1,720.00	\$10.00	\$ 17,200.00			\$ -	\$ -	\$ 17,200.00	\$ -
310	Remove Existing 4" PVC Sanitary Sewer	833.00	\$12.00	\$ 9,996.00			\$ -	\$ -	\$ 9,996.00	\$ -

311	Grout Fill Existing 6" Water Line (PVC) on Burkhart Road	1,550.00	\$10.00	\$ 15,500.00			\$ -	\$ -	\$ 15,500.00	\$ -
312	Cut, Cap & Abandon Existing 6" Waterline	5.00	\$500.00	\$ 2,500.00			\$ -	\$ -	\$ 2,500.00	\$ -
313	Remove Existing Fire Hydrant	5.00	\$1,000.00	\$ 5,000.00			\$ -	\$ -	\$ 5,000.00	\$ -
314	Remove Existing Gate Valve (Waterline)	8.00	\$200.00	\$ 1,600.00			\$ -	\$ -	\$ 1,600.00	\$ -
	Pavement and Earthwork									
400	Earthwork - Cut to Fill, to Design Grades (In Place)	60.00	\$50.00	\$ 3,000.00		\$ -	\$ -	\$ -	\$ 3,000.00	\$ -
401	Earthwork - Cut to Haul to Design Grades (In Place)	4,985.00	\$13.00	\$ 64,805.00	\$ 28,600.00	\$ 10,000.00	\$ -	\$ 38,600.00	\$ 26,205.00	\$ -
402	Existing Subgrade Compaction (8")	9,275.00	\$9.00	\$ 83,475.00	\$ 3,123.00	\$ 20,000.00	\$ -	\$ 23,123.00	\$ 60,352.00	\$ -
403	6" Concrete Pavement for Roadway, Complete in Place	6,523.00	\$108.00	\$ 704,484.00		\$ 100,000.00	\$ -	\$ 100,000.00	\$ 604,484.00	\$ -
404	6" Concrete Pavement for Driveways	1,471.00	\$108.00	\$ 158,868.00		\$ 25,000.00	\$ -	\$ 25,000.00	\$ 133,868.00	\$ -
405	4" Concrete Sidewalk, Complete in Place	95.00	\$165.00	\$ 15,675.00			\$ -	\$ -	\$ 15,675.00	\$ -
406	4" x 12" Laydown Curb, Complete in Place	3,425.00	\$12.00	\$ 41,100.00			\$ -	\$ -	\$ 41,100.00	\$ -
407	Thermoplastic Pavement Marking, 24" Wide, Type 1 Solid, White)	52.00	\$6.00	\$ 312.00		\$ -	\$ -	\$ -	\$ 312.00	\$ -
408	4" Curb Drainage Outfalls	5.00	\$350.00	\$ 1,750.00		\$ -	\$ -	\$ -	\$ 1,750.00	\$ -
409	6" Concrete Curb, Complete in Place (Including Transition from 4" Laydown Curb)	174.00	\$8.00	\$ 1,392.00			\$ -	\$ -	\$ 1,392.00	\$ -
	Storm and Drainage									
500	Storm Sewer Trench Safety	2,282.00	\$1.00	\$ 2,282.00	\$ 1,060.00	\$ -	\$ -	\$ 1,060.00	\$ 1,222.00	\$ -
501	12" RCP Type III (Structural Backfill), Complete in Place	31.00	\$100.00	\$ 3,100.00	\$ 80.00	\$ 3,020.00	\$ -	\$ 3,100.00	\$ -	\$ -
502	18" RCP Type IV (Structural Backfill), Complete in Place	424.00	\$135.00	\$ 57,240.00	\$ 23,000.00	\$ 13,500.00	\$ -	\$ 36,500.00	\$ 20,740.00	\$ -
503	24" RCP Type III (Structural Backfill), Complete in Place	570.00	\$115.00	\$ 65,550.00	\$ 23,000.00	\$ 11,815.00	\$ -	\$ 34,815.00	\$ 30,735.00	\$ -
504	30" RCP Type III (Structural Backfill), Complete in Place	475.00	\$145.00	\$ 68,875.00	\$ 48,575.00	\$ -	\$ -	\$ 48,575.00	\$ 20,300.00	\$ -
505	36" RCP Type III (Structural Backfill), Complete in Place	78.00	\$165.00	\$ 12,870.00	\$ 9,900.00	\$ -	\$ -	\$ 9,900.00	\$ 2,970.00	\$ -
506	5' TXDOT Type C-1 Curb Inlet, Complete in Place	2.00	\$8,000.00	\$ 16,000.00			\$ -	\$ -	\$ 16,000.00	\$ -
507	5' Curb Inlet, Type BB, Complete in Place	13.00	\$7,500.00	\$ 97,500.00	\$ 30,000.00	\$ 15,000.00	\$ -	\$ 45,000.00	\$ 52,500.00	\$ -
508	Standard 5' Inside Diameter Storm Sewer Manhole, Complete in Place	5.00	\$4,500.00	\$ 22,500.00	\$ 13,500.00	\$ -	\$ -	\$ 13,500.00	\$ 9,000.00	\$ -
509	Standard 4' Inside Diameter Storm Sewer Manhole, Complete in Place	6.00	\$4,000.00	\$ 24,000.00	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -
510	Standard 2'x2' Concrete Junction Storm Sewer Box, Complete in Place	1.00	\$3,000.00	\$ 3,000.00			\$ -	\$ -	\$ 3,000.00	\$ -
511	6" NDS Catch Basin Kit	6.00	\$2,200.00	\$ 13,200.00			\$ -	\$ -	\$ 13,200.00	\$ -
512	Existing Private Storm Systems to be Reconnected from ROW to Proposed Public Storm Sewer (Includes Pipe, Fittings, & Furnishings, 6" PVC	280.00	\$85.00	\$ 23,800.00		\$ 8,500.00	\$ -	\$ 8,500.00	\$ 15,300.00	\$ -

513	Existing Private Storm Systems to be Reconnected from ROW to Proposed Public Storm Sewer (Includes Pipe, Fittings, & Furnishings, 8" PVC	424.00	\$100.00	\$ 42,400.00		\$ 25,000.00	\$ -	\$ 25,000.00	\$ 17,400.00	\$ -
514	Connect to Existing Grate Inlet Plug, 42" Opening	1.00	\$1,800.00	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	\$ -	\$ -
	Water									
600	Water Line Trench Safety	1,828.00	\$0.10	\$ 182.80	\$ 56.10	\$ -	\$ -	\$ 56.10	\$ 126.70	\$ -
601	6" PVC C-900 DR 18 Waterline with Structural Backfill Complete in Place	668.00	\$40.00	\$ 26,720.00		\$ 13,760.00	\$ -	\$ 13,760.00	\$ 12,960.00	\$ -
602	6" PVC C-900 DR 18 Waterline, Complete Place	1,160.00	\$50.00	\$ 58,000.00	\$ 28,050.00	\$ 6,000.00	\$ -	\$ 34,050.00	\$ 23,950.00	\$ -
603	6" PVC C-900 DR 18 Waterline (By Bore)	227.00	\$105.00	\$ 23,835.00		\$ 23,835.00	\$ -	\$ 23,835.00	\$ -	\$ -
604	4" PVC C-900 DR 18 Waterline w/Structural Backfill, Complete in Place	13.00	\$25.00	\$ 325.00			\$ -	\$ -	\$ 325.00	\$ -
605	2" Waterline Blow Off Valve Assembly	1.00	\$1,800.00	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	\$ -	\$ -
606	6" x 4" Reducer, Complete in Place	1.00	\$45.00	\$ 45.00		\$ 45.00	\$ -	\$ 45.00	\$ -	\$ -
607	6" x 6" Tee, Complete in Place	7.00	\$100.00	\$ 700.00	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ -	\$ -
608	6" Gate Valve & Box, Complete in Place	14.00	\$1,950.00	\$ 27,300.00	\$ 7,800.00	\$ 1,950.00	\$ -	\$ 9,750.00	\$ 17,550.00	\$ -
609	6" 45 Degree Bend, Complete in Place	13.00	\$65.00	\$ 845.00	\$ 260.00	\$ -	\$ -	\$ 260.00	\$ 585.00	\$ -
610	6" 22.5 Degree Bend, Complete in Place	1.00	\$65.00	\$ 65.00			\$ -	\$ -	\$ 65.00	\$ -
611	6" 11.25 Degree Bend, Complete in Place	4.00	\$65.00	\$ 260.00			\$ -	\$ -	\$ 260.00	\$ -
612	Standard Fire Hydrant Assembly with Storz, and Blue Pavement Markers Complete in Place	4.00	\$7,200.00	\$ 28,800.00	\$ 7,200.00	\$ 7,200.00	\$ -	\$ 14,400.00	\$ 14,400.00	\$ -
613	Waterline Short Service Reconnection to New Meter Vault (2 - 1" Tap) Complete in Place	17.00	\$900.00	\$ 15,300.00			\$ -	\$ -	\$ 15,300.00	\$ -
614	Waterline Short Service Reconnection to New Meter Vault (1 - 2" Tap) Complete in Place	28.00	\$1,400.00	\$ 39,200.00			\$ -	\$ -	\$ 39,200.00	\$ -
615	New Water Meter Vault w/Removal of Existing Vaults, Sized for Two Meters, Complete in Place	45.00	\$500.00	\$ 22,500.00			\$ -	\$ -	\$ 22,500.00	\$ -
616	Connect to Existing 6" PVC Waterline	4.00	\$1,000.00	\$ 4,000.00			\$ -	\$ -	\$ 4,000.00	\$ -
	Sanitary									
700	Sanitary Sewer Trench Safety	2,735.00	\$1.00	\$ 2,735.00			\$ -	\$ -	\$ 2,735.00	\$ -
701	Existing Manhole to be Rehabilitated, Line Interior w/Raven 405 Lining System and Replace Ring and Cover	2.00	\$3,500.00	\$ 7,000.00			\$ -	\$ -	\$ 7,000.00	\$ -
702	Provide 6" Interior Drop Connection at Manhole Per City Details	1.00	\$2,000.00	\$ 2,000.00			\$ -	\$ -	\$ 2,000.00	\$ -
703	12" PVC, SDR 26 Sanitary Sewer, Complete in Place by Open Cut	1,013.00	\$80.00	\$ 81,040.00			\$ -	\$ -	\$ 81,040.00	\$ -
704	8" PVC, SDR 26 Sanitary Sewer, Complete in Place	388.00	\$80.00	\$ 31,040.00			\$ -	\$ -	\$ 31,040.00	\$ -
705	6", SDR -26 Sanitary Sewer, Complete	62.00	\$65.00	\$ 4,030.00			\$ -	\$ -	\$ 4,030.00	\$ -
706	8" DIP Sanitary Sewer, Complete in Place by Open Cut	311.00	\$125.00	\$ 38,875.00			\$ -	\$ -	\$ 38,875.00	\$ -
707	Standard 4' Inside Diameter Sanitary Sewer Manhole with City of Spring Valley Ring and Cover, Complete in Place	9.00	\$4,000.00	\$ 36,000.00			\$ -	\$ -	\$ 36,000.00	\$ -
708	4" SDR 26 Sanitary Sewer Connections, Provide Cleanout at ROW and reconnect to existing services	961.00	\$45.00	\$ 43,245.00			\$ -	\$ -	\$ 43,245.00	\$ -

709	Post Construction CCTV Inspection along Burkhart Drive and Burkhart Road	1.00	\$6,500.00	\$ 6,500.00			\$ -	\$ -	\$ 6,500.00	\$ -
710	Vacuum Test Sanitary Sewer Manhole	9.00	\$350.00	\$ 3,150.00			\$ -	\$ -	\$ 3,150.00	\$ -
	Street Lights									
800	Street Light Conduit, Including Installation of Pull Boxes and Warning Tape. Pull boxes and Warning Tape to be Furnished by Centerpoint Energy.	1,350.00	\$25.00	\$ 33,750.00	\$ -	\$ -	\$ -	\$ -	\$ 33,750.00	\$ -
	Cash Allowance Items									
Item 49	Centerpoint Street Light Allowance - Street Light and Pole Assembly	1.00	\$29,603.00	\$ 29,603.00	\$ -	\$ -	\$ -	\$ -	\$ 29,603.00	\$ -
	City of Spring Valley Contingence									
Item 49	City of Spring Valley Contingence	1.00	\$300,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -
				\$ 2,978,252.80	\$ 477,610.10	\$ 331,225.00	\$ -	\$ 808,835.10	\$ 2,169,417.70	\$ -

Change Orders										
1					\$ -		\$ -	\$ -	\$ -	\$ -
2					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total Change Orders				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL				\$2,978,252.80	\$ 477,610.10	\$ 331,225.00	\$ -	\$ 808,835.10	\$ 2,169,417.70	\$ -

Change Orders Pending		
1		\$ -
2		
3		
4		
5		
Total Change Orders Pending		\$ -



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Kristina Watson, Public Works Director
SUBJECT:	Public Works Update

BACKGROUND:	Public Works Director Kristina Watson will not be at the meeting on Tuesday. She will be attending the Texas Water Utility Association Annual School. Her report is attached. Public Works update on: ○ Brighton Place Pavement & Utility Improvement Project ○ Cedarspur (West of Bingle) & Burkhart (East of Bingle) Pavement & Utility Improvement Project ○ Pavement Condition Report
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ATTACHMENTS:	CC Public Works Update 9-24-2024, City of Spring Valley Village_Pavement Condition Assessment Report_08.21.2024
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:

PUBLIC WORKS UPDATE

Regular Meeting September 24, 2024

Good evening, Mayor, and Council,

- **Cedarspur (West of Bingle) & Burkhart (East of Bingle) Project:** On Par has begun milling the asphalt on Cedarspur and on the northside of Burkhart Road from Burkhart Drive to Bingle. The updated traffic control system is in place until the Northside of Burkhart has been completed. They have begun installing storm sewer on Burkhart Road from Burkhart Drive to Bingle. The new water line has been put in place and they are in the process of hyper-chlorinating and pressure testing it. Once the testing is returned, they will connect residents to the new water line.
- **Brighton Place Project:** The waterline subcontractor, TCH, has almost completed the installation of the new water main around the circle and is making their last tie-in on Krist Drive, they will begin hyper-chlorinating and pressure testing the line on Cedarspur, they will then begin transferring the service line connections to the new water main. They will also begin the installation of the water main on Winningham. The east side of Krist Drive pavement/driveways has been completed to Cedarspur, and the north side of Burkhart Ct. pavement/driveways has been completed. Conrad Construction is currently removing the west side of Krist Drive and the south side of Burkhart Ct. pavement.



Pavement Condition Assessment City of Spring Valley Village, TX

Final Report | 04.00239813

August 21, 2024



EST. 1955

SPRING VALLEY
V I L L A G E

Submitted to:

Mr. Travis Sellers, P.E., ENV SP
City Engineer – City of Spring Valley Village
c/o IDS Engineering Group
13430 Northwest Freeway, Suite 700
Houston, Texas 77040

Submitted by:

Fugro USA Land, Inc.
11211 Taylor Draper Lane, Suite 320
Austin, Texas 78759



Fugro USA Land, Inc.
11211 Taylor Draper Lane, Suite 320
Austin, Texas 78759

August 21, 2024

Mr. Travis Sellers, P.E., ENV SP
City Engineer - City of Spring Valley Village
c/o IDS Engineering Group
13430 Northwest Freeway, Suite 700
Houston, Texas 77040

Subject: Final Report for Pavement Condition Assessment

Dear Mr. Sellers,

Fugro USA Land, Inc. (Fugro) is pleased to submit the final report for the pavement condition assessment for the City of Spring Valley Village (City). The report provides detailed information on various project activities including pavement data collection, data processing, and network level pavement condition.

On behalf of Fugro, we thank you for the opportunity to serve the City. Please do not hesitate to contact me by email at MJames@fugro.com or by phone at 512-826-3021 if you have questions or need additional information.

Kind Regards,
Fugro USA Land, Inc.
TBPE Firm Registration No. F-299

A handwritten signature in black ink, appearing to read 'Mailey James'.

Mailey James, P.E.
Senior Engineer

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1. Executive Summary

Fugro USA Land, Inc. (Fugro) is pleased to provide this final report to the City of Spring Valley Village (City) that summarizes the pavement condition assessment services performed under the purchase order dated February 27, 2024. This report provides detailed information on the project activities including pavement distress data collection, data processing, and network level pavement condition results.

The pavement condition survey was conducted in May 2024 using Fugro's automated data collection system for the roadway inventories received from the City. Per discussions with the City, Fugro collected pavement condition data along one lane in each direction for each arterial and collector road and one lane for each local road. The total collection length was approximately 19.1 test miles.

The collected distress data was processed in accordance with American Society for Testing and Materials (ASTM) D6433, Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys, that rate pavement condition into seven groups ("Good", "Satisfactory", "Fair", "Poor", "Very Poor", "Serious", and "Failed") based on the Pavement Condition Index (PCI) score. The City's overall network PCI score was **82** at the time of the survey, which falls into the "**Satisfactory**" pavement condition category. Based on the reported PCI scores, about 79% of the network are in "Good" and "Satisfactory" conditions.

2. Introduction

The City contracted Fugro to conduct a pavement condition assessment and report the pavement condition score for the City's maintained road network. In general, pavements represent one of the largest capital investments for any agency. Maintaining pavements involves complex decisions about how and when to resurface or apply other treatments to keep the pavement performance and operating costs at reasonable levels. A properly designed Pavement Management System (PMS) provides the managers of a pavement network with the tools necessary for making consistent, cost-effective, and defensible decisions to preserve their pavement road network. The goals of this project were to update the City's pavement condition inventory.

To accomplish the goals of the project, Fugro used our automated distress data collection system to collect pavement distress information and ride measurements to report ratings or indices for the City's road network. Those indices were used to report the health of the road network in terms of PCI. The PCI score facilitates decision making for selecting appropriate treatments and timing for maintenance, rehabilitation, and reconstruction strategies.

2.1 Project Scope

The scope of the project consists of the following tasks:

- **Project Initiation:** Fugro and the City held a kick-off meeting after receiving the notice to proceed (NTP) including the key members of Fugro's project team and City staff. During the meeting, the draft scope of services or work plan, project schedule, budget, project documents, project goals, and format of deliverables, were reviewed and discussed.
- **Review Existing GIS Mapping:** Fugro reviewed the City's road network shapefile for accuracy and verified the details with the City.
- **Network Referencing:** Fugro developed data collection routing maps and ensured the linkage of the road sections to the City's GIS.
- **Pavement Data Collection:** Fugro has collected 1 lane per direction for arterial and collector roads, and 1 lane for local roads. Fugro has conducted automatic and continuous measurement of pavement surface distress, rutting, faulting, and dual-wheel path roughness data. Fugro has used the collected data to report inventory, pavement type, PCI, and roughness (in terms of International Roughness Index, IRI) for each surveyed lane. Fugro has collected ROW images at an interval of 25 ft., and pavement images continuously along the surveyed lane. All images were delivered to the City on external hard drives. Images are also available to the client for one year via Fugro's web based iVision viewing software.
- **Data Processing and Analysis:** Fugro has used its software, Vision, to identify the distresses as defined in ASTM D6433-20. Pavement images were utilized to rate the distresses observed for each road. Data processing and data quality checks were performed per the defined protocols.
- **Final Deliverables:** The final delivery included the final report, a geodatabase (GDB) delivery, and iVision access.

The following sections of the report discuss the pavement data collection activities and pavement condition results.

3. Field Data Collection and Analysis

This section discusses the pavement data collection and analysis activities.

3.1 Network Integration

The City provided a GIS database of their road network, which was used for developing our routing (navigation) package for automated pavement data collection. Any issues or discrepancies were resolved prior to data collection, thus allowing for a more efficient field data collection process. The total mileage of the City's network was approximately 19.1 lane miles. Table 3.1 shows the breakdown of the entire network by functional class (i.e., major and local) and by pavement type (Asphalt Concrete Pavement (Asphalt) and Jointed Concrete Pavement (Concrete)). In addition, the network distributions by pavement type and functional class are presented in Figure 3.1.

Table 3.1: Network Distribution by Pavement Type and Functional Class

Pavement Type	Functional Class	Lane Miles	Percentage of the Entire Network
Asphalt	Major	0	0%
	Local	1.7	8.7%
Concrete	Major	4.6	24.0%
	Local	12.8	67.2%
Network	Total	19.1	100%

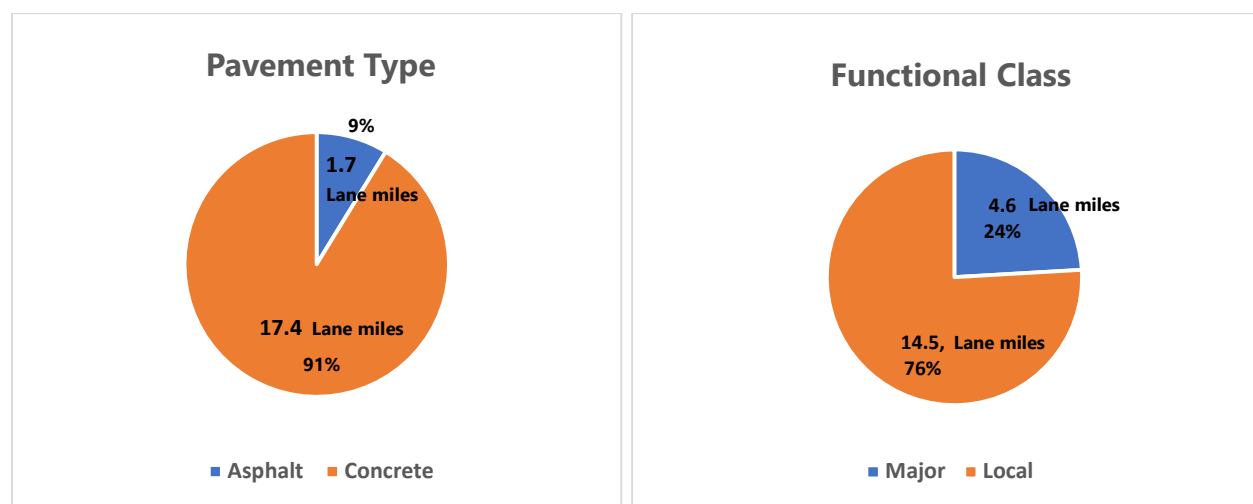


Figure 3.1: Network Distribution by Pavement Type and Functional Class

3.2 Automated Distress and Pavement Data Collection

Fugro's Automatic Road Analyzer (ARAN) was utilized to collect the pavement information including distress and ride quality, pavement type, and geometrics (e.g., pavement length and width). The ARAN has a global positioning system (GPS) coupled with a distance measuring instrument (DMI) to record the collection location continuously. The ARAN collects right of way (ROW) images using the front facing high-definition camera on top of the vehicle and downward pavement images from the backside of the vehicle, covering approximately 14 feet wide pavement in one pass at prevailing speeds up to 70 miles per hour (mph). A summary of the ARAN features is shown in Figure 3.2.

The City provided a shapefile for the entire roadway network and designated the list of the City-maintained roads to be surveyed by Fugro. Fugro surveyed pavement condition data along one lane in each direction for each arterial and collector road and one lane for each local road in May 2024. The total valid collection length of approximately 19.1 test miles was used to represent the City's road network.

Each pavement surface image is processed to provide pavement distress summaries that are tabulated for the entire road length. Distresses extracted from the images and sensors are used to calculate PCI values in accordance with the ASTM D6433 standard. Appendix A provides a list of observations made by the field crew for roads that could not be surveyed due to various construction activities, restricted access, and other constraints.

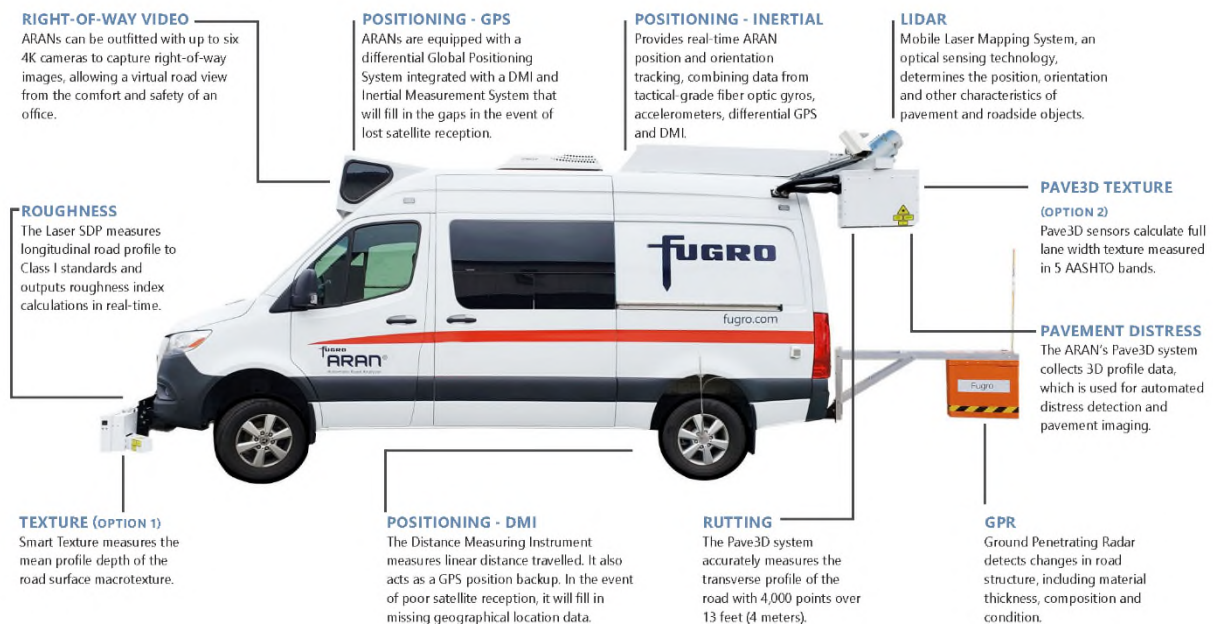


Figure 3.2: Fugro ARAN

3.3 Profile Data Collection

As part of our automated pavement data collection, Fugro collected longitudinal profile data, which was used to provide ride quality information for the surveyed road network. Fugro computed the IRI in accordance with the ASTM E950 standard entitled *Standard Test Method for Measuring Longitudinal Profile of Traveled Surfaces with an Accelerometer Established Inertial Profiling Reference*. Longitudinal profile data was collected at 1-inch intervals and summarized at 0.001-mile intervals. IRI was computed from the profile elevation data and an average value for each road segment, in inches per mile, was determined. The larger the IRI value is, the rougher the road “feels”.

In addition to the longitudinal profile collection, Fugro collected the transverse profiles for the surveyed road network. Transverse profile data was collected using a laser line system to accurately measure the transverse profile of the lane and determine rutting characteristics and irregularities in the cross slope. The transverse profile was collected every 0.002 miles (10.56 feet) and summarized as an average “rut depth” for each wheel path. The rut depth data was rated in accordance with the ASTM D6433 standard and used in the calculation of PCI values.

IRI values and rut depth information were summarized by pavement management sections, as defined in the City’s inventory file, and submitted to the City electronically along with the processed distress data.

3.4 Data Analysis and Quality Control

Fugro has long recognized the value of quality data and has developed various quality control measures to ensure the collection of accurate and reliable data. These procedures, called Standard Operating Procedures (SOPs), were developed by Fugro for controlling quality both in the field and office. Road Survey Quality Control/Assurance SOPs and Post Processing and Reporting Control/Assurance SOPs are examples of procedures that Fugro has developed to ensure that our data collection and processing meet or exceed the data quality required by our clients.

Road Survey Quality Control/Assurance SOPs include Fugro’s standard procedure for ARAN certification, real-time quality monitoring, ARAN Collection Software (ACS) verification, and a daily quality assurance cycle. Real-time quality monitoring is accomplished by using quality control subsystems built into the ARAN. In addition, a quality assurance cycle was performed daily on all subsystems to ensure each was operating properly. The data collected at the end of the day was also checked for completeness against log sheets and routing schedules.

Post Processing and Reporting Control/Assurance SOPs include Fugro’s standard procedure for data handling, data audits, and spot checks. Fugro ensured that accuracy was maintained by performing audits and spot checks on a continuous and random basis throughout the overall data process workflow including incoming data, processing, and reporting.

Processing and analyzing the collected data were completed through our Vision software, which was developed by Fugro to ensure a simple and accurate process for analyzing ARAN data and incorporating QC methodologies.

3.5 Pavement Condition Index (PCI)

As mentioned previously, the collected pavement distresses were used to calculate PCI and rate the City's surveyed road network. PCI is calculated based on the type, severity, and extent of surface distress. PCI uses a scale from 0 to 100, where 0 represents a completely failed pavement and 100 represents a pavement in perfect condition. The types of pavement distresses that are collected and utilized for the determination of PCI values are described in ASTM D6433.

Each distress type includes a severity level (i.e., low, medium, and high) and has a different impact or "deduct" value for pavement condition, depending on its quantity (i.e., extent). Since each distress type has a different impact on pavement performance, deduct values are specific to individual distresses in accordance with the ASTM D6433 standard. High severity distresses and/or high distress quantities result in more reductions in PCI scores. In general, deduct values for fatigue cracking are higher than deduct values for other types of cracking. Presence of load related fatigue cracking results in lower PCI scores, when compared with similar severities and extents for cracking associated with environmental conditions such as transverse cracking.

3.5.1 PCI Condition Categories

Based on the ASTM D6433 standard, pavement condition can be described using subjective ratings such as Good, Satisfactory, Fair, Poor, Very Poor, Serious, and Failed which are defined based on the PCI range. Table 3.2 shows the pavement condition categories and their associated PCI ranges. The overall network-level PCI score of 82 reported for the City at the time of the survey (May 2024) falls in the "Satisfactory" condition category.

Table 3.2: Pavement Condition Categories with their associated PCI Ranges

Condition	Failed	Serious	Very Poor	Poor	Fair	Satisfactory	Good
Range	< 10	10 - 24	25 - 39	40 - 54	55 - 69	70 - 84	85 - 100

Figure 3.3 illustrates the relationship between PCI scores and pavement distress. As shown in this figure, an increase in distress quantities and severity levels results in a decrease in PCI scores.

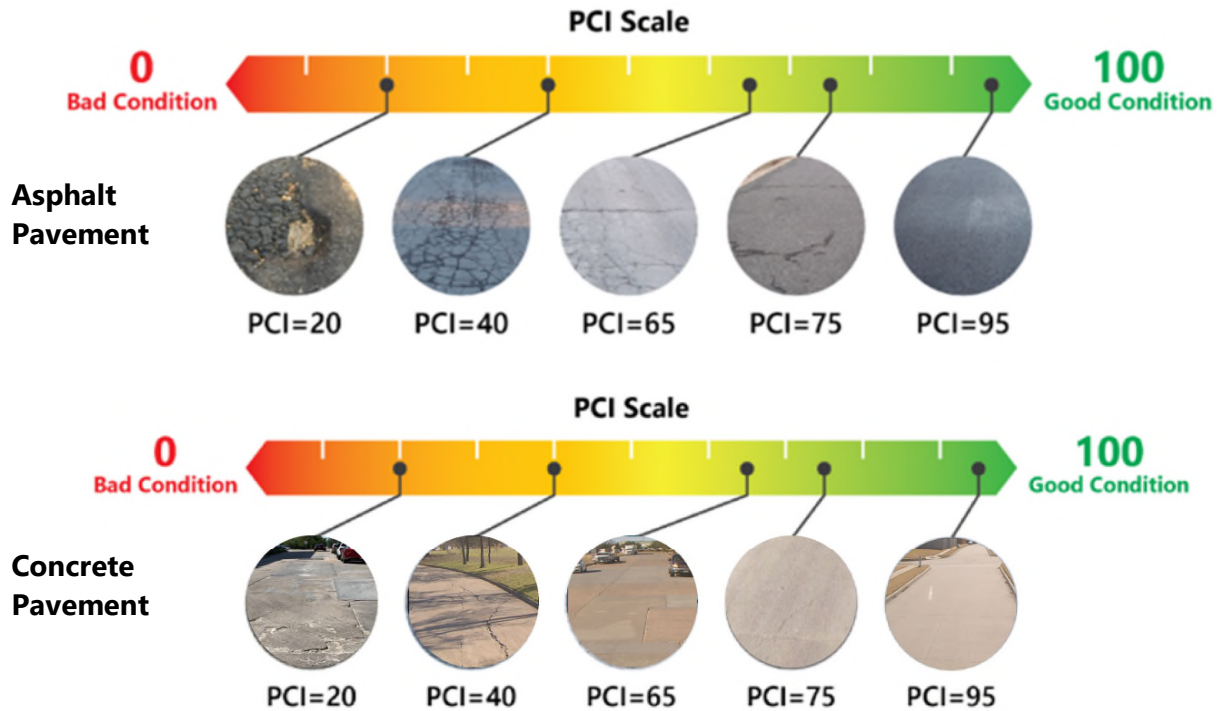


Figure 3.3: Relation between PCI Scores and Pavement Distresses

3.5.2 PCI Scores

Table 3.3 contains the overall PCI scores for the surveyed network by pavement type and functional class. Asphalt sections, with an average PCI of 56, are in the **"Fair"** condition category while Concrete sections, with an average PCI of 84, are in the **"Satisfactory"** condition category. Please note that the PCI scores in Table 3.3 are the weighted average PCI scores over the pavement section area. Appendix B contains the PCI values for pavement sections surveyed by Fugro in May 2024. Appendix C contains the color-coded PCI maps for the surveyed sections.

