

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 23, 2025, 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](http://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/84462772146>

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: 844 6277 2146 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 Approval of Minutes for Special City Council Meeting of the City Council on August 18, 2025
- 6.2 Approval of Meeting Minutes for Regular Meeting of the City Council on August 26, 2025.
- 6.3 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Appointing Susan Shoup as the City of Spring Valley Village's Representative to the Villages Mutual Insurance Group Board
- 6.4 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Pay Estimate No. 17 Brighton Place Pavement & Utility Improvement Project in the amount of \$174,063.04.
- 6.5 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Pay Estimate No. 8, Water Plant Electrical Improvement Project in the amount of \$52,875.00.
- 6.6 **CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance No. 2025-XX** - an Ordinance of the City Council of the City of Spring Valley Village, Texas, Adopting an Incentive Pay Structure for Certificates and Licenses and Setting Pay for Municipal Court Judges and City Prosecutors: Repealing all Ordinances or Parts of Ordinances inconsistent or in conflict herewith; making certain findings related thereto; and Providing for the Incorporation of Preamble; and Providing a Repealer Clause, a Severability Clause, and an Effective Date.
- 6.7 **CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance No. 2025-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. 22 to the Personnel Manual, to adopt a new Exhibit "A" to be entitled "Job Alignment and Salary Ranges for All City Positions"; Providing for the Incorporation of Preamble; and Providing a Repealer Clause, a Severability Clause, and an Effective Date.
- 6.8 **CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance No.**

**2025-XX** - an Ordinance of the City Council of the City of Spring Valley Village, Texas, Adopting a Referral Policy, Repealing all Ordinances or Parts of Ordinances inconsistent or in conflict herewith; making certain findings related thereto; and Providing for the Incorporation of Preamble; and Providing a Repealer Clause, a Severability Clause, and an Effective Date.

6.9 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** The Approval of the Participation of the City of Spring Valley Village in a new National Opioids Settlement with Eight Opioid Manufacturers ("Secondary Manufacturers").

## 7. DEPARTMENT REPORTS

7.1 Public Works Department

7.2 Police Department

7.3 Village Fire Department and activities of the VFD Board of Commissioners

## 8. NEW BUSINESS

8.1 **CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance No. 2025-XX** - an Ordinance of the City Council of the City of Spring Valley Village, Texas, Approving the 2025 Certified Appraisal Roll; Providing for the Incorporation of Preamble, and Providing a Repealer Clause, a Severability Clause, and an Effective Date.

8.2 **CONDUCT A PUBLIC HEARING CONCERNING:** Proposed Fiscal Year 2025-2026 Budget.

- A. Staff Presentation
- B. Those in Favor
- C. Those Opposed
- D. Adjourn Public Hearing

The proposed budget for FY 2026 is attached under the next item.

8.3 **CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance No. 2025-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 2025-2026, 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.

8.4 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Setting A Maintenance and Operations Tax Rate of \$0.34482 Per \$100 of Assessed Valuation for the Fiscal Year beginning October 1, 2025 through September 30, 2026.

8.5 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Setting A Debt

Service Tax Rate of \$0.05018 Per \$100 of Assessed Valuation for the Fiscal Year beginning October 1, 2025 through September 30, 2026

**9. 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 23, 2025, agenda of items to be considered by City Council was posted on or before the 17th day of September 2025, at 6:00 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](mailto:Jasmin.Torres@springvalleyvillage.com) for further information.

**MINUTES OF THE CITY COUNCIL SPECIAL MEETING  
CITY OF SPRING VALLEY VILLAGE, TEXAS  
MONDAY, AUGUST 18, 2025 AT 6:00 PM  
IN THE COUNCIL CHAMBERS OF CITY HALL  
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

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

With a quorum of the Council Members present, the Special Called Meeting of the Spring Valley Village City Council was called to order by Mayor ProTem Allen Carpenter at 6:00 p.m.

**Members Present:**

Mayor Pro Tem Allen Carpenter  
Council Member Steve Bass  
Council Member David Dominy  
Council Member John Lisenby (arrived at 6:02 p.m.)  
Council Member Joy McCormack

**Members Absent:**

Mayor Marcus Vajdos

**2. NEW BUSINESS**

**2.1 PRESENTATION, DISCUSSION, AND DIRECTION CONCERNING:** the Draft Budget for Fiscal Year 2026 (October 1, 2025, through September 30, 2026) to include the proposed Capital Improvement Plan.

City Administrator John McDonald presented the Fiscal Year 2025-2026 Draft Budget. The areas addressed and discussed were personnel, information technology, capital improvement projects, and the capital replacement fund.

**Personnel**

Administrator McDonald addressed the revised, recommended Classification and Compensation Study. The changes resulted in a 16.81% reduction in the overall personnel cost. The current budget includes funding for the revised Compensation Study and a proposed 3% Cost of Living Adjustment (COLA) for staff who were already appropriately placed in the recommended pay ranges and step structure.

Currently, the health insurance rates are still unknown, and it is anticipated that the rates will remain unknown until October. City staff have budgeted for an increase in this area, and currently, the Villages Mutual Group Insurance is shopping for a better rate, as the initial projection received was a 20% increase.

In November, City Staff will bring forward the ordinance for Council to approve the Texas Municipal Retirement System (TMRS) plan from 25 years of service to 20 years of service for retirement eligibility. This increase in the TMRS cost is included in the FY 2026 Budget.

**Informational Technology**

For the City's informational technology services, the staff worked closely with BEMA to develop a long-term Infrastructure Replacement Plan. This plan would allow the City to address all current critical technology needs within the proposed FY 2026 budget. The budget includes

continued funding for hardware replacement and an important upgrade to the MAX Dispatch system to ensure continued support for public safety operations. The City is also in the early stages of transitioning from Incode 9 to Incode 10. This upgrade will modernize the City's software infrastructure and provide enhanced functionality across departments like Finance, Municipal Court, and Utility Billing. The associated costs are included in the FY 2026 budget and are treated as a one-time expense.

### **Capital Improvement Projects**

The Brighton Place project is in its final stages and is projected for completion in September 2025, though it may extend into the beginning of FY 2026.

Additional street and infrastructure projects are currently in the design phase and are anticipated to go out for bid during

FY 2026, including:

- Croes (East/West Fries)
- Merlin Court / Spring Oaks Circle

The following utility and pedestrian improvements are also scheduled to go out for bid in FY 2026, with construction expected to be completed within the fiscal year:

- Home Depot Lift Station
- Tamy Lane Pedestrian Bridge

At the May 27, 2025, CIP Workshop, City Council directed staff to evaluate a maintenance-focused approach for the asphalt on Mickey Way, to reduce the original cost. This revised project is now expected to be in the design phase during FY 2026. Additional projects scheduled for design in FY 2026 include:

- Wild Oak Circle, Echo Valley, and Cavell Street
- Public Works Building

### **Capital Replacement Fund**

Fleet / Police

- 2 Administration Vehicles
- 1 Patrol Vehicle

Equipment / Public Works

- Bobcat Mini-Excavator

Infrastructure / Technology

- Network Switches and Camera Server Replacement
- Upgrade Wireless Access Points
- Computer Replacement Program
- System Upgrades and Cloud Migration
- MAX Dispatch Update

#### **2.2 CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Acceptance of the No-New-Revenue Tax Rate (NNR).

Council Member Dominy made a motion to accept the No-New-Revenue Tax Rate (NNR), and Council Member Lisenby seconded the motion. Motion carried 5-0.

**2.3 CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Proposing a Tax Rate of \$0.39500 per \$100 Valuation for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2025, and Scheduling a Public Hearing, if necessary, for September 23, 2025, to hear comments on the proposed rates.

Following the discussion, Council Member Dominy made a motion to propose a tax rate of \$0.39500 per \$100 valuation for the fiscal year beginning October 1, 2025, and ending September 30, 2026, and Council Member Bass seconded that motion. City Secretary Jasmin Torres recorded individual votes from each council member. The voting was as follows:

- Council Member Bass – ‘Aye’
  - Council Member Carpenter – ‘Aye’
  - Council Member Dominy – ‘Aye’
  - Council Member Lisenby – ‘Aye’
  - Council Member McCormack – ‘Aye’
- No ‘Nay’ votes were given.

Motion carried 5-0.

**2.4 CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Setting date, time, and place for Public Hearing on the Fiscal Year 2025-2026 Proposed Budget.

Council Member made a motion to set a date, time, and hold a Public Hearing for the Fiscal Year 2025-2026 Proposed Budget at the Regular September City Council Meeting on September 23, 2025 at 6:00 p.m., and Council Member Bass seconded the motion. Motion carried 5-0.

**3. ADJOURNMENT**

Council Member Dominy made a motion to adjourn the Special Called City Council Meeting at 6:25 p.m., and Council Member Bass seconded the motion. Motion carried 5-0.

Attest:

Signed:

\_\_\_\_\_  
Jasmin Torres  
City Secretary

\_\_\_\_\_  
Marcus Vajdos  
Mayor

**MINUTES OF THE CITY COUNCIL REGULAR MEETING  
CITY OF SPRING VALLEY VILLAGE, TEXAS  
TUESDAY, AUGUST 26, 2025 AT 6:00 PM  
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 6:07 p.m.

Members Present:

Mayor Marcus Vajdos Mayor  
ProTem 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 - Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.

During the Regular City Council Meeting, Mayor Vajdos led the City Council, City staff, and visitors in the Pledge of Allegiance.

**3. INTRODUCTIONS**

John McDonald, City Administrator  
Loren Smith, City Attorney  
Jasmin Torres, City Secretary  
Harrison Nicholson, City Treasurer  
Susan Thornhill, Assistant City Treasurer  
Kristina Watson, Public Works Director  
Abbey Anderson, Assistant to the City Administrator  
Jose Gomez, Development Services Manager  
Mark Schulze, Chief of Police  
Justin Lane, Assistant Chief of Police  
David Dixon, Police Commissioner

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

None.

**5. PUBLIC COMMENTS**

At this time, any person with City-related business may speak to the Council. In compliance

with the Texas Open Meetings Act, the City Council may not deliberate. Comments from the public should be limited to a maximum of three (3) minutes per individual speaker.

5.1.1 Brad Walsen, who lives at 8949 Croes Drive, addressed the City Council, representing himself and other Croes Drive neighbors, with their concerns about the proposed street improvements and the design of those improvements to Croes Drive. The specific concerns addressed were regarding the west side of Croes Drive, south of the dead end.

5.1.2 Ethan Kirk, who lives at 8313 Winningham, presented concerns to the City Council about the deteriorating condition of Spring Branch Creek, requesting city assistance with cleanup and maintenance.

5.1 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.

5.1(a) Ted Tredennick, 1101 Pech Road, The proposed cul-de-sac and the disproportionate use of the green space by homeowners on the west side of the street to widen Croes Drive.

Mr. Tredennick addressed the City Council, presenting concerns about the planned improvements to Croes Drive, particularly regarding the design options, specifically the conversion of the north end of Croes Drive from a dead end to a cul-de-sac. He presented with exhibits the resident's concerns about the Croes Drive Reconstruction – North Cul-de-sac (Options 1–3), and expressed how this option illustrates the extent of the proposed paved circle relative to the right-of-way at the north end of Croes Drive. He also presented an email excerpt re: alternatives and minimum radius regarding a hammerhead option that was evaluated, and that the Fire Marshal stated “30 ft minimum, 40 ft preferred,” which is relevant to whether less-intrusive alternatives remain on the table.

Following Mr. Tredennick's concerns and presentation, Jennifer Steen, of CobbFendley explained to the Croes Drive residents that the 30-foot radius was the minimum required by the fire marshal, reduced from the city's standard 40-foot radius. Fire Chief Howard Miller then clarified that the turning radius is necessary not just for getting to emergencies but for getting out quickly and Mayor Vajdos suggested staking out the proposed design so residents could physically see the impact. At the conclusion of the continued discussion, the City Council agreed to have engineers stake out the proposed design to help visualize the impact and work

with residents to find a compromise that meets safety requirements while minimizing impact on properties.

## 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 Approval of Minutes for Special Called Meeting of the City Council on June 24, 2025.

6.2 Approval of Minutes for Regular Meeting of the City Council on June 24, 2025.

6.3 **CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance-XX**  
- An Ordinance of the City of Spring Valley Village, Texas, Amending the Code of Ordinances of the City of Spring Valley Village, Texas, by Deleting all uses of the Title "City Treasurer" and Replacing such with a new Title "Finance Director"; Providing for the Incorporation of a Preamble; and Providing a Repealer Clause; A Severability Clause, and a Savings Clause

6.4 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of a Resolution of the City Council of the City of Spring Valley Village, Texas, Ratifying the Actions of the City Administrator in Executing Pay Estimate Number 6, Water Plant Improvement Project; Providing for Incorporation of Preamble; and Providing for an Effective Date

6.5 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of a Resolution of the City Council of the City of Spring Valley Village, Texas, Ratifying the Actions of the City Administrator in Executing Pay Estimate Number 15, Brighton Place Pavement and Utility Improvement Project; Providing for Incorporation of Preamble; and Providing for an Effective Date.

6.6 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Pay Estimate No. 16 Brighton Place Pavement & Utility Improvement Project

6.7 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Pay Estimate No. 7, Water Plant Electrical Improvement Project.

6.8 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** The Approval of the Participation of the City of Spring Valley Village, Texas, in the Purdue Direct Settlement for States and Local Governments

6.9 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of a Renewal Agreement with BrightArrow Technologies for Communication Services by Text, Phone, and Email.

6.10 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** A proposal by IDS Engineering to perform a complete design and topographic survey of the Spring

Valley Village Water Plant in an amount not to exceed \$32,600.00.

**6.11 CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 25-XX – A resolution of the City Council of the City of Spring Valley Village, Texas, approving the terms and conditions of Change Order No. 1 to the agreement by and between the City of Spring Valley Village, Texas, and McDonald Municipal and Industrial, a Division of C.F. McDonald Electric, Inc., for the Water Plant Electrical Improvement Project; providing for the incorporation of the preamble; authorizing the Mayor to execute any and all documents necessary to effectuate such agreement; and providing an effective date.

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

## **7. DEPARTMENT REPORTS**

### **7.1 City Administration**

City Administrator John McDonald briefed the Council on a few items. Mr. McDonald first pointed out to the City Council the updates that had been completed in the Council Chambers, including the dais, to provide a better workspace area for sharing presentations. He introduced the City's new treasurer, Harrison Nicholson, and gave a brief synopsis of his background and the contributions and improvements he has already made to the budget process. Lastly, he mentioned the City's emergency notification system, Bright Arrow, and the work that has been done to get residents signed up and familiar with the system. Following Administrator McDonald, Assistant to the City Administrator Abbey Anderson provided her report regarding the Parks and Greenspace Board, which included details about the two upcoming movie nights in the park this fall: October 3rd (The Sandlot) and October 18th (Hocus Pocus). There will be a Music in the Park event on November 7th featuring Java 5. And, the Holiday tree lighting is scheduled for December 2nd from 6:00 to 8:00 PM, featuring Santa Claus, a coloring contest, and possibly school choirs. The Parks and Greenspace Board is actively planning community events for the fall and holiday season.

### **7.2 Public Works Department**

At this time, Public Works Director Kristina Watson briefed the Council on the following projects: Brighton Place and the Water Plant Electrical Improvement Project. Director Watson's updates were as follows:

- **Brighton Place:** All storm sewers have been completed for the project and are now down to pavement and restoration work. The small, approximately two-hundred (200) foot section of two (2) lanes on the Northside of Winningham at Bingle has been paved and driveways restored. West of Pech, approximately one thousand (1,000) feet of the north side of Winningham Lane is finished, with all but two (2) driveways poured. Curb installation in this area is scheduled for Thursday, after which traffic will shift to the north side to allow removal of the south side. Conrad Construction anticipates pouring the south-side roadway in this section within the next three (3) weeks. The final work will then focus on the stretch from roughly 8436 Winningham to the end at Bingle. Weather remains a key factor, and we are monitoring rainfall closely in hopes of staying on

schedule.

- **Water Plant Electrical Improvement Project:** The Project is still proceeding on schedule. McDonald Municipal has completed the demo work of the Master Control Center in Control Building One (1), removed wire from the existing conduit, exposed the existing duct bank and conduit, and painted the interior of Control Building one. This upcoming month, they will be working on installing a new duct bank and conduit and installing the Variable Frequency Drives (VFD) for the booster pumps.

### 7.3 Finance Department, to include Quarterly Investment Report

At this time, Harrison Nicholson, the new Finance Director, presented the quarterly investment report. He explained that the total cash and investments balance as of June 30, 2025, was \$22,333,079.32, down from \$23,981,498.37 on March 31, 2025. The decrease of approximately \$1.6 million is typical as property tax payments are received primarily in the quarter ending March 31. TexPool is at 4.337%, Texas Class is at 4.45% and the interest earned for the quarter was \$240,401.48. He concluded that the financial position is normal for this time of year with expected seasonal fluctuations.

### 7.4 Police Department

Chief Schulze provided the July Police Department Staff Report to the City Council

1. Number of calls for service — 3,9192.
2. Number of traffic violations — 1,167

### 7.5 Village Fire Department and activities of the VFD Board of Comissioners

Fire Chief Howard Miller presented the Village Fire Department updates for July 2025, including updates on staffing, equipment, major calls, and ongoing projects.

## 8. NEW BUSINESS

- 8.1 **CONDUCT A PUBLIC HEARING CONCERNING:** A PRELIMINARY REPLAT OF SPRING OAKS SECTION 3 PARTIAL REPLAT NO 2 A SUBDIVISION OF 0.2449 ACRES (10,666 SQUARE FEET) OF LAND BEING A REPLAT OF LOT 227, BLOCK 14 OF SPRING OAKS SECTION 3 VOL. 41 PG. 10 HARRIS COUNTY MAP RECORDS IN THE A. H. OSBORN SURVEY ABSTRACT NO. 610 HARRIS COUNTY, TEXAS, MORE COMMONLY KNOWN AS 1318 MODISTE ST.

1. Presentation
2. Those In Favor
3. Those Opposed
4. Adjourn Public Hearing

Mayor Vajdos opened the Public Hearing at 7:15 p.m.

1. Presentation

Development Services Manager Jose Gomez gave a brief synopsis to the City Council regarding the replat presented for 1318 Modiste Street

2. Those In Favor

None.

3. Those Opposed

None.

4. Adjourn Public Hearing

The Public Hearing was adjourned at 7:18 p.m.

**8.2 CONSIDERATION AND POSSIBLE ACTION CONCERNING: A PRELIMINARY REPLAT OF SPRING OAKS SECTION 3 PARTIAL REPLAT NO 2 A SUBDIVISION OF 0.2449 ACRES (10,666 SQUARE FEET) OF LAND BEING A REPLAT OF LOT 227, BLOCK 14 OF SPRING OAKS SECTION 3 VOL. 41 PG. 10 HARRIS COUNTY MAP RECORDS IN THE A. H. OSBORN SURVEY ABSTRACT NO. 610 HARRIS COUNTY, TEXAS, MORE COMMONLY KNOWN AS 1318 MODISTE ST.**

Council Member Dominy made a motion approving the preliminary plat presented of Spring Oaks Circle Section 3 Partial Replat No 2, and Council Member Lisenby seconded the motion. Motion carried 4-0.

**8.3 CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the Proposed 2026 Village Fire Department Annual Budget in the Amount of \$10,587,801, with the City of Spring Valley Village's Annual Assessment being \$1,720,518.**

Council Member Lisenby made a motion to approve the proposed 2026 Village Fire Department Annual Budget in the amount of \$10,587,801.00 with the City of Spring Valley Village's Annual Assessment being \$1 720 518.00, and Council Member Carpenter seconded the motion. Motion carried 4-0.

**8.4 CONSIDERATION AND POSSIBLE ACTION CONCERNING: A Resolution of the City of Spring Valley Village, Approving and Adopting and Investment Policy for the City of Spring Valley Village and a List of Qualified Brokers/Dealers that are Authorized to Engage in Investment Transactions with the City; Providing for the Incorporation of Preamble; and Providing an Effective Date.**

Mayor Vajdor read the Resolution by caption only. Council Member McCormack made a motion to approve Resolution 25-13 to approve and adopt the Investment Policy for the City of Spring Valley Village and a List of Qualified Brokers/Dealers, and Council Member Carpenter seconded the motion. Motion carried 4-0.

**8.5 CONSIDERATION AND POSSIBLE ACTION CONCERNING: Relocation of streetlight located at 1322 Fries Rd by Camron Builders, inc.**

Council Member Dominy made a motion to approve the relocation of the streetlight located at 1322 Fries Road by Camreon Builders, Inc., and Council Member Carpenter seconded the motion. Motion carried 4-0.

**8.6 CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 25-XX - A RESOLUTION OF THE CITY OF SPRING VALLEY VILLAGE NOMINATING A CANDIDATE OR CANDIDATES TO BE PLACED ON THE BALLOT FOR A POSTION ON THE BOARD OF DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT.

No action.

**9. EXECUTIVE SESSION**

The City Council Will Now Hold A Closed Executive Meeting Pursuant To The Provision Of Chapter 551, Government Code, Vernon’s Texas Codes Annotated, In Accordance With The Authority Contained In:

9.1 Section 551.074 – Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the City Administrator.

City Council adjourned into Executive Session at 7:25 p.m.

**10. RECONVENE**

The City Council meeting reconvened at 7:34 p.m.

**10.1 CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approving a Severance Agreement with the City Administrator

Council Member Dominy made a motion to approve a Severance Agreement with the City Administrator, and Council Member Carpenter seconded the motion. Motion carried 4-0.

**10.2 CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approving an updated employment contract with the City Administrator

Council Member Lisenby made a motion to approve the updated employment contract with the City Administrator, and Council Member Carpenter seconded the motion. Motion carried 4-0.

**11. ADJOURNMENT**

Council Member Carpenter made a motion to adjourn the City Council meeting at 7:35 p.m., and Council Member McCormack seconded the motion. Motion carried 4-0.

Attest:

Signed:

---

Jasmin Torres  
City Secretary

---

Marcus Vajdos  
Mayor



## Spring Valley Village City Council Agenda Item Data Sheet

<b>MEETING DATE:</b>	September 23, 2025
<b>SUBMITTING STAFF:</b>	John McDonald, City Administrator
<b>SUBJECT:</b>	<b>CONSIDERATION AND POSSIBLE ACTION</b> <b>CONCERNING:</b> Appointing Susan Shoup as the City of Spring Valley Village's Representative to the Villages Mutual Insurance Group Board

<b>BACKGROUND:</b>	<p>The Village Mutual Insurance Group (VMIG) was formed as a consortium of organizations to assist in identifying and providing cost-effective health insurance to member's employees. Memorial Villages Water Authority serves as the Contracting Entity. The partnership includes Spring Valley, Hedwig Village, Hunters Creek Village, and the Village Fire Department. VMIG, working with a consultant, monitors insurance costs and annually recommends a plan to their member organizations that covers medical, dental, and vision.</p> <p>The Insurance Board consists of representatives for each member organization. While our City has typically been represented by the City Administrator, we are seeking to have our Assistant Finance Director, Susan Shoup, appointed as our new representative. Her position, combining both finance and human resources, makes her uniquely qualified for this position. She will, of course, review materials with the City Administrator prior to VMIG meetings and consult with other staff as needed. All final decisions regarding the acceptance of any insurance recommendation remain with City Council.</p> <p>Once approved, the City Secretary will notify the other member organizations as outlined in our agreement.</p>
--------------------	---

<b>ATTACHMENTS:</b>	VMIG Purchasing Agreement
---------------------	---------------------------

<b>FUNDING:</b>					
Amount	Account No.	Additional	Project No.	Amount	Account

Available	Appropriation Required	Budgeted	Description
-----------	---------------------------	----------	-------------

**RECOMMENDATION:** Staff recommends that City Council appoint Susan Shoup as the city's representative to the Village Mutual Insurance Group.

VILLAGES MUTUAL INSURANCE GROUP (VMIG) PURCHASING AGREEMENT

THE STATE OF TEXAS §

COUNTY OF HARRIS §

THIS AGREEMENT, which restates and amends that certain Villages Mutual Insurance Cooperative Purchasing Agreement among the parties dated as of September 1, 2007, is made and entered into this 30<sup>th</sup> day of November, 2010, by and between the Memorial Villages Water Authority, the "Contracting Entity" and the cities of Hedwig Village, Hunters Creek Village, and Spring Valley Village, herein referred to, collectively, as the "Contracting Parties." The Contracting Entity, Contracting Parties, together with the Village Fire Department (sometimes "VFD") are herein referred to as the "Participants."

WITNESSETH:

WHEREAS, the Contracting Entity and Contracting Parties are political subdivisions of the State of Texas; and,

WHEREAS, the Village Fire Department is a common fire department and agency of the cities of Hedwig Village, Hunters Creek Village, and Spring Valley Village; and,

WHEREAS, Participants make available to employees and their dependents an employee benefits program consisting of major medical insurance coverage, dental insurance, life insurance, long term disability, and accidental death and dismemberment insurance; and

WHEREAS, Participants believe that joint purchasing enables each Participant to provide employees and their dependents an employee benefits program at the lowest possible cost; and,

WHEREAS, Participants desire to enter into this Agreement for the joint purchase of insurance benefits; now, therefore,

For and in consideration of the mutual benefits to be derived hereunder, the Contracting Entity, Contracting Parties, and each of them, do hereby agree, covenant, and bind themselves to the terms and provisions of this Agreement.

**ARTICLE 1**

**TERM**

Section 1.01. This Agreement shall be for an initial term of 13 months, effective December 1, 2010 through December 31, 2011, and shall be automatically renewed for successive one year terms on January 1 of each succeeding year.

A Participant may withdraw from the Agreement on January 1 of each year by giving written notice to the other Participants no later than June 30 of the prior year. A Participant who gives notice of withdrawal shall relinquish its rights under the Agreement for each successive policy year, including but not limited to its participation, voting rights and membership on the Insurance Board, from the date of the notice of

withdrawal; however, it shall be required to fulfill all of its duties, obligations and responsibilities under this Agreement through the end of the current policy year in which it gave notice of withdrawal and for all prior years.

Section 1.02. In the event that one or more of the Participants shall terminate their participation in this Agreement as provided by Section 1.01 hereof, this Agreement will remain in full force and effect with the remaining Contracting Parties being parties thereto. In the event that the Contracting Entity shall terminate its participation in this Agreement as provided by Section 1.01 hereof, this Agreement will remain in full force and effect, the Contracting Entity shall continue to be the Contracting Entity through the end of the current program year and the Participants shall designate and appoint a new Contracting Entity prior to January 1 of the succeeding year.

## ARTICLE 2

### INSURANCE BOARD

Section 2.01. The Participants hereby create an Insurance Board to administer this Agreement. The Insurance Board (sometimes "Board") shall consist of one member appointed by the governing body of each of the Participants. Any Participant may change its board member at will by official action of its governing body. A Participant changing its board member shall give written notice to each of the other Participants in the manner provided by Article 6 of this Agreement.

Section 2.02. The Insurance Board shall hold at least one meeting each calendar quarter. A majority of the members of the Insurance Board shall constitute a quorum for the transaction of business. Any and all actions of the Insurance Board shall be approved by a favorable vote of a majority of the members present.

Section 2.03. The officers of the Insurance Board shall be the chair, the vice chair, and the secretary-treasurer. The officers shall serve for a term of one-year beginning on January 1 of each year. The chair shall call and preside at all meetings of the Insurance Board. The vice chair shall call and preside at meetings in the absence of the chair. Meetings of the Insurance Board may also be called by a majority of its members. The secretary-treasurer shall keep minutes of each meeting, and a copy of the minutes of each meeting shall be provided to the presiding officer of the governing body of each of the Participants.

Section 2.04. The officers of the Insurance Board shall be rotated among the representatives of the Participants. From January 1, 2011 through December 31, 2011, the representative from the Village Fire Department shall be the chair; the representative from Memorial Village Water Authority shall be vice-chair; and the representative from Hedwig Village shall be the secretary-treasurer. The complete order of rotation of such officers by Participants shall be the Village Fire Department, Memorial Village Water Authority, Hedwig Village, Hunters Creek Village and Spring Valley Village.

Section 2.05. The Insurance Board may create such committees of its members as it may deem necessary or expedient. Committees shall be advisory in nature.

## ARTICLE 3

### POWERS AND DUTIES OF INSURANCE BOARD

Section 3.01. The Insurance Board shall recommend annually to the Participants a program providing major medical coverage, group life insurance, accidental death and dismemberment insurance, long term disability, and dental insurance for the following calendar year. The Insurance Board shall make its recommendation to the Participants no later than October 1, of each year. The Insurance Board and Participants shall apply the law applicable to the Memorial Village Water Authority. In the event, however, that a majority of Participants shall so request in writing prior to May 30<sup>th</sup>, of any year, the Insurance Board shall base its annual recommendation on competitive bids solicited and received in accordance with the procedures established by Chapter 252 of the Texas Local Government Code, as amended.

Section 3.02. The Insurance Board may, on behalf of the Participants and by a favorable vote of a majority of the Participants, engage a consultant to advise and to assist it in the preparation of the specifications for the program described in Section 3.01 hereof. The cost of consulting services shall be allocated among the Participants as provided in Article 4 hereof.

Section 3.03. The Insurance Board shall recommend to the Participants a method of administration of their insurance program, including any agreements necessary to implement its administration.

Section 3.04. The Insurance Board may review other insurance coverages of the Participants including, without limitation, workers' compensation, liability, and property. The Insurance Board may recommend to the Participants a plan for the joint purchase of such other insurance coverages.

Section 3.05. Subject to a favorable vote of a majority of the Insurance Board (unless a "super majority" vote of the Insurance Board is required as described below), the Insurance Board may allow other political subdivisions of the State and other governmental agencies to purchase insurance under the program established by this Agreement (the "Program"), upon such terms and conditions as the Insurance Board may establish by written policy. Such political subdivisions and/or governmental agencies shall be referred to herein as "Purchasers" and shall not constitute Participants under this Agreement, nor shall they have any right to appoint a voting member to the Insurance Board.

In the event a political subdivision or governmental agency applies to become a Purchaser hereunder (a "Purchaser Applicant") and the inclusion of the Purchaser Applicant in the Program would cause the insurance premiums to be paid by the Participants and existing Purchasers to increase, then a "super majority" of the Insurance Board (consisting of a minimum of 80% of the members) must approve the application for inclusion of the Purchaser Applicant, and the Purchaser Applicant must pay, as a one-time additional premium contribution, the full amount of the increase in premium caused by its inclusion in the Program.

Section 3.06. The Insurance Board shall appoint an "Agent of Record" annually by a favorable vote of a majority of the Board and shall evaluate the performance of its "Agent of Record" at least once every three (3) years and whenever a majority of the Board shall elect to do so. Performance evaluations

or solicitation and selection of the "Agent of Record" shall be in accordance with written policies established by the Board.

#### ARTICLE 4

##### ADMINISTRATION COSTS

Section 4.01. Costs incurred by the Participants in the administration of this Agreement, and in the administration of insurance purchased by the Participants hereunder, shall be allocated among the Participants as follows:

- a. Fifty percent (50%) of such costs shall be paid by the Participants in equal shares; i.e., if there are five Participants, each participant shall pay one-fifth of such costs.
- b. Fifty percent (50%) of such costs shall be paid by the Participants in proportionate shares based upon the number of employees of each Participant participating in the insurance program. The proportionate share of each Participant shall be that percentage of such costs as the Participant's number of insured employees is of the total number of insured employees of all of the Participants.

#### ARTICLE 5

##### PARTICIPANTS' DUTIES

Section 5.01. Each Participant shall pay each insurance premium to the Coordinating Entity, said Coordinating Entity being defined in Article 7 hereinafter, by the 1<sup>st</sup> day of the month, or as soon thereafter as practical but in no case later than the 8<sup>th</sup> day of the month, and shall pay its share of administration costs under Article 4 within 30 days of invoice, payable from its current revenues.

Section 5.02. Each Participant shall review the Insurance Board's annual recommendation for insurance for the succeeding year and determine whether it will accept such recommendation and participate in the Program for the succeeding year within 30 days following receipt of the Board's recommendation. The VFD may elect not to participate in the recommended Program with the consent of a favorable vote of a majority of the members of the Village Fire Commission. Each Participant shall notify all other Participants of its decision within five days following its decision.

Section 5.03. If a Participant gives notice that it will not participate in the Program for the succeeding year, then it shall relinquish its rights under the Agreement, including but not limited to its voting rights and membership on the Insurance Board, from the date of the notice; however, it shall be required to fulfill all of its duties, obligations and responsibilities under this Agreement through the end of the current program year and for all prior years.

#### ARTICLE 6

##### NOTICES

Section 6.01. Any notice required to be given by the terms of this Agreement shall be given by certified mail, return receipt requested, to the Participants at the following address:

Memorial Villages Water Authority  
Attention: General Manager  
8955 Gaylord  
Houston, Texas 77024

City of Hedwig Village  
Attention: Mayor  
955 Piney Point Road  
Houston, Texas 77024

City of Hunters Creek Village  
Attention: Mayor  
#1 Hunters Creek Place  
Houston, Texas 77024

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

Village Fire Department  
Attention: Chairman  
901 Corbindale Road  
Houston, Texas 77024

## ARTICLE 7

### COORDINATING ENTITY

Section 7.01. The Participants designate and appoint the Village Fire Department as the “Coordinating Entity” to effectuate and implement the insurance program selected by the Participants under this Agreement. In the event the VFD gives notice of its intent to withdraw from the Agreement or its election not to participate in the Program for the succeeding year, it will continue to be the Coordinating Entity through the end of the current program year, and the Participants shall designate and appoint a new Coordinating Entity prior to January 1 of the succeeding year. The Coordinating Entity shall receive from each Participant all applicable payments required to be made for the purpose of payment of the premium required for the coverage of the Participant’s employees, and/or dependants, as applicable. The Coordinating Entity shall timely submit such premiums to the Insurance Carrier. The Coordinating Entity shall assist in coordinating the communication and correspondence, as appropriate, with the Insurance Carrier, the Agent of Record and the Participants, as applicable, relating to changes in employment, or benefit coverage as provided under this Agreement.