Table 3.3: PCI Scores for the Network by Pavement Type and Functional Class

Overall Network PCI	Group	Description	PCI*
82	Pavement Type	Asphalt	56
		Concrete	84
	Functional Class	Major	83
		Local	81

*Weighted PCI score for total area of the pavement section.

3.5.3 Distribution of PCI Scores

Figure 3.4 displays the road network PCI score distribution for each pavement type, as well as the overall surveyed road network as of May 2024. As shown in the figure, approximately 15%, 24%, and 55% of pavement sections of the City's overall network are within "Fair", "Satisfactory", and "Good" condition categories, respectively. The remaining 6% of the overall network is in the "Poor" or worse condition categories with PCI scores below 55. Figure 3.5 shows the PCI score distribution for each functional class. Major roads were in better condition than local roads, with approximately 100% of the pavement sections in the "Good" and "Satisfactory" condition categories versus approximately 76% of local roads.

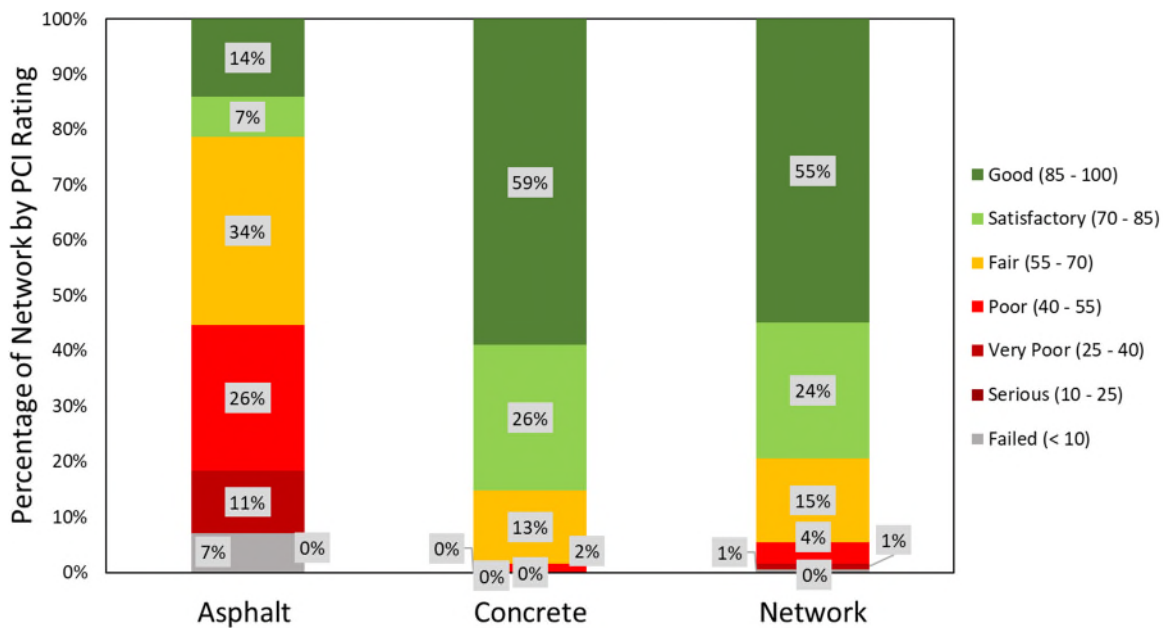


Figure 3.4: PCI Score Distribution by Pavement Type

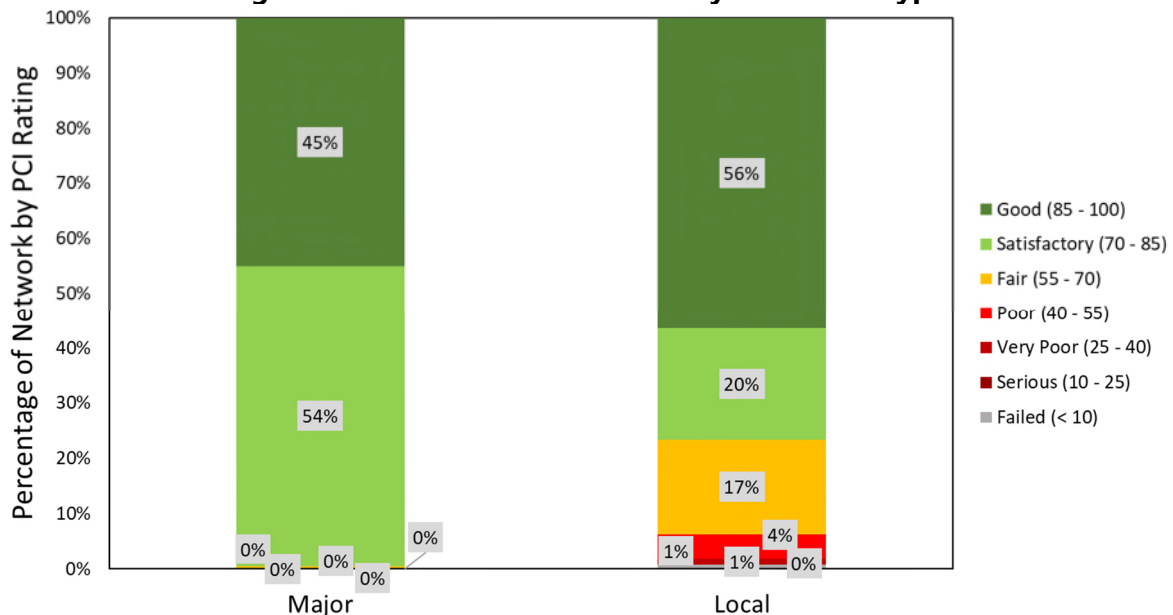
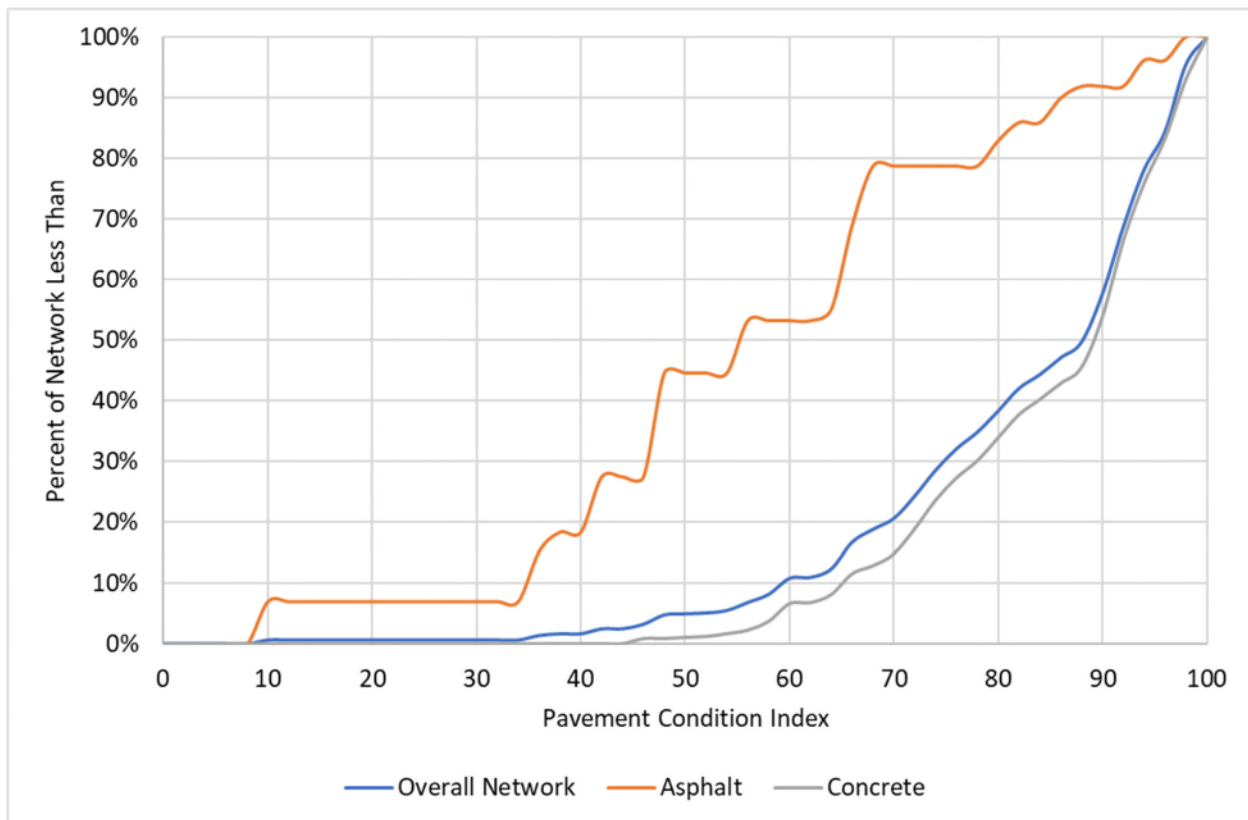


Figure 3.5: PCI Score Distribution by Functional Class

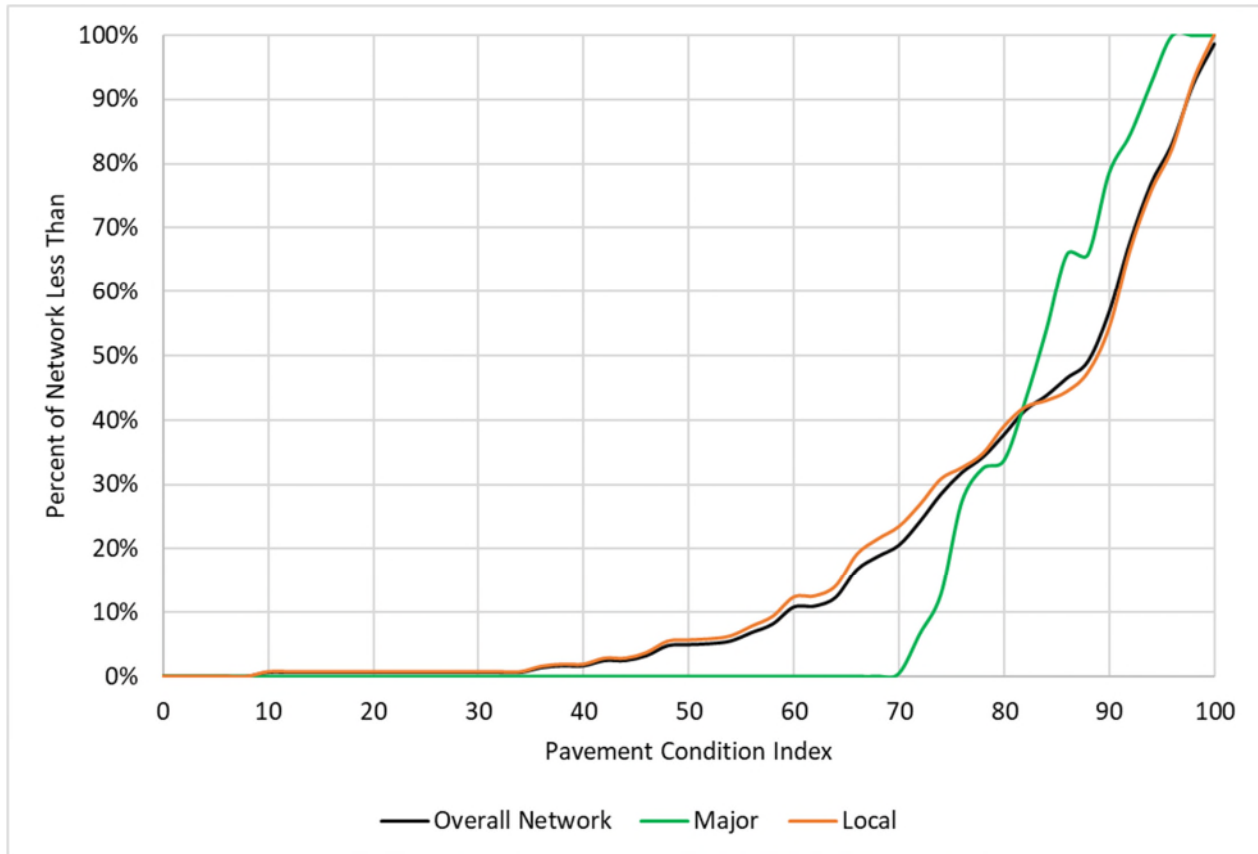
3.5.4 Cumulative Frequency Distribution

A cumulative frequency distribution plot is a convenient way to quickly review the overall network health and the condition of network subsets such as pavement types. A cumulative frequency distribution is developed by calculating the percent of the network in each condition rating, and then accumulating the percent from 0 to 100. The further the data is to the right side of the graph; the higher percentage of the network is in better condition. For example, in Figure 3.6, the curve for concrete roads (gray curve) is to the right of the curve for asphalt roads (orange curve), which indicates that the concrete roads are in better condition than asphalt roads. Approximately 45% of the asphalt and 2% of the concrete roads have a PCI score less than 55.



**Figure 3.6: PCI Cumulative Frequency Distribution
Overall Network, Asphalt & Concrete Roads**

Figure 3.7 shows the PCI cumulative frequency distribution plots for each functional class with the overall network. It can be observed that the distribution curves for the local roads (orange curve) and overall road network (black curve) are almost identical as about 87% of the network consists of local roads. This implies that the condition of local roads with higher lane miles has a great impact on the overall condition of the network. Also, the distribution curve for the major roads (green curve) is on the right side of the chart, which indicates better pavement condition for major roads compared to local roads.



**Figure 3.7: PCI Cumulative Frequency Distribution
Overall Network and Functional Class**

3.6 International Roughness Index (IRI)

The road surface roughness in terms of the IRI was also reported for the road network. Figure 3.8 displays the road network IRI distribution by pavement type and for the overall road network surveyed in May 2024. The threshold values used for each condition category are selected in accordance with ASTM E1926 – *Standard Practice for Computing International Roughness Index of Roads from Longitudinal Profile Measurements*.

The acceptable IRI values for newly constructed pavements vary by the agency as well as the type of facility and equipment used to collect the smoothness data. Typical IRI ranges for newly constructed asphalt and concrete pavements are 52-66 and 57-72 in/mi, respectively; while roadways in poor conditions typically have IRI values over 250 in/mi.¹ Approximately, 26% of the network has an IRI value greater than 300 in/mi. About 6% of the entire network exhibits IRI values greater than 400 in/mi, which is indicative of rough roads at vehicle speeds up to 56 mph (90 km/h). IRI values over 600 in/mi are indicative of very rough roads and comfortable driving on such roadways is hard to achieve even at slow speeds. Figure 3.9 shows the IRI score distribution by functional class and for the overall road network.

¹ Measuring and Specifying Pavement Smoothness, Tech Brief, FHWA-HIF-16-032, June 2016
Source: <https://www.fhwa.dot.gov/pavement/pubs/hif16032.pdf>

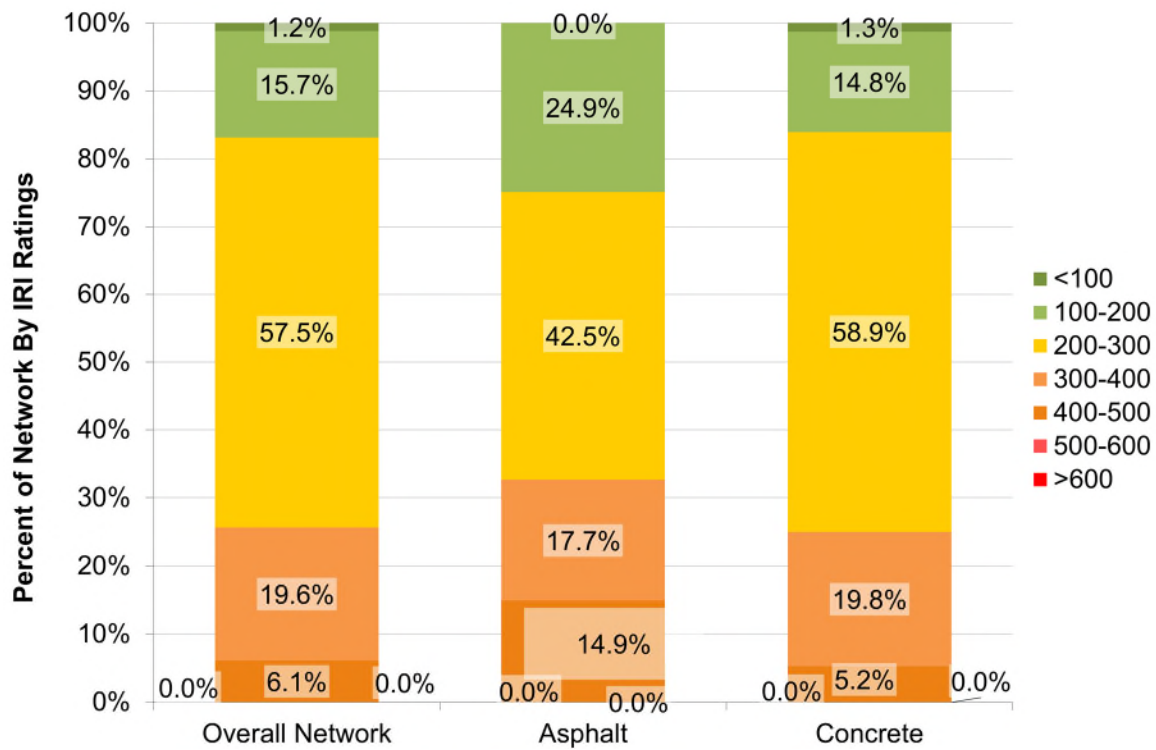


Figure 3.8: IRI Score Distribution by Pavement Type

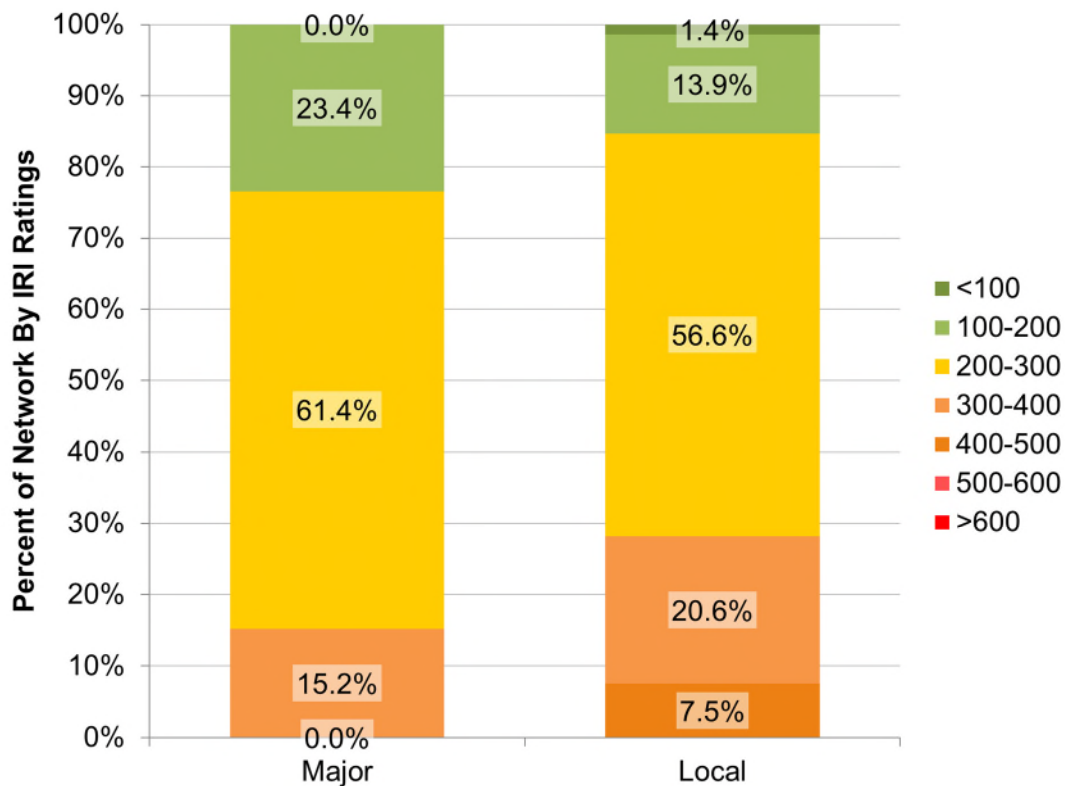


Figure 3.9: IRI Score Distribution by Functional Class

In accordance with ASTM E950, pavement ride quality information should be considered invalid when the collection speed is less than 12 mph due to stop signs, stop lights, traffic calming devices, isolated traffic, and construction activities. At speeds below approximately 12 mph, modern vehicle suspension systems diminish minor pavement roughness before it can be translated to the vehicle chassis, thus affecting pavement ride. Such IRI values were flagged as invalid during the data collection for the City's network (about 26 % of the network), indicating that no valid data could be collected per ASTM E950. The IRI value for the sections with invalid IRI data is indicated as -1. Appendix B contains the IRI values for pavement sections surveyed by Fugro in May 2024. Appendix C contains the color-coded IRI maps for the surveyed sections.

3.7 Data Visualization

Geographically referenced pavement survey data including the pavement ROW images, pavement distress images, and distress survey results have been provided to the City using Fugro's iVision ([link: https://app.ivation5.fugro.com/](https://app.ivation5.fugro.com/)). The data can be viewed, analyzed, downloaded, and shared using this web-based platform (See Figure 3.10).

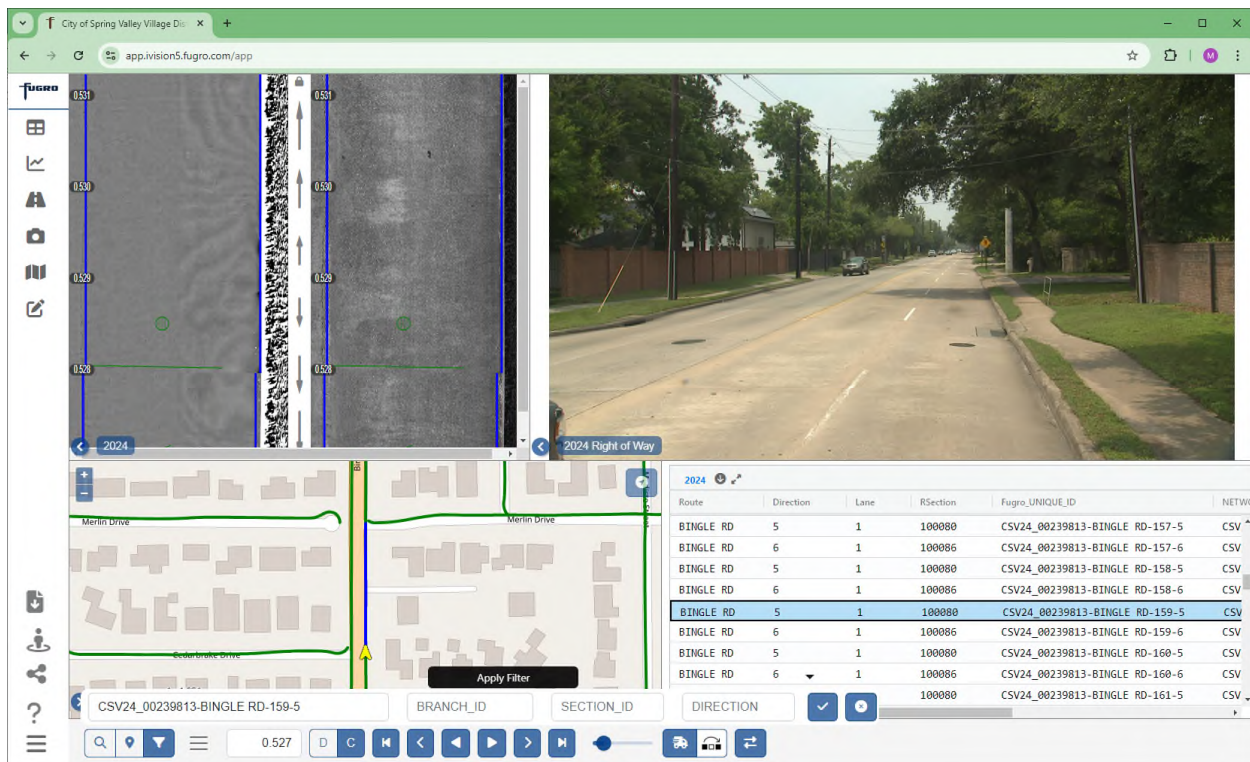


Figure 3.10: iVision Software Showing Pavement Images, Distresses, and Maps

4. Recommendations

Based on our review of the City's roadway network and our project activities, Fugro has the following recommendations:

- It is recommended that the City collects a new round of pavement distress data at least every three years. Periodic collection of network distress data will greatly enhance the accuracy of network level multi-year plans and will result in significant cost savings for the City over time.
- It is recommended that the City considers adding additional pavement related data to its PMS database including structural layer thickness information (from Ground Penetrating Radar studies) and pavement stiffness information (from Falling Weight Deflectometer studies). This additional data can be used, in conjunction with the pavement distress data and road profiling data, to develop more comprehensive pavement condition indices such as the Overall Pavement Condition Index (OCI), which is used by several agencies across the US.
- In addition, Fugro recommends collecting data for ROW assets including sidewalks, curb ramps, bike lanes, medians, shoulders, etc. Fugro can collect ROW asset data using its ARAN fleet at the same time as pavement distress data collection. Periodic collection and updates of the ROW asset inventory provides the City with the necessary information to develop and maintain an effective asset management system. With regular updates, the asset management system will help identify the current needs of the network and provide information for the effective allocation of the City's budget to maintain existing assets or add new ones as necessary.
- Fugro recommends that the City maintains and updates its current PMS periodically. Pavement maintenance and rehabilitation information needs to be updated in the PMS database at least on an annual basis. Unit cost and available budget data for various maintenance and rehabilitation treatments need to be updated annually.

5. Conditions

The professional services that form the basis for this report have been performed using that degree of care and skill ordinarily exercised, under similar circumstances, by reputable pavement engineers practicing in the same locality. No other warranty, expressed or implied, is made as the professional advice set forth. The results, conclusions, and recommendations contained in this report are directed at, and are intended to be utilized within the scope of work contained in the agreement executed by Fugro USA Land, Inc. and the client. This report is not intended to be used for any other purposes. Fugro USA Land, Inc. makes no claim or representation concerning any activity or condition falling outside the specified purposes to which this report is directed, said purposes being specifically limited to the scope of work as defined in said agreement. Inquiries as to said scope of work or concerning any activity or condition not specifically contained therein should be directed to Fugro USA Land, Inc. for a determination and, if necessary, further investigation.

6. References

- PAVER Asphalt Distress Manual: Pavement Distress Identification Guide for Asphalt-Surfaced Roads and Parking Lots. TR/104, U.S. Army Corps of Engineers Construction Engineering Research Laboratories, 1997.
- Shahin, M. Y. Pavement Management for Airports, Roads, and Parking Lots. Springer, Second Edition, 1994.
- ASTM D6433-20, Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys, ASTM International, West Conshohocken, PA, 2020.
- ASTM E950 / E950M-09 (2018), Standard Test Method for Measuring the Longitudinal Profile of Traveled Surfaces with an Accelerometer-Established Inertial Profiling Reference, ASTM International, West Conshohocken, PA, 2018.
- ASTM E1926 – Standard Practice for Computing International Roughness Index of Roads from Longitudinal Profile Measurements, ASTM International, West Conshohocken, PA, 2021.