Section 7.02. The Participants agree and acknowledge that the Village Fire Department as the “Coordinating Entity” shall have no duties as the Coordinating Entity, other than those referred to in Section 7.01, and shall not be liable to any party hereto or any of its employees or dependents for any failure or refusal to act, except in the event such failure or refusal shall be the result of an intentional act

or as a result of gross negligence. No bond, surety or other securities shall be required to be furnished by the Coordinating Entity to secure its performance pursuant to this Agreement.

Section 7.03. The Participants shall fully and timely cooperate with the Coordinating Entity to enable it to perform the functions described in Section 7.01. Further, it shall be the sole responsibility of each Participant to submit and cause to be processed any claims for benefits under this Agreement for its employees and/or dependents of such employees. All such claims shall be forwarded by the Participant to the Insurance Carrier.

## ARTICLE 8

### CONTRACTING ENTITY

Section 8.01. The Participants have selected Memorial Villages Water Authority as the Contracting Entity to enter into one or more insurance contracts, in the event the Participants select an insurance program for which it is beneficial to contract in the name of one Participant. Each Participant will be a covered entity under such contract.

Section 8.02. The Participants agree and acknowledge that the Contracting Entity shall have no duties as the Contracting Entity, other than those referred to in Section 8.01, and shall not be liable to any party hereto or any of its employees or dependents for any failure or refusal to act, except in the event such failure or refusal shall be the result of an intentional act or as a result of gross negligence. No bond, surety or other securities shall be required to be furnished by the Coordinating Entity to secure its performance pursuant to this Agreement.

Section 8.03. The Participants shall fully and timely cooperate with the Contracting Entity to enable it to perform the functions described in Section 8.01. Further, each Participant agrees that the Contracting Entity is acting as agent for all Participants when it executes an insurance contract and each Participant is solely responsible for any obligations under the contract which pertain to it or its employees. Each Participant shall, to the extent permitted by law, indemnify and hold harmless the Contracting Entity from any damages it may sustain as a result of the actions of the Participant or its employees.

## ARTICLE 9

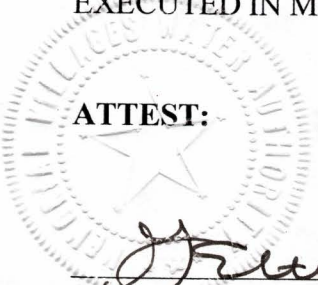
### BREACH

Section 9.01. Maintaining uninterrupted insurance coverage is of paramount importance to each Participant. The Contracting Parties agree that the terms of this Agreement will be deemed breached by a Participant upon the failure of such Participant to remit timely its share of any administrative costs or insurance premium as provided for herein, upon the failure of a Participant to comply with the provisions of this Agreement or upon the withdrawal from this Agreement in a manner inconsistent or not in accordance with the terms hereof.

EXECUTED IN MULTIPLE ORIGINALS as of the date first stated above.

ATTEST:

MEMORIAL VILLAGES WATER AUTHORITY

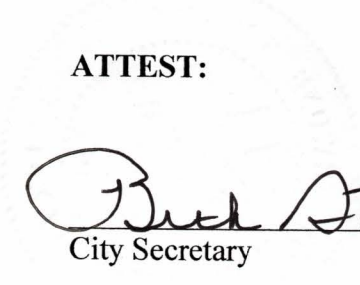


*[Signature]*  
Secretary/Treasurer

*[Signature]*  
Grover S. Grimes, President

ATTEST:

CITY OF HEDWIG VILLAGE



*[Signature]*  
City Secretary

*[Signature]*  
Sue V. Speck, Mayor

ATTEST:

CITY OF HUNTERS CREEK VILLAGE



*[Signature]*  
City Secretary

*[Signature]*  
David Wegner, Mayor

ATTEST:

CITY OF SPRING VALLEY VILLAGE



*[Signature]*  
City Secretary

*[Signature]*  
T. Michael Andrews, Mayor



## Spring Valley Village City Council Agenda Item Data Sheet

**MEETING DATE:** September 23, 2025  
**SUBMITTING STAFF:** Kristina Watson, Public Works Director  
**SUBJECT:** **CONSIDERATION AND POSSIBLE ACTION**  
**CONCERNING:** Approval of Pay Estimate No. 17 Brighton Place Pavement & Utility Improvement Project in the amount of \$174,063.04.

**BACKGROUND:** This is the 17th pay estimate to be submitted by Conrad Construction, Ltd., for the Brighton Place Pavement and Utility Improvement Project (2023-12-105) for work completed August 1 through August 31, 2025, **in the amount of \$174,063.04.**

Pay application No. 17 brings the Brighton Place project at 92% paid of the total contract amount of \$6,369,322.45.

**ATTACHMENTS:** Brighton Place Pay App No. 17

**FUNDING:**

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

**RECOMMENDATION:** CobbFendley and City Staff have reviewed pay application No. 17 and recommend approval.

September 4, 2025

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

Re: Brighton Place Reconstruction  
Payment Application #17  
CFA Project No. 2212-056-01

Dear Kristina Watson:

Attached is Payment Application #17 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 \$174,063.04.

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: #17**

**CONTRACT TIME**

Notice to Proceed	4/29/2024	Initial Contract Time	365	days
Substantial Completion Date	9/12/2025	Current Approved Extensions	69	days
Final Completion Date	9/12/2025	Previous Approved Extensions	68	days
		Total Contract Time	502	days
<b>PAY PERIOD:</b>	<b>From:</b> 8/1/2025	Spent Days	489	days
	<b>To:</b> 8/31/2025	Days Remaining	13	days
		Rain Days To Date	0	days
		Percent of Contract Time Completed	98%	

**CHANGE ORDERS**

NO.	Date:	Amount:	Days:
0	9/4/2025	Rain Days to Date	68.5
1	10/9/2024	\$70,637.00	38
2	1/29/2025	47,892.95	25
3	6/3/2025	\$118.00	5.00
<b>Total Change Orders:</b>		<b>\$118,647.95</b>	<b>68</b>

**SUMMARY OF WORK COMPLETED**

Original Contract Sum:	\$	6,250,674.50
Net Change by Change Orders:	\$	118,647.95
Contract Sum to Date:	\$	6,369,322.45
Total Completed and Stored to Date:	\$	5,836,542.03
Percent of Work Installed		92%
Retainage, (% of Completed Work:)		10%
Total Retainage:	\$	583,654.20
Total Earned Less Retainage:	\$	5,252,887.83
Less Previous Certificates of Payment:	\$	5,078,824.78
<b>Current Payment Due:</b>	<b>\$</b>	<b>174,063.04</b>

**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: James R. Bolan [Signature] Date: 9.4.25  
 Print Name Signature  
 Conrad Construction Co., LTD

Approved By: Jennifer Steen [Signature] Date: 9/4/2025  
 Print Name Signature  
 Cobb, Fendley & Associates, Inc.

Accepted By: Kristina Watson [Signature] Date: 9-5-2025  
 Print Name Signature  
 City of Spring Valley Village

PAY ESTIMATE: #17											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #16		Pay Estimate #17		YEAR TO DATE		
					QUANTITY INSTALLED	Amount	QUANTITY INSTALLED	Amount	Quantity	Amount	Percent Comp.
<b>A. SECTION 1 - GENERAL AND SITE WORK ITEMS - PRIMARY SITE</b>											
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	16.00	\$ 60,000.00	133.33%
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	0.04	4,200.00	0.04	4,200.00	0.92	\$ 96,600.00	92.00%
7	Bypass Pumping for Sanitary Sewer	LS	1	\$ 4,500.00		0.00		0.00	1.00	\$ 4,500.00	100.00%
8	Control of Ground and Surface Water, Including Bypass Pumping	LS	1	\$ 1.00		0.00		0.00	1.00	\$ 1.00	100.00%
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	0.01	1,100.00		0.00	1.00	\$ 110,000.00	100.00%
12	Tree and Plant Protection, Including Root Pruning, Crown Cleaning Prune	LS	1	\$ 50,000.00	0.04	2,000.00	0.04	2,000.00	0.94	\$ 47,000.00	94.00%
13	Removal of Tree 0 – 11.99" (or Palm Tree), species varies.	EA	1	\$ 1,050.00		0.00		0.00	3.00	\$ 3,150.00	300.00%
14	Removal of Tree 12 – 29.99", species varies	EA	8	\$ 1,550.00		0.00		0.00	8.00	\$ 12,400.00	100.00%
15	Removal of Tree 30 – 45", species varies	EA	2	\$ 2,100.00		0.00		0.00	2.00	\$ 4,200.00	100.00%
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	0.04	340.00	0.04	340.00	0.95	\$ 8,075.00	95.00%

PAY ESTIMATE: #17											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #16		Pay Estimate #17		YEAR TO DATE		
					QUANTITY INSTALLED	Amount	QUANTITY INSTALLED	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		0.00	13.00	1,300.00	115.00	\$ 11,500.00	96.64%
19	Purchase and Installation of St. Augustine Block Sodding, Including Sod, Fertilizer, Topsoil, Watering, Complete in Place	SY	9,440	\$ 6.75	1,450.00	9,787.50		0.00	6,900.00	\$ 46,575.00	73.09%
20	Purchase and Installation of 4-Foot Precast Concrete Manholes, Complete in Place	EA	2	\$ 7,000.00	2.00	14,000.00		0.00	5.00	\$ 35,000.00	250.00%
21	Rehabilitation of Existing Manhole, Complete in Place	EA	2	\$ 4,500.00		0.00		0.00	1.00	\$ 4,500.00	50.00%
22	Grade and Shape Between Road and ROW	SY	9,440	\$ 1.50	1,590.00	2,385.00		0.00	7,446.00	\$ 11,169.00	78.88%
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		0.00	13.00	1,300.00	123.00	\$ 12,300.00	103.36%
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	3.00	1,650.00	90.00	\$ 49,500.00	257.14%
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	1,223.00	\$ 18,345.00	47.26%
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	4.00	3,600.00	21.00	\$ 18,900.00	100.00%
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	0.10	2,000.00	0.10	2,000.00	0.89	\$ 17,800.00	89.00%
30	Trench Safety System, Including Storm Sewer, Water Line, Bore Pits, Sanitary Sewer	LF	4,141	\$ 1.00	930.00	930.00		0.00	3,357.00	\$ 3,357.00	81.07%
31	Complete Removal and Proper Disposal of Pavement (Thickness Varies), Including Driveways, Walkways and Curb	SY	22,256	\$ 6.50	60.55	393.58	1,833.41	11,917.17	19,710.20	\$ 128,116.30	88.56%
32	Roadway Excavation and Haul-Off	CY	4,650	\$ 1.00	280.00	280.00	175.00	175.00	3,321.00	\$ 3,321.00	71.42%

PAY ESTIMATE: #17											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #16		Pay Estimate #17		YEAR TO DATE		
					QUANTITY INSTALLED	Amount	QUANTITY INSTALLED	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	1,559.99	19,499.88	648.88	8,111.00	17,570.88	\$ 219,636.00	82.36%
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		0.00		0.00	1,075.00	\$ 96,750.00	100.00%
36	Purchase and Installation of 8-Inch Diameter Water Line, by Trenchless Construction, Complete in Place	LF	5,457	\$ 130.00		0.00		0.00	5,489.00	\$ 713,570.00	100.59%
37	Purchase and Installation of 8-Inch Diameter Water Line, by open cut Complete in Place	LF	542	\$ 175.00		0.00		0.00	542.00	\$ 94,850.00	100.00%
38	Water Tap and Service Line -Short Connections, Connect to Existing Meter, Complete in Place	EA	60	\$ 1,500.00		0.00		0.00	60.00	\$ 90,000.00	100.00%
39	Water Tap and Service Line -Long Connections, Connect to Existing Meter, Complete in Place	EA	65	\$ 2,500.00		0.00		0.00	66.00	\$ 165,000.00	101.54%
40	Purchase and Installation of 8-Inch Wet Connection, Complete in Place	EA	1	\$ 5,000.00		0.00		0.00	1.00	\$ 5,000.00	100.00%
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	5,627.00	\$ 5,627.00	100.00%
42	Purchase and Installation of 8-Inch Tapping Sleeve & Valve, Complete in Place	EA	1	\$ 6,500.00		0.00		0.00	2.00	\$ 13,000.00	200.00%
43	Removal of Existing Fire Hydrant Assembly	EA	12	\$ 850.00		0.00		0.00	12.00	\$ 10,200.00	100.00%
44	Purchase and Installation of New Fire Hydrant Assembly, Complete in Place	EA	12	\$ 7,500.00		0.00		0.00	12.00	\$ 90,000.00	100.00%
45	Purchase and Installation of Concrete Junction Box JB01, Complete in Place	LS	1	\$ 54,500.00		0.00		0.00	1.00	\$ 54,500.00	100.00%
46	Purchase and Installation of Concrete Junction Box JB02, Complete in Place	LS	1	\$ 50,000.00		0.00		0.00	1.00	\$ 50,000.00	100.00%
47	Purchase and Installation of Concrete Junction Box JB03, Complete in Place	LS	1	\$ 40,000.00		0.00		0.00	1.00	\$ 40,000.00	100.00%
48	Purchase and Installation of 4-Inch Yard Drain with Steel Curb Box, Complete in Place	EA	122	\$ 650.00	3.00	1,950.00	14.00	9,100.00	143.00	\$ 92,950.00	117.21%
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	930.00	120,900.00		0.00	1,954.00	\$ 254,020.00	110.40%

PAY ESTIMATE: #17											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #16		Pay Estimate #17		YEAR TO DATE		
					QUANTITY INSTALLED	QUANTITY INSTALLED	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	180.00	\$ 36,000.00	47.62%
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	390.00	\$ 93,600.00	105.12%
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	833.00	\$ 1,124,550.00	100.60%
53	Purchase and Installation of Precast Type BB Inlet, Complete in Place	EA	19	\$ 5,000.00	4.00	20,000.00		0.00	20.00	\$ 100,000.00	105.26%
54	Purchase and Installation of Precast Type C Inlet, Complete in Place	EA	6	\$ 5,500.00		0.00		0.00	6.00	\$ 33,000.00	100.00%
55	Purchase and Installation of Precast Type C1 Inlet, Complete in Place	EA	2	\$ 7,300.00		0.00		0.00	2.00	\$ 14,600.00	100.00%
56	Temporary Pavement, As Needed for Construction Phasing	LS	1	\$ 5,000.00		0.00		0.00	1.00	\$ 5,000.00	100.00%
57	Purchase and Installation of 6-Inch Concrete Pavement and Driveways, Complete in Place	SY	21,365	\$ 68.50	334.05	22,882.43	1,903.39	130,382.22	17,624.34	\$ 1,207,267.29	82.49%
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	1,000.00	4,500.00	7,577.00	\$ 34,096.50	71.66%
65	Purchase and Installation of 6-Inch Concrete Curb, Complete in Place	LF	852	\$ 6.00		0.00	513.00	3,078.00	524.00	\$ 3,144.00	61.50%
66	Purchase and Installation of 4 1/2-Inch Concrete Walkway and Steps, Complete in Place	SF	3,951	\$ 9.50	231.50	2,199.25		0.00	2,988.63	\$ 28,391.99	75.64%
67	Adjust Traffic Signal Timing and Control Cabinet as Needed for Construction	LS	1	\$ 6,000.00		0.00	1.00	6,000.00	1.00	\$ 6,000.00	100.00%

PAY ESTIMATE: #17											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #16		Pay Estimate #17		YEAR TO DATE		
					QUANTITY INSTALLED	QUANTITY INSTALLED	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>B. EXTRA WORK ITEMS</b>											
1	Cure-in-Place Line Existing Storm Manhole, Complete in Place	EA	1	\$ 4,000.00		0.00		0.00	0.00	\$ -	0.00%
<b>C. ALLOWANCE</b>											
1	Construction Allowance for Unforeseen Circumstances Pre-Approved by the City (used for Change Order 1)	LS	1	\$ 25,000.00		0.00		0.00	0.00	\$ -	0.00%
<b>CHANGE ORDER NO. 1</b>											
CO1.1	Cured-in-Place Storm Sewer	LS	1	\$ 72,237.00		0.00		0.00	1.00	\$ 72,237.00	100.00%
CO1.2	Short Side Service Lead (\$1,675 EA) 6 approved on CH 1	EA	6	\$ 1,675.00		0.00		0.00	0.00	\$ -	0.00%
CO1.3	Long Side Service Lead (\$2,225 EA) 6 approved on CH 2	EA	6	\$ 2,225.00		0.00		0.00	12.00	\$ 26,700.00	200.00%
CO1.4	20 additional days for moving mailboxes	LS	1	\$ -		0.00		0.00	0.00	\$ -	0.00%
CO2-1	Replace 62 meter boxes, add valves	LS	1	\$ 16,554.00					1.00	\$ 16,554.00	100.00%
CO2-2	Additional survey	LS	1	\$ 5,650.25					1.00	\$ 5,650.25	100.00%
CO2-3	Lower storm sewer, extra excavation	LS	1	\$ 25,688.70		0.00		0.00	1.00	\$ 25,688.70	100.00%

Original Contract Amount: \$ 6,250,674.50 Number of requested Rain Days:	Total	231,347.63	Total	193,403.38
	Retainer	23,134.76	Retainer 10%	19,340.34
	<b>Total</b>	<b>208,212.86</b>	<b>Total</b>	<b>174,063.04</b>
		4		1.5

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



## Spring Valley Village City Council Agenda Item Data Sheet

**MEETING DATE:** September 23, 2025  
**SUBMITTING STAFF:** Kristina Watson, Public Works Director  
**SUBJECT:** **CONSIDERATION AND POSSIBLE ACTION**  
**CONCERNING:** Approval of Pay Estimate No. 8, Water Plant Electrical Improvement Project in the amount of \$52,875.00.