Appendix A. Pavement Survey Field Comments

SECTION	RD_NAME	COMMENT
100120	BURKHART DR	No Collection-Construction
100230	CARDWELL DR	No Collection-Unable to access (Private)
100430	CREEKSIDE LN	No Collection-Unable to access (Private)
100760	N CREEKSIDE LN	No Collection-Unable to access (Private)
100860	S CREEKSIDE LN	No Collection-Unable to access (Private)
100990	WINDSOR CT	No Collection-Unable to access (Private)
101000	WINDSOR PL	No Collection-Unable to access (Private)
100030	BADE ST	Partial Match-Unable to access
100150	BURKHART RD	Partial Match-Deadend for begin
100310	CEDAR BRAKE DR	Partial Match-Deadend for begin
100330	CEDAR BRAKE RD	No Collection-Private Road
100450	E MEMORIAL PARK DR	Partial Match-Deadend for begin
100800	PECH RD	No Collection-Construction
100810	PECH RD	No Collection-Unable to access
100900	TAMY LN	Partial Match-Construction
100960	WEST TEX DR	Partial Match-Unable to access

Appendix B. Network Pavement Condition Listings

Network Condition Listings

Section ID	Street Name	Length (miles)	Functional Class	Pavement Type	Pavement Condition Index (PCI)	Average IRI (in./mile)
1	BACE DR	0.08	LOCAL	Concrete	97	194
2	BACE DR	0.07	LOCAL	Concrete	98	233
3	BACE DR	0.06	LOCAL	Concrete	98	233
4	BACE DR	0.06	LOCAL	Concrete	100	292
5	BACE DR	0.06	LOCAL	Concrete	93	140
6	BADE ST	0.09	LOCAL	Concrete	98	-1
7	BADE ST	0.05	LOCAL	Concrete	84	-1
8	BADE ST	0.01	LOCAL	Concrete	97	-1
9	BADE ST	0.04	LOCAL	Concrete	91	-1
10	BRACHER ST	0.07	LOCAL	Concrete	91	-1
11	BRACHER ST	0.07	LOCAL	Concrete	87	207
12	BRACHER ST	0.04	LOCAL	Concrete	87	-1
13	BURKHART CIR	0.04	LOCAL	Concrete	74	-1
14	BURKHART CT	0.09	LOCAL	Concrete	65	362
16	BURKHART FOREST CT	0.04	LOCAL	Concrete	80	-1
17	BUTCHER CT	0.02	LOCAL	Concrete	90	-1
18	CAM CT	0.03	LOCAL	Asphalt	42	-1
19	CARDWELL CT	0.07	LOCAL	Concrete	78	-1
20	CEDAR BRAKE RD	0.07	LOCAL	Concrete	98	177
21	CEDAR BRAKE RD	0.06	LOCAL	Concrete	90	268
23	CEDARBRAKE DR	0.15	LOCAL	Concrete	92	-1
24	CEDARBRAKE DR	0.06	LOCAL	Concrete	100	-1
25	CEDARBRAKE DR	0.06	LOCAL	Concrete	93	-1
26	CEDARBRAKE DR	0.06	LOCAL	Concrete	99	-1
27	CEDARBROOK DR	0.10	LOCAL	Concrete	95	276
28	CEDARBROOK DR	0.06	LOCAL	Concrete	93	-1
29	CEDARDALE DR	0.06	LOCAL	Concrete	99	256
30	CEDARDALE DR	0.17	LOCAL	Concrete	97	218
31	CLE CT	0.09	LOCAL	Concrete	74	341
33	CROES DR	0.12	LOCAL	Concrete	45	369
34	CROES DR	0.19	LOCAL	Asphalt	47	347

Network Condition Listings

Section ID	Street Name	Length (miles)	Functional Class	Pavement Type	Pavement Condition Index (PCI)	Average IRI (in./mile)
35	ELIZABETH RD	0.13	LOCAL	Asphalt	56	270
36	ELIZABETH RD	0.07	LOCAL	Asphalt	79	277
37	FRIES CT	0.03	LOCAL	Concrete	90	-1
38	FRIES RD	0.04	LOCAL	Concrete	85	-1
39	FRIES RD	0.01	LOCAL	Concrete	88	362
40	FRIES RD	0.04	LOCAL	Concrete	80	233
41	FRIES RD	0.02	LOCAL	Concrete	82	365
42	FRIES RD	0.03	LOCAL	Concrete	89	243
43	FRIES RD	0.02	LOCAL	Concrete	76	446
44	FRIES RD	0.03	LOCAL	Concrete	91	220
45	FRIES RD	0.02	LOCAL	Concrete	87	-1
46	FRIES RD	0.08	LOCAL	Concrete	83	343
47	FRIES RD	0.06	LOCAL	Concrete	77	269
48	FRIES RD	0.11	LOCAL	Concrete	82	241
49	FRIES RD	0.06	LOCAL	Concrete	85	285
50	FRIES RD	0.06	LOCAL	Concrete	88	218
51	FRIES RD	0.02	LOCAL	Concrete	80	375
52	FRIES RD	0.03	LOCAL	Concrete	93	-1
53	GENS CT	0.03	LOCAL	Concrete	91	-1
54	HEATHER CIR	0.10	LOCAL	Concrete	90	241
55	HILLDALE ST	0.07	LOCAL	Concrete	68	-1
56	HILLDALE ST	0.06	LOCAL	Concrete	82	317
57	HILLDALE ST	0.03	LOCAL	Concrete	88	-1
58	HILLDALE ST	0.08	LOCAL	Concrete	94	242
59	INVERNESS DR	0.03	LOCAL	Asphalt	63	-1
60	INVERNESS PKWY	0.08	LOCAL	Concrete	92	-1
61	INVERNESS PKWY	0.17	LOCAL	Concrete	70	212
62	JOSHUA LN	0.08	LOCAL	Concrete	57	300
63	JOSHUA LN	0.04	LOCAL	Concrete	60	489
64	KRIST DR	0.07	LOCAL	Concrete	62	428
65	KRIST DR	0.08	LOCAL	Concrete	70	-1

Network Condition Listings

Section ID	Street Name	Length (miles)	Functional Class	Pavement Type	Pavement Condition Index (PCI)	Average IRI (in./mile)
66	KRIST DR	0.07	LOCAL	Concrete	74	-1
67	KRIST DR	0.06	LOCAL	Concrete	100	-1
68	LANELL LN	0.26	LOCAL	Concrete	94	174
69	LANELL LN	0.05	LOCAL	Concrete	91	-1
70	LARIAT DR	0.02	LOCAL	Concrete	90	-1
71	LEAFY LN	0.18	LOCAL	Concrete	93	301
72	LOESER DR	0.16	LOCAL	Concrete	97	204
73	LOFLAND DR	0.12	LOCAL	Concrete	90	201
74	LONE STAR DR	0.17	LOCAL	Concrete	98	204
75	LUPTON CT	0.07	LOCAL	Concrete	98	-1
76	LUPTON LN	0.18	LOCAL	Concrete	88	238
77	MARTIN CT	0.05	LOCAL	Concrete	72	-1
78	MARTIN LN	0.09	LOCAL	Concrete	79	151
79	MERLIN CT	0.02	LOCAL	Concrete	51	-1
80	MERLIN DR	0.15	LOCAL	Concrete	91	322
81	MERLIN DR	0.06	LOCAL	Concrete	88	-1
82	MERLIN DR	0.06	LOCAL	Concrete	100	-1
83	MERLIN DR	0.06	LOCAL	Concrete	100	-1
84	MERLIN DR	0.06	LOCAL	Concrete	78	-1
85	MERLIN DR	0.06	LOCAL	Concrete	94	-1
86	MERLIN DR	0.19	LOCAL	Concrete	91	196
87	MERLIN DR	0.07	LOCAL	Concrete	95	228
88	MERLIN DR	0.02	LOCAL	Concrete	71	238
89	MERLIN DR	0.07	LOCAL	Concrete	97	217
90	MERLIN DR	0.04	LOCAL	Concrete	81	-1
91	MICKEY WAY	0.06	LOCAL	Asphalt	85	267
92	MICKEY WAY	0.06	LOCAL	Asphalt	93	-1
93	MICKEY WAY	0.03	LOCAL	Asphalt	86	-1
94	MICKEY WAY	0.14	LOCAL	Asphalt	67	194
95	MODISTE ST	0.02	LOCAL	Concrete	100	-1
96	MODISTE ST	0.08	LOCAL	Concrete	96	284

Network Condition Listings

Section ID	Street Name	Length (miles)	Functional Class	Pavement Type	Pavement Condition Index (PCI)	Average IRI (in./mile)
97	MODISTE ST	0.09	LOCAL	Concrete	87	-1
98	MODISTE ST	0.04	LOCAL	Concrete	90	-1
99	NEELEY DR	0.12	LOCAL	Concrete	94	-1
100	NEELEY DR	0.10	LOCAL	Concrete	95	-1
101	PARKLAND CT	0.03	LOCAL	Concrete	76	-1
102	PECAN TRAIL LN	0.10	LOCAL	Concrete	77	245
103	PENN MANOR CT	0.05	LOCAL	Concrete	77	-1
104	POM CT	0.03	LOCAL	Concrete	96	-1
105	RANDY DR	0.12	LOCAL	Asphalt	36	184
106	RAYLIN DR	0.06	LOCAL	Asphalt	96	-1
107	RAYLIN DR	0.12	LOCAL	Asphalt	40	-1
108	SPRING OAKS CIR	0.07	LOCAL	Concrete	54	-1
109	TAL CT	0.03	LOCAL	Concrete	62	-1
110	TAM CT	0.03	LOCAL	Concrete	76	-1
111	TAMY LN	0.02	LOCAL	Concrete	75	-1
112	TAMY LN	0.05	LOCAL	Asphalt	81	-1
113	TERESA DR	0.05	LOCAL	Concrete	97	-1
114	TERESA DR	0.12	LOCAL	Concrete	91	338
115	TRAWEK ST	0.01	LOCAL	Concrete	73	-1
116	TRAWEK ST	0.18	LOCAL	Concrete	95	207
117	VILLAGE OAKS LN	0.07	LOCAL	Concrete	94	214
118	VILLAGE OAKS LN	0.12	LOCAL	Concrete	80	265
119	VOSS RD	0.08	LOCAL	Concrete	96	234
120	VOSS RD	0.10	LOCAL	Concrete	93	302
121	VOSS RD	0.02	LOCAL	Concrete	84	-1
122	VOSS RD	0.05	LOCAL	Concrete	78	225
123	VOSS RD	0.02	LOCAL	Concrete	93	301
124	VOSS RD	0.04	LOCAL	Concrete	97	233
125	VOSS RD	0.02	LOCAL	Concrete	69	-1
126	VOSS RD	0.05	LOCAL	Concrete	90	296
127	VOSS RD	0.01	LOCAL	Concrete	70	411

Network Condition Listings

Section ID	Street Name	Length (miles)	Functional Class	Pavement Type	Pavement Condition Index (PCI)	Average IRI (in./mile)
128	VOSS RD	0.06	LOCAL	Concrete	94	168
129	VOSS RD	0.06	LOCAL	Concrete	80	199
130	VOSS RD	0.06	LOCAL	Concrete	98	192
131	VOSS RD	0.06	LOCAL	Concrete	87	192
132	WEST TEX DR	0.06	LOCAL	Concrete	97	273
133	WEST TEX DR	0.05	LOCAL	Concrete	95	258
134	WEST TEX DR	0.03	LOCAL	Concrete	87	460
135	WEST TEX DR	0.02	LOCAL	Concrete	90	-1
136	WILD OAK CIR	0.09	LOCAL	Concrete	64	488
141	WOODSBOROUGH CIR	0.30	LOCAL	Concrete	72	271
142	WOODSBOROUGH DR	0.03	LOCAL	Concrete	50	-1
143	WYNDHAM PARK DR	0.16	LOCAL	Concrete	64	-1
144	E MEMORIAL PARK DR	0.08	LOCAL	Concrete	67	-1
145	E MEMORIAL PARK DR	0.13	LOCAL	Concrete	64	375
151	W MEMORIAL PARK DR	0.06	LOCAL	Concrete	67	250
152	W MEMORIAL PARK DR	0.09	LOCAL	Concrete	56	-1
153	BINGLE RD	0.19	MAJOR	Concrete	74	249
154	BINGLE RD	0.14	MAJOR	Concrete	71	292
155	BINGLE RD	0.09	MAJOR	Concrete	83	280
156	BINGLE RD	0.06	MAJOR	Concrete	86	307
157	BINGLE RD	0.04	MAJOR	Concrete	81	292
158	BINGLE RD	0.02	MAJOR	Concrete	75	332
159	BINGLE RD	0.06	MAJOR	Concrete	81	345
160	BINGLE RD	0.06	MAJOR	Concrete	84	355
161	BINGLE RD	0.07	MAJOR	Concrete	80	273
162	BINGLE RD	0.09	MAJOR	Concrete	72	345
163	BINGLE RD	0.07	MAJOR	Concrete	75	317
164	WESTVIEW DR	0.06	MAJOR	Concrete	88	287
165	WESTVIEW DR	0.06	MAJOR	Concrete	77	254
166	WESTVIEW DR	0.06	MAJOR	Concrete	83	221
167	WESTVIEW DR	0.06	MAJOR	Concrete	72	269

Network Condition Listings

Section ID	Street Name	Length (miles)	Functional Class	Pavement Type	Pavement Condition Index (PCI)	Average IRI (in./mile)
168	WESTVIEW DR	0.20	MAJOR	Concrete	85	199
169	WESTVIEW DR	0.05	MAJOR	Concrete	93	181
170	WESTVIEW DR	0.02	MAJOR	Concrete	94	179
171	WESTVIEW DR	0.05	MAJOR	Concrete	94	204
172	WESTVIEW DR	0.08	MAJOR	Concrete	95	191
173	WESTVIEW DR	0.08	MAJOR	Concrete	93	212
174	WESTVIEW DR	0.13	MAJOR	Concrete	92	233
175	WESTVIEW DR	0.06	MAJOR	Concrete	95	198
176	WESTVIEW DR	0.04	MAJOR	Concrete	75	245
177	WESTVIEW DR	0.10	MAJOR	Concrete	89	222
178	CAMPBELL RD	0.12	MAJOR	Concrete	89	214
179	CAMPBELL RD	0.03	MAJOR	Concrete	79	218
180	CAMPBELL RD	0.06	MAJOR	Concrete	82	142
181	CAMPBELL RD	0.01	MAJOR	Concrete	69	229
182	CAMPBELL RD	0.02	MAJOR	Concrete	70	172
183	CAMPBELL RD	0.06	MAJOR	Concrete	77	174
184	CAMPBELL RD	0.06	MAJOR	Concrete	82	202
185	CAMPBELL RD	0.03	MAJOR	Concrete	84	298
186	LARSTON ST	0.06	LOCAL	Asphalt	46	422
187	LARSTON ST	0.10	LOCAL	Asphalt	64	271
188	LARSTON ST	0.09	LOCAL	Concrete	89	224
189	BEUTEL DR	0.11	LOCAL	Asphalt	65	210
190	ANNE ST	0.03	LOCAL	Concrete	69	-1
191	BURKHART RD	0.11	LOCAL	Concrete	90	240
192	CEDARSPUR DR	0.13	LOCAL	Concrete	71	-1
193	CAUDLE DR	0.08	LOCAL	Concrete	99	243
194	CEDARSPUR DR	0.05	LOCAL	Asphalt	37	-1
195	GREEN VALLEY DR	0.08	LOCAL	Concrete	91	203
196	WINNINGHAM LN	0.11	LOCAL	Concrete	98	257
197	BEN HUR DR	0.06	LOCAL	Concrete	100	283
198	BEN HUR DR	0.06	LOCAL	Concrete	95	239

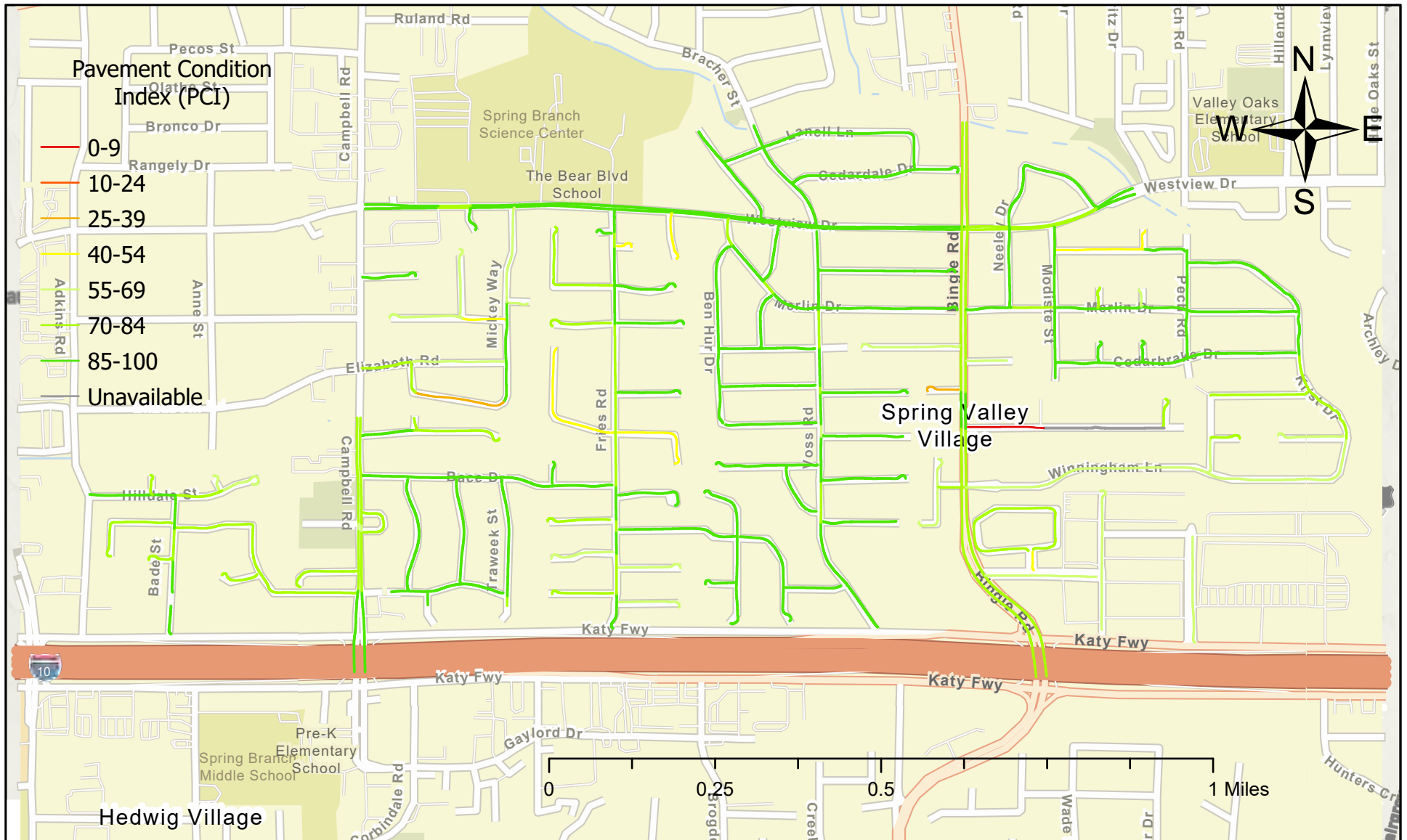
Network Condition Listings

Section ID	Street Name	Length (miles)	Functional Class	Pavement Type	Pavement Condition Index (PCI)	Average IRI (in./mile)
199	BEN HUR DR	0.16	LOCAL	Concrete	98	244
202	BURKHART RD	0.10	LOCAL	Asphalt	9	432
203	GREEN VALLEY DR	0.10	LOCAL	Concrete	95	-1
204	CAUDLE DR	0.09	LOCAL	Concrete	98	245
205	CEDAR BRAKE DR	0.13	LOCAL	Concrete	57	324
206	ECHO VALLEY DR	0.08	LOCAL	Concrete	65	-1
207	CAVELL LN	0.08	LOCAL	Concrete	91	288
208	WINNINGHAM LN	0.04	LOCAL	Concrete	73	-1
209	WINNINGHAM LN	0.34	LOCAL	Concrete	60	410
210	WINNINGHAM LN	0.16	LOCAL	Concrete	69	385
211	CEDAR BRAKE DR	0.05	LOCAL	Concrete	59	-1
212	BEUTEL DR	0.03	LOCAL	Concrete	87	-1
213	CEDARSPUR DR	0.11	LOCAL	Concrete	89	213
214	CARDWELL DR	0.09	LOCAL	Concrete	75	284
215	CAVELL LN	0.04	LOCAL	Concrete	92	-1
216	PECH RD	0.05	LOCAL	Concrete	67	-1
218	CARDWELL DR	0.10	LOCAL	Concrete	73	338
219	BURKHART RD	0.12	LOCAL	Concrete	93	268
220	CAVELL LN	0.08	LOCAL	Concrete	65	262
221	CARDWELL DR	0.16	LOCAL	Concrete	88	279
222	CEDARSPUR DR	0.13	LOCAL	Concrete	90	239
223	CARDWELL DR	0.03	LOCAL	Concrete	84	-1
224	CEDARSPUR DR	0.09	LOCAL	Concrete	90	243
226	ECHO VALLEY DR	0.08	LOCAL	Concrete	71	-1
227	WINNINGHAM LN	0.04	LOCAL	Concrete	97	167
228	WINNINGHAM LN	0.10	LOCAL	Concrete	98	141
229	BEN HUR DR	0.06	LOCAL	Concrete	94	-1
230	BEN HUR DR	0.07	LOCAL	Concrete	90	290
231	BEN HUR DR	0.10	LOCAL	Concrete	90	333
232	PECH RD	0.07	LOCAL	Concrete	97	-1
233	PECH RD	0.07	LOCAL	Concrete	90	-1

Network Condition Listings

[illegible]

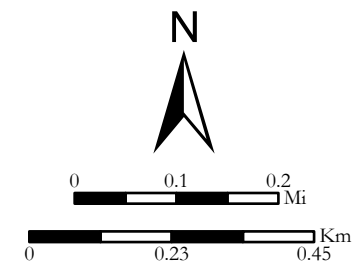
Appendix C. Network Pavement Condition Maps

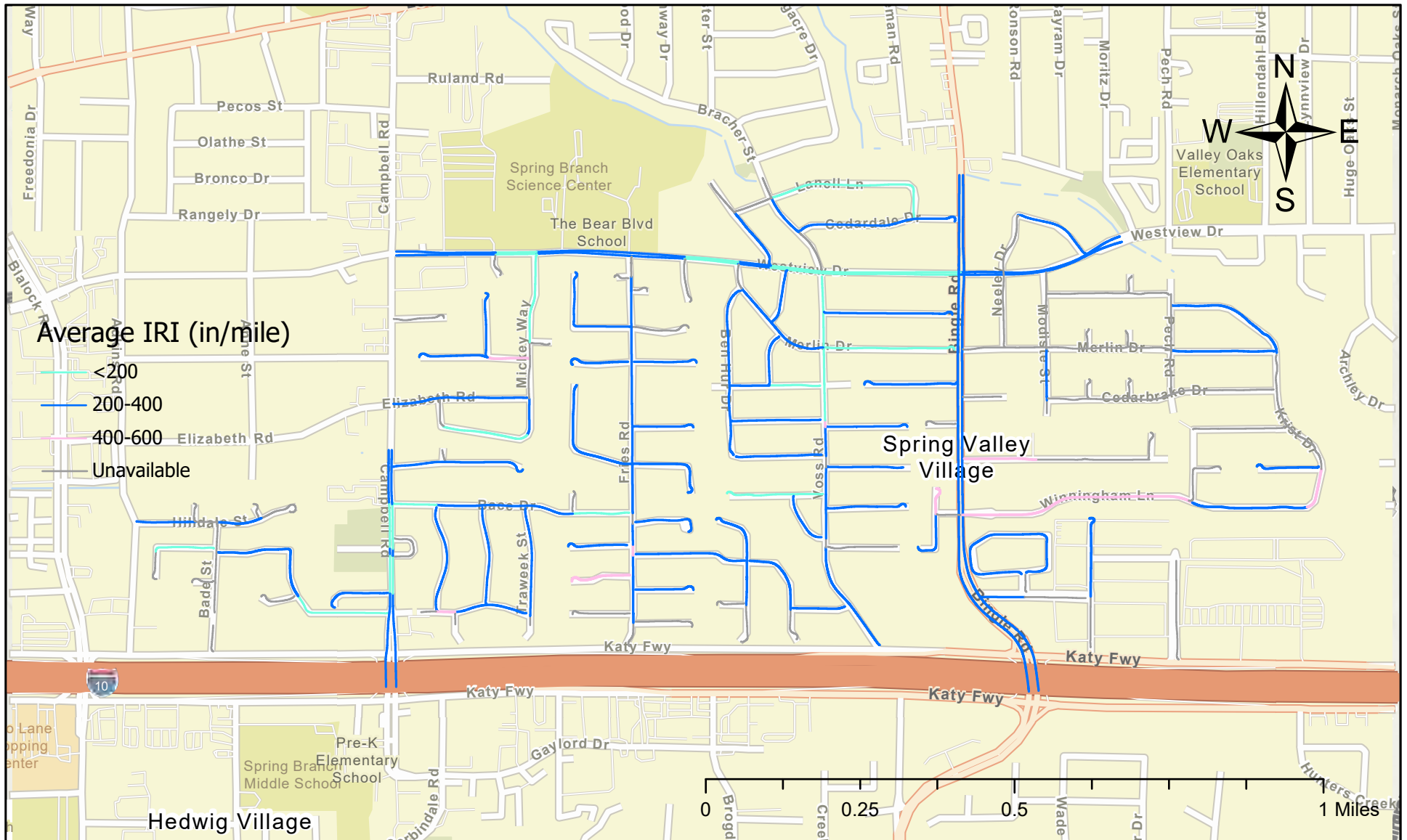


Spring Valley Village, TX Survey PCI 2024

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Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere

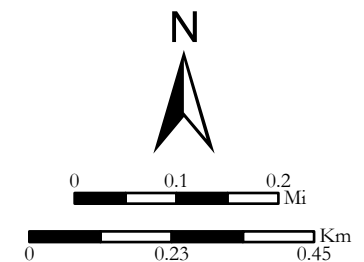




Spring Valley Village, TX Survey IRI 2024

Esri, NASA, NGA, USGS, FEMA, Esri, CGIAR, USGS, Esri Community Maps Contributors, Baylor University, City of Houston, HPB, Texas Parks & Wildlife, CONANP, Esri, TomTom, Garmin, Foursquare, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, Texas Parks & Wildlife, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, USFWS, Esri Community Maps Contributors, Baylor University, Texas Parks & Wildlife, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau,

Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere





Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Jasmin Torres, City Secretary
SUBJECT:	Police Department Update

BACKGROUND:	Police Department - update on department activities over the previous month, to include: • Number of calls for service. • Number of traffic violations. • Introduction of new personnel.
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ATTACHMENTS:	August Monthly Stats
---------------------	----------------------

FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

08\01\2024
thru 08\31\2024
Zone is: SPRING VALLEY

Type	Description	# Of Calls
21	911 HANG UP	2
6	ACCIDENT	20
145	ACCIDENT - FSGI	5
22	ALARM	21
23	AMBULANCE CALL	20
24	ANIMAL CALL	6
43	ASSIST OUTSIDE AGENCY	1
135	BUSINESS CHECK	2,816
48	CITY CREW REPAIRS	3
53	DEBRIS IN ROADWAY	2
60	FIRE CALL	8
65	GAS LEAK	1
68	HOUSE CHECK	97
70	INFORMATION	50
71	INVESTIGATION	4
76	LOUD NOISE	4
159	MOTORIST ASSIST	6
81	OPEN DOOR	8
162	PARKING VIOLATION	4
86	PUBLIC RELATIONS	224
97	SPECIAL ASSIGNMENT	2
99	STALLED VEHICLE	33
103	SUSPICIOUS ACTIVITY	8
104	SUSPICIOUS PERSON	14
105	SUSPICIOUS VEHICLE	12
11	TRAFFIC STOP	628
111	VEHICLE BLOCKING ROADWAY	4
112	VEHICLE CHECK	4
163	VIOLATION OF CITY ORDINANCE	2
117	WELFARE CONCERN	5
Total		4,014

Spring Valley Village, TX PD Citation Violation Audit by Offense

Violation Count

August 1, 2024 - August 31, 2024

Official: All

Official Assignment:

Type of Stop: All

Stop Result: All

STEP: NONE

CHANGED LANE WHEN UNSAFE	1
CITY ORDINANCE - PLACING SIGNS IN PUBLIC RIGHT OF WAY	1
CITY ORDINANCE - STORAGE OF TRAILER	1
CRIMINAL TRESPASSING	1
DEFECTIVE EQUIPMENT - WHITE LIGHT TO THE REAR	1
DEFECTIVE EQUIPMENT / NO LICENSE PLATE LIGHT	24
DEFECTIVE HEAD LAMPS	31
DEFECTIVE HEAD LIGHTS	20
DEFECTIVE STOP LAMP(S)	46
DEFECTIVE STOP LIGHTS-TRAILER	2
DEFECTIVE TAIL LAMP(S)	30
DISPLAY FICTITIOUS/WRONG/UNCLEAN LICENSE PLATES	20
DISPLAY/ EXPIRED REGISTRATION	347
DRIVING WHILE LICENSE INVALID UNDER PROVISIONS OF DL LAWS	13
DROVE WITHOUT LIGHTS (WHEN REQUIRED)	25
EXPIRED BUYER TAG	18
EXPIRED DEALER TAG	4
EXPIRED DRIVERS LICENSE	19
FAIL TO DISPLAY DRIVERS LICENSE	3
FAIL TO GET A TEXAS DRIVERS LICENSE AFTER 90 DAYS OF RESIDENCE IN THI.,	1
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	194
FAIL TO OBEY TRAFFIC CONTROL DEVICE-MARKINGS	1
FAIL TO REPORT CHANGE OF ADDRESS	8
FAILED TO DIM HEADLIGHTS - FOLLOWING	2
FAILED TO DIM HEADLIGHTS - MEETING	4
FAILED TO SIGNAL TURN	2
FAILED TO SIGNAL TURN / LANE CHANGE	4
FAILED TO STOP AT DESIGNATED POINT (STOP SIGN)	16
FAILED TO STOP FOR SCHOOL BUS (OR REMAIN STOPPED)	4
FAILED TO YIELD ROW TO EMERGENCY VEHICLE	6
ILLEGAL BUYERS TAGS	2
ILLEGAL PARKING - NO PARKING ANY TIME	4
ILLEGAL PARKING ADKINS ROAD	1

Spring Valley Village, TX PD Citation Violation Audit by Offense

Violation Count

August 1, 2024 - August 31, 2024

Official: All

Official Assignment:

Type of Stop: All

Stop Result: All

STEP: NONE

ILLEGAL PASSING - DROVE OVER MEDIAN	1
ILLEGAL PASSING - LEFT TURN ONLY LANE	1
ILLEGAL WINDOW TINT	15
IMPEDING TRAFFIC	1
IMPROPER RIGHT HAND TURN	1
NO DRIVERS LICENSE	146
NO FRONT LICENSE PLATE	26
NO LICENSE NUMBER PLATES-TRAILER	8
NO SEAT BELT - PASSENGER	2
OPERATE MOTOR VEHICLE WITHOUT LICENSE PLATES OR WITH ONE LICENSE ...	7
OPERATE UNREGISTERED MOTOR VEHICLE	2
PARENT/GUARDIAN PERMITTED UNLICENSED MINOR TO DRIVE	1
PARKED FACING TRAFFIC	1
PARKED IN PROHIBITED AREA	7
PUBLIC INTOXICATION	1
RAN RED LIGHT	12
RAN RED LIGHT SERVICE ROAD	7
RAN STOP SIGN	32
SPEEDING >10% ABOVE POSTED LIMIT	1
SPEEDING >10% ABOVE POSTED LIMIT	202
SPEEDING IN SCHOOL ZONE	47
TURNED WHEN UNSAFE	1
UNAUTHORIZED USE OF DEALER TEMP TAG - (DEALER OR EMPLOYEE)	1
UNAUTHORIZED USE OF DEALER TEMP TAG (NOT DEALER OR EMPLOYEE)	4
UNRESTRAINED CHILD 5 YEARS OF AGE TO 17	1
UNRESTRAINED CHILD YOUNGER THAN 5 OR UNDER 36 INCHES	5
WRONG/ALTERED/OBSCURED LICENSE PLATE	12
Grand Total	1,401



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	John McDonald, City Administrator
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Appointments/Re-appointments to Boards and Commissions

BACKGROUND:	The following Boards and Commission positions remain open: • Board of Adjustment member • Planning and Zoning Commission alternate • Parks Board, multiple places. The Mayor recommends the following appointments: • Mark Reid to the Board of Adjustment as a member • Nathan Carroll to the Planning and Zoning Commission as an alternate member • Eljio Serrano to the Parks Board. Mr. Reid and Mr. Serrano are first-time appointees to Spring Valley Village Boards and Commissions. Mr. Carroll has been serving on the Board of Adjustment. The Mayor is working to identify additional members for the Parks Board.
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ATTACHMENTS:	Application for Spring Valley Planning and Zoning Commission -Mark Reid, Eljio Serrano
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION: The Mayor recommends appointments as outline above.

ATTACHMENT 1
City of Spring Valley Village
Volunteer Application



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

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

Personal Information

First Name: MARK Last Name: REID

Address: 1104 KRIST DR. City: HOUSTON State: TX Zip: 77055

Home Phone: _____ Work Phone: _____ Mobile Phone: 713-818-4438

Email Address: MARKREID59@COMCAST.NET

Occupation: RETIRED 5/31/2024 after 38 years as Ret. Eng. / Mgmt

First Time Appointment: ☒ Reappointment: _____

If reappointment, indicate name of Board or Commission: _____

And the time period previously served: _____

Education (list highest grade/degree completed): MBA - FINANCE

Volunteer Information (Attach additional pages as needed)

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

Habitat for Humanity, East Spring Branch Food Pantry
Volunteer

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

With my Engineering background & interest in the Spring
Valley Community, I wanted to volunteer my time
to help out.

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

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

B.S. in Petroleum Engineering MBA - in Finance
Spring Valley Homeowner Good understanding of Building Plans

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

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

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

Signature: 

Date: August 10th, 2024

For City Hall Use Only:

Applicant approved by: Mayor _____ City Council _____

Applicant appointed to: _____ Date: _____

City of Spring Valley Village
Volunteer Application



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

☒ Planning and Zoning Commission

☒ Board of Adjustment

☐ Other: **Parks Board**

Personal Information

Last Name: **Serrano**

First Name: **Elijio**

Address: **9142 Penn Manor Ct** City: **Houston** State: **Texas** Zip: **77055**

Home Phone: **2816153698** Work Phone: **2816153698**

Email address: **elijioserrano@comcast.net**

Occupation: **Chief Financial Officer - TETRA Technologies, Inc.**

First Time Appointment: **2012**

Reappointment: _____

If reappointment, indicate name of group: _____

And the time period previously served: _____

Education (list highest grade/degree completed): **CPA, BBA in finance & accounting**

Volunteer Information

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

Houston Marathon Board of Directors Vice-President

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

have been living in the community around 20 years, about to retire and have time to devote back to the community

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

(3) Please write a brief summary of your qualification for service on this board, commission, or committee:
Chief financial officer of a publicly traded company; aware of governance responsibilities

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

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

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

Signature: 

Date: August 9, 2024

For City Hall Use Only:

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

Applicant assigned to: _____ Date: _____



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Jasmin Torres, City Secretary
SUBJECT:	UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: Activities of the Village Fire Department Commissioners Meeting on August 28, 2024, and Any Special Meetings That May Have Occurred since August 28, 2024. (Mayor Pro-Tem Carpenter / Council Member Lisenby) • Presentation of the Village Fire Department Report

BACKGROUND:	Activities of the Village Fire Department Commissioners Meeting on August 28, 2024, and Any Special Meetings That May Have Occurred since August 28, 2024. (Mayor Pro-Tem Carpenter / Council Member Lisenby)
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ATTACHMENTS:	None
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Brent Walker, Treasurer
SUBJECT:	PRESENTATION AND DISCUSSION CONCERNING: the Quarterly Investment Report For the Period Ending June 30, 2024

BACKGROUND: In accordance with the Public Funds Investment Act, Chapter 2256.023 of the Government Code, the Investment Officer shall prepare and submit to the City Council a quarterly report of investment transactions of all funds for the preceding period.

The City invests cash that is not immediately needed for operations in Certificates of Deposit, Texpool, TexasClass and Securities issued by Agencies of the Federal Government as allowed by the Public Funds Investment Act and the City's Investment Policy.

Portfolio Recap:

- Year-to-Date, The Tex-Pool earned an average yield of 5.3242%
- Year-to-Date, the Texas Class earned an average yield of 5.4842%
- Throughout the quarter, the City's investments earned interest totaling \$286,515.90

Enclosed are details of the City investment transactions for the quarter ending June 30, 2024. This information shows that the beginning market value was \$28,900,200 as of March 31, 2024, and the ending market value was \$28,433,467.28 on June 30, 2024.

As of June 30, 2024, the City's cash and investments were as follows:

Cash and Investments	Original Face Value	Book Value	Market Value	Percentage of Portfolio
Depository Accounts	\$1,369,780.21	\$1,369,780.21	\$1,369,780.21	4.82%
Investment Pool	\$27,050,130.59	\$27,050,130.59	\$27,050,130.59	95.13%
Money	\$13,566.48	\$13,566.48	\$13,566.48	0.05%

Market/Savings

Total \$28,433,467.28 \$28,433,467.28 \$28,433,467.28

100%

Compliance: The City requires its depository banks to provide collateral for all deposits in excess of Federal Deposit Insurance. As of June 30, 2024, the market value of collateral pledged to the City by Wells Fargo through the Bank of New York Mellon was \$1,043,994.26.

Market Value: The City currently holds no investments in which the book value differs from the market value. For all holdings, the book value is equal to the market value.

To the best of my knowledge, this report is in compliance with the investment strategy expressed in the City of Spring Valley Village Investment Policy and with the Texas Public Funds Investment Act, V.T.C.A., Government Code Ch. 2256, as amended.

ATTACHMENTS:

2nd QTR Investment Report

FUNDING:

Amount
Available

Account No.

Additional
Appropriation
Required

Project No.

Amount
Budgeted

Account
Description

RECOMMENDATION: N/A

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
<u>10 -GENERAL FUND</u>				
10-00-1001	CASH IN BANK - WELLS FARGO	326,250.03		
10-00-1010	PETTY CASH	660.00		
10-00-1030	SAVINGS - CHILD SAFETY		13,206.48	
10-00-1040	SAVING - WELLS FARGO		350.00	
10-00-1043	CASH IN BANK - MUNICIPAL COURT		14,034.43	
10-00-1120	INVESTMENT IN TEXPOOL		5,246,828.95	
10-00-1121	TEXASCLASS		<u>6,772,964.12</u>	
TOTAL 10	-GENERAL FUND	<u>326,910.03</u>	<u>12,047,383.98</u>	<u>12,374,294.01</u>
<u>15 -CAPITAL REPLACEMENT FUND</u>				
15-00-1001	CASH	200,750.06		
15-00-1120	TEXPOOL		<u>1,329,017.87</u>	
TOTAL 15	-CAPITAL REPLACEMENT FUND	<u>200,750.06</u>	<u>1,329,017.87</u>	<u>1,529,767.93</u>
<u>20 -UTILITIES</u>				
20-00-1001	CASH IN BANK - WELLS FARGO	445,807.30		
20-00-1010	PETTY CASH	200.00		
20-00-1040	BOND RESERVE - WELLS FARGO		358,408.47	
20-00-1120	INVESTMENT IN TEXPOOL		<u>1,617,055.23</u>	
TOTAL 20	-UTILITIES	<u>446,007.30</u>	<u>1,975,463.70</u>	<u>2,421,471.00</u>
<u>26 -CLFRF FUND</u>				
26-00-1001	CASH IN THE BANK	300,000.00		
26-00-1121	TEXASCLASS		<u>1,077,952.64</u>	
TOTAL 26	-CLFRF FUND	<u>300,000.00</u>	<u>1,077,952.64</u>	<u>1,377,952.64</u>
<u>25 -CIP FUND</u>				
25-00-1001	CASH IN BANK - WELLS FARGO	59,916.50		
25-00-1002	BONDS - WELLS FARGO	36,196.32		
25-00-1120	TEXPOOL		2,677,346.44	
25-00-1130	TEXAS CLASS - CO BOND		7,950,628.42	
25-00-1140	TEXPOOL - BOND		<u>5,894.02</u>	
TOTAL 25	-CIP FUND	<u>96,112.82</u>	<u>10,633,868.88</u>	<u>10,729,981.70</u>
TOTAL CASH & INVESTMENTS		<u>1,369,780.21</u>	<u>27,063,687.07</u>	<u>28,433,467.28</u>

*** END OF REPORT ***



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Brent Walker, Treasurer
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance No. 2024-XX - AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 1 TO THE ORIGINAL BUDGET OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, FOR THE FISCAL YEAR 2023-2024; FUNDING CERTAIN OBLIGATIONS OF THE CITY DURING THE BUDGET PERIOD NECESSARY FOR THE PROVISION OF CITY SERVICES; CONTAINING FINDINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING OTHER DETAILS RELATING TO THE SUBJECT.

BACKGROUND:	The FY 2023-24 Budget transfers and amendments as outlined in the attached schedules are recommended for true-up fluctuations in the FY 2023-24 budget based on actuals. Based on Budget Amendment No. 1 adjustments, the un-audited revenues are over expenditures for FY 2023-24 in both the General Fund and Utility Funds, so only a few true-up (Budget) adjustments need to be made for FY 2023. Finance staff continue to work on FY 2023-24 year-end close. If needed, additional transfers or amendments will be brought to the Council.
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ATTACHMENTS:	Ord. No. 2024-XX - Adopting FY 2023-24 Budget Amendment 1
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FUNDING: Cash					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:	Staff recommends approval of the Ordinance amending the FY 2023-2024 budget.
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ORDINANCE NUMBER 2024-XX

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 1 TO THE ORIGINAL BUDGET OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, FOR THE FISCAL YEAR 2023-2024; FUNDING CERTAIN OBLIGATIONS OF THE CITY DURING THE BUDGET PERIOD NECESSARY FOR THE PROVISION OF CITY SERVICES; CONTAINING FINDINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING OTHER DETAILS RELATING TO THE SUBJECT.

WHEREAS, the Original Budget of the City of Spring Valley Village, Texas, for the fiscal year beginning October 1, 2023, and ending September 30, 2024 ("Original Budget"), was adopted within the time and in the manner required by State law; and

WHEREAS, the City Council hereby finds and determines that it is necessary to fund the attached amendment to such Original Budget which reflect expenditures necessary for the provision of City services; and

WHEREAS, the City Council further finds that these changes are warranted and necessary for the municipal purposes stated, and that the amendment of such Original Budget is an emergency and a matter of public necessity warranting action at this time.

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

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

Section 2. The Original Budget of the City of Spring Valley Village, Texas, for the fiscal year beginning October 1, 2023, and ending September 30, 2024 is hereby amended to fund the changes reflected on the attached Amendment No. 1 to the Original Budget of The City of Spring Valley Village, Texas, for the Fiscal Year 2023-2024, which shall be attached to and made a part of such Original Budget by the City Secretary and filed as required by State law, and a true and correct copy of which is attached hereto as Exhibit "A" and is made a part of this Ordinance for all purposes.

Section 3. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a

whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Spring Valley Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 24 day of September 2024.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

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



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Brent Walker, Treasurer
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: ORDINANCE NO. 2024-XX - AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE 2024 CERTIFIED APPRAISAL ROLL; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

BACKGROUND:	Approval of the certified appraisal roll by the City Council is an annual process required by the Texas Tax Code. The Certified Appraisal Roll lists all the taxable property and values within the City limits for 2024. The Certified Appraisal Roll was provided by Harris County Appraisal District on July 25, 2024. Based on current year revenue projections, staff recommends approving 100% of the roll. Therefore, the 2023 Certified Appraisal Roll is \$1,669,603,127.
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ATTACHMENTS:	Ord. No 2024-XX- Approval of 2024 Certified Tax Roll, certification _assessors _letter _2 _080
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:	Staff recommends approval of the Ordinance.
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ORDINANCE NUMBER 2024-XX

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE 2024 CERTIFIED APPRAISAL ROLL; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

WHEREAS, the Harris County Appraisal District (“HCAD”) prepares the certified appraisal roll and roll under protest of the taxable property in the City of Spring Valley Village, Texas; and

WHEREAS, the City uses the certified appraisal roll and roll under protest received from the HCAD to calculate the No-New-Revenue, Voter-Approval and DeMinimis tax rates applicable to taxable property in the City; and

WHEREAS, approval by the City of the certified appraisal roll is required by State law as an integral part of the City’s ability to levy and collect property taxes; and

WHEREAS, the City Council does hereby find and determine that the 2024 Certified Appraisal Roll certified by HCAD should be approved.

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

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

Section 2. The City Council hereby approves the 2024 certified appraisal roll of the City in the amount of \$1,669,603,127 assessed valuation, based on the approved roll and 100% of the roll under protest as approved by the Appraisal Review Board of the HCAD.

Section 3. This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of said Ordinances except those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance.

Section 4. If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or application thereof to any person or circumstance, is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of the Ordinance, and the City Council hereby declares it would have passed such remaining portions of the Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 5. This Ordinance shall be in full force and effect from and after its date of passage, in accordance with law.

DULY PASSED, APPROVED AND ADOPTED by the City Council of the City of Spring Valley Village, Texas, this the 24th day of September, 2024.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

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

**HARRIS CENTRAL APPRAISAL DISTRICT
HOUSTON, TEXAS**

**THE STATE OF TEXAS, }
COUNTY OF HARRIS. }**

**2024
CERTIFICATION OF APPRAISAL ROLL AND
LISTING OF PROPERTIES UNDER SECS. 26.01(c) AND (d)
FOR
City of Spring Valley**

Pursuant to Section 26.01(a), Texas Tax Code, I hereby certify the 2024 appraisal roll of properties taxable by City of Spring Valley. The roll is delivered in electronic form.

The total appraised value now on the appraisal roll for this unit is: \$2,168,705,820

The taxable value now on the appraisal roll for this unit is: \$1,669,603,127

As required by Section 26.01(c), Texas Tax Code, I have included with your roll a listing of those properties which are taxable by the unit but which are under protest and are therefore not included in the appraisal roll values approved by the appraisal review board and certified above. My estimate of the total taxable value which will be assigned to such properties if the owners' claims are upheld by the appraisal review board is: \$37,216,471

Pursuant to Section 26.01(d), Texas Tax code, the estimated value of taxable property not under protest and not yet included on the certified appraisal roll, after hearing loss, is \$31,690,797

Signed this 30th day of August, 2024



Roland Altinger

Roland Altinger, CAE, RPA, CTA
Chief Appraiser

ASSESSOR'S ACKNOWLEDGEMENT

As tax assessor/collector of the above-named taxing unit, I hereby acknowledge receipt of the certified 2024 appraisal roll on this the _____ day of _____, 2024



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Jasmin Torres, City Secretary
SUBJECT:	CONDUCT A PUBLIC HEARING CONCERNING: Proposed Fiscal Year 2024-2025 Budget. A. Staff Presentation B. Those In Favor C. Those Opposed D. Adjourn Public Hearing

BACKGROUND:	This public hearing is being held in compliance with the Texas Local Government Code Sec. 102.006 which requires municipalities to hold a public hearing on the proposed budget. Notice of this public hearing was published in accordance with the Texas Local Government Code Sec. 102.0065.
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ATTACHMENTS:	HOU3435155201_lr - PH for Budget 24-25
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:

Notice of A Public Hearing

City of Spring Valley

Village, Texas

2024-2025

Municipal Budget

Notice is hereby given that the City Council of the City of Spring Valley Village, Texas, will hold a public hearing on Tuesday, September 24, 2024, at 6:00 p.m., at the City Hall, 1025 Campbell Road, Houston, Texas 77055, for the purpose of receiving public testimony regarding the City's proposed fiscal year 2024-2025 Municipal Budget. All persons desiring to speak regarding such proposed budget will be afforded an opportunity to do so. Copies of such budget may be obtained at the office of the City Secretary, at the address set forth above.

This budget will raise less revenue from property taxes than last year's budget by an amount of -\$238,579, which is a -3.35 percent decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$109,838.



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	John McDonald, City Administrator
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance Number 2024-XX – An Ordinance of the City Council of the City of Spring Valley Village, Texas, Approving and Adopting a Budget for the City of Spring Valley Village Texas, for Fiscal Year 2024-2025, Making Appropriations for the City for such Fiscal Year as Reflected in said Budget; Providing for the Incorporation of the Preamble; Making Certain Findings, and Containing Certain Provisions Relating to the Subject, and Providing an Effective Date.

BACKGROUND:	The FY 2024-2025 Budget is the compilation of the budget workshops held on 05/28/2024, 06/25/2024 and 08/06/2024. The FY 2024-2025 Original Budget utilizes the proposed tax rate of \$0.395000 per \$100 of assessed property value. <u>Revenues</u> • The use of the same property tax rate(\$0.39500) as the 2023-2024FY based on HCAD's Projected 2024 Taxable Value. • Sales Tax Revenues and Interest Income is using the market trend instead of using an average of the three previous fiscal years' actuals plus the current fiscal year's projections. • Contribution from Hilshire Village is reflected based on updated expenditures for the Police Department. <u>Expenditures/Expenses</u> • A 4% cost-of-living (COLA) salary increase for all city employees. • Increased funds for park maintenance and activities. • The property, liability, and vehicle insurances are all revised based on updated renewal rates from the TML
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Intergovernmental Risk Pool after the August 2, 2022 Budget Workshop Meeting. • Take off the contract insurance from the previous draft budget because this line item is no longer needed. • 457-Plan contribution in the Administration department is reflected in the contract amount. The Proposed Budget for the next fiscal year has been filed with the City Secretary. Section 102.007 of the Texas Local Government Code requires that, upon conclusion of the public hearing on the budget, the City Council shall take action on the proposed budget. In addition, a vote to adopt the budget must be a record vote.

ATTACHMENTS:	Ord. No. XXX-2024 - Adopting FY2024 Budget, Budget Proof 2024
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:	Staff recommends approval of the Ordinance. The approval of the ordinance must be a record vote.
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ORDINANCE NUMBER 2024-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE CITY OF SPRING VALLEY VILLAGE, TEXAS, FOR FISCAL YEAR 2024-2025; MAKING APPROPRIATIONS FOR THE CITY FOR SUCH FISCAL YEAR AS REFLECTED IN SAID BUDGET; PROVIDING FOR THE INCORPORATION OF PREAMBLE; MAKING CERTAIN FINDINGS AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an annual budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 has been duly created by the Mayor of the City of Spring Valley Village, Texas, in accordance with Title Four (4), Chapter 102, Sections 102.002 and 102.003 of the Local Government Code; and

WHEREAS, the Mayor of the City of Spring Valley Village filed the proposed budget with the City Secretary on the 6th day of August, 2024, and the proposed budget was made available for public inspection by the taxpayers in accordance with Title Four (4), Chapter 102, Section 102.005 of the Local Government Code; and

WHEREAS, a public hearing was held by the Spring Valley Village City Council at its regular meeting place at the Spring Valley Village City Hall, 1025 Campbell Rd, Houston, Texas, on September 24, 2024, in accordance with Title Four (4), Chapter 102, Section 102.006 of the Local Government Code at which time all citizens and parties of interest were given the opportunity to be heard regarding the proposed 2024-2025 Fiscal Year Budget; and

WHEREAS, the City Council has considered the proposed budget and has made such changes therein as in the City Council's judgment were warranted by law and were in the best interest of the citizens and taxpayers of the City; and

WHEREAS, the City Council now finds that the proposed budget for Fiscal Year 2024-2025 should be approved and adopted;

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

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

Section 2. The Annual Budget for the Fiscal Year 2024-2025 (attached hereto as Exhibit "A" and incorporated herein by reference the same as if set forth verbatim), including adjustments, is hereby approved and adopted. The City Secretary is hereby directed to place on said budget an endorsement to be signed by the City Secretary, which shall read as follows: "The Original Budget of the City of Spring Valley Village,

Texas, for the Fiscal Year 2024-2025.” Such budget as thus endorsed shall be kept on file in the office of the City Secretary as a public record.

Section 2. The City Administrator has the authority to increase the budgeted expenditures for Fiscal Year 2024-2025 in an amount equal to the total of all encumbered funds as of September 30, 2024, in accordance with generally accepted accounting principles for governmental entities.

Section 3. The necessity for making and approving a budget for the fiscal year, as required by the laws of the State of Texas, requires that this ordinance shall take effect immediately from and after its passage, as the law in such case provides.

DULY PASSED, APPROVED AND ADOPTED on this the 26th day of September, 2023.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

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

2024 – 2025 BUDGET PROPOSAL CITY of SPRING VALLEY VILLAGE



1025 CAMPBELL RD HOUSTON, TEXAS 77055

City of Spring Valley Village

Fiscal Year 2024-2025

Budget Cover Page

This budget will raise less revenue from property taxes than last year's budget by an amount of \$-238,579, which is a -3.35 percent decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$109,838.

The members of the governing body voted on the budget as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

	2024-2025	2023-2024
Property Tax Rate:	\$0.395000/100	\$0.395000/100
No-New-Revenue Tax Rate:	\$0.413678/100	\$0.000000/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.357268/100	\$0.000000/100
Voter-Approval Tax Rate:	\$0.462493/100	\$0.000000/100
Debt Rate:	\$0.052322/100	\$0.055170/100

Total debt obligation for City of Spring Valley Village secured by property taxes: \$1,882,131.26



EST. 1955

SPRING VALLEY
V I L L A G E

City of Spring Valley Village, Texas

Annual Proposed Budget 2024-2025

October 1, 2024 – September 30, 2025

Mayor

Marcus Vajdos

Mayor Pro Tem

Allen Carpenter

Council Members

Steve Bass

David Dominy

John Lisenby

Joy McCormack

City Administrator

John McDonald

City Secretary

Jasmin Torres

City Treasurer

Brent Walker

Assistant City Treasurer/HR

Susan Thornhill

Chief of Police

Mark Schulze

Assistant Chief

Justin Lane

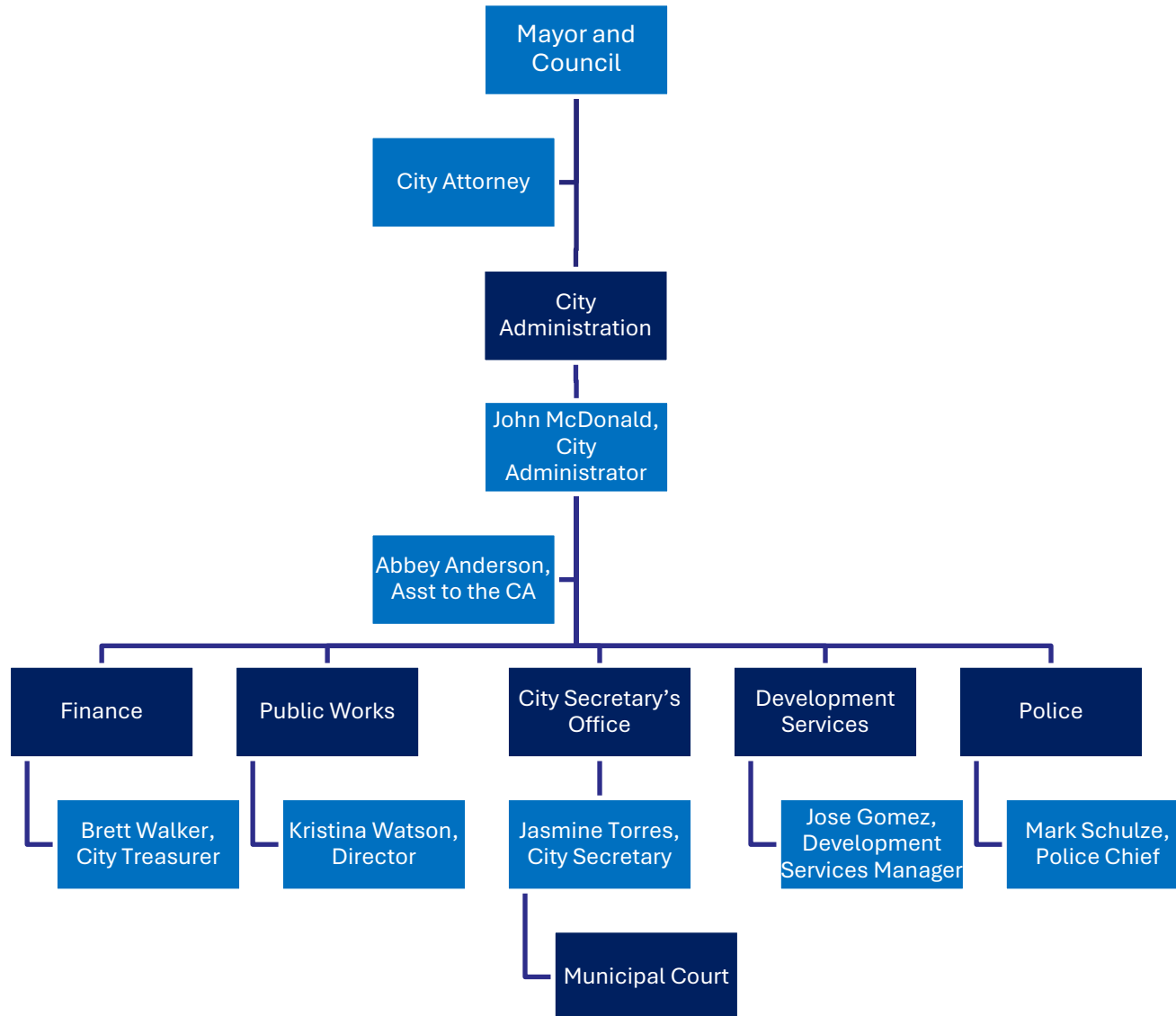
Public Works Director

Kristina Watson

Court Administrator

Rolando Rodriguez

City of Spring Valley Village, Texas



FTE's by Department

Department	FY2021	FY2022	FY2023	FY2024	FY2025
Administration	8	8	8	7	7
Municipal Court	1	2	2	2	2
Police	23	23	25	26.5	26.5
Public Works	8	8	8	8	8
Total FTE	40	41	43	43.5	43.5

Positions funded for FY 2025

Administration

City Administrator
 Assistant to the City Administrator
 City Secretary
 City Treasurer
 Assistant City Treasurer/HR
 Administrative Services Coordinator - Utilities
 Development Services Manager

Municipal Court

Court Administrator
 Administrative Services Coordinator - Courts

Police

Chief of Police
 Assistant Chief of Police
 Police Captain
 Police Lieutenant
 Sergeants (5)
 Patrol Officers (11)
 Administrative Assistant
 Dispatch Supervisor
 Dispatcher (4.5)

Public Works

Public Works Director
 Public Works Superintendent (2)
 System Operator II
 System Operator I
 Crew Leader
 Maintenance Worker
 Heavy Equipment Operator

GENERAL FUND REVENUE

OTHER TAXES	\$	1,855,000.00
PROPERTY TAX	\$	5,620,000.00
FEES & CHARGES	\$	637,399.00
MUNICIPAL COURT	\$	375,400.00
MISC REVENUE	\$	596,300.00
OTHER AGENCIES	\$	1,500,290.00

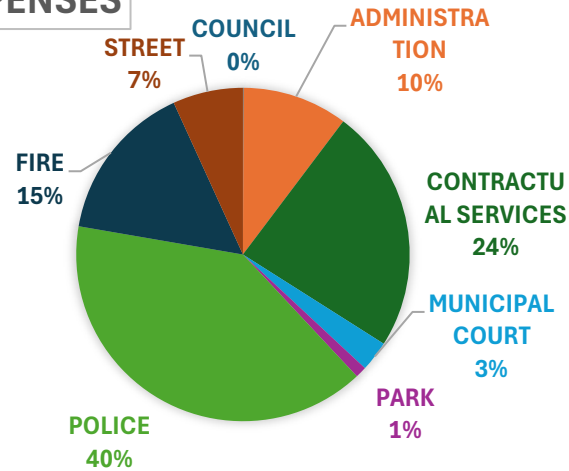
TOTAL \$ 10,584,389.00

GENERAL FUND EXPENSES

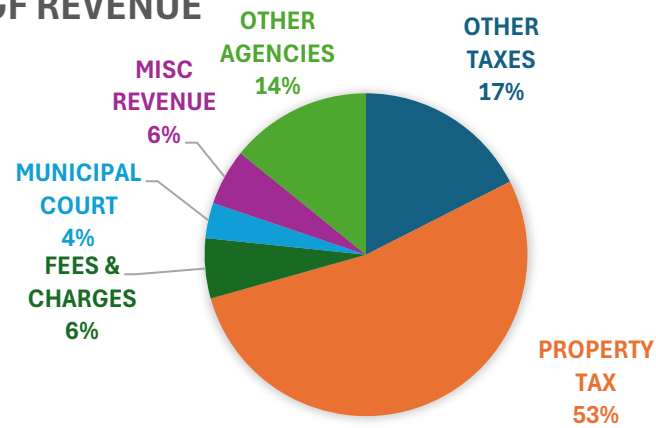
COUNCIL	\$	6,900.00
ADMINISTRATION	\$	1,081,137.00
CONTRACTUAL SERVICES	\$	2,509,771.00
MUNICIPAL COURT	\$	311,715.00
PARK	\$	115,700.00
POLICE	\$	4,200,414.00
FIRE	\$	1,637,337.00
STREET	\$	721,413.00

TOTAL \$ 10,584,389.00

GF EXPENSES



GF REVENUE



10 -GENERAL FUND

	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>OTHER TAXES</u>							
10-01-5010 SALES TAX	1,729,318	1,557,995	1,698,000	1,250,191	0	1,500,000	
10-01-5012 FRANCHISE FEES-ELECTRIC	197,669	207,023	183,000	138,741	0	200,000	
10-01-5013 FRANCHISE FEES-GAS	33,356	54,697	28,000	35,866	0	50,000	
10-01-5014 FRANCHISE FEES-TELEPHONE	10,696	40,786	40,000	15,796	0	20,000	
10-01-5015 FRANCHISE FEES-CABLE TV	38,818	51,188	48,000	49,144	0	50,000	
10-01-5016 FRANCHISE TAX-MIXED BEVERAGE	19,268	17,539	19,700	14,709	0	20,000	
10-01-5017 FRANCHISE TAX- SOLID WASTE	<u>15,613</u>	<u>14,793</u>	<u>15,600</u>	<u>17,175</u>	<u>0</u>	<u>15,000</u>	
TOTAL OTHER TAXES	2,044,738	1,944,020	2,032,300	1,521,622	0	1,855,000	
<u>PROPERTY TAXES</u>							
10-01-5100 AD VALOREM-CURRENT YEAR	4,748,975	5,041,013	5,000,000	5,523,465	0	5,600,000	
10-01-5102 AD VALOREM-PRIOR YEARS (	34,252)	(45,088)	0	(26,955)	0	0	
10-01-5103 AD VALOREM-PENALTY & INTERES	<u>16,577</u>	<u>21,457</u>	<u>15,000</u>	<u>18,088</u>	<u>0</u>	<u>20,000</u>	
TOTAL PROPERTY TAXES	4,731,301	5,017,383	5,015,000	5,514,598	0	5,620,000	
<u>FEES & CHARGES</u>							
10-01-5201 OTHER INCOME-BLDG PERMITS/IN	501,203	343,761	324,000	288,011	0	300,000	
10-01-5202 OTHER INCOME-PERMITS	70	95	150	(4,227)	0	150	
10-01-5203 GARBAGE SERVICE FEES	<u>339,670</u>	<u>353,473</u>	<u>337,249</u>	<u>359,735</u>	<u>0</u>	<u>337,249</u>	
TOTAL FEES & CHARGES	840,943	697,329	661,399	643,519	0	637,399	
<u>MUNICIPAL COURT</u>							
10-01-5310 MC-COURT FINES	551,458	347,789	330,000	288,465	0	320,000	
10-01-5311 MC-WARRANT FEES	12,524	12,659	24,000	8,433	0	10,000	
10-01-5312 MC-ARREST FEES	28,149	14,625	17,500	13,208	0	15,000	
10-01-5313 MC-ADMINISTRATIVE	34,916	17,487	17,500	16,685	0	15,500	
10-01-5314 MC-OFFICER FEES	0	0	300	0	0	300	
10-01-5316 MC-JUDICIAL FEES	0	0	0	11	0	100	
10-01-5317 MC-TRAFFIC FEES	9,546	3,850	7,000	3,266	0	4,000	
10-01-5318 MC-CHILD SAFETY (	0	0	0	325	0	0	
10-01-5319 MC-TIME PAYMENT	0	0	1,000	55	0	0	
10-01-5320 MC-TIME PAYMENT(T	102	121	0	71	0	0	
10-01-5322 MC-SECURITY FEE	0	0	0	2,622	0	0	
10-01-5323 MC-TECHNOLOGY FEE	0	0	0	2,167	0	0	
10-01-5324 MC-OMNI FEE	973	948	500	664	0	500	
10-01-5328 LTPDF - PREVENTION AND DIVER	26,710	13,726	9,000	13,071	0	10,000	
10-01-5329 LMJF - LOCAL MUNICIPAL JURY	<u>533</u>	<u>274</u>	<u>0</u>	<u>261</u>	<u>0</u>	<u>0</u>	
TOTAL MUNICIPAL COURT	664,909	411,479	406,800	349,305	0	375,400	
<u>MISC REVENUE</u>							
10-01-5401 CHILD SAFETY REVENUE	4,717	4,717	4,000	3,922	0	0	
10-01-5406 INTEREST INCOME	72,211	516,699	265,248	518,304	0	460,300	
10-01-5408 OTHER INCOME-MISC	92,310	78,388	92,000	77,384	0	75,000	
10-01-5409 MISC - AMBULANCE FEE	39,796	40,344	0	28,825	0	0	
10-01-5412 OTHER INCOME - INSURANCE REI	0	959	0	8,200	0	9,000	
10-01-5413 CREDIT CARD FEES	38,434	25,994	25,000	23,338	0	25,000	
10-01-5414 SALE OF CAPITAL ASSETS	1,363	0	15,000	0	0	0	
10-01-5415 OTHER INCOME- INTEREST FROM	<u>16,732</u>	<u>0</u>	<u>0</u>	<u>26,758</u>	<u>0</u>	<u>27,000</u>	
TOTAL MISC REVENUE	265,564	667,101	401,248	686,732	0	596,300	

10 -GENERAL FUND

			(------ 2023-2024 -----)			(------ 2024-2025 -----)	
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>INTER-FUND TRANSFER</u>							
10-01-5704 TRANSFER IN FROM LEGACY FUND	<u>0</u>	<u>38,097</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL INTER-FUND TRANSFER	0	38,097	0	0	0	0	<u> </u>
<u>OTHER AGENCIES</u>							
10-01-5900 METRO-REVENUE ALLOCATION	853,117	819,202	875,000	624,140	0	875,000	<u> </u>
10-01-5901 HILSHIRE VILLAGE POLICE CONT	558,142	608,841	683,260	490,669	0	625,290	<u> </u>
10-01-5903 OTHER INCOME OPIOD	<u>0</u>	<u>5,150</u>	<u>0</u>	<u>1,002</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL OTHER AGENCIES	<u>1,411,259</u>	<u>1,433,193</u>	<u>1,558,260</u>	<u>1,115,811</u>	<u>0</u>	<u>1,500,290</u>	<u> </u>
TOTAL REVENUES	9,958,714	10,208,602	10,075,007	9,831,588	0	10,584,389	<u> </u>
	=====	=====	=====	=====	=====	=====	=====

CITY OF SPRING VALLEY
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2024

10 -GENERAL FUND
COUNCIL

	(------ 2023-2024 -----)					(------ 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>SUPPLIES</u>							
10-05-4526 MAYOR & COUNCIL - GENERAL EX	<u>544</u>	<u>308</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u> </u>
TOTAL SUPPLIES	544	308	1,500	0	0	1,500	
<u>SERVICES</u>							
10-05-5027 MAYOR & COUNCIL - CONF & TRA	<u>0</u>	<u>55</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u> </u>
TOTAL SERVICES	0	55	1,500	0	0	1,500	
<u>EXP CATG 56-59</u>							
10-05-5610 MAYOR & COUNCIL - ALLOWANCE	<u>3,850</u>	<u>1,400</u>	<u>3,900</u>	<u>2,500</u>	<u>0</u>	<u>3,900</u>	<u> </u>
TOTAL EXP CATG 56-59	3,850	1,400	3,900	2,500	0	3,900	
TOTAL COUNCIL	4,394	1,763	6,900	2,500	0	6,900	