**BACKGROUND:** This is the 8th pay estimate to be submitted by McDonald Municipal and Industrial, a division of C.F. McDonald Electric, Inc., for the Water Plant Electrical Improvement Project (2024-05-01) for work completed August 1 through August 31, 2025, in the amount of **\$52,875.00**.

Pay estimate No. 8 brings the Water Plant Electrical Improvement Project to 47% paid of the total contract amount of \$1,433,699.00

**ATTACHMENTS:** Pay Estimate No. 8

**FUNDING:**

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

**RECOMMENDATION:** IDS and City Staff have reviewed pay application No. 8 and recommend approval.



September 9, 2025

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

Attention: Ms. Kristina Watson

Reference: Water Plant Electrical Project; Competitive Sealed Bid #2024-05-101;  
City of Spring Valley Village; IDS Project No. 2316-008-00, Contract No. 1

Dear Ms. Watson:

Enclosed is an Application and Certificate for Payment No. 8 for the above referenced project for the period of **August 1, 2025** to **August 31 2025**. As itemized in this estimate, we recommend payment to **McDonald Municipal and Industrial A division of C.F. McDonald Electric Inc.** in the amount of **\$52,875.00** at this time.

As of August 31, 2025, the project was approximately 47% complete of the contract sum to date. A qualified project representative was assigned to the project to observe the work as it was being performed. To the best of my knowledge, all work has been performed in accordance with the construction plans and contract specifications.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marcel Khouw".

Marcel Khouw, P.E.  
Senior Project Manager

MK/kip x:\2300\231600800 CoSVV Water Plant Electrical Project\CPS\110 Pay Req\Pay Estimate No. 8.docx

cc: Wayne Berkenmeier, McDonald Municipal & Industrial—A Division of C.F. McDonald Electric, Inc.  
Todd Laird, McDonald Municipal & Industrial—A Division of C.F. McDonald Electric, Inc.  
Adam Cook, E.I.T. / Jim Angelo

**APPLICATION AND CERTIFICATE FOR PAYMENT**

Project: Water Plant Electrical Project  
Competitive Sealed Bid #2024-05-101

Project Manager: Marcel Khouw, P.E.  
Engineer: IDS Engineering Group

IDS Project No.: 2316-008-00

Contractor: McDonald Municipal and Industrial A division of C.F. McDonald Electric Inc.

Owner: City of Spring Valley Village

Application Date: 8/29/2025 Application No.: 8

Notice to Proceed Date: 12/11/2024 Contract Duration: 420 Calendar Days

Period From: 8/1/2025 To: 8/31/2025

**CHANGE ORDER SUMMARY**

Application is made for Payment, as shown below, in connection with the attached Contract Continuation Sheet(s).

Change Orders approved in previous months by Owner		Additions \$	Deletions \$
Subsequent Change Orders Number	Approved (date)		
1	Aug-25	\$110,230.00	

The present status of the account for this Contract is as follows:

<b>Original Contract Sum</b>	\$ 1,323,469.00
<b>Net Changes by Change Order</b>	\$110,230.00
<b>Contract sum to Date</b>	\$ 1,433,699.00
<b>Total Completed to Date</b>	\$ 674,020.00
<b>Retainage</b> <u>10 %</u>	\$ 67,402.00
<b>Total Earned Less Retainage</b>	\$ 606,618.00
<b>Less Previous Certificates for Payment</b>	\$ 553,743.00
<b>Current Payment Due</b>	\$ 52,875.00

Net Change by Change Orders \$110,230.00

Weather Days Requested To Date: Weather Days Granted:  
Liquidated Damages Assessed: None

In accordance with the Contract and this Application for Payment, the Contractor is entitled to payment in the amount shown above.

The undersigned Contractor certifies that the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payment were issued and payment received from the Owner and that the current payment shown herein is now due.

Contractor: McDonald Municipal and Industrial A division of C.F. McDonald

Engineer: IDS Engineering Group

Signed by: [Signature] Date: 8/29/2025

Signed By: [Signature] Date: 9/9/2025

This Certificate is not negotiable. It is payable only to the payee named herein and its issuance, payment and acceptance are without prejudice to any rights of the Owner or Contractor under their Contract.

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: 8  
 Application Date: 8/29/25  
 Period To: 8/31/25  
 Project No: 2024-05-101

A ITEM NO.	B DESCRIPTION OF WORK 0.00	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE		H PERCENT %	I BALANCE TO FINISH	RETAINAGE 10%
			FROM PREVIOUS APPLICATIONS	THIS PERIOD		PERCENT	PERCENT			
<b>BASE CONTRACT</b>										
<b>GENERAL ITEMS</b>										
1	Mobilization	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	100%	\$ -	\$ 10,000.00	
2	Storm Water Pollution Preventative Plan	\$ 100.00	\$ 20.00	\$ -	\$ -	\$ 20.00	20%	\$ 80.00	\$ 2.00	
<b>BOOSTER PUMP STATION IMPROVEMENTS</b>										
3a	Furnish and install new pumps	\$ 60,000.00	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	50%	\$ 30,000.00	\$ 3,000.00	
3b	Furnish and install new motors	\$ 60,000.00	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	50%	\$ 30,000.00	\$ 3,000.00	
3c	Furnish and install new power	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 30,000.00	\$ -	
3d	Furnish and install new controls	\$ 50,000.00	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	50%	\$ 25,000.00	\$ 2,500.00	
3e	Furnish and install new valves and piping	\$ 50,000.00	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	30%	\$ 35,000.00	\$ 1,500.00	
<b>CONTROL BUILDING #1</b>										
4a	Removal and replacement of 2 doors, 3 vents and CD vent	\$ 25,000.00	\$ 18,750.00	\$ -	\$ -	\$ 18,750.00	75%	\$ 6,250.00	\$ 1,875.00	
4b	Removal and replacement of 1 A/C unit	\$ 5,000.00	\$ 2,500.00	\$ 1,250.00	\$ -	\$ 3,750.00	75%	\$ 1,250.00	\$ 375.00	
4c	Repair of CMU walls, painting of interior and exterior walls	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 15,000.00	100%	\$ -	\$ 1,500.00	
4d	Relocation of existing air compressor	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	100%	\$ -	\$ 1,000.00	
4e	Demolition and construction of sidewalk, installation of inlet	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	100%	\$ -	\$ 2,500.00	
4f	Installation of PVC storm sewer	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	100%	\$ -	\$ 2,000.00	
5a	Electrical instrumentation and control- removal of existing and complete replacement of utility main, automatic transfer switch and power distribution switchboard	\$ 200,000.00	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	75%	\$ 50,000.00	\$ 15,000.00	
5b	Removal of existing MCC and replacement with a RVSS and variable speed drives of equipment	\$ 100,000.00	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	50%	\$ 50,000.00	\$ 5,000.00	
5c	Misc. electrical and control improvements including new panel board, air compressor relocation, ventilation, new A/C power and devices	\$ 50,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	50%	\$ 25,000.00	\$ 2,500.00	
5d	Two phase of complete temporary facilities	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	100%	\$ -	\$ 4,000.00	
5e	Removal of existing and complete replacement of Well #1 and pump station control system with PLC system	\$ 150,000.00	\$ 37,500.00	\$ -	\$ -	\$ 37,500.00	25%	\$ 112,500.00	\$ 3,750.00	
5f	Existing surface water connection PLC and HMI replacement	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 50,000.00	\$ -	
5g	Control bldg. #2 industrial PC and HMI replacement	\$ 49,369.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 49,369.00	\$ -	
5h	Bond & Insurance	\$ 79,000.00	\$ 79,000.00	\$ -	\$ -	\$ 79,000.00	100%	\$ -	\$ 7,900.00	
<b>EXTRA WORK ITEMS</b>										
6	3/4" rigid aluminum conduit installed aboveground	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,500.00	\$ -	
7	1" rigid aluminum conduit installed aboveground	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,000.00	\$ -	
8	1" PVC schedule 40 conduit installed underground	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 10,000.00	\$ -	
9	Copper No. 14 AWG conductor with XHHW-2 insulation in conduit	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,000.00	\$ -	
10	Copper No. 12 AWG conductor with XHHW-2 insulation in conduit	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,000.00	\$ -	
11	Copper No. 2 AWG conductor with XHHW-2 insulation in conduit	\$ 500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 500.00	\$ -	
12	2/c or 3/c #16 AWG twisted shielded instrument cable in conduit	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,000.00	\$ -	
<b>CASH ALLOWANCE</b>										

13	Software engineering by Spring Valley Village service provider	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 45,000.00	\$ -	
14	VT scada software license	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 15,000.00	\$ -	
<b>ADDITIVE ALTERNATE BID ITEMS</b>										
15	Electrical instrumentation and controls: includes fiber optic cable installed from control bldg. #1 to the PW maintenance bldg., new PC work station	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 35,000.00	\$ -	
16	Furnish all material, labor, equipment and appurtenances for the installation of booster pump #1	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 14,000.00	\$ -	
17	Furnish all material, labor, equipment and appurtenances for the installation of booster pump #2	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 14,000.00	\$ -	
18	Furnish all material, labor, equipment and appurtenances for the installation of booster pump #3	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 14,000.00	\$ -	
<b>TOTAL BASE CONTRACT</b>		<b>\$ 1,323,469.00</b>	<b>\$ 615,270.00</b>	<b>\$ 58,750.00</b>	<b>\$ -</b>	<b>\$ 674,020.00</b>	<b>51%</b>	<b>\$ 649,449.00</b>	<b>\$ 67,402.00</b>	
<b>Change Orders</b>										
1		\$ 110,230.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 110,230.00	\$ -	
2		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
3		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
4		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
5		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
<b>Sub Total Change Orders</b>		<b>\$ 110,230.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 110,230.00</b>	<b>\$ -</b>	
<b>GRAND TOTAL</b>		<b>\$ 1,433,699.00</b>	<b>\$ 615,270.00</b>	<b>\$ 58,750.00</b>	<b>\$ -</b>	<b>\$ 674,020.00</b>	<b>47%</b>	<b>\$ 759,679.00</b>	<b>\$ 67,402.00</b>	

AFFIDAVIT OF BILLS PAID

THE STATE OF TEXAS  
COUNTY OF HARRIS

Wayne Berkenmeier Being first duly sworn, state that he is VP Special Projects  
of C.F. McDonald Electric, Inc. of Harris County of Texas, hereinafter call "Company", and  
The said Company has performed work and/or furnished Water Plant Electrical  
hereinafter called "Owner" pursuant to a contract, dated with Owner (hereinafter called "Contract") for  
the construction of:

PROJECT: Water Plant Electrical for City of Spring Valley Village  
PROJECT NO: 2024-05-101

That all just and lawful invoices against the Company for Labor, materials and expendable equipment  
employed in the performance of the Contract and have been paid in full (with the exception of the  
attached invoice) prior to acceptance of payments from the Owner, and

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

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

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

Executed this 29th day of August, 2025.

**CONTRACTOR** C.F. McDonald Electric, Inc.

By \_\_\_\_\_

VP Special Projects

Title

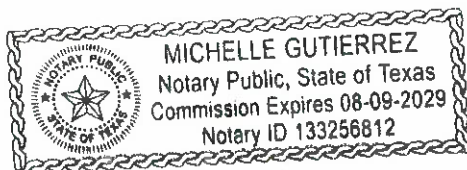
THE STATE OF TEXAS  
COUNTY OF HARRIS

BEFORE ME, The undersigned authority, on this day personally appeared Wayne Berkenmeier  
of C.F. McDonald Electric, Inc., a Texas Corporation, known to me  
to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to  
me that the executed the same as the act and deed of such corporation, for the purpose of consideration  
therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE 29th day of August 2025.

MY COMMISSION EXPIRES: 8/9/29

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS



WAIVER AND LIEN RELEASE UPON PARTIAL PAYMENT

THE STATE OF TEXAS  
COUNTY OF HARRIS

The undersigned contracted with C.F. McDonald Electric, Inc. to furnish Labor, Materials and Incidental Items in connection with certain improvements to real property located in Harris County, Texas, and owned by City of Spring Valley Village which improvements are described as follows:

Project Name: Water Plant Electrical

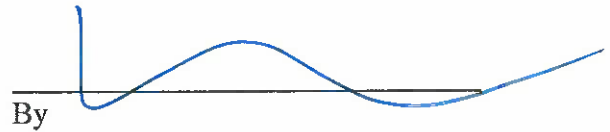
Project Number: 2024-05-101

In consideration of Pay Estimate No. 8 in the amount of Fifty Two Thousand Eight Hundred Seventy Five Dollars 00/100 (\$ 52,875.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confessed, the undersigned does hereby waive and release any mechanic's lien or materialmen's lien or claims of lien that the undersigned has or hereafter has on the above mentioned real property on account of any labor performed or materials furnished or to be furnished or labor performed and materials furnished by the undersigned pursuant to the above mentioned contract or any constitutional lien that the undersigned may have.

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

Executed this 29th day of August, 2025.

(Contractor) C.F. McDonald Electric, Inc.

By 


VP Special Projects  
Title

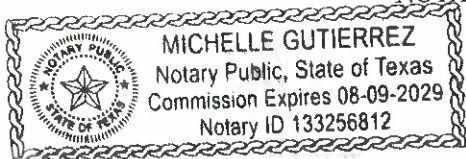
THE STATE OF TEXAS  
COUNTY OF HARRIS

BEFORE ME, The undersigned authority, on this day personally appeared Wayne Berkenmeier of C.F. McDonald Electric, Inc., known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that the executed the same as the act and deed of such corporation, for the purpose of consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE 29th day of August 2025.

MY COMMISSION EXPIRES: 8/9/29

  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS





REQUEST FOR EXTENSION OF TIME

PROJECT: Water Plant Electrical

OWNER: City of Spring Valley Village

ATTENTION: DATE: 8/29/25

PROJECT NUMBER: 2024-05-101

We request extension of completion time on our Contract in the amount of 0 Calendar Days specified as follows: (Please circle day of the month)

Month: August

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Reasons for Request:

Empty lines for reasons for request

C.F. McDonald Electric, Inc. (Contractor)

By: [Signature]

Recommend approval for extension of calendar days.

Recommend disapproval. (See following comments)

Empty lines for comments

IDS ENGINEERING GROUP

By: Date:

**INVOICE**  
**M C.F. McDONALD**  
**ELECTRIC, INC.**  
**CONTRACTORS • ENGINEERS**

5044 Timber Creek • Houston, TX 77017 • (713) 921-1368

Sold To:

City of Spring Valley Village  
 C/O IDS Engineering  
 13430 NW Frwy, #700  
 Houston, TX 77040

Date: 8/29/25

Invoice No.

W028321-8

P.O. NO.	PROJECT NAME AND / OR ADDRESS	SUBCONTACT NO.
	Water Plant Electrical	2024-05-101

*NOTICE: Invoice due upon receipt. A Service charge equal to the maximum legal rate of interest allowable per month will be charged on any payment not received within 30 days after date of this invoice.  
 "Regulated by The Texas Department of Licensing and Regulations, License #18339, P.O. Box 12157, Austin, TX 78711, 1-800-803-9202, 512-463-6599, website: www.license.state.tx.us/complaints"*

Base Contract Amount -----	\$1,323,469.00
Change Order #1 -----	\$110,230.00
	\$1,433,699.00

Progress Billing - Tax Exempt -	\$674,020.00
Less 10% Retained	\$67,402.00
	\$606,618.00
Less Previous Billings	\$553,743.00
	\$52,875.00

TOTAL THIS INVOICE ----- \$52,875.00



## Spring Valley Village City Council Agenda Item Data Sheet

<b>MEETING DATE:</b>	September 23, 2025
<b>SUBMITTING STAFF:</b>	Susan Shoup, Assistant Finance Director
<b>SUBJECT:</b>	<b>CONSIDERATION AND POSSIBLE ACTION</b> <b>CONCERNING: Ordinance No. 2025-XX</b> - an Ordinance of the City Council of the City of Spring Valley Village, Texas, Adopting an Incentive Pay Structure for Certificates and Licenses and Setting Pay for Municipal Court Judges and City Prosecutors: Repealing all Ordinances or Parts of Ordinances inconsistent or in conflict herewith; making certain findings related thereto; and Providing for the Incorporation of Preamble; and Providing a Repealer Clause, a Severability Clause, and an Effective Date.