10 -GENERAL FUND
ADMINISTRATION

		(----- 2023-2024 -----)	(----- 2024-2025 -----)				
	2021-2022	2022-2023	CURRENT	YEAR-TO-DATE	REESTIMATED	REQUESTED	PROPOSED
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	BUDGET	BUDGET
						DR	WORKSPACE
<u>SALARY AND BENEFITS</u>							
10-10-4010 SALARIES EXEMPT REGULAR	446,387	474,923	493,019	535,065	0	495,000	
10-10-4011 SALARIES NON EXEMPT REGULAR	116,935	89,402	157,833	66,004	0	100,000	
10-10-4014 LONGEVITY	1,522	1,082	1,680	902	0	1,680	
10-10-4015 CERTIFICATION PAY	7,014	3,370	4,590	4,414	0	4,590	
10-10-4016 457-PLAN	21,762	28,929	32,500	6,850	0	32,500	
10-10-4020 CAR ALLOWANCE	3,013	2,094	3,000	6,938	0	12,000	
10-10-4030 SALARIES OVERTIME	2,763	704	4,500	1,039	0	4,500	
10-10-4100 BEN-HEALTH INSURANCE	92,464	83,293	105,786	67,769	0	105,786	
10-10-4110 BEN-T.M.R.S.	52,123	43,500	50,000	34,369	0	50,000	
10-10-4120 FICA/MEDICAIDE TAX	8,397	8,156	9,363	9,043	0	8,600	
10-10-4130 WORKERS COMP	1,203	1,614	1,405	1,397	0	1,400	
10-10-4140 UNEMPLOYMENT INS	<u>102</u>	<u>75</u>	<u>1,836</u>	<u>874</u>	<u>0</u>	<u>0</u>	
TOTAL SALARY AND BENEFITS	753,685	737,140	865,512	734,663	0	816,056	
<u>SUPPLIES</u>							
10-10-4505 FUEL	0	0	500	0	0	500	
10-10-4520 DUES & SUBSCRIPTIONS	9,882	10,006	9,200	7,784	0	8,200	
10-10-4521 PRINTING COSTS	1,684	223	4,000	265	0	1,500	
10-10-4525 OFFICE SUPPLIES	5,522	5,536	7,500	6,822	0	7,500	
10-10-4526 GENERAL EXPENSES	11,549	15,263	13,000	15,495	0	15,000	
10-10-4528 TOOLS, EQUIPMENT	<u>80</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>	
TOTAL SUPPLIES	28,716	31,028	34,700	30,365	0	33,200	
<u>MAINTENANCE</u>							
10-10-4600 AUTO EXPENSES-M&R	476	600	1,500	17	0	1,500	
10-10-4604 COMPUTER COST-HARDWARE	3,598	2,286	2,500	0	0	2,500	
10-10-4606 OFFICE EQUIP	2,411	2,971	3,000	1,814	0	3,000	
10-10-4608 EQUIPMENT RENTAL	<u>849</u>	<u>908</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MAINTENANCE	7,334	6,765	7,000	1,831	0	7,000	
<u>SERVICES</u>							
10-10-5027 TRAVEL & TUITION	15,368	17,771	27,920	29,347	0	28,000	
10-10-5031 MEDICAL TESTING & TRE	0	0	500	0	0	500	
10-10-5032 RECRUITING BONUS	0	2,000	2,000	0	0	2,000	
10-10-5035 BAD DEBT	<u>0</u>	<u>5,269</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL SERVICES	15,368	25,039	30,420	29,347	0	30,500	
<u>PROFESSIONAL SERVICES</u>							
10-10-5500 BUILDING INSPECTION	75,040	61,285	65,000	50,995	0	65,000	
10-10-5506 DRAINAGE	59,426	65,178	65,000	60,779	0	65,000	
10-10-5507 MISC	4,240	19,800	20,000	5,609	0	20,000	
10-10-5509 CONSULTANT	<u>9,211</u>	<u>33,680</u>	<u>35,800</u>	<u>14,400</u>	<u>0</u>	<u>35,800</u>	
TOTAL PROFESSIONAL SERVICES	147,916	179,943	185,800	131,783	0	185,800	

CITY OF SPRING VALLEY
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2024

10 -GENERAL FUND
ADMINISTRATION

		(----- 2023-2024 -----)	(----- 2024-2025 -----)
	2021-2022	2022-2023	CURRENT YEAR-TO-DATE REESTIMATED REQUESTED PROPOSED
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	BUDGET ACTUAL ACTUAL BUDGET BUDGET
			DR WORKSPACE
<u>INTERFUND-ACTIVITY</u>			
10-10-9100 GF ADMIN CAPITAL RF	<u>8,581</u>	<u>8,581</u>	<u>8,581</u> <u>8,581</u> <u>0</u> <u>8,581</u>
TOTAL INTERFUND-ACTIVITY	8,581	8,581	8,581 0 8,581
TOTAL ADMINISTRATION	961,601	988,497	1,132,013 936,570 0 1,081,137

10 -GENERAL FUND
CONTRACTUAL SERVICES

	2021-2022	2022-2023	2023-2024				2024-2025	
	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET	
DEPARTMENTAL EXPENDITURES						DR	WORKSPACE	
<u>SUPPLIES</u>								
10-11-4524 EMERGENCY MANAGEMENT EXP	0	0	4,000	55,988	0	4,000		
10-11-4526 PUBLIC RELATION	0	0	1,000	253	0	1,000		
10-11-4527 POSTAGE	8,920	4,061	9,000	2,209	0	6,000		
10-11-4528 LEGISLATIVE AFFAIRS (SB2)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL SUPPLIES	8,920	4,061	14,000	58,451	0	11,000		
<u>MAINTENANCE</u>								
10-11-4601 MACHINERY&EQUIP MAINTENANCE	0	10,095	13,000	10,166	0	10,000		
10-11-4602 CITY HALL BUILDING MAINTENAN	26,477	26,575	22,000	20,427	0	22,000		
10-11-4603 CITY HALL JANITORIAL & CLEAN	19,490	18,211	25,000	18,609	0	25,000		
10-11-4605 COMPUTER COST-SOFTWARE	<u>72,075</u>	<u>106,605</u>	<u>72,000</u>	<u>67,200</u>	<u>0</u>	<u>72,000</u>		
TOTAL MAINTENANCE	118,042	161,487	132,000	116,403	0	129,000		
<u>PROFESSIONAL SERVICES</u>								
10-11-5501 RECORDS STORAGE	1,274	827	1,500	893	0	1,500		
10-11-5502 PROFESSIONAL FEES - AUDIT	14,700	59,916	15,225	16,200	0	17,000		
10-11-5503 PROFESSIONAL FEES - LEGAL	60,337	47,798	70,000	28,163	0	70,000		
10-11-5504 TAX ASSESSING & COLLECTING	7,700	7,700	7,700	7,700	0	7,700		
10-11-5505 HARRIS CTY APPRAISAL DIST	41,432	43,188	43,338	55,961	0	44,000		
10-11-5511 BANK SERVICE	<u>7,109</u>	<u>0</u>	<u>8,400</u>	<u>50</u>	<u>0</u>	<u>8,400</u>		
TOTAL PROFESSIONAL SERVICES	132,552	159,429	146,163	108,967	0	148,600		
<u>EXP CATG 56-59</u>								
10-11-5600 COMPUTER SERVICE & MAINTENAN	45,928	68,699	77,700	72,098	0	75,000		
10-11-5621 GARBAGE CONTRACT	333,392	286,423	355,000	344,315	0	355,000		
10-11-5627 UTILITIES CITY HALL-ELECTRIC/	19,155	30,615	25,000	27,318	0	25,000		
10-11-5630 UTILITIES-COMMUNICATIONS	<u>30,695</u>	<u>26,919</u>	<u>28,000</u>	<u>21,667</u>	<u>0</u>	<u>28,000</u>		
TOTAL EXP CATG 56-59	429,170	412,656	485,700	465,398	0	483,000		
<u>OTHER SERVICES</u>								
10-11-6000 INSURANCE - LIABILITY	23,867	23,732	25,418	25,167	0	22,193		
10-11-6001 INSURANCE - PROPERTY	42,067	53,285	65,631	64,059	0	73,221		
10-11-6002 INSURANCE - SURETY BONDS	400	660	500	0	0	500		
10-11-6003 INSURANCE - VEHICLE	34,708	37,869	40,949	41,688	0	48,122		
10-11-6011 LEGAL NOTICES	12,535	16,214	18,000	22,836	0	18,000		
10-11-6228 ECONOMIC INCENTIVE PAYMENTS	<u>14,386</u>	<u>17,076</u>	<u>18,000</u>	<u>0</u>	<u>0</u>	<u>18,000</u>		
TOTAL OTHER SERVICES	127,962	148,837	168,498	153,751	0	180,036		
<u>INTERFUND-ACTIVITY</u>								
10-11-9000 TRANSFER TO CIP	307,278	316,496	325,990	325,990	0	582,822		
10-11-9001 TRANSFER TO DEBT SERVICES	<u>975,713</u>	<u>995,094</u>	<u>974,463</u>	<u>974,463</u>	<u>0</u>	<u>975,313</u>		
TOTAL INTERFUND-ACTIVITY	1,282,991	1,311,590	1,300,453	1,300,453	0	1,558,135		
11-9000 TRANSFER TO CIP	CURRENT YEAR NOTES: Transfer for Public Work Building							
TOTAL CONTRACTUAL SERVICES	2,099,637	2,198,058	2,246,814	2,203,421	0	2,509,771		

10 -GENERAL FUND
FIRE DEPARTMENT

	(----- 2023-2024 -----)					(----- 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
EXP CATG 56-59							
10-20-5628 FIRE DEPARTMENT CONTRIBUTION	<u>1,303,293</u>	<u>1,404,773</u>	<u>1,610,942</u>	<u>1,680,867</u>	<u>0</u>	<u>1,637,337</u>	<u> </u>
TOTAL EXP CATG 56-59	1,303,293	1,404,773	1,610,942	1,680,867	0	1,637,337	
TOTAL FIRE DEPARTMENT	1,303,293	1,404,773	1,610,942	1,680,867	0	1,637,337	

10 -GENERAL FUND
MUNICIPAL COURT

			(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	2021-2022	2022-2023	CURRENT	YEAR-TO-DATE	REESTIMATED	REQUESTED	PROPOSED
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	BUDGET	BUDGET
						DR	WORKSPACE
<u>SALARY AND BENEFITS</u>							
10-30-4010 SALARIES EXEMPT REGULAR	60,353	62,731	64,756	62,197	0	67,350	
10-30-4011 SALARIES NON EXEMPT REGULAR	45,705	49,651	51,375	49,346	0	53,920	
10-30-4014 LONGEVITY	2	36	96	126	0	105	
10-30-4015 CERTIFICATION PAY	2,465	756	3,150	725	0	3,150	
10-30-4016 457-PLAN	842	2,254	2,256	0	0	2,256	
10-30-4030 SALARIES OVERTIME	760	0	1,700	0	0	1,700	
10-30-4100 HEALTH INSURANCE	19,560	26,026	30,418	20,558	0	0	
10-30-4110 T.M.R.S.	7,161	7,444	7,580	6,333	0	7,580	
10-30-4120 FICA/MEDICARE TAX	1,807	1,603	1,672	1,485	0	32,500	
10-30-4130 WORKERS COMP	322	432	376	374	0	354	
10-30-4140 UNEMPLOYMENT INS	<u>208</u>	<u>25</u>	<u>540</u>	<u>234</u>	<u>0</u>	<u>0</u>	
TOTAL SALARY AND BENEFITS	139,183	150,958	163,919	141,377	0	168,915	
<u>SUPPLIES</u>							
10-30-4506 GENERAL EXPENSE ALLOWANCE	1,350	1,800	1,800	1,200	0	1,800	
10-30-4520 DUES & SUBSCRIPTIONS	380	322	800	635	0	800	
10-30-4521 PRINTING COSTS	1,819	459	500	0	0	0	
10-30-4525 OFFICE SUPPLIES	844	504	0	0	0	0	
10-30-4526 GENERAL EXPENSE	<u>999</u>	<u>465</u>	<u>500</u>	<u>251</u>	<u>0</u>	<u>500</u>	
TOTAL SUPPLIES	5,393	3,550	3,600	2,087	0	3,100	
<u>MAINTENANCE</u>							
10-30-4606 OFFICE EQUIP. MAINT. & REPAI	<u>6,077</u>	<u>230</u>	<u>4,900</u>	<u>2,400</u>	<u>0</u>	<u>4,900</u>	
TOTAL MAINTENANCE	6,077	230	4,900	2,400	0	4,900	
<u>SERVICES</u>							
10-30-5027 MUNICIPAL COURT-TRAINING	1,261	3,216	4,000	1,956	0	3,000	
10-30-5031 EMPLOYEE MEDICAL TESTING & T	<u>0</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>	<u>200</u>	
TOTAL SERVICES	1,261	3,216	4,200	1,956	0	3,200	
<u>EXP CATG 56-59</u>							
10-30-5610 MC FEES-JUDGE	30,875	25,850	35,000	25,015	0	35,000	
10-30-5611 MC FEES-PROSECUTO	40,625	30,225	38,000	27,950	0	38,900	
10-30-5614 MC FEES-WARRANT E	2,644	2,838	2,700	1,517	0	2,700	
10-30-5618 MC INTERPRETER	<u>17,884</u>	<u>14,721</u>	<u>20,000</u>	<u>15,928</u>	<u>0</u>	<u>20,000</u>	
TOTAL EXP CATG 56-59	92,028	73,634	95,700	70,410	0	96,600	
<u>OTHER SERVICES</u>							
10-30-6012 CREDIT CARD FEES	<u>36,742</u>	<u>40,879</u>	<u>35,000</u>	<u>38,860</u>	<u>0</u>	<u>35,000</u>	
TOTAL OTHER SERVICES	36,742	40,879	35,000	38,860	0	35,000	
TOTAL MUNICIPAL COURT	280,685	272,467	307,319	257,090	0	311,715	

CITY OF SPRING VALLEY
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2024

10 -GENERAL FUND
PARK

			(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	2021-2022	2022-2023	CURRENT	YEAR-TO-DATE	REESTIMATED	REQUESTED	PROPOSED
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	BUDGET	BUDGET
						DR	WORKSPACE
<u>SUPPLIES</u>							
10-35-4510 PARK-COMMUNITY EVENTS	2,500	2,000	15,000	8,012	0	21,000	
10-35-4526 GENERAL EXPENSES	<u>1,540</u>	<u>1,427</u>	<u>1,200</u>	<u>1,135</u>	<u>0</u>	<u>1,200</u>	
TOTAL SUPPLIES	4,040	3,427	16,200	9,147	0	22,200	
<u>MAINTENANCE</u>							
10-35-4611 PARK MAINTENANCE-MATERIALS	11,449	13,022	14,000	11,248	0	20,000	
10-35-4612 GS/COMMUNITY ENHANCEMENT	5,080	118	7,000	6,527	0	7,000	
10-35-4614 HOLIDAY DECORATION	5,600	5,600	6,000	5,600	0	6,000	
10-35-4615 PARK MAINTENANCE- SUPPLIES	<u>83</u>	<u>422</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>	
TOTAL MAINTENANCE	22,212	19,161	27,500	23,375	0	33,500	
<u>PROFESSIONAL SERVICES</u>							
10-35-5511 MOWING & LANDSCAPING	<u>41,110</u>	<u>58,601</u>	<u>57,140</u>	<u>54,112</u>	<u>0</u>	<u>60,000</u>	
TOTAL PROFESSIONAL SERVICES	41,110	58,601	57,140	54,112	0	60,000	
<u>CAPITAL OUTLAY</u>							
10-35-7002 CAPITAL-MATERIALS & EQUIP	0	0	22,000	22,298	0	0	
10-35-7003 CAPITAL EQUIPMENT - NON-CAPI	0	0	0	0	0	0	
10-35-7005 CAPITAL-ALLOCATION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	0	0	22,000	22,298	0	0	
TOTAL PARK	67,361	81,188	122,840	108,931	0	115,700	

10 -GENERAL FUND
POLICE DEPARTMENT

			(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	2021-2022	2022-2023	CURRENT	YEAR-TO-DATE	REESTIMATED	REQUESTED	PROPOSED
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	BUDGET	BUDGET
						DR	WORKSPACE
<u>SALARY AND BENEFITS</u>							
10-40-4010 SALARIES EXEMPT REGULAR	162,234	148,467	145,000	163,248	0	425,000	
10-40-4011 SALARIES NON EXEMPT REGULAR	1,743,442	1,786,490	1,895,970	1,814,191	0	1,741,668	
10-40-4014 LONGEVITY	5,601	5,478	6,048	6,013	0	6,500	
10-40-4015 CERTIFICATION PAY	35,021	37,387	46,320	64,446	0	66,500	
10-40-4016 457-PLAN	30,488	36,055	42,469	0	0	43,000	
10-40-4023 ON-CALL	5,220	5,200	10,400	5,000	0	10,400	
10-40-4024 FTO ALLOWANCE	2,500	1,800	13,360	800	0	13,360	
10-40-4030 SALARIES OVERTIME	174,664	130,952	140,000	99,395	0	140,000	
10-40-4100 HEALTH INSURANCE	347,042	385,263	493,238	310,080	0	493,238	
10-40-4110 T.M.R.S.	144,755	138,625	156,196	122,018	0	156,196	
10-40-4120 FICA/MEDICARE TAX	31,072	29,644	37,466	29,057	0	42,000	
10-40-4130 WORKERS COMP	47,801	54,663	47,557	43,375	0	41,073	
10-40-4140 UNEMPLOYMENT INS	<u>857</u>	<u>252</u>	<u>7,560</u>	<u>2,991</u>	<u>0</u>	<u>7,500</u>	
TOTAL SALARY AND BENEFITS	2,730,697	2,760,277	3,041,584	2,660,615	0	3,186,435	
<u>SUPPLIES</u>							
10-40-4505 FUEL	102,369	99,377	97,000	71,926	0	97,000	
10-40-4508 PD-CRIME CONTROL SUPPLIES	15,509	10,179	12,500	10,795	0	12,500	
10-40-4511 PD-UNIFORMS	19,522	20,124	20,000	14,704	0	20,000	
10-40-4520 DUES & SUBSCRIPTIONS	2,849	2,085	2,500	1,985	0	2,500	
10-40-4521 PRINTING COSTS	1,518	2,239	3,000	1,808	0	3,000	
10-40-4524 DISASTER EXPENSES	0	1,199	5,000	1,491	0	5,000	
10-40-4525 OFFICE SUPPLIES	7,359	4,520	8,000	9,208	0	10,000	
10-40-4526 GENERAL EXPENSES	<u>6,734</u>	<u>10,825</u>	<u>8,000</u>	<u>11,993</u>	<u>0</u>	<u>8,000</u>	
TOTAL SUPPLIES	155,860	150,549	156,000	123,909	0	158,000	
<u>MAINTENANCE</u>							
10-40-4600 AUTO EXPENSES-MAINTENCE & RE	59,341	59,235	60,000	49,438	0	60,000	
10-40-4601 AUTO EXPENSE - AUTO COLLISIO	2,410	0	3,000	805	0	3,000	
10-40-4602 MACH & EQUIP-MAINT & REPAIRS	6,049	1,255	2,000	125	0	2,000	
10-40-4603 JANITORIAL & CLEANING	18,161	18,005	23,920	14,109	0	24,000	
10-40-4604 COMPUTER COST-HARDWARE	73	8,866	24,574	6,299	0	25,000	
10-40-4605 COMPUTER COST-SOFTWARE	51,702	64,036	55,000	52,153	0	55,000	
10-40-4606 OFFICE EQUIP. & REPAIRS	12,679	5,797	10,000	7,093	0	10,000	
10-40-4607 BUILDING MAINTENANCE	19,923	10,297	25,000	21,320	0	30,000	
10-40-4620 PD-RADIO & RADAR REPAIRS	37,404	35,924	57,096	27,370	0	74,500	
10-40-4621 LEASE CONTRACTS	<u>0</u>	<u>18,851</u>	<u>19,189</u>	<u>128,092</u>	<u>0</u>	<u>100,190</u>	
TOTAL MAINTENANCE	207,742	222,265	279,779	306,804	0	383,690	
<u>SERVICES</u>							
10-40-5027 PD-TRAINING	18,744	45,340	45,000	42,055	0	45,000	
10-40-5029 PD-ANIMAL CONTROL	0	0	500	0	0	1,000	
10-40-5031 EMPLOYEE MEDICAL TESTING & T	1,720	820	4,000	0	0	4,000	
10-40-5032 RECRUITING BONUS	<u>3,000</u>	<u>4,000</u>	<u>7,000</u>	<u>4,000</u>	<u>0</u>	<u>7,000</u>	
TOTAL SERVICES	23,464	50,160	56,500	46,055	0	57,000	

10 -GENERAL FUND
POLICE DEPARTMENT

	2021-2022	2022-2023	CURRENT	YEAR-TO-DATE	REESTIMATED	REQUESTED	PROPOSED
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	BUDGET	BUDGET
						DR	WORKSPACE
<u>EXP CATG 56-59</u>							
10-40-5600 COMPUTER SERVICE & MAINTENAN	68,655	67,850	77,700	77,803	0	77,000	
10-40-5630 UTILITIES-COMMUNICATIONS	<u>49,670</u>	<u>52,930</u>	<u>45,600</u>	<u>37,784</u>	<u>0</u>	<u>45,600</u>	
TOTAL EXP CATG 56-59	118,325	120,780	123,300	115,586	0	122,600	
<u>CAPITAL OUTLAY</u>							
10-40-7001 PD - PP&E	4,556	40,732	5,000	1,230	0	5,000	
10-40-7002 CAPITAL - MATERIALS & EQUIP.	366,986	113,813	314,000	318,648	0	250,000	
10-40-7003 CAPITAL EQUIPMENT - NON-CAPI	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	371,542	154,545	319,000	319,878	0	255,000	
40-7002	CAPITAL - MATERIALS & EQUIPCURRENT YEAR NOTES:						
	1 - 2025 Chevy 1500						
	2 - 2025 Chevy Tahoe PPV 4x2						
<u>INTERFUND-ACTIVITY</u>							
10-40-9100 POLICE DEPT-RESERVE CAPTIAL	<u>37,691</u>	<u>37,691</u>	<u>37,691</u>	<u>37,691</u>	<u>0</u>	<u>37,691</u>	
TOTAL INTERFUND-ACTIVITY	37,691	37,691	37,691	37,691	0	37,691	
TOTAL POLICE DEPARTMENT	3,645,322	3,496,267	4,013,854	3,610,539	0	4,200,416	

10 -GENERAL FUND
STREET

	(----- 2023-2024 -----) (----- 2024-2025 -----)						
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>SALARY AND BENEFITS</u>							
10-50-4010 SALARIES EXEMPT REGULAR	39,070	44,261	73,495	48,000	0	52,000	
10-50-4011 SALARIES NON EXEMPT REGULAR	74,442	102,166	120,337	99,950	0	220,500	
10-50-4014 LONGEVITY	1,209	1,306	1,752	1,346	0	1,752	
10-50-4015 CERTIFICATION PAY	289	388	2,328	2,213	0	2,330	
10-50-4016 457-PLAN	1,779	2,581	3,764	0	0	3,800	
10-50-4030 SALARIES OVERTIME	7,055	9,084	7,000	12,387	0	7,000	
10-50-4100 HEALTH INSURANCE	39,537	48,142	66,418	36,647	0	66,500	
10-50-4110 T.M.R.S.	8,440	10,247	14,000	9,454	0	14,000	
10-50-4120 FICA EMP. TAX	1,563	2,005	3,499	2,061	0	3,500	
10-50-4130 WORKERS COMP	2,603	3,493	3,039	3,024	0	3,000	
10-50-4140 UNEMPLOYMENT INS	<u>270</u>	<u>27</u>	<u>675</u>	<u>234</u>	<u>0</u>	<u>675</u>	
TOTAL SALARY AND BENEFITS	176,258	223,698	296,307	215,314	0	375,057	
<u>SUPPLIES</u>							
10-50-4505 FUEL	10,988	6,697	7,697	5,864	0	7,700	
10-50-4511 UNIFORMS	1,879	2,232	3,000	1,528	0	3,000	
10-50-4520 DUES & SUBSCRIPTIONS	0	0	500	0	0	500	
10-50-4526 GENERAL EXPENSES	1,843	1,040	2,000	1,074	0	2,000	
10-50-4528 TOOLS, EQUIPMENT	2,063	5,735	3,000	188	0	3,000	
10-50-4529 STREET - MATERIAL & SUPPLIES	<u>6,053</u>	<u>15,469</u>	<u>15,000</u>	<u>5,308</u>	<u>0</u>	<u>15,000</u>	
TOTAL SUPPLIES	22,826	31,172	31,197	13,962	0	31,200	
<u>MAINTENANCE</u>							
10-50-4600 AUTO EXPENSES-MAINTENCE & RE	3,299	1,361	4,000	6,362	0	7,500	
10-50-4608 EQUIPMENT RENTAL	322	0	5,000	262	0	5,000	
10-50-4609 STREET SYSTEM	71,339	98	24,000	16,172	0	24,000	
10-50-4630 TRAFFIC CONTROL	4,215	5,948	10,000	6,691	0	10,000	
10-50-4631 TRAFFIC CONTROL-STREET STRIP	<u>26,385</u>	<u>5,522</u>	<u>20,000</u>	<u>11,631</u>	<u>0</u>	<u>30,000</u>	
TOTAL MAINTENANCE	105,559	12,929	63,000	41,117	0	76,500	
50-4600	AUTO EXPENSES-MAINTENCE & CURRENT YEAR NOTES: Adjustment for increasing costs						
50-4631	TRAFFIC CONTROL-STREET STRCURRENT YEAR NOTES: Increase in road stripping						
<u>SERVICES</u>							
10-50-5027 TRAVEL & TUITION	555	775	3,000	794	0	3,000	
10-50-5031 EMPLOYEE MEDICAL TESTING & T	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL SERVICES	555	775	3,000	794	0	3,000	
<u>PROFESSIONAL SERVICES</u>							
10-50-5501 STREET SWEEPING	1,000	1,000	6,000	0	0	6,000	
10-50-5506 PROFESS. FEES - ENGINEERING	17,674	4,267	45,000	30,791	0	45,000	
10-50-5511 ROW - MOWING & MAINT	<u>89,751</u>	<u>60,318</u>	<u>75,000</u>	<u>53,957</u>	<u>0</u>	<u>75,000</u>	
TOTAL PROFESSIONAL SERVICES	108,425	65,585	126,000	84,749	0	126,000	

10 -GENERAL FUND
STREET

	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>EXP CATG 56-59</u>							
10-50-5620 NUISANCE CONTROL	6,481	3,773	6,000	5,006	0	6,000	
10-50-5625 UTILITIES-STREET & TRAFFIC L	<u>81,622</u>	<u>99,048</u>	<u>85,000</u>	<u>85,334</u>	<u>0</u>	<u>85,000</u>	
TOTAL EXP CATG 56-59	88,102	102,821	91,000	90,339	0	91,000	
<u>INTERFUND-ACTIVITY</u>							
10-50-9100 STREETS CAPITAL RF	<u>18,822</u>	<u>18,656</u>	<u>18,822</u>	<u>18,656</u>	<u>0</u>	<u>18,656</u>	
TOTAL INTERFUND-ACTIVITY	18,822	18,656	18,822	18,656	0	18,656	
TOTAL STREET	520,548	455,636	629,326	464,931	0	721,413	
TOTAL EXPENDITURES	8,882,841	8,898,648	10,070,007	9,264,850	0	10,584,389	
REVENUE OVER/(UNDER) EXPENDITURES	1,075,873	1,309,954	5,000	566,738	0	0	

CITY OF SPRING VALLEY
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2024

15 -CAPITAL REPLACEMENT FUND

	(----- 2023-2024 -----)				(----- 2024-2025 -----)		
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>MISC REVENUE</u>							
15-01-5406 INTEREST INCOME	9,134	56,558	35,000	58,079	0	35,000	
15-01-5414 SALE OF CAPITAL ASSETS	<u>995</u>	<u>74,647</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MISC REVENUE	10,128	131,205	35,000	58,079	0	35,000	
<u>INTER-FUND TRANSFER</u>							
15-01-5700 TRANSFER IN	0	0	57,354	0	0	0	
15-01-5710 CITY HALL USER FEES	8,581	8,581	8,581	8,581	0	8,581	
15-01-5740 POLICE USER FEES	37,691	37,691	37,691	37,691	0	37,691	
15-01-5750 STREET USER FEES	18,822	18,656	18,656	18,656	0	18,656	
15-01-5760 WATER USER FEES	94,835	94,835	94,835	94,835	0	94,835	
15-01-5761 UTILITIE ADMIN USER FEES	12,451	12,451	12,451	12,451	0	12,451	
15-01-5770 WASTEWATER USER FEE	<u>5,432</u>	<u>5,432</u>	<u>5,432</u>	<u>5,432</u>	<u>0</u>	<u>5,432</u>	
TOTAL INTER-FUND TRANSFER	<u>177,812</u>	<u>177,646</u>	<u>235,000</u>	<u>177,646</u>	<u>0</u>	<u>177,646</u>	
TOTAL REVENUES	187,940	308,851	270,000	235,725	0	212,646	
	=====	=====	=====	=====	=====	=====	=====

15 -CAPITAL REPLACEMENT FUND
EQUIPMENT

		(----- 2023-2024 -----)					(----- 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES		2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>PROFESSIONAL SERVICES</u>								
15-10-5506 ENGINEER FEES		47,098	0	0	0	0	0	
TOTAL PROFESSIONAL SERVICES		47,098	0	0	0	0	0	
<u>CAPITAL OUTLAY</u>								
15-10-7000 VEHICLES		34,503	60,158	70,000	51,189	0	200,000	
15-10-7001 EQUIPMENT		22,485	18,868	200,000	101,522	0	135,000	
15-10-7002 CONSTRUCTION		660,400	0	0	0	0	100,000	
15-10-7003 IT INFRASTRUCTURE/EQUIPMENT		0	0	0	0	0	97,000	
TOTAL CAPITAL OUTLAY		717,388	79,026	270,000	152,711	0	532,000	
10-7000	VEHICLES	CURRENT YEAR NOTES: Utility Dept - Chevy 2500 truck and upfitting						
10-7001	EQUIPMENT	CURRENT YEAR NOTES: Mobile Generator						
10-7002	CONSTRUCTION	CURRENT YEAR NOTES: Remodel Council Dias Conference Room Upgrades						
10-7003	IT INFRASTRUCTURE/EQUIPMENT	CURRENT YEAR NOTES: Incode 10 Upgrade Budget Software Council IT upgrades						
<u>INTERFUND-ACTIVITY</u>								
15-10-9000 TRANSFER OUT		0	0	0	0	0	0	
TOTAL INTERFUND-ACTIVITY		0	0	0	0	0	0	
TOTAL EQUIPMENT		764,485	79,026	270,000	152,711	0	532,000	
TOTAL EXPENDITURES		764,485	79,026	270,000	152,711	0	532,000	
		=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER)	EXPENDITURES	(576,545)	229,826	0	83,014	0	(319,354)	
		=====	=====	=====	=====	=====	=====	=====

20 -UTILITIES

	2021-2022	2022-2023	2023-2024			2024-2025	
	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						DR	WORKSPACE
<u>FEES & CHARGES</u>							
20-01-5201 OTHER INCOME-UT. PERMIT & IN	40	80	0	40	0	80	
20-01-5260 BILLING FOR SERVICE - WATER	1,795,512	1,913,713	1,766,383	1,488,526	0	1,875,000	
20-01-5270 BILLING FOR SERVICE - SEWER	<u>1,476,472</u>	<u>1,551,779</u>	<u>1,500,000</u>	<u>1,327,760</u>	<u>0</u>	<u>1,442,604</u>	
TOTAL FEES & CHARGES	3,272,024	3,465,572	3,266,383	2,816,326	0	3,317,684	
<u>MISC REVENUE</u>							
20-01-5400 OTHER INCOME	19,127	21,451	18,000	19,121	0	20,000	
20-01-5406 INTEREST INCOME	10,723	68,824	50,000	70,495	0	60,000	
20-01-5413 CREDIT CARD FEES	16,111	18,626	13,000	19,801	0	19,000	
20-01-5414 SALE OF CAPITAL ASSETS	0	0	0	0	0	0	
20-01-5460 OTHER INCOME - WATER TAPS	57,658	35,271	35,000	49,714	0	35,000	
20-01-5470 OTHER INCOME - SEWER TAPS	<u>410</u>	<u>820</u>	<u>800</u>	<u>410</u>	<u>0</u>	<u>800</u>	
TOTAL MISC REVENUE	104,028	144,992	116,800	159,540	0	134,800	
<u>REV CATG 55 NOT USED</u>							
20-01-5500 CAPITAL CONTRIBUTIONS	<u>0</u>	<u>86,072</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REV CATG 55 NOT USED	0	86,072	0	0	0	0	
<u>OTHER FINANCE</u>							
20-01-5800 BOND PROCEEDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL OTHER FINANCE	0	0	0	0	0	0	
<u>OTHER AGENCIES</u>							
20-01-5902 GRANT - FEMA	<u>31,962</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL OTHER AGENCIES	<u>31,962</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REVENUES	3,408,014	3,696,636	3,383,183	2,975,866	0	3,452,484	
	=====	=====	=====	=====	=====	=====	=====

20 -UTILITIES
ADMINISTRATION

			(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	2021-2022	2022-2023	CURRENT	YEAR-TO-DATE	REESTIMATED	REQUESTED	PROPOSED
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	BUDGET	BUDGET
						DR	WORKSPACE
<u>SALARY AND BENEFITS</u>							
20-10-4010 SALARIES EXEMPT REGULAR	122,319	93,007	171,520	48,000	0	144,650	
20-10-4011 SALARIES NON EXEMPT REGULAR	289,439	296,101	337,792	298,404	0	280,500	
20-10-4014 LONGEVITY	3,881	4,016	4,258	3,967	0	4,258	
20-10-4015 CERTIFICATION PAY	4,117	4,407	6,630	7,327	0	6,630	
20-10-4016 457-PLAN	5,318	5,661	10,226	0	0	10,226	
20-10-4020 MGR CAR ALLOWANCE	3,013	1,313	3,000	3,000	0	3,000	
20-10-4023 ON-CALL ALLOWANCE	13,450	13,900	15,600	13,100	0	15,600	
20-10-4030 SALARIES OVERTIME	27,341	24,444	40,000	30,591	0	30,000	
20-10-4100 HEALTH INSURANCE	100,376	93,461	129,075	70,933	0	129,075	
20-10-4110 T.M.R.S.	31,425	28,628	42,153	22,932	0	42,153	
20-10-4115 PENSION EXPENSES - GASB68 (	45,628)	39,746	0	0	0	0	
20-10-4116 OPEB EXPENSE	1,849	0	0	0	0	0	
20-10-4120 FICA EMP. TAX	6,377	5,949	8,178	5,199	0	8,178	
20-10-4130 WORKERS COMP	8,018	10,757	9,359	9,312	0	8,818	
20-10-4140 UNEMPLOYMENT INS	<u>191</u>	<u>45</u>	<u>1,944</u>	<u>585</u>	<u>0</u>	<u>0</u>	
TOTAL SALARY AND BENEFITS	571,485	621,436	779,735	513,350	0	683,088	
<u>SUPPLIES</u>							
20-10-4505 FUEL	8,951	15,780	13,000	9,378	0	13,000	
20-10-4511 UNIFORMS	3,997	4,956	4,500	2,791	0	4,500	
20-10-4520 DUES & SUBSCRIPTIONS	306	709	900	1,542	0	900	
20-10-4521 PRINTING COSTS	3,661	491	5,000	4,157	0	5,000	
20-10-4526 GENERAL EXPENSES	6,623	6,540	8,000	5,558	0	8,000	
20-10-4527 POSTAGE	<u>7,266</u>	<u>4,000</u>	<u>8,000</u>	<u>5,094</u>	<u>0</u>	<u>8,000</u>	
TOTAL SUPPLIES	30,804	32,476	39,400	28,521	0	39,400	
<u>MAINTENANCE</u>							
20-10-4600 AUTO EXPENSES-MAINTENCE & RE	7,990	3,717	8,000	6,393	0	8,000	
20-10-4601 MACH & EQUIP - MAINT & REPAI	19,593	16,481	20,000	20,146	0	20,000	
20-10-4605 COMPUTER COST-SOFTWARE & MAI	<u>46,356</u>	<u>30,209</u>	<u>30,000</u>	<u>24,309</u>	<u>0</u>	<u>30,000</u>	
TOTAL MAINTENANCE	73,940	50,408	58,000	50,848	0	58,000	
<u>SERVICES</u>							
20-10-5027 TRAVEL & TUITION	<u>3,463</u>	<u>9,356</u>	<u>5,000</u>	<u>4,290</u>	<u>0</u>	<u>20,000</u>	
TOTAL SERVICES	3,463	9,356	5,000	4,290	0	20,000	
<u>PROFESSIONAL SERVICES</u>							
20-10-5502 PROFESS. FEES - AUDIT	14,514	10,416	15,225	16,200	0	17,000	
20-10-5506 PROFESS. SERVICE FEES	0	0	10,000	12,427	0	12,000	
20-10-5507 PROFESS. FEES - MISC	<u>38,882</u>	<u>875</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL PROFESSIONAL SERVICES	53,396	11,291	25,225	28,627	0	29,000	

CITY OF SPRING VALLEY
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2024

20 -UTILITIES
ADMINISTRATION

			(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	2021-2022	2022-2023	CURRENT	YEAR-TO-DATE	REESTIMATED	REQUESTED	PROPOSED
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	BUDGET	BUDGET
						DR	WORKSPACE
<u>EXP CATG 56-59</u>							
20-10-5630 UTILITIES-COMMUNICATIONS	<u>17,403</u>	<u>29,975</u>	<u>20,000</u>	<u>7,670</u>	<u>0</u>	<u>20,000</u>	<u> </u>
TOTAL EXP CATG 56-59	17,403	29,975	20,000	7,670	0	20,000	<u> </u>
<u>INFRASTRUCTURE</u>							
20-10-7700 UTILITY - DEPRECIATION EXPEN	<u>796,101</u>	<u>841,255</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL INFRASTRUCTURE	796,101	841,255	0	0	0	0	<u> </u>
<u>INTERFUND-ACTIVITY</u>							
20-10-9000 TRANSFER OUT	0	0	200,000	500,000	0	0	<u> </u>
20-10-9100 UTILITIES ADMIN CAPITAL RF	<u>12,451</u>	<u>12,451</u>	<u>12,451</u>	<u>12,451</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL INTERFUND-ACTIVITY	12,451	12,451	212,451	512,451	0	0	<u> </u>
TOTAL ADMINISTRATION	1,559,043	1,608,649	1,139,811	1,145,757	0	849,488	

20 -UTILITIES
DEBT SERVICE

			(------ 2023-2024 -----)			(------ 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>DEBT SERVICES</u>							
20-15-6513 DEBT RETIREMENT - BONDS	0	0	0	0	0	0	
20-15-6520 PRINCIPAL/DEBT SERVICE	0	0	325,000	215,000	0	330,000	
20-15-6521 INTEREST/DEBT SERVICE	91,205	84,345	77,305	72,305	0	69,965	
20-15-6523 INTEREST PAYMENT TO GF	16,732	0	0	26,758	0	9,914	
20-15-6626 BOND ISSUANCE COST	0	0	0	0	0	0	
20-15-6700 MAINT FEE/DEBT SERVICE	<u>1,500</u>	<u>775</u>	<u>1,600</u>	<u>825</u>	<u>0</u>	<u>850</u>	
TOTAL DEBT SERVICES	109,437	85,120	403,905	314,888	0	410,729	
TOTAL DEBT SERVICE	109,437	85,120	403,905	314,888	0	410,729	

20 -UTILITIES
WATER SERVICE

		(----- 2023-2024 -----)					(----- 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES		2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>SUPPLIES</u>								
20-60-4525	WATER SUPPLIES	120	2,557	3,000	569	0	3,000	
20-60-4526	GENERAL EXPENSES	5,433	8,739	6,000	5,477	0	7,000	
20-60-4527	TOOLS AND EQUIPMENT	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>3,516</u>	<u>0</u>	<u>8,000</u>	
TOTAL SUPPLIES		5,553	11,296	17,000	9,561	0	18,000	
60-4526	GENERAL EXPENSES	CURRENT YEAR NOTES: 811 Fees, increased						
<u>MAINTENANCE</u>								
20-60-4607	REPAIRS AND MAINTENANCE	9,336	12,348	50,000	48,727	0	60,000	
20-60-4609	PREVENTATIVE MAINTENANCE	<u>0</u>	<u>1,170</u>	<u>15,000</u>	<u>15,463</u>	<u>0</u>	<u>80,000</u>	
TOTAL MAINTENANCE		9,336	13,518	65,000	64,191	0	140,000	
60-4609	PREVENTATIVE MAINTENANCE	CURRENT YEAR NOTES: Increased maintenance Costs Maintenance to Ground Storage Tanks						
<u>PROFESSIONAL SERVICES</u>								
20-60-5500	CONTRACT LABOR	0	0	10,000	0	0	100,000	
20-60-5536	PROFESSIONAL FEES - ENGINEER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL PROFESSIONAL SERVICES		0	0	10,000	0	0	100,000	
60-5500	CONTRACT LABOR	CURRENT YEAR NOTES: Mickie Services emergency work						
<u>EXP CATG 56-59</u>								
20-60-5628	ELECTRICAL POWER - WATER PLA	<u>52,650</u>	<u>70,498</u>	<u>60,000</u>	<u>65,018</u>	<u>0</u>	<u>85,000</u>	
TOTAL EXP CATG 56-59		52,650	70,498	60,000	65,018	0	85,000	
<u>OTHER SERVICES</u>								
20-60-6020	COH EMERGENCY INTERCONNECT	1,851	1,516	2,000	2,043	0	2,000	
20-60-6021	COH - GROUND WATER CHARGE	334,270	729,742	350,000	440,597	0	371,000	
20-60-6022	WATER SAMPLES	11,239	8,766	10,000	4,511	0	10,000	
20-60-6023	WATER TREATMENT	<u>53,393</u>	<u>68,230</u>	<u>50,000</u>	<u>45,355</u>	<u>0</u>	<u>60,000</u>	
TOTAL OTHER SERVICES		400,753	808,255	412,000	492,506	0	443,000	
60-6023	WATER TREATMENT	CURRENT YEAR NOTES: Increased Cost						
<u>CAPITAL OUTLAY</u>								
20-60-7002	CAPITAL	7,969	0	9,200	0	0	0	
20-60-7004	WATER METERS	<u>7,819</u>	<u>11,038</u>	<u>10,000</u>	<u>13,064</u>	<u>0</u>	<u>15,000</u>	
TOTAL CAPITAL OUTLAY		15,788	11,038	19,200	13,064	0	15,000	

CITY OF SPRING VALLEY
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2024

20 -UTILITIES
WATER SERVICE

		(----- 2023-2024 -----)					(----- 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES		2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>INFRASTRUCTURE</u>								
20-60-7101 WATER SYSTEM		54,177	0	0	8,078	0	20,000	
20-60-7102 NEW WATER SERVICE MAT		<u>6,912</u>	<u>0</u>	<u>8,000</u>	<u>12,146</u>	<u>0</u>	<u>15,000</u>	
TOTAL INFRASTRUCTURE		61,089	0	8,000	20,225	0	35,000	
60-7101	WATER SYSTEM	CURRENT YEAR NOTES: Fire Hydrant Replacement /Repairs						
60-7102	NEW WATER SERVICE MAT	CURRENT YEAR NOTES: Increase cost materials						
<u>INTERFUND-ACTIVITY</u>								
20-60-9100 WATER CAPITAL RF		<u>94,835</u>	<u>94,835</u>	<u>94,835</u>	<u>94,835</u>	<u>0</u>	<u>94,835</u>	
TOTAL INTERFUND-ACTIVITY		94,835	94,835	94,835	94,835	0	94,835	
TOTAL WATER SERVICE		640,003	1,009,440	686,035	759,399	0	930,835	

20 -UTILITIES
SEWER DEPARTMENT

			(----- 2023-2024 -----)			(----- 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>MAINTENANCE</u>							
20-70-4600 LIFTSTATION REPAIR-MAINT	0	0	60,000	22,636	0	60,000	
20-70-4601 SEWER MAINT-REPAIR	17,581	17,125	16,000	16,800	0	30,000	
20-70-4608 SEWER DEPT. - MATERIAL & LAB	8,798	3,025	8,000	906	0	8,000	
20-70-4610 PREVENTATIVE MAINTENANCE	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>973</u>	<u>0</u>	<u>6,000</u>	
TOTAL MAINTENANCE	26,380	20,150	90,000	41,314	0	104,000	
<u>EXP CATG 56-59</u>							
20-70-5627 ELECTRICAL POWER - SEWER PLA	<u>1,502</u>	<u>1,419</u>	<u>2,000</u>	<u>1,208</u>	<u>0</u>	<u>2,000</u>	
TOTAL EXP CATG 56-59	1,502	1,419	2,000	1,208	0	2,000	
<u>OTHER SERVICES</u>							
20-70-6020 CITY OF HOUSTON - SEWER	<u>1,050,838</u>	<u>1,069,088</u>	<u>1,055,000</u>	<u>693,136</u>	<u>0</u>	<u>1,150,000</u>	
TOTAL OTHER SERVICES	1,050,838	1,069,088	1,055,000	693,136	0	1,150,000	
<u>CAPITAL OUTLAY</u>							
20-70-7002 CAPITAL - MATERIALS & EQUIP.	<u>23,852</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	23,852	0	0	0	0	0	
<u>INTERFUND-ACTIVITY</u>							
20-70-9100 SEWER CAPITAL RF	<u>5,432</u>	<u>5,432</u>	<u>5,432</u>	<u>5,432</u>	<u>0</u>	<u>5,432</u>	
TOTAL INTERFUND-ACTIVITY	5,432	5,432	5,432	5,432	0	5,432	
TOTAL SEWER DEPARTMENT	1,108,004	1,096,089	1,152,432	741,090	0	1,261,432	
TOTAL EXPENDITURES	<u>3,416,487</u>	<u>3,799,298</u>	<u>3,382,183</u>	<u>2,961,134</u>	<u>0</u>	<u>3,452,484</u>	
REVENUE OVER/(UNDER) EXPENDITURES	<u>(8,473)</u>	<u>(102,662)</u>	<u>1,000</u>	<u>14,732</u>	<u>0</u>	<u>0</u>	

CITY OF SPRING VALLEY
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2024

25 -CIP FUND

		(----- 2023-2024 -----)			(----- 2024-2025 -----)		
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>MISC REVENUE</u>							
25-01-5406 INTEREST INCOME	87,783	479,164	250,000	474,976	0	250,000	
25-01-5409 OTHER INCOME-MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MISC REVENUE	87,783	479,164	250,000	474,976	0	250,000	
<u>INTER-FUND TRANSFER</u>							
25-01-5710 TRANSFERS IN	<u>307,278</u>	<u>316,496</u>	<u>525,990</u>	<u>525,990</u>	<u>0</u>	<u>582,822</u>	
TOTAL INTER-FUND TRANSFER	<u>307,278</u>	<u>316,496</u>	<u>525,990</u>	<u>525,990</u>	<u>0</u>	<u>582,822</u>	
TOTAL REVENUES	395,061	795,660	775,990	1,000,966	0	832,822	
	=====	=====	=====	=====	=====	=====	=====

25 -CIP FUND
CIP

	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>MAINTENANCE</u>							
25-50-4631 PED BRIDGE BRIAR BRANCH	0	0	30,000	945	0	100,000	
25-50-4632 PAVING AT CHURCH PARKING LOT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MAINTENANCE	0	0	30,000	945	0	100,000	
<u>PROFESSIONAL SERVICES</u>							
25-50-5549 ENG - CEDARSPUR, BURKHART	43,379	22,775	22,635	1,264	0	0	
25-50-5550 PROFESS. FEES - BRIGHTON PLA	<u>87,634</u>	<u>398,989</u>	<u>290,000</u>	<u>67,842</u>	<u>0</u>	<u>0</u>	
TOTAL PROFESSIONAL SERVICES	131,013	421,764	312,635	69,106	0	0	
<u>EXP CATG 68-69</u>							
25-50-6944 BINGLE TRAFFIC IMPROVEMENT	<u>73,890</u>	<u>0</u>	<u>202,754</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	
TOTAL EXP CATG 68-69	73,890	0	202,754	2,000	0	0	
<u>INFRASTRUCTURE</u>							
25-50-7503 PW- BUILDING AND REMODEL	0	0	450,000	0	0	1,032,822	
25-50-7504 PARK IMPROVEMENT	0	0	0	0	0	0	
25-50-7518 BRIGHTON PLACE ROADS	0	0	7,000,000	861,080	0	6,700,000	
25-50-7519 INF- CEDARSPUR-BURK	<u>0</u>	<u>55,267</u>	<u>2,000,000</u>	<u>458,277</u>	<u>0</u>	<u>3,350,000</u>	
TOTAL INFRASTRUCTURE	0	55,267	9,450,000	1,319,356	0	11,082,822	
TOTAL CIP	204,902	477,031	9,995,389	1,391,407	0	11,182,822	
TOTAL EXPENDITURES	204,902	477,031	9,995,389	1,391,407	0	11,182,822	
REVENUE OVER/(UNDER) EXPENDITURES	190,159	318,629	(9,219,399)	(390,441)	0	(10,350,000)	

26 -CLFRF FUND

			(----- 2023-2024 -----)			(----- 2024-2025 -----)	
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>MISC REVENUE</u>							
26-01-5406 INTEREST EARNED	<u>4,504</u>	<u>52,528</u>	<u>20,000</u>	<u>50,233</u>	<u>0</u>	<u>45,000</u>	<u> </u>
TOTAL MISC REVENUE	4,504	52,528	20,000	50,233	0	45,000	
<u>INTER-FUND TRANSFER</u>							
26-01-5700 TRANSFER IN	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>300,000</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL INTER-FUND TRANSFER	0	0	300,000	300,000	0	0	
<u>OTHER AGENCIES</u>							
26-01-5902 GRANT	<u>0</u>	<u>23,309</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL OTHER AGENCIES	<u>0</u>	<u>23,309</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL REVENUES	<u>4,504</u>	<u>75,837</u>	<u>320,000</u>	<u>350,233</u>	<u>0</u>	<u>45,000</u>	<u> </u>

26 -CLFRF FUND
CAPITAL PROJ WATER

	(----- 2023-2024 -----)					(----- 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>CAPITAL OUTLAY</u>							
26-60-7001 WATER PLANT UPGRADE	<u>0</u>	<u>23,309</u>	<u>1,336,838</u>	<u>74,209</u>	<u>0</u>	<u>1,263,513</u>	<u></u>
TOTAL CAPITAL OUTLAY	0	23,309	1,336,838	74,209	0	1,263,513	
TOTAL CAPITAL PROJ WATER	0	23,309	1,336,838	74,209	0	1,263,513	
TOTAL EXPENDITURES	<u>0</u> =====	<u>23,309</u> =====	<u>1,336,838</u> =====	<u>74,209</u> =====	<u>0</u> =====	<u>1,263,513</u> =====	<u></u> =====
REVENUE OVER/ (UNDER) EXPENDITURES	<u>4,504</u> =====	<u>52,528</u> =====	<u>(1,016,838)</u> =====	<u>276,024</u> =====	<u>0</u> =====	<u>(1,218,513)</u> =====	<u></u> =====

30 -DEBT SERVICE

	(----- 2023-2024 -----)					(----- 2024-2025 -----)	
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>PROPERTY TAXES</u>							
30-01-5100 AD VALOREM - CURRENT YEAR	897,958	895,040	907,519	896,588	13,000	910,819	
30-01-5102 AD VALOREM - PRIOR YEARS (	6,680)	(8,583)	0	(4,971)	1,000	0	
30-01-5103 AD VALOREM - PENALTY & INTER	<u>3,156</u>	<u>3,815</u>	<u>2,800</u>	<u>2,958</u>	<u>850</u>	<u>3,000</u>	
TOTAL PROPERTY TAXES	894,434	890,271	910,319	894,576	14,850	913,819	
<u>MISC REVENUE</u>							
30-01-5406 INTEREST INCOME	0	0	0	0	0	0	
30-01-5407 INTEREST INCOME - MISC.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MISC REVENUE	0	0	0	0	0	0	
<u>INTER-FUND TRANSFER</u>							
30-01-5700 TRANSFER IN FROM GF	<u>975,713</u>	<u>995,094</u>	<u>974,463</u>	<u>974,463</u>	<u>0</u>	<u>972,313</u>	
TOTAL INTER-FUND TRANSFER	975,713	995,094	974,463	974,463	0	972,313	
<u>OTHER FINANCE</u>							
30-01-5803 PREMIUM ON BOND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL OTHER FINANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REVENUES	1,870,147	1,885,365	1,884,782	1,869,039	14,850	1,886,132	
	=====	=====	=====	=====	=====	=====	=====

30 -DEBT SERVICE
DEBT SERVICE

	(----- 2023-2024 -----)						(----- 2024-2025 -----)
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>DEBT SERVICES</u>							
30-15-6520 BOND - PRINCIPAL	1,180,000	1,225,000	1,265,000	1,265,000	0	1,300,000	
30-15-6521 BOND - INTEREST	701,731	659,731	619,782	319,166	194,435	582,132	
30-15-6700 MAINTENANCE FEE/DEBT SERVICE	<u>2,250</u>	<u>2,250</u>	<u>0</u>	<u>2,775</u>	<u>0</u>	<u>4,000</u>	
TOTAL DEBT SERVICES	1,883,981	1,886,981	1,884,782	1,586,941	194,435	1,886,132	
TOTAL DEBT SERVICE	1,883,981	1,886,981	1,884,782	1,586,941	194,435	1,886,132	
TOTAL EXPENDITURES	1,883,981	1,886,981	1,884,782	1,586,941	194,435	1,886,132	
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	(13,834)	(1,616)	0	282,098	(179,585)	0	
	=====	=====	=====	=====	=====	=====	=====

31 -TWDB I&S

	(----- 2023-2024 -----)					(----- 2024-2025 -----)	
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>MISC REVENUE</u>							
31-01-5406 INTEREST INCOME	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u></u>
TOTAL MISC REVENUE	0	0	0	0	0	500	
<u>INTER-FUND TRANSFER</u>							
31-01-5700 TRANSFER IN FROM UF	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>157,194</u>	<u></u>
TOTAL INTER-FUND TRANSFER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>157,194</u>	<u></u>
TOTAL REVENUES	0	0	0	0	0	157,694	
	=====	=====	=====	=====	=====	=====	=====

31 -TWDB I&S
DEBT SERVICES

	(----- 2023-2024 -----)					(----- 2024-2025 -----)	
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>DEBT SERVICES</u>							
31-15-6520 BOND PRINCIPLE	0	0	0	0	0	115,000	
31-15-6521 BOND INTEREST	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>42,194</u>	
TOTAL DEBT SERVICES	0	0	0	0	0	157,194	
TOTAL DEBT SERVICES	0	0	0	0	0	157,194	
TOTAL EXPENDITURES	0	0	0	0	0	157,194	
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	0	0	0	500	
	=====	=====	=====	=====	=====	=====	=====

35 -COURT RESTRICTED FUND

		(----- 2023-2024 -----)			(----- 2024-2025 -----)		
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>MUNICIPAL COURT</u>							
35-01-5316 JUDICIAL FEES	152	122	100	49	1,250	100	
35-01-5318 MUNICIPAL COURT - CHILD SAFE	8,975	1,955	1,000	1,706	2,800	1,900	
35-01-5320 TIME PAYMENT (TPLC)	4,128	852	500	308	450	500	
35-01-5322 MUNICIPAL COURT - SECURITY F	26,809	14,083	4,500	10,533	5,100	12,000	
35-01-5323 MUNICIPAL COURT-TECHNOLOGY F	22,203	11,795	3,500	8,732	6,500	9,000	
35-01-5328 LTPDF - PREVENTION AND DIVER	0	0	0	0	0	0	
35-01-5329 LMJF - LOCAL JURY FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MUNICIPAL COURT	<u>62,268</u>	<u>28,807</u>	<u>9,600</u>	<u>21,328</u>	<u>16,100</u>	<u>23,500</u>	
TOTAL REVENUES	62,268	28,807	9,600	21,328	16,100	23,500	
	=====	=====	=====	=====	=====	=====	=====

35 -COURT RESTRICTED FUND
COURT RESTRICTED

	(----- 2023-2024 -----)						(----- 2024-2025 -----)
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>SUPPLIES</u>							
35-30-4520 DUES AND SUBSCRIPTION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL SUPPLIES	0	0	0	0	0	0	
<u>SERVICES</u>							
35-30-5005 MUNICIPAL COURT BAILIFF	<u>0</u>	<u>0</u>	<u>3,600</u>	<u>0</u>	<u>15,600</u>	<u>3,600</u>	<u> </u>
TOTAL SERVICES	0	0	3,600	0	15,600	3,600	
<u>EXP CATG 56-59</u>							
35-30-5615 COURT SECURITY EXPENSE	0	0	1,000	0	1,000	1,000	<u> </u>
35-30-5617 COURT TECHNOLOGY EXPENSE	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u> </u>
TOTAL EXP CATG 56-59	0	0	6,000	0	1,000	6,000	
<u>CAPITAL OUTLAY</u>							
35-30-7002 CAPITAL - MATERIALS & EQUIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	
<u>INTERFUND-ACTIVITY</u>							
35-30-9000 TRANSFER OUT	<u>68,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL INTERFUND-ACTIVITY	68,750	0	0	0	0	0	
TOTAL COURT RESTRICTED	68,750	0	9,600	0	16,600	9,600	
TOTAL EXPENDITURES	68,750	0	9,600	0	16,600	9,600	
REVENUE OVER/ (UNDER) EXPENDITURES	(6,482)	28,807	0	21,328	(500)	13,900	

36 -ASSET FORFEITURE FUND

			(------ 2023-2024 -----)			(------ 2024-2025 -----)	
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>MISC REVENUE</u>							
36-01-5401 ASSETS FORFEITURE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL MISC REVENUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
REVENUE OVER/ (UNDER) EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>

37 -SPRING VALLEY LEGACY FUND

	(----- 2023-2024 -----)			(----- 2024-2025 -----)			
REVENUES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE
<u>MISC REVENUE</u>							
37-01-5400 CONTRIBUTIONS	27,529	11,385	0	1,600	0	0	
37-01-5401 MISC REVENUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL MISC REVENUE	<u>27,529</u>	<u>11,385</u>	<u>0</u>	<u>1,600</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL REVENUES	27,529	11,385	0	1,600	0	0	
	=====	=====	=====	=====	=====	=====	=====

37 -SPRING VALLEY LEGACY FUND
CANINE PROGRAM

			(-----	2023-2024	-----)	(-----	2024-2025	-----)
DEPARTMENTAL EXPENDITURES	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REESTIMATED ACTUAL	REQUESTED BUDGET DR	PROPOSED BUDGET WORKSPACE	
<u>SUPPLIES</u>								
37-40-4511 UNIFORM	2,818	0	0	0	0	0		
37-40-4525 SUPPLIES	0	38,097	0	0	0	0		
37-40-4526 GENERAL EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,980</u>	<u>0</u>	<u>0</u>		
TOTAL SUPPLIES	2,818	38,097	0	5,980	0	0		
<u>MAINTENANCE</u>								
37-40-4605 COMPUTER SOFTWARE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL MAINTENANCE	0	0	0	0	0	0		
<u>SERVICES</u>								
37-40-5027 TRAVEL & TRAINING	0	0	0	0	0	0		
37-40-5033 POLICE CANINE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL SERVICES	0	0	0	0	0	0		
<u>PROFESSIONAL SERVICES</u>								
37-40-5511 BANK SERVICE FEES	<u>67</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL PROFESSIONAL SERVICES	67	0	0	0	0	0		
<u>CAPITAL OUTLAY</u>								
37-40-7002 CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0		
TOTAL CANINE PROGRAM	2,884	38,097	0	5,980	0	0		
TOTAL EXPENDITURES	2,884	38,097	0	5,980	0	0		
REVENUE OVER/(UNDER) EXPENDITURES	24,644	(26,712)	0	(4,380)	0	0		
TOTAL REVENUES	0	0	0	0	0	0		
TOTAL EXPENDITURES	0	0	0	0	0	0		
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	0		



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Brent Walker, Treasurer
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Setting A Maintenance and Operations Tax Rate Of \$0.342678 Per \$100 Of Assessed Valuation

BACKGROUND:	Pursuant to Tax Code 26.05(a), the Council must adopt the maintenance and operations tax rate by official action, and the rate must equal the calculated and described maintenance and operations tax rate outlined in Section 26.04 (e)(3)(c) of the Texas Tax Code. The Tax Year 2024 maintenance and operations tax rate calculated by the City's Tax Assessor/Collector is \$0.342678 per \$100 of assessed valuation. Therefore, staff recommends that Council set a maintenance and operations tax rate of \$0.342678 per \$100 of assessed valuation of all taxable property within the corporate limits of the city for Tax Year 2024.
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ATTACHMENTS:	None
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:	Staff recommends that the Council set a maintenance and operations tax rate as recommended above with the following motion: I make a motion to approve setting a Maintenance and Operations Tax Rate of \$0.342678 per \$100 of assessed valuation of all taxable property within the corporate limits of the City for Tax Year 2024.
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Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Brent Walker, Treasurer
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Setting a Debt Service Tax Rate of \$0.052322 per \$100 assessed valuation

BACKGROUND:	Pursuant to Tax Code 26.05(a), the Council must adopt the debt service tax rate by official action, and the rate must equal the calculated and described debt service rate outlined in Section 26.04 (e)(3)(c) of the Texas Tax Code. The Tax Year 2024 debt service tax rate calculated by the City's Tax Assessor/Collector is \$0.052322 per \$100 of the assessed valuation. Therefore, staff recommends that the Council set a debt service tax rate of \$0.052322 per \$100 of assessed valuation of all taxable property within the corporate limits of the city for Tax Year 2024.
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ATTACHMENTS:	None
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FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION:	Staff recommends that the Council set a debt service tax rate as recommended above with the following motion: I make a motion to approve setting a Debt Service Tax Rate of \$0.052322 per \$100 of assessed valuation of all taxable property within the corporate limits of the City for Tax Year 2024.
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Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Abbey Anderson, Assistant to the City Administrator
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance Number 2024-XX - An Ordinance of the City Council for the City of Spring Valley Village, Texas, Amending the City Personnel Manual, as Adopted by Ordinance No. 95-05, Duly Passed and Approved on March 29, 1995, being Amendment No. 21 to the Personnel Manual, to Update and Address Policies including Vacation and Sick Leave, Parental Leave, Holidays, Family and Medical Leave Act (FMLA), Workers' Compensation, Travel Authorization and Expense, Vehicle Accidents, and Drug and Alcohol; Providing for the Incorporation of Preamble; Providing a Repealer Clause, a Severability Clause, and an Effective Date.

BACKGROUND:	Upon reviewing the City Personnel Manual, it became noticeable that several policies required attention. Some were found to be outdated or no longer in practice, while others needed adjustment to align with our city's current goals. The proposed amendments serve a dual purpose: first, to implement practices that have changed over time but were not officially documented, and second, to update existing policies to better reflect our city's present-day needs and challenges. Amendments to the Personnel Manual include: • Vacation and Sick Leave ○ Correcting accrual for 12 hour/shift employees (Police) ○ Additional week of vacation for employees with 12 years or more of service. • Parental Leave ○ Three weeks leave for the birth/adoption of a child. • Holidays
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- Additional floating holiday.
- Family and Medical Leave Act (FMLA)
 - Updated to be in compliance with current federal regulations.
- Workers' Compensation
 - Updating policy to address current requirements.
- Travel Authorization and Expense Policy
 - Updated policy to better protect the City.
- Vehicle Accident Policy
 - Updated to better protect the City.
- Drug and Alcohol Policy
 - New policy. Requires testing if involved in an accident in a city vehicle.

All proposed changes to the Personnel Manual have been reviewed and approved by the City Attorney.

ATTACHMENTS: Ord No. 24-XX Amendments to Personnel Manual

FUNDING:

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
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RECOMMENDATION: Staff recommends approval of the amendments to the City's Personnel Policies.