<b>BACKGROUND:</b>	<p>The purpose of this ordinance is to update and streamline the City's Incentive Pay Structures by removing unused categories, introducing new incentives, and adjusting compensation amounts for court staff to remain competitive and equitable.</p> <p>The updated ordinance amends the current Incentive Pay Structure by:</p> <ul style="list-style-type: none"><li>• Removing two incentive categories, Certified Economic Manager and Certified Public Manager, as they were not being utilized.</li><li>• Adding a new "Officer in Charge" incentive established at \$25.00 per shift for officers who cover for a Sergeant when they are out.</li><li>• Increasing night shift differential pay by \$50.00 per month with: Supervisors rising from \$300.00 to \$350.00 per month, Officers from \$250.00 to \$300.00 per month, and Telecommunications Officers from \$200.00 to \$250.00 per month.</li></ul> <p>Judicial and prosecutorial compensation has also been</p>
--------------------	--

adjusted:

- The Presiding Judge's per-docket rate will increase from \$350.00 to \$375.00,
- The Presiding Prosecutor's per-docket rate will increase from \$325.00 to \$375.00,
- All other judges and prosecutors will move from \$325.00 to \$350.00 per docket.
- Finally, the Presiding Judge's monthly general allowance will increase from \$150.00 to \$200.00.

**ATTACHMENTS:** Ordinance 2025-XX Incentive Pay

**FUNDING:**

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
------------------	-------------	-----------------------------------	-------------	-----------------	---------------------

**RECOMMENDATION:** Staff recommends approval of an Ordinance amending the City's Incentive Pay Structure and Setting Pay for Municipal Judges and City Prosecutors.

**ORDINANCE NUMBER 2025-XX**

**AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, ADOPTING AN INCENTIVE PAY STRUCTURE FOR CERTIFICATES AND LICENSES: AND SETTING PAY FOR MUNICIPAL COURT JUDGES AND CITY PROSECUTORS. REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; MAKING CERTAIN FINDINGS RELATED THERETO; AND PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE**

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

**Section 1.** That the Incentive Pay Structure for Certificates and Licenses and Pay for Municipal Court Judges and City Prosecutors attached here to as Exhibit “A” is hereby adopted.

**Section 2.** All provisions of the ordinances of the City of Spring Valley Village, Texas, codified or uncodified, 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 uncodified, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

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

**Section 4.** This Ordinance shall become effective October 1, 2025, upon its passage.

DULY PASSED AND APPROVED on this the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Marcus Vajdos, Mayor  
City of Spring Valley Village, Texas

ATTEST:

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

Exhibit "A"		
Incentive Pay		
General Classifications		
Allowance	Monthly	Yearly
<b>Certification</b>		
Bilingual	\$ 62.50	\$ 750.00
Police Department Classifications		
Certification	Monthly	Yearly
Telecommunications Officers		
Intermediate	\$ 45.00	\$ 540.00
Advanced	\$ 105.00	\$ 1,260.00
Master	\$ 150.00	\$ 1,800.00
Peace Officer		
TCLEOSE Intermediate Certificate	\$ 50.00	\$ 600.00
TCLEOSE Advanced Certificate	\$ 105.00	\$ 1,260.00
TCLEOSE Masters Certificate	\$ 150.00	\$ 1,800.00
Rifle Incentive Per Pay Period	\$ 10.00	\$ 260.00
Detective On Call Bi-Weekly	\$ 100.00	\$ 2,600.00
Night Shift Differential- Supervisor	\$ 350.00	\$ 4,200.00
Night Shift Differential- Officer	\$ 300.00	\$ 3,600.00
Night Shift Differential- Telecommunications	\$ 250.00	\$ 3,000.00
FTO When Training New Officer	\$ 100.00	
Officer in Charge	\$ 25.00	
Public Works Classification		
Certification	Monthly	Yearly
Water		
"C" Water License	\$ 75.00	\$ 900.00
"B" Water License	\$ 100.00	\$ 1,200.00
"A" Water License	\$ 150.00	\$ 1,800.00
Wastewater		
"C" Wastewater/ II Collections License	\$ 75.00	\$ 900.00
"B" Wastewater License/ III Collections	\$ 100.00	\$ 1,200.00
"A" Wastewater License/A Collections	\$ 150.00	\$ 1,800.00
Utility Maintenance		
On- Call Bi-Weekly	\$ 100.00	\$ 2,600.00
CDL License "B" Endorsement	\$ 45.00	\$ 540.00
CDI License "C" Endorsement	\$ 90.00	\$ 1,080.00
Administration		
Certification	Monthly	Yearly
Level I Municipal Court Clerk	\$ 50.00	\$ 600.00
Level II Municipal Court Clerk	\$ 95.00	\$ 1,140.00
Level III Municipal Court Clerk	\$ 150.00	\$ 1,800.00
Texas Municipal Clerk Certification	\$ 100.00	\$ 1,200.00
State Plumbing Inspector's License	\$ 100.00	\$ 1,200.00
Municipal Court Staff		
Presiding Judge and Prosecutor	\$375.00	Per Docket
Judges and Procutors	\$350.00	Per Docket
Presiding Judge General Allowance	\$200.00	Per Month





## Spring Valley Village City Council Agenda Item Data Sheet

<b>MEETING DATE:</b>	September 23, 2025
<b>SUBMITTING STAFF:</b>	Susan Shoup, Assistant Finance Director
<b>SUBJECT:</b>	<p><b>CONSIDERATION AND POSSIBLE ACTION</b></p> <p><b>CONCERNING: Ordinance No. 2025-XX</b> - 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. 22 to the Personnel Manual, to adopt a new Exhibit "A" to be entitled "Job Alignment and Salary Ranges for All City Positions"; Providing for the Incorporation of Preamble; and Providing a Repealer Clause, a Severability Clause, and an Effective Date.</p>

<b>BACKGROUND:</b>	<p>Pursuant to the direction of the City Council during the August 21, 2017, Budget Workshop, to update the Pay Classifications System every 2–3 years, City staff worked with Public Sector Private Consulting to update the Job Alignment and Salary Ranges for all City Positions to reflect changes in the market for Fiscal Year 2026. After discussions with City Council during our budget workshops this year, Staff amended the initial recommendation, which resulted in 16.1% reduction in the initial cost estimate for implementation of the new salary ranges and payscales.</p> <p>This Ordinance adopts an update to the overall approved Job Alignment and Salary Ranges for All City Positions as Exhibit "A" to the City's Personnel Manual to incorporate the updated Pay Classification System undertaken by Public Sector Private Consulting. The proposed increases will go into effect on October 1, 2025, with the start of the new Fiscal Year. Personnel costs projected for FY2026 are based on these ranges and included in the proposed budget.</p>
--------------------	---

<b>ATTACHMENTS:</b>	ORD-2025-XX Amendment No. 22 to the Personnel Manual
---------------------	--

<b>FUNDING:</b>	
-----------------	--

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
------------------	-------------	-----------------------------------	-------------	-----------------	---------------------

**RECOMMENDATION:** Staff recommends approval of the Ordinance amending the Personnel Manual adopting new job alignments and salary ranges.

**ORDINANCE NUMBER 2025-XX**

**AN ORDINANCE OF THE CITY COUNCIL 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. 18 TO THE PERSONNEL MANUAL, TO ADOPT A NEW EXHIBIT “A” TO BE ENTITLED “JOB ALIGNMENT AND SALARY RANGES FOR ALL CITY POSITIONS”; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to the direction from the Council established during August 21, 2017, Budget Workshop to update the pay classification system every 2-3 years, City staff began working with Public Sector Personnel Consulting to update the Job Alignment and Salary Ranges for All City Positions to reflect changes in the market.

**WHEREAS**, on May 27, 2025, the proposed job alignment and salary ranges for all City positions was presented to and discussed by the City Council; and

**WHEREAS** the City Council hereby finds that an updated Exhibit “A,” “Job Alignment and Salary Ranges for All City Positions” of the Personnel Manual should be adopted.

**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.** Exhibit “A,” “Job Alignment and Salary Ranges For All City Positions” of the City’s Personnel Manual, as adopted by Ordinance Number 95-05, duly passed and approved on March 29, 1995, as amended, is hereby amended by the adoption of a new Appendix “A” to be entitled “Job Alignment and Salary Ranges For All City Positions” and to read in its entirety as reflected in Exhibit “A” attached hereto and incorporated herein. This amendment shall be referenced and referred to as **AMENDMENT NO. 22 TO THE PERSONNEL MANUAL.**

**Section 3.** All provisions of the ordinances of the City of Spring Valley Village, Texas, codified or uncodified, 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 uncodified, 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 any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Spring Valley Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

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

DULY PASSED AND APPROVED on this the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Marcus Vajdos, Mayor  
City of Spring Valley Village, Texas

ATTEST:

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

**EXHIBIT "A"**

**Job Alignment and Salary for Municipal Employees**

<b>Job Class</b>	<b>Range</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Maintenance Worker	1	\$ 41,600	\$ 49,920	\$ 58,240
Heavy Equipment Operator	2	\$ 45,760	\$ 54,912	\$ 64,064
System Operator I	2	\$ 45,760	\$ 54,912	\$ 64,064
Administrative Services Coordinator	2	\$ 45,760	\$ 54,912	\$ 64,064
Assistant to the Chief of Police	2	\$ 45,760	\$ 54,912	\$ 64,064
Court Clerk	3	\$ 50,336	\$ 60,403	\$ 70,470
Crew Leader	3	\$ 50,336	\$ 60,403	\$ 70,470
System Operator II	3	\$ 50,336	\$ 60,403	\$ 70,470
Telecommunications Operator	3	\$ 50,336	\$ 60,403	\$ 70,470
Court Administrator	5	\$ 60,907	\$ 73,088	\$ 85,269
Telecommunications Supervisor	5	\$ 60,907	\$ 73,088	\$ 85,269
Assistant to the City Administrator	6	\$ 66,997	\$ 80,397	\$ 93,796
Development Services Manager	8	\$ 81,067	\$ 97,280	\$ 113,493
Public Works Superintendent	8	\$ 81,067	\$ 97,280	\$ 113,493
Assistant Finance Director	9	\$ 89,173	\$ 107,008	\$ 124,843
City Secretary	9	\$ 89,173	\$ 107,008	\$ 124,843
Finance Director	12	\$ 118,690	\$ 142,428	\$ 166,166
Public Works Director	12	\$ 118,690	\$ 142,428	\$ 166,166
Police Chief	14	\$ 143,614	\$ 172,337	\$ 201,060

**EXHIBIT "A"**  
**JOB ALIGNMENT AND SALARY RANGES FOR POLICE**

Step	Police Officer	Sergeant	Sergeant Detective	Lieutenant	Captain	Assistant Chief
0	\$70,076					
1	\$72,744	\$ 88,059	\$ 88,059	\$101,044	\$ 118,411	\$ 130,253
2	\$74,994	\$ 90,782	\$ 90,782	\$104,076	\$ 121,964	\$ 134,160
3	\$77,244	\$ 93,506	\$ 93,506	\$107,198	\$ 125,623	\$ 138,185
4	\$79,561	\$ 96,311	\$ 96,311	\$110,414	\$ 129,391	\$ 142,330
5	\$81,948	\$ 99,200	\$ 99,200	\$113,726	\$ 133,273	\$ 146,600
6	\$84,406	\$102,176	\$102,176	\$117,138	\$ 137,271	\$ 150,998
7	\$86,398	\$105,241	\$105,241	\$120,652	\$ 141,389	\$ 155,528
8	\$89,547	\$108,399	\$108,399	\$124,272	\$ 145,631	\$ 160,194
9	\$92,233	\$111,650	\$111,650	\$128,000	\$ 150,000	\$ 165,000
10	\$95,000	\$115,000	\$115,000			



## Spring Valley Village City Council Agenda Item Data Sheet

<b>MEETING DATE:</b>	September 23, 2025
<b>SUBMITTING STAFF:</b>	Susan Shoup, Assistant Finance Director
<b>SUBJECT:</b>	<p><b>CONSIDERATION AND POSSIBLE ACTION</b></p> <p><b>CONCERNING: Ordinance No. 2025-XX</b> - an Ordinance of the City Council of the City of Spring Valley Village, Texas, Adopting a Referral Policy, Repealing all Ordinances or Parts of Ordinances inconsistent or in conflict herewith; making certain findings related thereto; and Providing for the Incorporation of Preamble; and Providing a Repealer Clause, a Severability Clause, and an Effective Date.</p>

<b>BACKGROUND:</b>	<p>The City has been operating under an informal program where an existing employee may receive a \$1,000 referral bonus for referring an individual for an open position and that candidate is successfully hired to fill the opening. A referral policy incentivizes our employees to be recruiters for the City and helps the City identify quality applicants. The referred employee must be on the books as an active employee for a minimum of one year before the referral bonus is paid. While this program has been the practice, no actual adoption of the program or amendment to the personnel manual to include a referral policy was done.</p> <p>To ensure the transparency of the program and set clear guidelines for its implementation, this ordinance defines the Referral Policy and includes it as part of the City's Personnel Manual. The policy clearly outlines how referred employees are identified and tied to an existing employee, who's eligible to participate, and how the bonus is paid.</p>
--------------------	---

<b>ATTACHMENTS:</b>	Ordinance 2025-XX Referral Policy, Referral Policy 9 10 25
---------------------	--

<b>FUNDING:</b>					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

**RECOMMENDATION:** Staff recommends approval of the Ordinance amending the Personnel Manual to include a Referral Policy.

**ORDINANCE NUMBER 2025-XX**

**AN ORDINANCE OF THE CITY COUNCIL 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. 23 TO THE PERSONNEL MANUAL, TO UPDATE AND ADDRESS A REFERRAL POLICY; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.**

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

**WHEREAS**, the City Council has reviewed and identified the need to include a Referral Policy , 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,

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

**Section 1.** That the facts and matters set forth in the preamble to the Ordinance are herby found to be true and correct.

**Section 2.** All provisions of the ordinances of the City of Spring Valley Village, Texas, codified or uncodified, 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 uncodified, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

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

**Section 4.** This Ordinance shall become effective September 23, 2025, upon its passage.

DULY PASSED AND APPROVED on this the \_\_\_\_ day of \_\_\_\_\_, 2025.

---

Marcus Vajdos, Mayor  
City of Spring Valley Village, Texas

ATTEST:

---

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



EST. 1955

# SPRING VALLEY

V I L L A G E

## Referral Policy

*City of Spring Valley Village*

Adopted:

# TABLE OF CONTENTS

- 1. PURPOSE.....3
- 2. SCOPE .....3
- 3. POLICY STATEMENT.....3
- 4. ELIGIBILITY TO REFER CANDIDATES .....4
- 5. CONDITIONS FOR PAYMENT.....4
- 6. ELIGIBLE CANDIDATES .....4
- 7. REFERRAL PROCESS .....4
- 8. ADMINISTRATION.....4

## **1. PURPOSE**

The City of Spring Valley Village (COSVV) encourages employees to participate in the recruitment of new talent by referring qualified candidates for employment opportunities. This policy outlines the eligibility requirements, procedures, and reward provisions associated with the Employee Referral Program.

## **2. SCOPE**

This policy applies to all COSVV employees except those specifically excluded under Section 4 (Eligibility to Refer Candidates).

## **3. POLICY STATEMENT**

Employees who refer a qualified candidate prior to the candidate receiving an interview are eligible to receive a \$1000 monetary reward, in accordance with IRS regulations, for each successful referral.

## **4. ELIGIBILITY TO REFER CANDIDATES**

- All COSVV employees are eligible to participate in the referral program except:
  - The City Administrator
  - Employees of the Finance Department working as Human Resources.
  - Any employee directly involved in the hiring process for the position

## **5. CONDITIONS FOR REWARD PAYMENT**

To qualify for the \$1,000 referral reward, the following conditions must be met:

1. The Finance Department must receive a completed Employee Referral form
2. The referred candidate must be hired into a full-time position
3. The referred candidate must complete one year of continuous service
4. The candidate must still be employed with COSVV at the time of payment

## **6. ELIGIBLE CANDIDATES**

Qualified candidates must meet the following requirements:

- They are not employed currently, and have not been, previously, employed by COSVV.
- They have not already been referred by another employee.
- They have not previously received an interview with COSVV.

## **7. REFERRAL PROCESS**

1. The employee must complete the Employee Referral Form, including both the “Referral Information” and “Employee Information” sections.
2. The form must be received by the Finance Department prior to any interviews.
3. A separate form must be submitted for each candidate referred.
4. The referring employee should request that the candidate list them as a reference on their job application.
5. The Finance Department will confirm receipt of the referral form and provide

updates regarding the referral status as they become available.

**8. ADMINISTRATION**

The Finance Department is responsible for administering this policy, verifying eligibility, and processing referral payments in accordance with IRS code and City financial procedures.



## Spring Valley Village City Council Agenda Item Data Sheet

**MEETING DATE:** September 23, 2025  
**SUBMITTING STAFF:** John McDonald, City Administrator  
**SUBJECT:** **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** The Approval of the Participation of the City of Spring Valley Village in a new National Opioids Settlement with Eight Opioid Manufacturers ("Secondary Manufacturers").