ORDINANCE NUMBER 2024-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 21 TO THE PERSONNEL MANUAL, TO UPDATE AND ADDRESS POLICIES INCLUDING VACATION AND SICK LEAVE, PARENTAL LEAVE, HOLIDAY, FAMILY AND MEDICAL LEAVE ACT (FMLA), WORKERS' COMPENSATION, TRAVEL AUTHORIZATION AND EXPENSE, VEHICLE ACCIDENT, AND DRUG AND ALCOHOL; PROVIDING FOR THE INCORPORATION OF PREAMBLE; PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

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

WHEREAS, the City Council has reviewed and identified the need to update several personnel policies including, but not limited to, Vacation and Sick Leave, Parental Leave, Holiday, FMLA, Workers' Compensation, Travel Authorization and Expense, Vehicle Accident, and Drug and Alcohol, to ensure they reflect current practices and legal require; and

WHEREAS, the City Council now finds the adoption of these amendments to the Personnel Manual to be in the best interest of the City and its employees,

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

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

Section 2. The City's Personnel Manual, as adopted by Ordinance Number 95-05, duly passed and approved on March 29, 1995, as amended, is hereby amended incorporate the updated personnel policies as seen in Exhibit A, which is attached hereto.

This amendment shall be referenced and referred to as **AMENDMENT NO. 21 TO THE PERSONNEL MANUAL.**

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

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

Section 5. This Ordinance shall become effective on October 1, 2024.

DULY PASSED AND APPROVED on this the ____ day of _____, 2024.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

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

APPROVED AS TO FORM AND CONTENT:

Loren B. Smith, City Attorney
City of Spring Valley Village, Texas

Exhibit A



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10.1 & 10.2 VACATION AND SICK LEAVE POLICY

City of Spring Valley Village

Adopted:

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1. PURPOSE

The purpose of this Leave Policy is to inform employees of their benefits and responsibilities regarding various types of leave, ensuring they are aware of how to effectively use their benefits. This policy is designed to support employees in taking the necessary time away from work to maintain their well-being.

2. DEFINITIONS

8-hour employees: Employees who work standard 8-hour shifts, including those in City Hall, Public Works, Police Command, and Administrative Staff.

12-hour employees: Employees who work 12-hour shifts, including Patrol Officers and Telecommunication Officers.

Vacation Leave: Paid time off that employees accrue based on their length of service, intended for personal use such as vacations, rest, or other personal matters.

Sick Leave: Paid time off granted to employees for the purpose of recovering from illness, attending medical appointments, or caring for sick family members.

Carryover: The process by which unused leave from one year is carried over into the next year, subject to specific limits and conditions.

Accrual: The process by which employees earn leave over time.

3. VACATIONS

3.1 Eligibility

Vacation leave is earned from the most recent date of full-time employment and accrued on a biweekly basis.

Employees are allowed to use vacation leave after they have completed their first six (6) months of employment. Employees who are in the introductory period will accrue vacation during the probation period; however, if the employee is terminated prior to regular employee status, no vacation accrual will be credited. Any vacation requests during the introductory period will be considered on a case-by-case basis.

Employees may not substitute vacation leave for disciplinary suspension without pay.

If an employee goes on unpaid leave status, vacation leave shall not continue to accrue until the employee returns to work.

3.2 Vacation Accrual

Vacation is accrued on a bi-weekly basis. The schedule below reflects vacation leave earned per pay period, annual leave, and maximum leave accrual.

Regular Full-Time Employees

Year of Service	Pay Period Accrual	Annual Accrual	Maximum Accrual	Maximum Payout
0-4	3.07	80 hours	120 hours	120 hours
5-11	4.61	120 hours	180 hours	160 hours
12 +	6.16	160 hours	220 hours	200 hours

12-Hour Employees and Telecommunication Officers

Year of Service	Pay Period Accrual	Annual Accrual	Maximum Accrual	Maximum Payout
0-4	4.62	120 hours	180 hours	180 hours
5-11	7.39	180 hours	270 hours	240 hours
12 +	9.24	240 hours	360 hours	300 hours

3.3 Scheduling Vacation Usage

The employee's supervisor must approve vacation leave, giving due consideration to the needs of the department and the availability of the remaining staff to perform the work of the department.

Each employee is requested to give their supervisor the maximum notice possible prior to the requested leave date.

An employee may not be granted vacation leave more than the actual amount accrued.

An employee may not request unpaid leave if they have vacation accrued that they are eligible to use.

Vacations of more than three (3) weeks must be approved in advance in writing by the employee's supervisor and the City Administrator.

3.4 Holidays Within Vacation Periods

If a holiday falls within a scheduled vacation period, the employee shall receive holiday in lieu of vacation pay.

3.5 Reimbursement for Unused Vacation

An employee shall receive reimbursement of unused accrued vacation at the time of separation of employment or retirement if they meet the following criteria:

- Employee has completed the six (6) month introductory period.
- The employee provides a minimum of two weeks' notice.

Employees who are terminated or walk off the job are not eligible for reimbursement of unused vacation.

In the event of the death of an employee, the estate of the deceased employee is entitled to payment for accrued vacation leave acquired by the employee.

4. SICK LEAVE

4.1 Eligibility

The City recognizes that, upon occasion, employees may be unable to perform their duties due to personal illness and/or the need to take care of personal business. Accordingly, leave with pay is granted to employees to be used in compliance with City policy.

4.2 Sick Leave Usage

One full day's notice is required prior to taking any personal business leave, stating the reason. If an employee requesting sick leave does not properly notify the supervisor, they shall be considered absent without leave during any time away from work. The City may request and obtain verification of the circumstances surrounding any use of sick leave. Sick leave is provided for legitimate illness or emergencies, and it is not another form of vacation. To utilize sick leave as a "form of vacation" is a dishonesty that will not be tolerated and may result in disciplinary action.

A physician's statement in writing must be presented by the employee to the immediate supervisor after an illness of three (3) consecutive days or longer. Employees who are to provide a physician's statement to their immediate supervisor must do so when they report to work. Failure to present a physician's statement in writing will result in disciplinary action dependent upon extenuating circumstances. A supervisor may require an employee to submit periodic medical evidence from a physician to support absences of longer duration. Depending on circumstances, an employee may be required to undergo a physical or a psychological evaluation as a condition for returning to work.

If an employee calls in sick on a holiday that they are scheduled to work, they will receive only the holiday leave benefit with no additional time off.

Illness in the immediate family can be charged to sick leave. The time is not additional sick leave time and will be deducted from accrued sick leave time. Occasional medical and dental appointments requiring interruption of the work period are excused with prior supervisory approval and are to be charged to sick leave on an actual time basis.

4.4 Sick Leave Accrual

Sick/personal business leave accrues at 3.07 hours per pay period and is available for each full-time employee without regard to seniority. Unused leave may be accumulated up to but not to exceed thirty (30) days or two hundred forty (240) hours.

4.5 Reimbursement for Unused Sick Leave

There is no compensation for unused sick leave/personal business leave when employment is ended, either voluntarily or involuntarily. *Sick/personal business leave will not be granted after an employee's resignation has been submitted or dismissal occurred.*

The City reserves the right to grant sick leave with pay, provided all the following criteria are met:

- The employee has notified their supervisor, as required in this Policy, unless physically unable to do so; and
- The employee has sufficient sick leave to cover the entire period or portion of the absence.



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11.5 PARENTAL LEAVE POLICY

City of Spring Valley Village

Adopted:

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1. PURPOSE

The purpose of this policy is to provide eligible employees with a period of paid and unpaid leave following the birth or adoption of a child. The City of Spring Valley Village aims to support employees during an important time.

2. DEFINITIONS

Parental Leave: A period of leave granted to employees following the birth of a child or placement of a child with the employee for adoption.

Paid Parental Leave: A three-week period of leave during which the employee receives their regular pay.

Unpaid Parental Leave: Additional leave granted without pay to mothers, which may be taken following the paid parental leave period.

3. ELIGIBILITY

Full-time employees who have been employed by the City for at least 12 consecutive months are eligible for paid Parental Leave.

4. PREGNANCY AND MATERNITY LEAVE

A pregnant employee is expected to make her own decision, in consultation with her physician, as to when she will cease working. Except in emergencies, at least ten (10) working days written notice of cessation of work shall be required. When giving notice of cessation of work, the employee shall include a statement of her intentions concerning resumption of work.

Pregnancy is regarded by the City the same as any other illness or disability. Further, employees with illnesses or disabilities arising from pregnancy or maternity shall be entitled to benefits on the same basis as employees with other types of illnesses or disabilities. Available sickness or disability benefits may be used for the time during which the employee is medically unable to work.

5. PAID PARENTAL LEAVE

The City provides three (3) weeks of paid Parental Leave to eligible employees following the birth or adoption of a child. This benefit applies to both mothers and fathers.

6. ADDITIONAL UNPAID LEAVE

Maternity leave, without pay, will be granted for up to two (2) months from the date the employee becomes absent from work after the paid paternity leave period; provided, however, maternity leave may be charged against accumulated sick leave/personal leave

and/or accrued vacation, at the election of the employee.

7. RETURN TO WORK

Employees are expected to return to work following the conclusion of their Parental Leave.



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11.7 HOLIDAY POLICY

City of Spring Valley Village

Adopted:

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1. PURPOSE

The City understands that all employees need to maintain a healthy balance and provides time off for vacation, holidays, illness, or personal matters. This policy is enacted to ensure that employees receive the appropriate amount of leave time necessary to take care of themselves while ensuring that the city can function and meet our obligations to our residents.

2. DEFINITIONS

8-hour employees: Employees who work standard 8-hour shifts, including those in City Hall, Public Works, Police Command, and Administrative Staff.

12-hour employees: Employees who work 12-hour shifts, including Patrol Officers and Telecommunication Officers.

Holiday: A day designated by City Council as a paid day off for full-time permanent employees.

Floating Holiday: An additional paid day off given to employees, which they can use to celebrate a personal event, such as a birthday or a holiday not observed on the City's official Holiday Calendar.

In Lieu Holiday: A day off given to employees who are required to work on a designated holiday. This day off is provided within a specified period, usually within 90 days, as approved by their supervisor.

3. CITY HOLIDAYS

All full-time permanent employees shall annually receive paid holidays as designated by the City Council. To balance operational needs, as many employees as possible shall be given each holiday off, consistent with the maintenance of essential City functions.

The holidays currently are:

- | | |
|---------------------|---|
| 1. New Year's Day | 6. Thanksgiving Day |
| 2. Good Friday | 7. The day after Thanksgiving |
| 3. Memorial Day | 8. Christmas Eve |
| 4. Independence Day | 9. Christmas Day |
| 5. Labor Day | 10. 2 Floating Holidays (selected by the employee, with advance notice and supervisor approval) |

4. HOLIDAY PAY AND ELIGIBILITY

Only full-time permanent employees shall be entitled to paid holidays. Part-time and temporary employees are not eligible for paid holidays. Employees in non-pay status on a holiday will not receive pay for that holiday.

5. WORKING ON HOLIDAYS

8-hour employees required to work on designated holidays shall be given days off in lieu thereof or may be given holiday pay as approved by the City Administrator.

6. CARRYOVER AND MAXIMUM ACCRUAL

12-hour employees: May carry over the equivalent of 5 holidays, or 40 hours, of unused designated holidays into the next calendar year.

8-hour employees: Holiday leave must be used within the calendar year and cannot be carried.

7. FLOATING HOLIDAYS

Floating holidays can be used at the employee's discretion, subject to advance notice and supervisor approval. These holidays must be used within the calendar year and will not be carried over to the next year.

8. OBSERVING RELIGIOUS HOLIDAYS

Employees desiring to observe religious holidays not coinciding with an officially designated holiday may be given time off without pay or may be authorized to use accrued personal business leave, vacation leave, compensatory time, or any authorized floating holiday.



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11.6 FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

City of Spring Valley Village

Adopted:

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1. PURPOSE

City of Spring Valley Village complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, please contact Human Resources.

2. DEFINITIONS

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.

Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.

Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in law.”

Qualifying exigency includes short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The next of kin of a covered service member is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood

relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

Covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

Serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

3. ELIGIBILITY

To be eligible for leave under this policy, employees must meet **all** of the following requirements:

- Have worked at least twelve (12) months for City of Spring Valley Village
- Have worked at least 1,250 hours for City of Spring Valley Village over the twelve (12) months preceding the date the leave would commence.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

4. REASONS FOR LEAVE

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

5. AMOUNT OF LEAVE

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the company may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

6. INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the company's operations.

7. EMPLOYEE NOTICE REQUIREMENT

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to the department manager or HR manager.

When the need for the leave is foreseeable, the employee must provide the company with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

8. DESIGNATION OF FMLA LEAVE

Within five business days after the employee has submitted the required certification or other documentation, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

9. EMPLOYEE STATUS AND BENEFITS DURING LEAVE

City of Spring Valley Village will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The company will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance or disability plan, the company will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the company may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the company will discontinue coverage during the leave. If the company maintains coverage, the company may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

10. EMPLOYEE STATUS AFTER LEAVE

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the company's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

11. USE OF PAID AND UNPAID LEAVE

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, when an employee takes six weeks of City of Spring Valley Village pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or

sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

12. INTENT TO RETURN TO WORK FROM FMLA LEAVE

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.



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12.7 WORKERS' COMPENSATION POLICY

City of Spring Valley Village

Adopted:

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1. PURPOSE

The purpose of the Workers' Compensation Policy is to establish clear guidelines and procedures for the City's employees and volunteers regarding eligibility for workers' compensation benefits, the process for reporting workplace injuries, and the protocols for obtaining medical attention and returning to work.

2. DEFINITIONS

Workers' Compensation: A form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue their employer for negligence.

Modified Duty: Temporary work assignments that accommodate an employee's medical restrictions while recovering from a work-related injury or illness, designed to allow the employee to return to work in some capacity while healing.

Family and Medical Leave Act (FLMA): A federal law that entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons, which runs concurrently with workers' compensation leave when applicable.

3. ELIGIBILITY FOR WORKERS COMPENSATION

Workers' compensation is designed to cover the costs associated with injuries resulting from identifiable and specific accidents or injuries occurring during the course and scope of one's employment. It is not designed to cover ordinary diseases of life. All employees and volunteers of the City are covered by workers' compensation insurance.

An employee who suffers a job-related injury or job-related illness may be eligible for workers' compensation benefits, which may cover the cost of hospitalization, doctors, treatment, prescription drugs, and other related expenses, including possible partial salary continuation. Injuries not directly related to or caused by a specific accident or incident that occurred in the performance of the employee's job duties for the City, injuries occurring while an employee or volunteer is working or volunteering for an employer or organization other than the City, and/or injuries occurring during self-employment, are not covered under the City's workers' compensation plan.

4. ACCIDENT AND INJURY REPORTING PROCEDURES

4.1 Medical Attention

When an employee is injured on the job, the City's priority is to ensure that the employee gets timely medical attention. The employee must immediately report the circumstances of the accident and/or injury to the supervisor, who will direct the employee to seek medical

treatment, if necessary, from the Approved Doctor List (ADL), as provided by the Texas Department of Insurance and in compliance with the City's reporting requirements.

4.2 Reporting and Documentation

The employee's supervisor is responsible for notifying Human Resources and the City Administrator or designee immediately upon being made aware of an employee's involvement in an accident or injury. This timely notification is critical.

The employee's supervisor will initiate a thorough investigation into the cause and circumstances of the accident causing the injury, including interviewing all witnesses and preparing a detailed written report explaining the facts of the accident that occurred. The supervisor must submit the First Report of Injury or Illness and any other related information to the Human Resources Department no later than the next business day after the injury was reported or no later than 9 a.m. on Monday for injuries occurring over the weekend.

If the employee's supervisor has reason to believe that an injury has been reported that is not directly related to or caused by a specific accident or incident occurring in the performance of the employee's assigned job duties, the supervisor must advise Human Resources of these circumstances. The decision of whether an injury will be covered by workers' compensation will be made by the Texas Department of Insurance and not by the City.

5. TIME OFF FOR INJURY

If the employee's treating physician recommends recovering at home, the employee is required to contact the supervisor and Human Resources at least once per week during their time away from work. For every doctor's office visit, the employee is required to obtain from his doctor a completed Work Status Report, which includes the employee's diagnosis, when the employee is expected to be able to return to work, the employee's restrictions and the date of the employee's next appointment. It is the employee's responsibility to ensure that a copy of the Work Status Report is forwarded to the Human Resources Department and to the supervisor. Failure to report to Human Resources as required may result in disciplinary action, up to and including termination of employment.

An employee who suffers a work-related injury and is unable to work may be eligible for salary supplementation in addition to payments received from Workers' Compensation Insurance. The purpose of the salary supplementation is to provide the employee the same salary as if the employee was working full time, but in no event shall employer-sponsored supplementation exceed ninety (90) calendar days. To be eligible for salary supplementation, the employee must provide the Human Resources Department proof of payments from Workers' Compensation insurance. After ninety (90) days, the employee

may use accrued leave, such as sick and vacation leave, to supplement their salary while on leave due to a work-related injury. Payments made by Workers' Compensation insurance will be deducted from the employee's pay during that time as an offset.

6. RETURNING TO WORK

The employee is to return to work immediately after treatment unless the employee's physician provides documentation of the employee's inability to perform the essential duties of the job in either a regular or modified duty capacity. The employee must have a written release from the doctor to return to work, and the release must specify any restrictions.

The City does not guarantee the availability of a modified duty opportunity. However, the employee must accept any modified duty assignment that is offered, including an assignment in another department.

A modified duty assignment is subject to the same 90 calendar-day limitation for salary supplementation. Generally, an employee will not be permitted to work in a modified duty assignment beyond 90 days. This policy will be enforced in accordance with the City's obligations under the Americans with Disabilities Act.

All modified duty assignments must be approved by the Human Resources Director to ensure compliance with the City's policies, the physician's restrictions/release, the Americans with Disabilities Act (ADA), the Americans with Disabilities Act as Amended (ADAAA), and other applicable laws.

When an employee returns to full duty, the employee must present a Return-to-Work certification by the attending physician that clearly indicates the employee is capable of performing all of the essential job functions of the position they hold.

7. MAXIMUM TIME LIMITS

Subject to other restrictions, limitations, and earlier terminations as applicable in particular circumstances, the City will hold open an employee's position following an injury that occurred while performing official job duties or conducting City business for a reasonable time period if holding the position does not result in undue hardship on the City. Twelve weeks of this period will be deemed leave under the Family and Medical Leave Act (FMLA), running concurrently with the employee's worker's compensation leave, if applicable. Human Resources will engage in discussions of any reasonable accommodations that may assist the employee in performing the essential functions of the job. At the end of the twelve weeks reasonable period of time, should the employee still be unable for any reason to perform the essential duties of the job, with or without

accommodation, the employee's position may be filled, and the employee may be considered for a vacant position for which the employee is qualified and released from the physician to perform. If no vacant position is available for which the employee is qualified, if not selected to fill the vacant position or if the employee declines to accept another position, employment with the City will be terminated.



EST. 1955

SPRING VALLEY
V I L L A G E

16.1 TRAVEL AUTHORIZATION AND EXPENSE POLICY

City of Spring Valley Village

Adopted:

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SECTION I: INTRODUCTION

a. PURPOSE OF THE POLICY

This Travel Authorization and Expense Policy has been formulated to protect the interests of the City of Spring Valley Village and ensure consistent treatment for all. It governs expense allowances for employees, City Council, and City representatives who travel on Official City business.

b. SCOPE

This policy is applicable to all individuals who travel on official City business or to promote the interests of the City. The primary responsibility for authorizing travel and other business-related expenses and for enforcement of the particulars of this policy rests with the Department Heads. The Department Head is also responsible for ensuring that all requests for and approval of activities requiring travel are official City business relating to the duties and responsibilities of the employee making the request.

The City Administrator has the authority to make exceptions to ensure the continuation of City operations and to maintain public and employee safety.

c. AUTHORIZATION

All travel at the expense of the City shall be made only upon authorization and approval of the Department Head/PD Supervisor or their designee. Before making a trip, the City employee/Police Department employee must submit a Travel Request Form on which the nature of the trip, destination, times and dates of the beginning and end of official leave, and estimates of the cost must be stated. Requests for out-of-state travel, other than Department Heads/PD Supervisor, or unbudgeted trips for **any** City employee must be approved by the City Administrator.

SECTION II: APPROVAL GUIDELINES

Requests of employees for attendance and/or traveling away from home for business-related meetings and events that require payment for registration, materials, meals, etc., and/or overnight stay must be approved in advance according to the following guidelines.

a. Travel Request Form

Before making a trip, the employee must submit a Travel Request Form on which the nature (purpose) of the trip, destination, and dates of travel as well as estimate of cost must be stated. The Travel Request will also be the official authorization for payroll deduction of any outstanding Advance with an outstanding Expense Report.

For insurance and record-keeping purposes, the Travel Request Form must be completed (with correct approvals) for all travel requests – even if the employee is not receiving an advance from the City. The Travel Request Form will be maintained in the departments until such time as the employee submits an expense reimbursement form with Finance.

The following list of expense classifications is for information and guidance in determining which

expenses are appropriate and reasonable when traveling on City/Police Department business. The list is intended as a guide and is not necessarily all-inclusive. Discretion remains with the City Administrator or his designee in approving travel expenses to provide for unusual circumstances.

Employees are expected to exercise good judgment regarding travel expenses and have proper regard for economy in conducting business away from Spring Valley Village.

Due to budgetary constraints, departments may set more restrictive policies for travel, but in no case can the departmental policy exceed the limitations allowed in the City policy. (Department must notify Finance of differing policies for Finance review).

b. Expenses not Covered

Items specifically prohibited include the purchase of personal items, alcoholic beverages, pay-for-view movies, health club charges, laundry or dry cleaning charges, etc. Prohibited also are the expenses of the employee's family who accompany him/her on a trip. The expense report must be prepared to reflect only those expenses incurred by the employee.

c. Types of Travel

The following restrictions are required for travel, seminars/conferences, etc.

i. Overnight – Business Travel Away from Home

IRS regulations state- Traveling away from home is defined as your duties require you to be away from your home substantially longer than an ordinary day's work, and you need to sleep or rest to meet the demands of your work while away from home. Per the IRS, per diem rates are only allowed while an employee is traveling away from home.

This type of travel will allow for lodging, per diem meal reimbursement, travel expenses, registration, etc.

*Per Diem rates may be obtained on the website *GSA.gov* using the M&IE Rate (Meals & Incidental Expenses Rate).

ii. Local Business Travel

If your business travel does **not** require you to be away from your home substantially longer than an ordinary day's work, and you do **not** need to sleep or rest, this is considered Local Business Travel.

This type of travel will allow for mileage reimbursement (for those not receiving an automobile allowance), registration, and you may be eligible for a reimbursable meal, with your Department Head/PD Supervisor approval.

Overnight stay is hereby authorized with City Administrator approval for a local conference with night sessions.

d. Meals

Employees will **not** be reimbursed or provided per diems for meals that are included in conference registration costs or are otherwise provided at no cost to the employee.

Employees will **not** be reimbursed for snacks for any of the below-listed travel.

e. Overnight – Business Travel Away from Home

For all employees, as well as the Mayor and Council members traveling on official City business, a "per diem allowance" is in effect for meals.

A "per diem allowance" is a payment made for meals and incidental expenses based on the locality of travel. The daily allowance paid is based on the amount the IRS approves each year as a tax-free allowance for travel. The IRS updates these allowances yearly, and the Finance Department will provide new rates to each department as soon as they are available.

*Per Diem rates may be obtained on the website *GSA.gov* using the M&IE Rate (Meals & Incidental Expenses Rate).

"Incidental expenses" include but are not limited to fees and tips for services, such as waiters and baggage handlers. Employees are **required** to adhere to the per diem limit, which includes tips.

When using this flat rate for meals purchased while traveling away from home, employees will **not** need to return meal receipts to the Finance Department. For partial days away from home (example - flight returns in the afternoon), the federal per diem allowance must be prorated. Under IRS regulations, one-third of the applicable rate is used for each meal of the day during which the employee is traveling away from home.

f. Local Business Travel

To be reimbursed for meals for any Local Business Travel, the Department Head/PD Supervisor must approve this.

Please note: No advances will be given for Local Business Travel meals. Receipts required.

If your Department Head/PD Supervisor determines your reimbursable meal was **not** a legitimate business expense, this amount will be considered taxable earnings and added to your W-2.

f. TRANSPORTATION

Transportation to the conference or meeting should be the least expensive mode to reduce city expenditures; only "coach" flights will be authorized.

PLEASE NOTE: When determining an employee's mode of transportation, the DOL (Department of Labor) regulates the time spent driving to a destination (**for non-exempt employees only**).

a. Travel Time as the Driver

“All authorized travel time spent driving an automobile is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours.”

b. Travel Time as a Passenger

“Travel as a passenger in an automobile or flying in an airplane is not treated as work hours.”

c. Travel Time in Employer/Personal Vehicles

“Time spent in home-to-work travel by an employee in an employer-provided vehicle, or personal vehicle, or in activities performed by an employee which are incidental to the use of the vehicle for commuting is not work hours.”

If an employee chooses to drive rather than fly, there will be multiple items to consider for the cost of the travel. If the mileage is less than the cost of a round-trip flight, the overtime for the employee to drive to and from the site will also need to be considered. The employee will be paid for all time at the conference or meeting during regular working hours, but if the driving time is not within this time frame, they must be paid for the extra time. However, employees who do not return home the day a conference ends will not be paid for any return drive time.

d. Air Travel

Air travel is usually more economical in time and money when making a long trip. The least expensive airfare (advance purchase, non-refundable tickets) will be considered standard air travel. If advance purchase, non-refundable tickets are not available, other classes of airfare may be used with prior Department Head/PD Supervisor approval. If the employee pays for the tickets, a receipt must be obtained and submitted with the Travel Expense Report.

When traveling out of state, many times, the lowest airfare may be obtained by the employee spending additional time at their destination than required for business. If this occurs, consideration will be given to the rate least expensive to the City.

Example: An employee is to attend a seminar in New York. The seminar is scheduled for Wednesday, Thursday, and half a day Friday. Airfare to arrive in New York on Tuesday and leave New York on Friday is \$950. Airfare to arrive in New York on Tuesday and leave New York on Sunday is \$650. Hotel rooms in New York are \$100 per night. Since the cost to stay until Sunday (\$850, \$650 airfare plus two extra nights at \$100 each) is cheaper than coming back on Friday (\$950), the employee may stay the extra time if they so desire. Any other costs (meals, phone calls) will be the responsibility of the employee.

The City's liability for the employee ceases when they could have reasonably returned to the City.

e. Car Rental

Car rentals are sometimes the most expensive mode of transportation; therefore, local transportation, such as taxis, shuttles, etc., should be utilized whenever possible. If a car is rented, City employees are covered under the City's insurance; consequently, all optional insurance should be declined. The employee will rent the most economical car available that will satisfactorily meet their needs. If shuttles are available from the airport to the hotel and/or the hotel to the conference, a car rental will be deemed unnecessary unless approved in advance by the Department Head/Supervisor. **Receipts are required.**

Mileage

City employees will not be reimbursed for mileage in a rented automobile for City business. Mileage is only allowed for private automobiles. Employees may be reimbursed for gasoline on rented automobiles. **Receipts are required.**

f. Private Automobile

Private automobiles may be used for official travel if this mode of travel is determined to be the best use of employee time and lowest cost. Employees should ensure that they have adequate automobile insurance, as the City will not be responsible for costs incurred in the event of an accident.

Mileage (For Private Automobile Only)

The standard business mileage rate (set by the IRS at the beginning of each New Year) will be used to determine the mileage reimbursement cost. **NOTE: Calculate mileage from the employee's business site or home, whichever is the point of departure and return for the trip.**

*The Standard IRS Mileage rate may be obtained on the IRS Website, www.irs.gov. Search the website for Standard Mileage Rate.

*If an employee receives a car allowance from the City, mileage reimbursement will **not** begin until the employee has traveled at least fifty (50) miles (one-way) from their place of business.

The cost of private owned car usage cannot exceed the lowest applicable round-trip airfare of the trip, including cab fares, shuttles and other items for total transportation expense.

g. City Automobile

Travel in City vehicles may be approved when circumstances warrant. When such travel is approved, employees will be reimbursed, at cost, for gasoline purchases and related routine maintenance, such as oil.

If the city automobile breaks down on an out-of-town trip, the following guidelines should be adhered to for the repair of the vehicle:

- Inside a 50-mile radius of the City of Spring Valley Village, the employee is required to contact his/her supervisor for instructions on the repairs.
- Outside the 50-mile radius, the employee must obtain a written quote before authorizing any repairs. Towing fees are subject to time of day and location. Once the fee is determined, contact the immediate supervisor for authorization. Receipts are required. Emergency repairs shall be approved by the immediate supervisor prior to repairs. Vehicle should be towed to closest dealership for repairs. If alternative transportation is required, reasonable reimbursement will be authorized on an individual basis. Receipts are required.

Mileage

City employees will **not** be reimbursed for mileage in a city automobile. Mileage is only allowed for private automobiles. Employees can be reimbursed for the gasoline of city automobiles. **Receipts are required.**

h. Taxicab and Shuttles

Taxicab and shuttle expenses will be reimbursed at cost. **Receipts required.**

i. Rideshare

Rideshare options, such as Uber and Lyft, will be reimbursed at cost. **Receipts required.**

j. Parking and/or Car Storage

Parking will be paid for both private and city-owned vehicles. If valet parking is required at the destination, the employee will be reimbursed at cost. Documentation must be provided about *requirement* of valet parking. **Receipts are required.**

k. Toll Fees

All toll fees will be reimbursed. **Receipts are required.**

g. LODGING

*A one-day seminar/conference would allow overnight lodging if the destination is at least **one hundred (100)** miles or more (one-way) from the employee's place of business.

*If the seminar/conference is two (2) or more days at the same destination, then lodging may be allowed for a shorter distance if the lodging would be less than the total mileage reimbursement to the employee and with the Department Director's approval.

The cost of lodging will be reimbursed by the City. The City will reimburse only for single room rates (unless two employees share a room). The single room rate must be indicated on the bill for reimbursement. City employees may be accompanied by their spouse or family while on travel status. However, the employee will be expected to pay all expenses incurred

by the spouse and family, including the incremental difference charged for hotel accommodation for two or more persons.

If the conference has reserved a room block for attendees at a lower price and time constraints allow, employees are required to participate at the reduced cost.

An itemized hotel bill is required, not just a cash receipt. Local governments and their employees **must** pay state and local hotel taxes.

Tips are allocated in the daily per diem rate and **cannot** be listed separately on the Travel Form.

h. REGISTRATION

Registration fees for all conferences, workshops, and conventions will be paid by the City if deemed as City business by the Department Head.

If the registration is **not** prepaid and the employee is receiving the registration amount on the travel advance, the registration receipt **must** be included with the backup material of the travel report when returning to the City.

i. NON-ALLOWABLE EXPENSES

All employee time (excluding DOL requirements for driving time) and costs (other than pre-approved airfare and lodging) incurred prior to and after the duration of official City business activities will not be reimbursed by the City nor allowed as City business time or expense.

Movies or alcoholic beverages are items that are solely for the employee's pleasure and are **not** allowable expenses.

SECTION III: PAYMENTS

j. **ADVANCES**

The Travel Request Form must be completed and submitted to the Finance Department with documentation attached.

Documentation would normally include a copy of the registration form that includes the dates of the trip, costs, location, times, etc.

Employees requesting advances should always remember to submit their requests well in advance of their departure date in order to ensure that the Travel Request has had time to clear all of the necessary reviews.

Advancing money does not constitute approval for the expenditures of the entire amount advanced.

Out-of-state travel requires approval by the City Administrator. A written request for permission to travel out-of-state must be submitted to the City Administrator along with a conference description.

**Disregarding any of the above steps could delay processing of the travel request.*

*Discretion remains with the City Administrator, or their designee, in approving travel expenses to provide for unusual circumstances.

* Meals for local business travel will not be advanced to employees.

a. **Forms**

The City Administrator will provide the following forms, which are to be filled out and returned to the City Administrator.

- **Travel Expense Form (returning from travel)**
- **Travel Request Form**

k. **REIMBURSEMENTS**

a. **Reimbursement Through Accounts Payable**

To be reimbursed for travel expenditures, the employee must complete the Travel Expense Form, include all original receipts, and submit it to the Finance Department as soon as possible, but in no event later than five (5) working days after returning from travel.

No reimbursement will be made, and the travel account will not be closed until the Travel Expense Report has been approved by the Department Head/PD Supervisor and the Finance Department. The Department Head/PD Supervisor shall check for

reasonableness, and the Finance Department shall review the expenses and check the accuracy of transportation costs and time covered.