**BACKGROUND:** A new proposed national opioid settlement has been reached with eight opioid manufacturers ("Secondary Manufacturers"). We are receiving this Participation Package because Texas is participating in the settlement.

The participation form must be executed no later than October 8, 2025, in order for Spring Valley Village to be considered for initial participation calculations and payment eligibility under the Secondary Manufacturers Settlement.

No funds would be awarded until after the final settlement based on the number of participating subdivisions. This action allows the City to get in line for any funds when available.

**ATTACHMENTS:** Opiods - Secondary Manufacturers

**FUNDING:**

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

**RECOMMENDATION:** Staff recommends Council authorize participation in the Secondary Manufacturers Settlement.

New National Opioids Settlement: Secondary Manufacturers  
Opioids Implementation Administrator  
[opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com)

Spring Valley Village city, TX  
Reference Number: CL-1773178

***TO LOCAL POLITICAL SUBDIVISIONS:***

**THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOIDS SECONDARY MANUFACTURERS SETTLEMENTS. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.**

***Deadline: October 8, 2025***

A new proposed national opioids settlement ("*Secondary Manufacturers Settlements*") has been reached with eight opioids manufacturers: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus ("*Settling Defendants*"). This *Combined Participation Package* is a follow-up communication to the *Notice of National Opioids Settlement* recently received electronically by your subdivision.

You are receiving this *Combined Participation Package* because Texas is participating in the Secondary Manufacturers Settlements.

If a state is not eligible to or does not participate in the settlement with a particular manufacturer, the subdivisions in that state are not eligible to participate in that manufacturer's settlement.

This electronic envelope contains:

- A *Combined Participation Form* for the *Secondary Manufacturers Settlements* that your subdivision is eligible to join, including a release of any claims.

**The *Combined Participation Form* must be executed, without alteration, and submitted on or before October 8, 2025, in order for your subdivision to be considered for initial participation calculations and payment eligibility under the *Secondary Manufacturers Settlement*.**

Based upon *Combined Participation Forms* received on or before October 8, 2025, the subdivision participation rate will be used to determine whether participation is sufficient for each settlement to move forward and whether a state earns its maximum potential payment under each settlement. If a settlement moves forward, your release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds. Any subdivision that does not participate may also

reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive settlement funds by participating; decisions on how settlement funds will be allocated within a state are subject to intrastate agreements or state statutes.

You are encouraged to discuss the terms and benefits of the *Secondary Manufacturers Settlements* with your counsel, your Attorney General's Office, and other contacts within your state. Many states are implementing and allocating funds for this new settlement the same as they did for the prior opioids settlements but states may choose to treat this settlement differently.

Information and documents regarding the *Secondary Manufacturers Settlements*, implementation in your state, and how funds will be allocated within your state can be found on the national settlement website at <https://nationalopioidsettlement.com/>. This website will be supplemented as additional documents are created. You may also visit the Texas Attorney General's Office website at <https://www.texasattorneygeneral.gov/globalopioidsettlement> for information.

This *Participation Packet* is different than the participation packet you recently received from Rubris concerning a settlement with Purdue Pharma, L.P, and the Sackler Family. The *Secondary Manufacturers Settlements* discussed in this *Participation Packet* are different than the settlement with Purdue and the Sacklers, and you may participate in the *Secondary Manufacturers Settlements* regardless of whether you join the Purdue and Sackler settlement.

### **How to return signed forms:**

**Please note that the Texas Attorney General's Office is collecting the executed *Participation Form* differently from prior opioid settlements.** There are three methods for returning the executed *Combined Participation Form* and any supporting documentation to the Implementation Administrator:

- (1) *Electronic Signature via DocuSign*: Executing the *Combined Participation Form* electronically through DocuSign will return the signed form to the Implementation Administrator and associate your form with your subdivision's records. Electronic signature is the most efficient method for returning the *Combined Participation Form*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.
- (2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning a manually signed *Combined Participation Form* via DocuSign will associate your signed forms with your subdivision's records.

(3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return an executed *Combined Participation Form* using DocuSign, the signed *Combined Participation Form* may be returned via electronic mail to [opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com). Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line *Combined Settlement Participation Form – [Subdivision Name, Subdivision State] – [Reference ID]*.

Detailed instructions on how to sign and return the *Combined Participation Form*, including changing the authorized signer, can be found at <https://nationalopioidsettlement.com/additional-settlements/>. You may also contact [opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com) and/or [opioids@oag.texas.gov](mailto:opioids@oag.texas.gov) if you have any questions.

**The sign-on period for subdivisions ends on October 8, 2025.**

If you have any questions about executing the *Combined Participation Form*, please contact your counsel, the Implementation Administrator at [opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com), or the Texas Attorney General’s Office at [opioids@oag.texas.gov](mailto:opioids@oag.texas.gov).

Thank you,

Secondary Manufacturers Settlements Implementation Administrator

*The Implementation Administrator is retained to provide the settlement notice required by the Secondary Manufacturers Settlements and to manage the collection of the Combined Participation Form.*

**EXHIBIT K**

**Secondary Manufacturers’ Combined Subdivision Participation and Release Form  
 (“Combined Participation Form”)**

Governmental Entity: Spring Valley Village city	State: TX
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to each of the settlements which are listed in paragraph 1 below (each a “Secondary Manufacturer’s Settlement” and collectively, “the Secondary Manufacturers’ Settlements”), and acting through the undersigned authorized official, hereby elects to participate in each of the Secondary Manufacturers’ Settlements, release all Released Claims against all Released Entities in each of the Secondary Manufacturers’ Settlements, and agrees as follows.

1. The Participating Entity hereby elects to participate in each of the following Secondary Manufacturers’ Settlements as a Participating Entity:
  - a. Settlement Agreement for Alvogen, Inc. dated April 4, 2025.
  - b. Settlement Agreement for Apotex Corp. dated April 4, 2025.
  - c. Settlement Agreement for Amneal Pharmaceuticals LLC dated April 4, 2025.
  - d. Settlement Agreement for Hikma Pharmaceuticals USA Inc. dated April 4, 2025.
  - e. Settlement Agreement for Indivior Inc. dated April 4, 2025.
  - f. Settlement Agreement for Viatris Inc. (“Mylan”) dated April 4, 2025.
  - g. Settlement Agreement for Sun Pharmaceutical Industries, Inc. dated April 4, 2025.
  - h. Settlement Agreement for Zydus Pharmaceuticals (USA) Inc. dated April 4, 2025.
  
2. The Governmental Entity is aware of and has reviewed each of the Secondary Manufacturers’ Settlements, understands that all capitalized terms not defined in this Combined Participation Form have the meanings defined in each of the Secondary Manufacturers’ Settlements, and agrees that by executing this Combined Participation Form, the Governmental Entity elects to participate in each of the Secondary Manufacturers’ Settlements and become a Participating Subdivision as provided in each of the Secondary Manufacturers’ Settlements.
  
3. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed against any Released Entity in each of the Secondary Manufacturers’ Settlements. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity



authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice for each of the manufacturers listed in paragraph 1 above substantially in the form found at <https://nationalopioidsettlement.com/additional-settlements/>.

4. The Governmental Entity agrees to the terms of each of the Secondary Manufacturers' Settlements pertaining to Participating Subdivisions as defined therein.
5. By agreeing to the terms of each of the Secondary Manufacturers' Settlements and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through each of the Secondary Manufacturers' Settlements solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the court and agrees to follow the process for resolving any disputes related to each Secondary Manufacturer's Settlement as described in each of the Secondary Manufacturers' Settlements.<sup>1</sup>
8. The Governmental Entity has the right to enforce each of the Secondary Manufacturers' Settlements as provided therein.
9. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in each of the Secondary Manufacturers' Settlements, including without limitation all provisions related to release of any claims,<sup>2</sup> and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in each of the Secondary Manufacturers' Settlements in any forum whatsoever. The releases provided for in each of the Secondary Manufacturers' Settlements are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities in each of the Secondary Manufacturers' Settlements the broadest possible bar against any liability relating in any way to Released

---

<sup>1</sup> See Settlement Agreement for Alvogen, Inc. Section VII.F.2; Settlement Agreement for Apotex Corp. Section VII.F.2; Settlement Agreement for Amneal Pharmaceuticals LLC Section VII.F.2; Settlement Agreement for Hikma Pharmaceuticals USA Inc. Section VII.F.2; Settlement Agreement for Indivior Section VI.F.2; Settlement Agreement for Mylan Section VI.F.2; Settlement Agreement for Sun Pharmaceutical Industries, Inc. Section VII.F.2; Settlement Agreement for Zydus Pharmaceuticals (USA) Inc. Section VII.F.2.

<sup>2</sup> See Settlement Agreement for Alvogen, Inc. Section XI; Settlement Agreement for Amneal Pharmaceuticals LLC Section X; Settlement Agreement for Apotex Corp. Section XI; Settlement Agreement for Hikma Pharmaceuticals USA Inc. Section XI; Settlement Agreement for Indivior Section X; Settlement Agreement for Mylan Section X; Settlement Agreement for Sun Pharmaceutical Industries, Inc. Section XI; Settlement Agreement for Zydus Pharmaceuticals (USA) Inc. Section XI.



Claims and extend to the full extent of the power of the Governmental Entity to release claims. Each of the Secondary Manufacturers' Settlements shall be a complete bar to any Released Claim against that manufacturer's Released Entities.

10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in each of the Secondary Manufacturers' Settlements.
11. In connection with the releases provided for in each of the Secondary Manufacturers' Settlements, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims in each of the Secondary Manufacturers' Settlements, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in each of the Secondary Manufacturers' Settlements.

12. The Governmental Entity understands and acknowledges that each of the Secondary Manufacturers' Settlements is an independent agreement with its own terms and conditions. Nothing herein is intended to modify in any way the terms of any of the Secondary Manufacturers' Settlements, to which Governmental Entity hereby agrees, aside from the exceptions in paragraph 13 below. To the extent this Combined Participation Form is interpreted differently from any of the Secondary Manufacturers' Settlements in any respect, the individual Secondary Manufacturer's Settlement controls.
13. For the avoidance of doubt, in the event that some but not all of the Secondary Manufacturers' Settlements proceed past their respective Reference Dates, all releases and other commitments or obligations shall become void **only as to** those Secondary Manufacturers' Settlements that fail to proceed past their Reference Dates. All releases and other commitments or obligations (including those contained in this Combined Participation Form) shall remain in full effect as to each Secondary Manufacturer's Settlement that proceeds past its Reference Date, and this Combined Participation Form need not be modified, returned, or destroyed as long as any Secondary Manufacturer's Settlement proceeds past its Reference Date.



I have all necessary power and authorization to execute this Combined Participation Form on behalf of the Governmental Entity.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## Spring Valley Village City Council Agenda Item Data Sheet

<b>MEETING DATE:</b>	September 23, 2025
<b>SUBMITTING STAFF:</b>	Jasmin Torres, City Secretary
<b>SUBJECT:</b>	Police Department

<b>BACKGROUND:</b>
--------------------

<b>ATTACHMENTS:</b>	Violations, Calls By Type
---------------------	---------------------------

<b>FUNDING:</b>					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

<b>RECOMMENDATION:</b>
------------------------

# Spring Valley Village, TX PD Citation Violation Audit by Offense

## Violation Count

August 1, 2025 - August 31, 2025

Official: All

Official Assignment:

Type of Stop: All

Stop Result: All

STEP: NONE

FAILED TO STOP AT PROPER PLACE (FLASHING RED SIGNAL)	1
FAILED TO STOP AT PROPER PLACE (TRAFFIC LIGHT)	1
FAILED TO STOP FOR SCHOOL BUS (OR REMAIN STOPPED)	1
FAILED TO YIELD ROW TO EMERGENCY VEHICLE	2
ILLEGAL LEFT/RIGHT TURN WHERE PROHIBITED	1
ILLEGAL PARKING - PARKING IN PRIVILEGED	1
ILLEGAL PASSING - 100FT OF INTERSECTION	3
ILLEGAL PASSING - DROVE OVER MEDIAN	1
ILLEGAL WINDOW TINT	6
IMPROPER TURN	3
NO DRIVERS LICENSE	81
NO FRONT LICENSE PLATE	85
NO LICENSE NUMBER PLATES-TRAILER	1
OPERATE MOTOR VEHICLE WITHOUT LICENSE PLATES OR WITH ONE LICENSE ..	3
OPERATE UNREGISTERED MOTOR VEHICLE	25
PARK/STAND IN FRONT OF PUBLIC/PRIVATE DRIVE	1
PARKED IN PROHIBITED AREA	13
POSSESSION OF DRUG PARAPHERNALIA	1
PUBLIC INTOXICATION	1
RAN RED LIGHT	6
RAN STOP SIGN	33
SPEEDING (NU)	4
SPEEDING >10% ABOVE POSTED LIMIT	144
SPEEDING IN SCHOOL ZONE	30
U-TURN PROHIBITED BY SIGN	1
UNAUTHORIZED USE OF DEALER TEMP TAG ( NOT DEALER OR EMPLOYEE)	1
UNLEASHED ANIMAL (DOG/CAT) - FIRST OFFENSE	1
UNRESTRAINED CHILD 5 YEARS OF AGE TO 17	1
UNRESTRAINED CHILD YOUNGER THAN 5 OR UNDER 36 INCHES	2
VIOLATE DL RESTRICTION	1
VIOLATE DL RESTRICTION B	1
WRONG LICENSE PLATE OR INSIGNIA	2
WRONG/ALTERED/OBSCURED LICENSE PLATE	7

# Spring Valley Village, TX PD Citation Violation Audit by Offense

## Violation Count

August 1, 2025 - August 31, 2025

Official: All  
 Official Assignment:  
 Type of Stop: All  
 Stop Result: All  
 STEP: NONE

FAILED TO STOP AT PROPER PLACE (FLASHING RED SIGNAL)	1
FAILED TO STOP AT PROPER PLACE (TRAFFIC LIGHT)	1
FAILED TO STOP FOR SCHOOL BUS (OR REMAIN STOPPED)	1
FAILED TO YIELD ROW TO EMERGENCY VEHICLE	2
ILLEGAL LEFT/RIGHT TURN WHERE PROHIBITED	1
ILLEGAL PARKING - PARKING IN PRIVILEGED	1
ILLEGAL PASSING - 100FT OF INTERSECTION	3
ILLEGAL PASSING - DROVE OVER MEDIAN	1
ILLEGAL WINDOW TINT	6
IMPROPER TURN	3
NO DRIVERS LICENSE	81
NO FRONT LICENSE PLATE	85
NO LICENSE NUMBER PLATES-TRAILER	1
OPERATE MOTOR VEHICLE WITHOUT LICENSE PLATES OR WITH ONE LICENSE ..	3
OPERATE UNREGISTERED MOTOR VEHICLE	25
PARK/STAND IN FRONT OF PUBLIC/PRIVATE DRIVE	1
PARKED IN PROHIBITED AREA	13
POSSESSION OF DRUG PARAPHERNALIA	1
PUBLIC INTOXICATION	1
RAN RED LIGHT	6
RAN STOP SIGN	33
SPEEDING (NU)	4
SPEEDING >10% ABOVE POSTED LIMIT	144
SPEEDING IN SCHOOL ZONE	30
U-TURN PROHIBITED BY SIGN	1
UNAUTHORIZED USE OF DEALER TEMP TAG ( NOT DEALER OR EMPLOYEE)	1
UNLEASHED ANIMAL (DOG/CAT) - FIRST OFFENSE	1
UNRESTRAINED CHILD 5 YEARS OF AGE TO 17	1
UNRESTRAINED CHILD YOUNGER THAN 5 OR UNDER 36 INCHES	2
VIOLATE DL RESTRICTION	1
VIOLATE DL RESTRICTION B	1
WRONG LICENSE PLATE OR INSIGNIA	2
WRONG/ALTERED/OBSCURED LICENSE PLATE	7

# Spring Valley Village, TX PD Citation Violation Audit by Offense

## Violation Count

August 1, 2025 - August 31, 2025

Official: All  
Official Assignment:  
Type of Stop: All  
Stop Result: All  
STEP: NONE

Grand Total	1,162
-------------	-------

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

08\01\2025  
thru 08\31\2025  
Zone is: SPRING VALLEY

Type	Description	# Of Calls
21	911 HANG UP	3
6	ACCIDENT	29
145	ACCIDENT - FSGI	2
22	ALARM	23
23	AMBULANCE CALL	14
24	ANIMAL CALL	4
43	ASSIST OUTSIDE AGENCY	1
135	BUSINESS CHECK	2,518
48	CITY CREW REPAIRS	3
53	DEBRIS IN ROADWAY	4
60	FIRE CALL	9
65	GAS LEAK	1
68	HOUSE CHECK	489
70	INFORMATION	57
71	INVESTIGATION	11
159	MOTORIST ASSIST	12
81	OPEN DOOR	9
162	PARKING VIOLATION	3
86	PUBLIC RELATIONS	197
96	SOLICITOR	4
97	SPECIAL ASSIGNMENT	1
99	STALLED VEHICLE	33
103	SUSPICIOUS ACTIVITY	8
104	SUSPICIOUS PERSON	10
105	SUSPICIOUS VEHICLE	25
108	TRAFFIC CONTROL	1
11	TRAFFIC STOP	628
111	VEHICLE BLOCKING ROADWAY	3
112	VEHICLE CHECK	11
163	VIOLATION OF CITY ORDINANCE	4
42	WARRANT SERVICE	2
117	WELFARE CONCERN	7
	<b>Total</b>	<b>4,126</b>



## Spring Valley Village City Council Agenda Item Data Sheet

<b>MEETING DATE:</b>	September 23, 2025
<b>SUBMITTING STAFF:</b>	John McDonald, City Administrator
<b>SUBJECT:</b>	<p><b>CONSIDERATION AND POSSIBLE ACTION</b></p> <p><b>CONCERNING: Ordinance No. 2025-XX</b> - an Ordinance of the City Council of the City of Spring Valley Village, Texas, Approving the 2025 Certified Appraisal Roll; Providing for the Incorporation of Preamble, and Providing a Repealer Clause, a Severability Clause, and an Effective Date.</p>

<b>BACKGROUND:</b>	<p>Approval of the certified appraisal roll is an annual process required by the Texas Property Tax Board. Council is also required to approve the tax roll after the roll is set. The roll lists all the taxable property and values within the City limits for 2025.</p> <p>There are three main parts to the property tax system. First, the Harris Central Appraisal District (HCAD) sets the value of the property in our City's limits each year. Second, the Appraisal Review Board (ARB) settles any disagreements between the taxpayers and the HCAD about the value of any property under protest. Third, the City decides how much money it will need to spend to provide services to taxpayers. This determines the total amount of taxes that will need to be collected.</p> <p>January 1 marks the beginning of the property appraisal process. What a property is used for on January 1, market conditions at that time, and who owns the property on that date determine whether the property is taxed, its value, and who is responsible for paying the tax.</p> <p>Between January 1 and April 30, the HCAD processes applications for tax exemptions, agricultural appraisals and other tax relief. Around June 1, the ARB begins hearing protests from property owners who believe their property values are incorrect or who did not get exemptions or agricultural appraisals. The ARB is an independent panel of</p>
--------------------	---

citizens responsible for handling protests about the HCAD's work. When the ARB finishes its work, the HCAD gives the City a list of taxable property.

The certified appraisal roll was provided in late July. The certified appraisal roll is utilized by the City in the calculation one of the City's largest revenue source. The Chief Appraiser certifies the appraisal roll that allows the City to calculate and submit the no-new revenue and voter-approval tax rates. The Certified Appraisal Roll lists all the taxable property and values within the City's limits for 2025.

The net taxable value on the 2025 Certified Appraisal Roll is \$1,808,441,847 which is an 8.3% increase over last year's \$1,669,603,127 Certified Appraisal Roll.

Once the tax rate is approved, the City will be able to calculate its 2025 tax levy (i.e., property tax revenue). These funds will be used to cover operating and maintenance expenses as well as debt obligation.

**ATTACHMENTS:** Ord. No 2025-XX- Approval of 2025 Certified Tax Roll, Ord Exh A - 2025 SVV Certified Appraisal Roll

<b>FUNDING:</b>					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

**RECOMMENDATION:** Staff recommends approval of the Ordinance.

**ORDINANCE NUMBER 2025-XX**

**AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE 2025 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 2025 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 2025 certified appraisal roll of the City in the amount of \$1,808,441,847 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 23<sup>rd</sup> day of September 2025.

---

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. }

2025  
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 2025 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: \$2,334,858,458

The taxable value now on the appraisal roll for this unit is: \$1,808,441,847

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: \$22,788,772

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 \$24,314,166

Signed this 5th day of September, 2025



*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 2025 appraisal roll on this the \_\_\_\_\_ day of \_\_\_\_\_, 2025

080 CITY OF SPRING VALLEY  
 TAX YEAR: 2025

HARRIS CENTRAL APPRAISAL DISTRICT  
 PROPERTY USE CATEGORY RECAP  
 CERTIFIED ROLL 00

LAST UPDATED: 08/22/2025  
 DELV DATE: 09/05/2025

PROPERTY USE CATEGORY	UNITS	ACREAGE	MARKET	APPRAISED	PRODUCTIVITY	EXEMPTIONS	TAXABLE VALUE
A1 Real, Residential, Single-Family	1,455	340.5204	1,883,432,001	1,850,362,748	0	351,434,042	1,498,928,706
A2 Real, Residential, Mobile Homes	0	0.0000	0	0	0	0	0
B1 Real, Residential, Multi-Family	1	0.5957	1,586,940	1,541,002	0	0	1,541,002
B2 Real, Residential, Two-Family	0	0.0000	0	0	0	0	0
B3 Real, Residential, Three-Family	0	0.0000	0	0	0	0	0
B4 Real, Residential, Four- or More-Family	0	0.0000	0	0	0	0	0
C1 Real, Vacant Lots/Tracts	40	7.8997	10,860,232	10,860,232	0	134,261	10,725,971
C2 Real, Vacant Commercial	8	3.7818	590,056	590,056	0	0	590,056
C3 Real, Vacant	0	0.0000	0	0	0	0	0
D1 Real, Qualified Agricultural Land	0	0.0000	0	0	0	0	0
D2 Real, Unqualified Agricultural Land	0	0.0000	0	0	0	0	0
E1 Real, Farm & Ranch Improved	0	0.0000	0	0	0	0	0
F1 Real, Commercial	23	56.2417	241,564,652	241,564,652	0	0	241,564,652
F2 Real, Industrial	0	0.0000	0	0	0	0	0
G1 Oil and Mineral Gas Reserves	0	0.0000	0	0	0	0	0
G2 Real Property Other Mineral Reserves	0	0.0000	0	0	0	0	0
H1 Tangible, Vehicles	0	0.0000	0	0	0	0	0
H2 Tangible, Goods In Transit	0	0.0000	0	0	0	0	0
I1 Real, Banks	0	0.0000	0	0	0	0	0
J1 Real & Tangible Personal, Utility Water	0	0.0000	0	0	0	0	0

080 CITY OF SPRING VALLEY  
 TAX YEAR: 2025

HARRIS CENTRAL APPRAISAL DISTRICT  
 PROPERTY USE CATEGORY RECAP  
 CERTIFIED ROLL 00

LAST UPDATED: 08/22/2025  
 DELV DATE: 09/05/2025

PROPERTY USE CATEGORY	UNITS	ACREAGE	MARKET	APPRAISED	PRODUCTIVITY	EXEMPTIONS	TAXABLE VALUE
J2 Gas Companies	1	0.0000	1,417,150	1,417,150	0	0	1,417,150
J3 Electric Companies	1	0.0000	2,094,450	2,094,450	0	0	2,094,450
J4 Telephone Companies	6	1.1799	5,443,068	5,443,068	0	0	5,443,068
J5 Railroads	0	0.0000	0	0	0	0	0
J6 Pipelines	2	1.4400	125,452	125,452	0	0	125,452
J7 Major Cable Television Systems	2	0.0000	1,363,670	1,363,670	0	0	1,363,670
L1 Tangible, Commercial	314	0.0000	45,525,049	45,525,049	0	3,886,089	41,638,960
L2 Tangible, Industrial	10	0.0000	1,987,547	1,987,547	0	189	1,987,358
M1 Tangible, Nonbusiness Watercraft	0	0.0000	0	0	0	0	0
M2 Tangible, Nonbusiness Aircraft	0	0.0000	0	0	0	0	0
M3 Tangible, Mobile Homes	0	0.0000	0	0	0	0	0
M4 Tangible, Miscellaneous	0	0.0000	0	0	0	0	0
N1 Intangibles	0	0.0000	0	0	0	0	0
O1 Inventory	0	0.0000	0	0	0	0	0
O2 Inventory	1	0.1928	1,021,352	1,021,352	0	0	1,021,352
S1 Dealer Inventory	0	0.0000	0	0	0	0	0
U0 Unknown	0	0.0000	0	0	0	0	0
XA Public Property for Housing Indigent Persons	0	0.0000	0	0	0	0	0
XB Income Producing Personal Property (<\$2500)	0	0.0000	0	0	0	0	0
XC Mineral Interest (<\$500)	0	0.0000	0	0	0	0	0

080 CITY OF SPRING VALLEY  
 TAX YEAR: 2025

HARRIS CENTRAL APPRAISAL DISTRICT  
 PROPERTY USE CATEGORY RECAP  
 CERTIFIED ROLL 00

LAST UPDATED: 08/22/2025  
 DELV DATE: 09/05/2025

PROPERTY USE CATEGORY	UNITS	ACREAGE	MARKET	APPRAISED	PRODUCTIVITY	EXEMPTIONS	TAXABLE VALUE
XD Improving Property for Housing w/ Volunteer Labor	0	0.0000	0	0	0	0	0
XE Community Housing Development Organizations	0	0.0000	0	0	0	0	0
XF Assisting Ambulatory Health Care Centers	0	0.0000	0	0	0	0	0
XG Primarily Performing Charitable Functions	0	0.0000	0	0	0	0	0
XH Developing Model Colonia Subdivisions	0	0.0000	0	0	0	0	0
XI Youth Spiritual, Mental and Physical Development	0	0.0000	0	0	0	0	0
XJ Private Schools	0	0.0000	0	0	0	0	0
XL Economic Development Services to Local Community	0	0.0000	0	0	0	0	0
XM Marine Cargo Containers	0	0.0000	0	0	0	0	0
XN Motor Vehicles Leased for Personal Use	0	0.0000	0	0	0	0	0
XO Motor Vehicles (Income Production & Personal Use)	0	0.0000	0	0	0	0	0
XP Offshore Drilling Equipment Not In Use	0	0.0000	0	0	0	0	0
XQ Intracoastal Waterway Dredge Disposal Site	0	0.0000	0	0	0	0	0
XR Nonprofit Water or Wastewater Corporations	0	0.0000	0	0	0	0	0
XS Raw Cocoa and Green Coffee Held in Harris County	0	0.0000	0	0	0	0	0
XT Limitation on Taxes in Certain Municipalities	0	0.0000	0	0	0	0	0
XU Miscellaneous Exemptions	0	0.0000	0	0	0	0	0
XV Other Exempt (Incl Public, Religious, Charitable)	148	163.7645	171,001,348	170,962,030	0	170,962,030	0
<b>JURISDICTION TOTALS</b>	<b>2,012</b>	<b>575.6165</b>	<b>\$2,368,012,967</b>	<b>\$2,334,858,458</b>	<b>\$0</b>	<b>\$526,416,611</b>	<b>\$1,808,441,847</b>



## Spring Valley Village City Council Agenda Item Data Sheet

**MEETING DATE:** September 23, 2025  
**SUBMITTING STAFF:** Harrison Nicholson, Finance Director  
**SUBJECT:** **CONDUCT A PUBLIC HEARING CONCERNING:** Proposed Fiscal Year 2025-2026 Budget.  
 A. Staff Presentation  
 B. Those in Favor  
 C. Those Opposed  
 D. Adjourn Public Hearing

The proposed budget for FY 2026 is attached under the next item.

**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.

**ATTACHMENTS:** HOU 11065703 51117733\_Ir\_Budget Public Hearing

**FUNDING:**

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

**RECOMMENDATION:** No action required. This item is only for the public hearing.

# SPRING VALLEY VILLAGE, TEXAS

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Spring Valley Village will hold a public hearing on **Tuesday, September 23, 2025**, at 6:00 PM at the City of Spring Valley Village Council Chambers located at 1025 Campbell Road, Houston, TX 77055 for the purpose of a public hearing for the Fiscal Year 2025-2026 Annual Budget. Copies of the proposed Fiscal Year 2025-2026 Budget can be found at the office of the City Secretary at 1025 Campbell Road, Houston, Texas 77055 or online at 2026-Proposed-BUDGET.

The following language is required by the State of Texas Budget Law, Section 102.005 of the Local Government Code.

This budget will raise more total property taxes than last year's budget by \$345,655 or 5.31% and of that amount \$104,153 is tax revenue to be raised from new property added to the tax roll this year.



## Spring Valley Village City Council Agenda Item Data Sheet

<b>MEETING DATE:</b>	September 23, 2025
<b>SUBMITTING STAFF:</b>	Harrison Nicholson, Finance Director
<b>SUBJECT:</b>	<p><b>CONSIDERATION AND POSSIBLE ACTION</b></p> <p><b>CONCERNING: Ordinance No. 2025-XX</b> – 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 2025-2026, 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.</p>

<b>BACKGROUND:</b>	<p>The FY 2025-2026 Budget is the compilation of the budget workshops held on 5/27/25, 6/24/25, and 8/18/25. The FY 2025-2026 Original Budget utilizes the proposed tax rate of \$0.395000 per \$100 of assessed property value.</p> <p><u>Revenues</u></p> <ul style="list-style-type: none"> <li>• The use of the same property tax rate (\$0.395000) as the FY 2024-2025 Budget based on HCAD’s Projected 2025 Taxable Value.</li> <li>• Sales Tax Revenue and Interest Income are using the market trend instead of using an average of the three previous fiscal years’ actuals plus the current fiscal year’s projections.</li> <li>• Contribution from Hillshire Village is reflected based on updated expenditures for the Polic Department.</li> <li>• ARPA Grant related revenue is based on projected expenditures for the ARPA related project (Water Plant Upgrade).</li> </ul> <p><u>Expenditures/Expenses</u></p> <ul style="list-style-type: none"> <li>• Implementation of the Compensation and Class Study and 3% COLA increase for staff correctly placed at market for</li> </ul>
--------------------	---

FY 2025-2026.

- VFD Expenditure for FY 2025-2026 contribution is \$1,720,518 which is a 5.08% increase from FY 2024-2025.
- Continuation of Parks and Community Events such as Music in the Park and Movies in the Park in addition to a holiday tree lighting event.
- Capital Replacement fund includes 3 vehicles for PD, Mini-Excavator for Public Works, and various IT infrastructure related items.
- Capital Improvement Plan expenditures include construction projects (Croes- East and West of Fries, Merlin Ct., Springs Oaks Circle), and projects in design (Public Works Building, Mickey Way Area – Asphalt and Drainage, Wild Oak Circle, Echo Valley, and Cavell St.).

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. 2025-XX - Adopting FY2026 Budget, Ord Exhibit A\_FY 2026 Proposed Budget

<b>FUNDING:</b>					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

**RECOMMENDATION:** Staff recommends approval of the Ordinance adopting the FY2026 budget. **The approval of the ordinance must be a recorded vote.**

**ORDINANCE NUMBER 2025-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 2025-2026; 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, 2025 and ending September 30, 2026 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 5th day of August, 2025, 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 23, 2025, 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 2025-2026 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 2025-2026 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 2025-2026 (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 2025-2026.” 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 2025-2026 in an amount equal to the total of all encumbered funds as of September 30, 2025, 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 23rd day of September 2025.

---

Marcus Vajdos, Mayor  
City of Spring Valley Village, Texas

ATTEST:

---

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



EST. 1955

SPRING VALLEY VILLAGE, TEXAS

**FISCAL YEAR 2025 - 2026**

**PROPOSED BUDGET**



# CITY OF SPRING VALLEY VILLAGE

## TABLE OF CONTENTS

### **Introductory Information**

Senate Bill 656 Requirement .....	1
How to Use – A Reader’s Guide .....	2
Principal Officials .....	3
Introduction Budget Message .....	4
Community Profile .....	8
Organizational Chart .....	9
Personnel .....	10

### **Budget Process & Overview**

Budget Process and Calendar for FY 2025-26 Budget .....	11
Budget Fund Structure and Department Fund Relationship .....	14
Annual Property Tax Certification .....	16
Budget Overview .....	20

### **Financial Summary**

Summary of Revenues, Expenditures, Other Financing Sources, and Uses, and Changes in Fund Balance – City Wide .....	26
--	----

### **General Fund** .....

#### *Departmental Program Descriptions*

• Mayor and City Council .....	36
• Administration-i.e., City Administrator, City Secretary, Finance, Development Services .....	40
• Contractual Services .....	46
• Fire .....	49
• Municipal Court .....	52
• Park .....	57
• Police .....	60
• Street .....	65

### **Capital Replacement Fund** .....

### **Utilities Fund**

• Fund Summary .....	72
• Administration .....	76
• Utilities Debt .....	77
• Water Service .....	78
• Sewer Department .....	79

### **CIP Fund** .....

Capital Projects - Water Fund .....	82
5 Year CIP List .....	83

# CITY OF SPRING VALLEY VILLAGE

## TABLE OF CONTENTS

<b>Debt Service Fund</b> .....	85
Annual Debt Service Requirements Schedules .....	86
Debt Service of Revenues, Expenditures, Other	
Financing Sources and Uses .....	89
<b>Revenue/Special Revenue Funds</b> .....	92
Court Restricted .....	93
Asset Forfeiture .....	94
<b>Spring Valley Legacy Fund</b> .....	96
<b>Financial Policies</b> .....	98
<b>Glossary</b> .....	117

Due to the passage of S.B. No. 656, 102.007 of the Texas Local Government Code was amended to require that the following information be included as the cover page for a budget document:

**This budget will raise more revenue from property taxes than last year’s budget by an amount of \$345,655, which is a 5.31% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$104,153.**

The municipal property tax rates for the preceding fiscal year, and each municipal property tax rate that has been adopted or calculated for the current fiscal year, include:

<b>Tax Year</b>	<b>2024</b>	<b>2025</b>
<b>Fiscal Year</b>	<b>2024-25</b>	<b>2025-26</b>
Property Tax Rate	\$ 0.395000	\$ 0.395000
No New Revenue Tax Rate	\$ 0.413678	\$ 0.417906
Voter Approval Tax Rate	\$ 0.462493	\$ 0.485948
De Minimis Rate	\$ 0.438312	\$ 0.440872
Operating Tax Rate (M&O)	\$ 0.342678	\$ 0.344820
Debt Tax Rate (I&S)	\$ 0.052322	\$ 0.050180

The total amount of outstanding municipal debt obligations (principal & interest) is as follows:

<b>Type of Debt</b>	<b>Total Outstanding Debt</b>	<b>Current Year Debt</b>
Property Tax Supported	\$23,228,153	\$ 1,879,631
Self-Supporting	\$2,994,159	\$402,401
<b>Total Debt</b>	<b>\$ 26,222,312</b>	<b>\$ 2,282,032</b>

*Note: The total amount of outstanding debt obligations considered self-supporting is currently secured by user fees. In the event such amounts are insufficient to pay debt service, the City will be required to assess an ad valorem tax to pay such obligations.*

## **HOW TO USE THIS BUDGET DOCUMENT A READER'S GUIDE**

The City of Spring Valley Village Budget Document provides comprehensive information about City policies, goals, objectives, financial structure, operations, and an organizational framework for the City. Providing estimates of revenues and appropriations for the Fiscal Year 2025-2026.