The Finance Department will **not** issue any additional travel advances until all outstanding advances, receipts, or monies are turned in to Finance.

The Finance Department is responsible for reviewing and verifying receipts and/or records submitted for reimbursement and issuing checks. **Questionable receipts will be submitted to the City Administrator.** Payment for reimbursements will **not** be made without submission of the required documentation, such as receipts.

All travel reimbursements require approval by the Department Head/PD Supervisor. If the travel expense report is not submitted as required, the City of Spring Valley Village deducts the full amount of the travel advance from the employee's paycheck.

b. Returning Excess Reimbursements

The City of Spring Valley Village follows the IRS Guidelines for Accountable Plans. Per IRS regulations - under an accountable plan, you are required to return any excess reimbursement or other expense allowances for your business expenses to the City. Excess reimbursement means any amount for which you did not adequately account within a reasonable period of time or unspent amounts of the monies advanced to you.

SECTION IV: FREQUENTLY ASKED QUESTIONS ABOUT TRAVEL PROCEDURES

Q: If traveling for 1/2 day, does the employee get a per diem for lunch?

A: No, Per diems are only available for overnight travel.

Q: Do we pay tax on hotels and motels?

A: Yes, the City of Spring Valley Village is required to pay tax on hotels and motels.

Q: When is an employee allowed a rental car?

A: If the seminar is held in the hotel that the employee is residing at and/or a complimentary shuttle is provided to the seminar location, a rental car would be at the discretion of the Department Head/PD Supervisor.

Q: Does the City pay for tips to baggage handlers?

A: Yes. However, this amount is included in the per diem rate and cannot be listed separately on the travel form.

Q: Does the City pay for tips to taxis?

A: Yes, taxi tips should be noted on the receipt for taxi service.

Q: Who is allowed to travel out of state?

A: City Administrator approval is required for all employees except executive staff with prior budget approval.

Q: Are movies a reimbursable expense in hotels/motels?

A: The City will not pay for the cost of television entertainment.

Q: Is an employee allowed to use the valet parking?

A: If required at the destination, the full amount of valet parking will be reimbursed to the employee.

Q: Does an employee need to get insurance on car rentals?

A: No, employees are covered under the City's insurance.

Q: Is an itemized hotel bill needed or just a receipt acceptable?

A: An itemized hotel bill is required; a receipt with just the total amount is not acceptable.

Q: Is an employee allowed a per diem for dinner if the flight is due back in the afternoon?

A: No.

Q: Will the City pay for flight insurance?

A: No.

Q: Is an employee allowed mileage if he/she is taking a City/Rental car?

A: No, gasoline is only allowed if the employee is using a City/Rental car.



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SPRING VALLEY
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16.6 VEHICLE ACCIDENT POLICY

City of Spring Valley Village

Adopted:

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1. **Purpose**

To establish rules and regulations for all City of Spring Valley Village employees using a motor vehicle while engaged in official City business.

2. **Definitions**

City Vehicles: This term refers to all City motorized vehicles and equipment listed below. Policy statements that reference “Vehicle(s)” apply to the operation of all the below sub-categories:

Heavy Equipment: Dump trucks, garbage trucks, tow trucks, and other equipment used on public roadways.

Fleet Vehicles: Light-duty trucks (pick-ups), cars, vans, and sedans owned by the City.

Public Safety Vehicles: Those vehicles specifically outfitted for public safety response and outwardly marked in accordance with IRS regulation.

3. **General**

- a. The City shall maintain safe, reliable, and economical transportation as required for City employees to conduct City business.
- b. Seatbelts will be worn at all times while operating a City Vehicle.
- c. No City employee, under any circumstances, will operate a City Vehicle without authorization.
- d. No City employee, under any circumstances, will operate a City Vehicle on a public roadway without being in possession of a valid Texas Driver's License with appropriate endorsements.
 - i. Human Resources will be responsible for verifying the current licensure status of each applicant for vehicle privileges using information provided by the applicant.
 - ii. Department Heads are responsible for ensuring only approved and appropriately licensed employees operate City Vehicles.
 - iii. City employees will be responsible for immediately notifying Human Resources if their licensure status changes.
- e. City Vehicles shall only be used for City-related business unless otherwise authorized in writing by the City Administrator in accordance with appropriate use guidelines.
- f. City Vehicles shall be operated in a manner consistent with all safety and legal requirements of the City of Spring Valley Village and the State of Texas.
- g. City Vehicles will be appropriately secured, and keys will not be left in unsecured vehicles.
- h. No City Vehicles will be used to transport stand-alone fuel containers, except in situations where equipment and/or tools must be refueled during an emergency response to maintain operations in support of public safety.
- i. Employees shall not, under any circumstances, operate a City Vehicle when

any physical or mental impairment causes the employee to be unable to drive safely (for example – various prescribed and OTC medications that are narcotic-derived in nature).

- j. Employees shall not smoke or use other tobacco (chew, dip, snuff, etc.) products while operating or seated as a passenger in a City Vehicle. This includes vape pens and all other vaping products.
- k. Employees may not use cellular devices while operating a City Vehicle unless the device can be operated hands-free.

4. Appropriate Use

- a. Under no circumstances may a City Vehicle be driven in the winter without allowing the engine to warm up.
- b. City Vehicles should not be allowed to warm up or idle indoors without appropriate ventilation. Excessive idling should be minimized.
- c. Each employee who uses a City Vehicle is responsible for that vehicle being maintained in a clean condition and ensuring that routine maintenance and safety checks on the vehicle are conducted in a timely fashion. Warning lights must immediately be reported to the Department Head the vehicle is assigned to.
- d. Any employee who, without the approval of their Department Head, takes a City Vehicle to be repaired at any local repair shop will be personally responsible for any resulting costs and face possible disciplinary action.
- e. Fuel purchases for a City Vehicle are limited to the City's designated vendor(s) using a pre-approved process for charging fuel purchases.
- f. There shall be no expectation of privacy of an employee with regard to a City Vehicle.
- g. City Vehicles shall not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted (i.e., official guest of the City, speakers, contractors, etc.) with the following exceptions:
 - i. Transportation of person or persons in the event of an accident or other emergency; OR
 - ii. Transportation of person or persons in a marked public safety vehicle in the course of responding to an emergency or other public safety call for service.

5. Damage or Misuse

- a. Costs of repairing damage to City Vehicles resulting from willful misconduct or gross negligence by the employee having custody of the vehicle at the time of the damage may be recoverable from the employee at the option of the City.
- b. Any citation or arrests while operating a City Vehicle are the personal responsibility of the employee. Any City employee who receives a citation while operating a City Vehicle shall report the incident immediately to their Department Head. The Department Head will immediately provide written notification to the City Administrator, with a copy to the Human Resources Director.

6. Vehicle Accident Reporting

- a. All accidents of any nature involving a City Vehicle, regardless of the amount of damage or location, are to be reported immediately to the employee's supervisor or Department Head. All accident reports, along with any law enforcement report, must be filed by the employee and their supervisor with the Department Head and the Human Resources Department within one business day of the incident.
- b. Employees involved in a major accident (meaning reported medical injuries or estimated damages exceeding \$1,500 as determined by the on-scene supervisor) while operating a City Vehicle or mobile equipment or while operating a personal vehicle on City business must immediately notify their immediate supervisor as well as the proper law enforcement agency. Said supervisor shall also notify their Department Head and the Human Resources Director.
- c. All vehicular accidents involving City Vehicles responding to an emergency or major accident involving reported injuries will be investigated by the Texas Department of Public Safety (DPS) Highway Patrol. If DPS is not available, then a neighboring law enforcement agency will investigate.
- d. Minor accidents (meaning no reported medical injuries or estimated damages less than \$1,500 as determined by the on-scene supervisor) involving City Vehicles, mobile equipment, or a personal vehicle on City business should be investigated by the law enforcement agency with primary jurisdiction.
- e. An employee involved in any accident of a City Vehicle, mobile equipment, or a personal vehicle on City business may be subject to drug and alcohol testing. The need for testing will be determined by the Department Head or onsite supervisor in coordination with the Human Resources Director and in accordance with policy.
- f. Employees who violate this policy or become involved in any accident will be subject to disciplinary action, up to and including termination, if, upon investigation it is determined that the employee is responsible for such action, or through careless or reckless actions, their action contributed to the cause of the accident.



EST. 1955

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16.10 DRUG AND ALCOHOL POLICY

City of Spring Valley Village

Adopted:

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1. PURPOSE

It is the desire of the City of Spring Valley Village to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their job in a satisfactory and safe manner.

2. POLICY STATEMENT

City employees will report and remain at work in such mental and physical condition as will permit them to perform their assigned tasks in a professional and competent manner. The manufacture, distribution, dispensation, possession, purchase, or use of alcohol, or any controlled substance, and/or being under the influence of alcohol, or illegal drugs, or any controlled substance, and/or the unauthorized use and/or possession, of prescription drugs is prohibited on City property. Whereas this Policy does not prohibit the use or possession of over-the-counter drugs (OTC) where such use or possession is consistent with the proper use of such substances, City employees are encouraged to advise their supervisor of such use where it may affect performance. If any employee's use of such OTC products affects their performance, the employee may be relieved of his or her job duties. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination.

3. APPLICABILITY

This policy applies to every department, every employee, designated contract employee, and applicant for employment with the City, except that sworn employees of the police and fire departments may be governed by more restrictive policies that may be required by departmental rules and regulations. Employees who must hold a Commercial Driver's License (CDL) to fulfill the essential functions of their jobs and applicants for those positions are covered by specific Department of Transportation provisions regarding drugs and alcohol.

4. POLICE DEPARTMENT EMPLOYEES

Certain Police Department employees may be required to be in possession of alcohol and/or drugs in carrying out their job duties. Such employees will be exempted from certain portions of this policy under certain limited conditions. Additional guidelines may be established by Police Department operating procedures.

5. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle that results in:

- a. Contact between the vehicle and another vehicle;
- b. Rollover or other single vehicle incident resulting in visible or disabling damage;
- c. Contact between a vehicle and a pedestrian;

- d. Contact between a vehicle and a stationary structure;
- e. Situations specifically identified by US Department of Transportation that require DOT Testing for covered employees.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol, contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an EBT.

Applicant: Includes both an applicant for employment and an employee desiring to transfer from a non-safety-sensitive position to a safety-sensitive position.

Certified Laboratory or Laboratory: Any U.S. laboratory certified by the Department of Health and Human Services under the National Laboratory Certification Program to perform DOT drug and alcohol screening.

City Premises: City-owned buildings, parking lots, vehicles, empty lots, and all internal and external storage spaces. For the purposes of this Policy, City Premises also includes any location where a City employee is performing their work, to include private property.

City Property: All City-owned, or leased property used by employees such as, but not limited to, vehicles, lockers, desks, closets, etc.

DOT: The United States Department of Transportation.

DOT Testing: Specialized accident criteria and testing protocols that apply to those positions associated with or holding a commercial driver's license (FMCSA).

Drug: Any chemical substance (natural or manufactured) that produces physical, mental, emotional or behavioral changes in the user. Drugs include federally controlled substances (including marijuana), illegal substances, prescription drugs, and medications available over the counter without a prescription.

Drug Paraphernalia: Equipment, a product or material that is used, may be used, or is intended for use, in concealing a drug or in the process of introducing a drug into the human body.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer and maintains records confidentiality in accordance with regulations.

Disabling damage:

- a. Damage that prevents the vehicle from being driven from the scene in daylight after simple repairs;
- b. Damage that does not prevent the vehicle from being driven, but additional damage would result if it were driven in its normal manner
- c. Does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Employee: One hired for wages or salary, including but not limited to, contractor, subcontractor, agent, officer, representative of the City and/or volunteers.

Fitness for Duty: The ability to work in a manner suitable for the job. To determine “fitness”, a medical evaluation may include drug and/or alcohol testing.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with their medical history, and any other relevant biomedical information.

Possession: To have on one’s person, in one’s personal effects, in one’s vehicle, or under one’s control.

Reasonable Suspicion: Supported by articulable facts (capable of being explained AND justified) strong enough to establish that a policy violation has occurred. Facts and incidents which constitute reasonable suspicion may include, but are not limited to, the following:

- a. Observation of alcohol or illegal drug use;
- b. Observations of alcohol, illegal drugs, or drug paraphernalia on the person, or within an area under the person’s immediate control;
- c. A pattern of abnormal or erratic behavior, including the observation of physical symptoms of alcohol or illegal drug use; or

- d. Employee involvement in a work-related accident **or** a vehicular collision while operating a vehicle as defined in this policy **and/or** where there is also reason to believe that the employee may have been at fault in causing the accident or vehicular collision (i.e., if the person was issued a moving citation in connection with a collision).

Safety-sensitive functions: A function through which the employee holding the position has the responsibility for their own safety or other people's safety. Specific duties identified by the City as safety-sensitive include:

- a. Operating a transit revenue service vehicle even when the vehicle is not in revenue service;
- b. Operating a commercial motor vehicle or heavy equipment by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL);
- c. Performing maintenance of a transit bus, commercial motor vehicle, or heavy equipment;
- d. Serving as a certified police officer;
- e. Dispatching emergency responders;
- f. Responding to dispatches for fire, search and rescue, or other emergency situations;
- g. Providing emergency medical services; and
- h. Monitoring water quality and maintaining local water standards.

Split Specimen: In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Vehicle: Any motorized equipment, whether City-owned or not, used on public or nonpublic roadways or rights-of-way in the course and scope of employment. This specifically includes but is not limited to, tractors, lift trucks, and automobiles.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels.

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

6. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

- a. Controlled substances or drugs identified in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines (including methamphetamine and ecstasy), opiates (including codeine, morphine, and heroin), phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Prohibited activities include use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. In addition, the medical use of marijuana or the use of hemp-related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds, is a violation of this policy.
- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited as long as a medical practitioner has advised the employee that the drug will not adversely affect the employee's ability to perform their work.
- c. Alcohol: The use of items containing alcohol (including any beverages, mouthwash, medication, food, or candy) or any other substances such that alcohol is present in the body while performing safety-sensitive or any other job functions is prohibited.

7. MANDATORY DISCLOSURE BY EMPLOYEES

Employees taking prescription medication and/or over-the-counter medication must report such use to either their Department Head or to the Human Resources Department if there is a reasonable likelihood the medication will impair the employee's ability to perform the essential functions of their job (or operate a vehicle, property or other equipment, if applicable) effectively and in a safe manner that does not endanger the employee, citizens, or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

8. ON-CALL EMPLOYEES

Employees scheduled to be on call are expected to be fit for duty upon reporting to work. Any employee scheduled to be on call and who is called out is governed by this policy. Sometimes, an employee who is not scheduled to be on call may nevertheless be called out. If this or any other situation occurs where the employee called out is under the influence of drugs and/or alcohol, such that reporting to work would result in a violation of this policy, the employee must immediately so advise the appropriate supervisor on duty. The employee will not be required to report to work.

9. PRE-EMPLOYMENT TESTING

All job applicants must submit to a pre-employment drug test as a condition of employment. Refusal to test or a positive test result will be used as a basis for refusal to hire and/or rescinding a conditional offer. Current employees seeking a different position in the City with safety-sensitive functions may be required to submit to a drug test as a condition of hire into the new position.

10. MANDATORY REPORTING OF CONVICTIONS

Employees must notify their immediate supervisor and the Human Resources Department, in writing, of any arrests/conviction (including a plea of nolo contendere) or deferred adjudication for a violation occurring off duty and/or in the workplace no later than five calendar days after the arrest and/or conviction.

11. OFF-DUTY CONDUCT

The city may take disciplinary action, up to and including termination of employment, if an employee's off-duty use of or involvement with drugs or alcohol is damaging to the City's reputation or business, is inconsistent with the employee's job duties, or when such off-duty use or involvement adversely affects the employee's job performance.

12. PROHIBITED CONDUCT

- a. Reporting to work or remaining on duty while having an alcohol concentration of 0.02 or greater, regardless of when the employee consumed the alcohol.
- b. Reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds.
- c. Consuming alcohol while on duty. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The employee will subsequently be relieved of their on-call responsibilities and may be subject to discipline for not fulfilling their on-call responsibilities.
- d. Consuming alcohol within four (4) hours prior to the performance of any safety-sensitive job functions.
- e. Consuming alcohol for up to eight (8) hours following involvement in an accident or until the employee submits to the post-accident drug/alcohol test, whichever occurs first.
- f. Consistent with the Drug-free Workplace Act of 1988, all employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace.
- g. Refusing to take a required breath test or provide a urine sample as directed by City authority under this policy.
- h. Failure to report within five (5) days a criminal drug statute conviction for a violation occurring in the workplace.

13. TEST TYPES

All employees, regardless of their position, are subject to one or more of the following types of non-DOT testing:

- a. Pre-employment as a condition of hire;
- b. Post-accident;
- c. Reasonable suspicion if a violation of this policy is suspected;
- d. Return to duty;
- e. Follow-up, if warranted to confirm a positive result or as part of a mandated rehabilitation plan.

Employees who fall under DOT drug and alcohol regulations, i.e., those associated with the transit program (FTA) or who hold a CDL (FMCSA), are not exempt from this policy. These employees are subject to non-DOT testing in situations that may not meet DOT testing criteria, in particular, post-accident testing for incidents that do not meet either the FTA or FMCSA definition of vehicle accident.

Testing may include one or more of the following: urinalysis, hair testing, breathalyzer, or other generally accepted testing procedure.

14. TESTING PROCEDURES FOR THE DRUG SCREENING

- a. Urine samples are tested at a certified laboratory to detect prohibited drug levels as set out in this policy. All drug tests are conducted at the City's expense with the exception of the split specimen tests. The laboratory conducting the test maintains written procedures in accordance with DOT requirements to ensure privacy, prevention of tampering, and chain of custody methods, including correct identification, labeling, and storage of all test samples. A copy of these procedures is available at the laboratory for each job applicant and employee upon request. The laboratory certifies that methods of analysis are state of the art, including the use of immunoassay techniques for initial test results and gas chromatography/mass spectrometry for confirmatory test results.
- b. A Medical Review Officer receives, reviews, and interprets drug test results; confers directly with the applicant or employee to determine alternate medical explanations for positive test results; and notifies applicants, employees, and the appropriate Elected Official, Department Head, or designee of confirmed positive drug test results.
- c. The City may initiate a City-wide program of onsite preliminary drug screening tests. This screening test may be used only for those employees slated for a random test or properly subject to a post-accident drug test pursuant to this policy. All employees testing positive on the preliminary test will be sent through the testing procedures as described in "A" and "B" above. The preliminary test will be administered by a

qualified technician who is responsible for the proper implementation of the test, adhering to the chain of custody, confidentiality, and records retention regulations regarding test results.

15. TESTING PROCEDURES FOR THE ALCOHOL SCREENING

Anyone tested pursuant to this policy must sign a consent form authorizing the drug and/or alcohol screening and permitting limited disclosure of the results. The results may be disclosed to the Director of the Office of Human Resources or to other persons she designates to receive such confidential information. The consent form contains the following information:

- a. Acknowledgment that the applicant and/or employee has been notified of the drug and alcohol screening policy;
- b. The consequences of a refusal to have the drug and/or alcohol screening;
- c. The procedure for confirming a positive test result; and
- d. The consequences of a confirmed positive test result from the drug and/or alcohol screening.

16. POST-ACCIDENT TESTING AND REPORTING

An employee involved in an accident must notify the Police Department and their Supervisor as soon as possible after an accident. The Supervisor must immediately contact Human Resources. There are special testing procedure rules applicable to post-accident testing:

- a. A post-accident alcohol test should be administered within two (2) hours of the accident and no later than eight (8) hours after the accident. If either threshold is not met, Human Resources must prepare and file a record stating the reasons the test was not properly administered.
- b. A post-accident test for controlled substances must be administered within thirty-two (32) hours following the accident. If the test is not completed within that period, the City shall cease attempts to administer a controlled substances test. Human Resources will prepare and maintain on file a record stating the reasons the test was not properly administered.

An employee who is subject to post-accident testing must remain readily available for such testing or may be deemed by the City to have refused to submit to testing, which will be treated the same as a positive test result. If an accident occurs after normal work hours or on a holiday in which the designated testing site is closed, the Supervisor must contact Human Resources immediately on the next regular workday. A post-accident drug test will be conducted at that time. The employee must make themselves available for the test, even if the employee was not expected to be at work on that day.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that the City is unable to perform a drug and/or alcohol tests because law enforcement personnel have detained the employee, the City may use drug and/or alcohol post-accident test results administered by local law enforcement officials in lieu of the City- administered test. The local law enforcement officials must have independent authority for the test and the City must obtain the results in conformance with local law.

17. REASONABLE SUSPICION TESTING

- a. Employees will be subject to a reasonable suspicion drug and/or alcohol test when the City has reasonable suspicion to believe that the employee has violated this policy. Reasonable suspicion shall mean that there is objective evidence based upon specific, articulable observations of the employee's appearance, behavior, speech, or body odor that are consistent with possible drug use and/or alcohol misuse or events defined in Section IV. A reasonable suspicion drug or alcohol test can be performed any time the employee is on duty. Testing is mandatory in these circumstances, and at no time will an employee be simply told to "go home," thus negating the need for a test.
- b. The supervisor making the observation shall prepare a written record of the observations that led to a reasonable suspicion test and submit it to Human Resources as soon as practicable after the observations.
- c. The employee will receive a copy of the statement prior to their referral for a test. The employee, under no circumstances will be allowed to depart the work area and will be escorted to the testing site. Human Resources will process the referral, and the City shall be responsible for transporting the employee to the testing site. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.

18. RETURN-TO-DUTY TESTING

All employees who perform safety-sensitive functions and test positive on a drug or alcohol test or refuse a test must test negative for drugs, alcohol (below 0.02 for alcohol), or both before being returned to performing safety-sensitive functions.

If the employee is under a rehabilitation plan identified by a substance abuse professional (SAP), the SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free, and there are no undo concerns for public safety.

19. FOLLOW-UP TESTING

An employee who has tested positive for drugs has the right to request a follow-up test to confirm or refute the results. A follow-up test will be performed under direct observation. The employee will be responsible for any and all costs associated with a follow-up test that confirms the positive test result.

20. MEDICAL REVIEW OF TEST RESULTS

A Medical Review Officer (MRO) reviews all lab results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of a non-negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If the MRO finds no legitimate medical explanation for the test result, the MRO will verify the test as positive or a refusal to test and report the result to the Designated Employee Representative (DER). If the MRO finds a legitimate explanation, the MRO will report the test result as negative to the DER.

Refusal to submit to a drug/alcohol test is considered a positive test result and a direct act of insubordination and may result in termination. A test refusal includes the following circumstances:

- a. Failing to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
- b. Failing to remain at the testing site until the process is complete;
- c. Failing to provide a specimen or to permit observation when required;
- d. Failing to cooperate with the MRO as part of the verification process for a positive test result;
- e. Failing to cooperate with any part of the testing process;
- f. If the MRO reports that there is verified adulterated or substituted test result; and/or
- g. Admitting to the collector or MRO that you adulterated or substituted the specimen.

21. SPLIT SPECIMEN TESTING OF URINE SPECIMENS

An employee that has been notified by the testing facility of a positive drug test and/or refusal to test because of adulteration or substitution, has seventy-two (72) hours from the time of notification to request a test of the split specimen. The request may be verbal or in writing.

Once a request for a split specimen has been properly made, the original laboratory that tested the primary specimen will forward the split specimen to a second certified laboratory using a chain of evidence procedure.

The City of Spring Valley Village will not interfere with an employee's right to request a split specimen and will not condition the request on payment upfront. However, if the second laboratory confirms the findings of the first laboratory, the employee will be responsible for reimbursing the City of Spring Valley Village for the full costs of testing incurred for the split specimen.

22. CONSEQUENCES OF A POSITIVE DRUG TEST FOR APPLICANTS

- a. An applicant who refuses to take a drug test under this policy is ineligible for hire.
- b. An applicant who has a confirmed positive test result for illegal drugs is not qualified for employment. Six months must elapse from the date of a confirmed positive test result before an applicant may reapply for employment.

23. CONSEQUENCES OF A POSITIVE TEST FOR EMPLOYEES

An employee violating this policy may be subject to one or more of the following consequences or disciplinary measures:

- a. Immediate removal from any safety-sensitive functions;
- b. Administrative leave without pay from safety-sensitive functions pending a negative test result;
- c. Reassignment to other duties pending a negative test result;
- d. Return-to-duty testing with a required negative test result;
- e. Required evaluation by a substance abuse professional (SAP) who shall determine what assistance, if any, he/she needs to resolve the problem;
- f. Reevaluation by the SAP to determine whether he/she properly participated in the prescribed rehabilitation program if the SAP determined that the employee needed assistance in resolving the problem;
- g. Discipline for engaging in prohibited conduct up to and including termination if necessary to protect the safety of other employees, the public or the reputation of the City.

24. INVESTIGATIONS AND SEARCHES

In order to enforce this policy, the City may investigate potential violations and require personnel to undergo drug and/or alcohol screening and, where appropriate, searches of all areas of the City's physical premises, including, but not limited to, work areas, lockers, purses, briefcases, toolboxes, clothes, desks, workstations, and personal and City vehicles, etc. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the City may do so for them and compensate the employee for the lock. Any such searches will be coordinated with a representative of the HR department. The City may use unannounced drug detection methods. **There is no expectation of employee privacy relative to any City property.**

Employees will be subject to discipline up to and including termination for refusing to cooperate with searches or investigations.

25. CONFIDENTIALITY AND INFORMATION DISCLOSURE

The confidentiality of all records and information relating to investigations, searches, results of drug/alcohol testing, refusal to test, and treatment will be maintained in accordance with all local, state, and federal laws. Drug/alcohol testing records shall be maintained by the City's Human Resources Department. Only those with a need to know will have access to such records and information.

The employee is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol, including drug or alcohol testing records, upon written request. However, employees may not have access to follow-up testing plans.

Employees, including management, who release confidential information to those without a need to know will be subject to disciplinary action, up to and including termination.

26. EMPLOYMENT STATUS

Violations of this policy will generally lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. The Police Department may have stricter disciplinary rules regarding violations of this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate community resources.



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	September 24, 2024
SUBMITTING STAFF:	Abbey Anderson, Assistant to the City Administrator
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance Number 2024-XX - An Ordinance of the City Council of the City of Spring Valley Village, Texas, Amending the Code of Ordinances of the City of Spring Valley Village, Texas, by deleting from Appendix "A" thereof Article 9.000, Board of Adjustment/Planning and Zoning Fees, in its entirety and Substituting a New Article 9.000, Development Fees; Establishing a Schedule of Fees for the Applications to the Board of Adjustment and Planning and Zoning Commission; Providing a Repealer Clause, a Severability Clause, and an Effective Date.

BACKGROUND:	As part of the budget review and preparation process, Staff has identified a need to adjust the fees related to the filing of applications before the Board of Adjustment and the Planning and Zoning Commission, specifically related to notification requirements. The current fee charge for applications before the Board of Adjustment is \$350 per application, and \$500 for each application for items handled by the Planning and Zoning Commission. However, legal notices in the newspaper average \$350. This leaves the City to subsidize all costs associated with the review of variance applications, and a majority of the cost for zoning request, specific use permits, and plats. This Ordinance proposes the inclusion of a new Section 9:003, Required Notifications, which sets specific cost related to state and local notification requirements: 1. Legal notice, per each - \$350.00 2. Public Hearing notices, mailouts - \$1.00 per letter 3. Required Posting Signs - \$20.00 per sign. These new fees are designed to more closely cover actual costs faced by the City to address legal notice requirements.
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Additionally, references to interest and interest-bearing accounts have been deleted from the Planned Area Developments section. The process created was needlessly burdensome as the minimum interest generated is not significant enough to warrant the use.

ATTACHMENTS: ARTICLE_9.000 Fee Schedule Amendments (Red line), Ord. No. XXX-2024 - 2024 Development Fee Schedule

FUNDING:					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

RECOMMENDATION: Staff recommends approval of the Ordinance adopting a new fee schedule for Development Fees.

ARTICLE 9.000 BOARD OF ADJUSTMENT/PLANNING AND ZONING FEES

9.001 Board of Adjustment Hearing, per each application - \$350.00

9.002 Planning and Zoning Commission Hearing:

- (1) Zoning Amendment Requests Other than Planned Area Developments - \$500.00
- (2) Planned Area Developments. Applicants for approval of developments within a Planned Area Development District shall be liable for costs incurred by the City in reviewing such applications. A deposit of \$7,000.00 shall accompany each application. Of such deposit, \$1,000.00 represents the City's estimated costs in holding and publishing notice for one pre-application conference with the Planning and Zoning Commission, one public hearing before the Planning and Zoning Commission, and one public hearing before the City Council. The remaining \$6,000.00 represents the estimated costs to the City for twenty (20) hours of engineering services, and ten (10) hours of legal review, preparation of necessary legal documents, and other related necessary consulting services. In the event the application requires less expense to the City than the deposited amount, the City shall, within thirty (30) days following final action on the application, refund any remaining balance. In the event the application requires more expense to the City than the deposited amount, the City shall invoice the applicant therefor, which amounts shall be paid to the City within thirty (30) days following such invoice date. If final action on the application has not been taken prior to an invoice due date, the City may postpone further consideration of the action until payment is received.
- (3) Specific Use Permit, per application - \$500.00
- (4) Subdivision Plats, per application - \$500.00

9.003 Required Notifications, except Planned Area Developments

- (1) Legal Notice, per each \$350.00
- (2) Public Hearing notices, mailouts \$1.00 per letter
- (3) Required posting signs, \$20.00 per sign

ORDINANCE NO. 2024-XX

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, BY DELETING FROM APPENDIX “A” – FEE SCHEDULE THEREOF ARTICLE 9.000, BOARD OF ADJUSTMENT/PLANNING AND ZONING FEES, IN ITS ENTIRETY AND SUBSTITUTING THEREFOR A NEW ARTICLE 9.000, DEVELOPMENT FEES; ESTABLISHING A SCHEDULE OF FEES FOR APPLICATIONS TO THE BOARD OF ADJUSTMENT AND PLANNING AND ZONING COMMISSION; PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

* * * * *

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

Section 1. The Code of Ordinances of the City of Spring Valley Village, Texas, is hereby amended by deleting all of Article 9.000 from Appendix “A” thereof, said Appendix “A” being a “Schedule of Fees for the City of Spring Valley Village, Texas, and substituting therefor a new Article 9.000 to provide as follows:

ARTICLE 9.000 – DEVELOPMENT FEES

9.001 Board of Adjustment Hearing, per each application - \$350.00

9.002 Planning and Zoning Commission Hearing:

- (1) Zoning Amendment Requests Other than Planned Area Developments - \$500.00
- (2) Planned Area Developments. Applicants for approval of developments within a Planned Area Development District shall be liable for costs incurred by the City in reviewing such applications. A deposit of \$7,000.00 shall accompany each application. Of such deposit, \$1,000.00 represents the City’s estimated costs in holding and publishing notice for one pre-application conference with the Planning and Zoning Commission, one public hearing before the Planning and Zoning Commission, and one public hearing before the City Council. The remaining \$6,000.00 represents the estimated costs to the City for twenty (20) hours of engineering services and ten (10) hours of legal review, preparation of necessary legal documents, and other related necessary consulting services. In the event the application requires less expense to the City than the deposited amount, the City shall, within thirty (30) days following final action on the application, refund any remaining balance. In the event the application requires more expense to the City than the deposited amount, the City shall invoice the applicant therefor, which amounts

shall be paid to the City within thirty (30) days following such invoice date. If final action on the application has not been taken prior to an invoice due date, the City may postpone further consideration of the action until payment is received.

- (3) Specific Use Permit, per application - \$500.00
- (4) Subdivision Plats, per application - \$500.00

9.003 Required Notifications, except Planned Area Developments:

- (1) Legal Notice, per each - \$350.00
- (2) Public Hearing notices, mailouts - \$1.00 per letter
- (3) Required posting signs - \$20.00 per sign

Section 2. All other ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 3. The City Secretary shall cause this Ordinance, or its caption, to be published in the official newspaper of the City of Spring Valley Village, Texas, upon passage of such ordinance. The ordinance shall then become effective ten (10) days from and after its publication, or the publication of its caption, in the official city newspaper.

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

DULY PASSED, APPROVED, AND ADOPTED this 24th day of September, 2024.

Marcus Vajdos, Mayor
City of Spring Valley Village, Texas

ATTEST:

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