The budget document includes mission statements, summaries, accomplishments, objectives, staffing levels and expenditures for each department.

### **BUDGET FORMAT**

The document is divided into eight sections: Introduction, Summaries, General Fund, Utilities Fund, Revenue/Special Revenue Funds including CIP Funds, Debt Service Fund, Budget Ordinances, Financial Policies, and Glossary.

The Introduction Section includes the budget message, explaining the major policies and issues along with the budget process and long-range plans for the City. It also includes a reader's guide on how to use this document, community information, budget-fund structure and relationship, budget process and calendar.

The Summary Section contains various summaries of the budget. The City budget is organized into funds. Each fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, residual equities, and the changes therein are segregated and recorded.

The next three sections are the Fund Sections and are organized as follows: Fund Summary, statement of revenues, and expenditures by department. The Debt Service Fund section includes the fund summary and scheduled payments for outstanding debt.

Budget Ordinances section provides information relating to the Resolutions for the Tax Rate and Fiscal Year Budget adoptions.

The Financial Policies section includes long-standing financial policies and practices enforced by the City relating to various financial aspects of City operations.

The Glossary section provides definitions of common terms used.

If additional information is needed contact the Finance Department at 713-465-8308.

# CITY OF SPRING VALLEY VILLAGE

## CITY OFFICIALS

ELECTED OFFICIALS	ELECTED POSITION
Marcus Vajdos	Mayor
Allen Carpenter	Mayor Pro Tem
Steve Bass	Council Member
David Dominy	Council Member
John Lisenby	Council Member
Joy McCormack	Council Member

CITY STAFF	TITLE
John McDonald	City Administrator
Jasmin Torres	City Secretary
Harrison Nicholson	Finance Director
Susan Shoup	Assistant Finance Director
Mark Schulze	Chief of Police
Justin Lane	Assistant Chief of Police
Kristina Watson	Public Works Director
Rolando Rodriguez	Court Administrator



EST. 1955

# SPRING VALLEY VILLAGE

August 5, 2025

Honorable Mayor Vajdos and Members of the City Council:

One of the duties of the City Administrator is to assist in the preparation of a budget for each year of proposed revenues and expenditures. I respectfully submit the Fiscal Year 2026 (FY2026) Budget for the City of Spring Valley Village. The development of this budget results from countless hours of input from our staff to best meet the needs of the residents and the goal of fiscal responsibility. This balanced budget will continue to deliver efficient and quality services to our community within the capacity of our financial resources.

The FY2026 Budget continues to build upon the previous work, with a focus on:

- Delivering superior services to our residents,
- Upholding public safety,
- Investing in our City staff,
- Reinvesting in our infrastructure, and
- Enhancing our community.

Transmitted herewith is the proposed FY2026 budget for the City of Spring Valley Village. The budget totals **\$23,900,104** of which:

- \$11,062,424 is for the General Fund,
- \$3,411,527 for the Utilities Fund,
- \$2,039,099 for the Debt Services Funds,
- \$6,942,805 for the CIP Funds, and
- \$444,249 for the Capital Replacement and Special Revenue Funds.

## MAJOR PROGRAM INITIATIVES

### Financially Sound City

The most important goal is to instill confidence in the integrity of City government. Council, Boards and Commissions, and staff accept the responsibility to make decisions and take actions to ensure that the City is financially sound. This is evidenced by the City's AAA bond rating, a thorough budget process, on time annual audits, and financial transparency. A financially sound city allows for the goal of superior services offered to the community.

### **City Infrastructure and Facilities**

The City's five-year Capital Improvement Plan (CIP) is the primary tool to ensure that infrastructure and facility goals become reality. Note that the 5-year CIP plan is solely a planning document and only projects listed in the current year's budget are to be approved by Council to move forward. Projects in years 2-5 may be adjusted on the schedule depending on market conditions, inflation, new information, etc. FY 25/26 proposes construction projects: Croes (East and West of Fries) and Merlin Ct./Springs Oaks Circle. Projects in design for FY25/26 include: Mickey Way Area (asphalt and drainage), Wild Oak Circle/Echo Valley/Cavell St, and the Public Works Building.

### **Quality of Life**

Our primary responsibility to those who live, work, and visit our city is the commitment to enhance their quality of life by providing exemplary services which are respected by all and reflective of our community's desires. The City continually reviews our ordinances, practices, policies, and community enhancements to ensure they are addressing the needs of Spring Valley. We consistently work together in an effort to provide and maintain a dynamic and quality community in which to live, work, and play.

### **High Performing City Team**

As a people organization, a large portion of our budget is dedicated to our highly skilled and dedicated staff. We must take care of our employees while competing for new talent with other public entities and the private sector. Investing in our people is not a luxury, as they are our greatest asset.

The City strives to hire and retain high quality employees. To achieve this, marketable wages and benefits are regularly reviewed, training and continuous learning are actively encouraged, and we strive to provide a workplace environment that employees desire. The FY2026 budget includes the implementation of the recent Compensation and Class Study along with a 3% COLA for staff currently placed correctly at market salary ranges. This proposal also includes amending the City's TMRS plan from the current 25-year requirement to 20-years.

No additional FTE's are proposed.

### **A Truly Great Residential Suburban City**

Achieving the previous four program initiatives helps the City to achieve the result of being a truly great residential suburban city in the Houston metro area. The geographical area of which the City is located is a highly desirable area to live, work, and play. Efforts by Council, Boards, and staff demonstrate the uniqueness of the community to its residents, businesses, and guests.

## Recommendations

- Adopt a tax rate of \$0.39500 per \$100 of valuation for FY2025-2026 and ensure fiscal accountability for growth in the assessment of property valuation to create additional capacity for future debt service as needed.
- Implementation of Compensation and Class Study plus 3% COLA for staff currently correctly placed at market ranges.
- Amend City TMRS from 25 years requirement to 20 years.
- Continue with the Music in the Park and Movies in the Park programs. A new program proposed for FY 2025-2026 will be a holiday tree lighting event.
- Planned capital investments in the Capital Replacement Fund: Three vehicles for the Police Department, a Mini-Excavator for Public Works, and Information Technology infrastructure updates/ replacements, to include
  - Migration from Incode 9 to Incode 10 for Finance, Utility Billing and Courts.
- Fund CIP projects: Construction - Croes (East and West of Fries) and Merlin Ct./Springs Oaks Circle, In Design – Mickey Way Area (asphalt and drainage), Wild Oak Circle/Echo Valley/Cavell St., and the Public Works Building.
- Submit the Fiscal Year 2025-2026 Adopted Budget to the GFOA to determine its eligibility for the Distinguished Budget Presentation Award.

These recommendations will assist the City of Spring Valley Village in meeting the service needs of the community, remaining on a fiscally sound basis, and preparing for the future.

In summary, the FY2026 budget:

- Implements the priorities and goals identified by our City Council,
- Maintains the current tax rate,
- Focuses on employee retention and recruitment through a competitive compensation package,
- Continues funding the Capital Improvement and Capital Replacement Plans,
- Supports updating our technology to improve service delivery and customer reach,
- Preserves healthy City reserves to maintain the City's financial standing and AAA bond rating, and
- Maintains a financially sound City that continues to prepare us for a fiscally stable future.

I want to thank our department Directors and the Finance Team for being creative within existing budget constraints and understanding that fiduciary responsibilities that we all face. The budget process is a long one, and I am fortunate for all their support and for the dedicated team we have working together in Spring Valley.

I would also like to acknowledge the diligent efforts of our City Council in spending the time and effort through the CIP and Budget workshops and in reviewing and discussing this budget. Your guidance and feedback served as the foundation in preparing this budget that reflects our community's priorities.

Respectfully Submitted,

A handwritten signature in blue ink that reads "John McDonald". The signature is written in a cursive style with a vertical line through the middle of the name.

John McDonald  
City Administrator

# CITY OF SPRING VALLEY VILLAGE

## COMMUNITY PROFILE

Spring Valley Village, a premier residential city located in Harris County, Texas, covers approximately 1.3 square miles and offers a distinctive blend of serene suburban living with the convenience of nearby urban amenities. As one of the six independent municipalities collectively known as the Memorial Villages, it maintains a unique identity characterized by large, wooded lots, winding streets, and a strong sense of community. The City is home to approximately 4,300 residents.

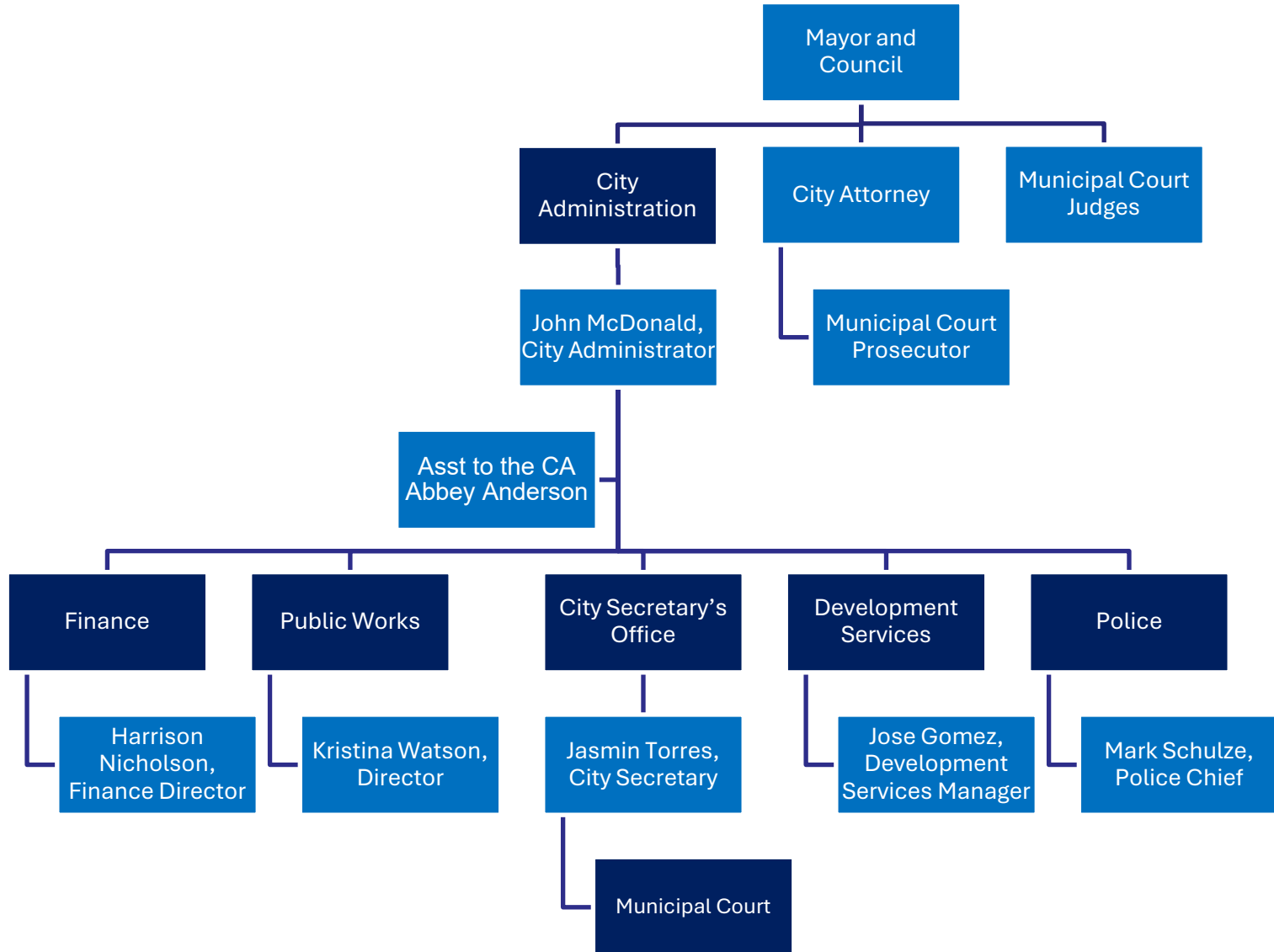
Incorporated as a city in 1955 to preserve its residential character and protect its community from outside annexation, Spring Valley Village has carefully guided its growth to remain a tranquil enclave. Its location, just north of Interstate 10, allows residents direct access to Houston's major business districts, including the Energy Corridor, the Galleria, and Downtown.

The City operates under a Mayor-Council form of government and has appointed a City Administrator to oversee day-to-day operations. Spring Valley Village manages its own Police Department, Municipal Court, and Public Works crew, providing residents with responsive local services. Fire and EMS protection are delivered through the Village Fire Department, which serves all six Memorial Villages and ensures the highest standards of safety and emergency response for the community.

Daily life in Spring Valley Village is defined by peaceful surroundings and a strong sense of community. Limited through-traffic and an active, visible police presence contributes to the neighborhood's reputation for a low crime rate, while city-sponsored events and civic involvement foster a close-knit community atmosphere. At the heart of this lifestyle is the city-owned Spring Valley Village Park, a welcoming green space featuring a playground, walking trail, gazebo, and open green spaces for recreation and gatherings.

Though primarily residential, Spring Valley Village is surrounded by a vast array of amenities. Dining and retail are available here at home, while just minutes away, residents can enjoy Memorial City Mall and CityCentre, which offer retail, entertainment, and a variety of restaurant options. Grocery shopping is equally convenient, with H-E-B, Trader Joe's, and Whole Foods all close by. For outdoor recreation, residents have access to the extensive amenities of Memorial Park, one of the largest urban parks in the nation, which provides miles of trails, a golf course, and other recreational facilities.

# City of Spring Valley Village, Texas



## FTE's by Department

Department	FY2022	FY2023	FY2024	FY2025	FY2026
Administration	8	8	7	7	7
Municipal Court	2	2	2	2	2
Police	23	25	26.5	26.5	26.5
Public Works	8	8	8	8	8
Total FTE	41	43	43.5	43.5	43.5

### Positions funded for FY 2026

#### Administration

- City Administrator
- Assistant to the City Administrator
- City Secretary
- Finance Director
- Assistant Finance Director/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
- Telecommunications Supervisor
- Telecommunications Officer (4.5)

#### Public Works

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

## **BUDGET PROCESS**

### **Budgetary Basis of Accounting**

Budgets for the General, Special Revenue and Debt Service funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). The budgetary basis of accounting is different than the basis of accounting for auditing purposes.

### **Budget Process**

The budget process starts many months before the adoption of the annual budget. In April of each year, City Administrator discusses budgetary needs with the various departments. In May, the first budget workshops begin with City Council. Several Council workshops will occur.

The City Council must analyze the budget, making any additions or deletions that they feel appropriate and must, before September 30<sup>th</sup> of each year, adopt the budget for the upcoming fiscal year. On final adoption by the City Council, the budget takes effect for the next fiscal year.

Adoption of the budget constitutes adoption of an ordinance appropriating the amounts specified as proposed expenditures and an ordinance levying the property tax as the amount of the tax to be assessed and collected for the corresponding tax year. A separate ordinance is adopted to set the tax rate. Estimated expenditures cannot exceed proposed revenue plus any unencumbered fund balance. Unused appropriations may be transferred to any item required for the same general purpose, except when otherwise specified by the City's charter or state law.

Under conditions which may arise, and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. Amendments must be by ordinance and become an attachment to the original budget.



# PROPOSED BUDGET CALENDAR

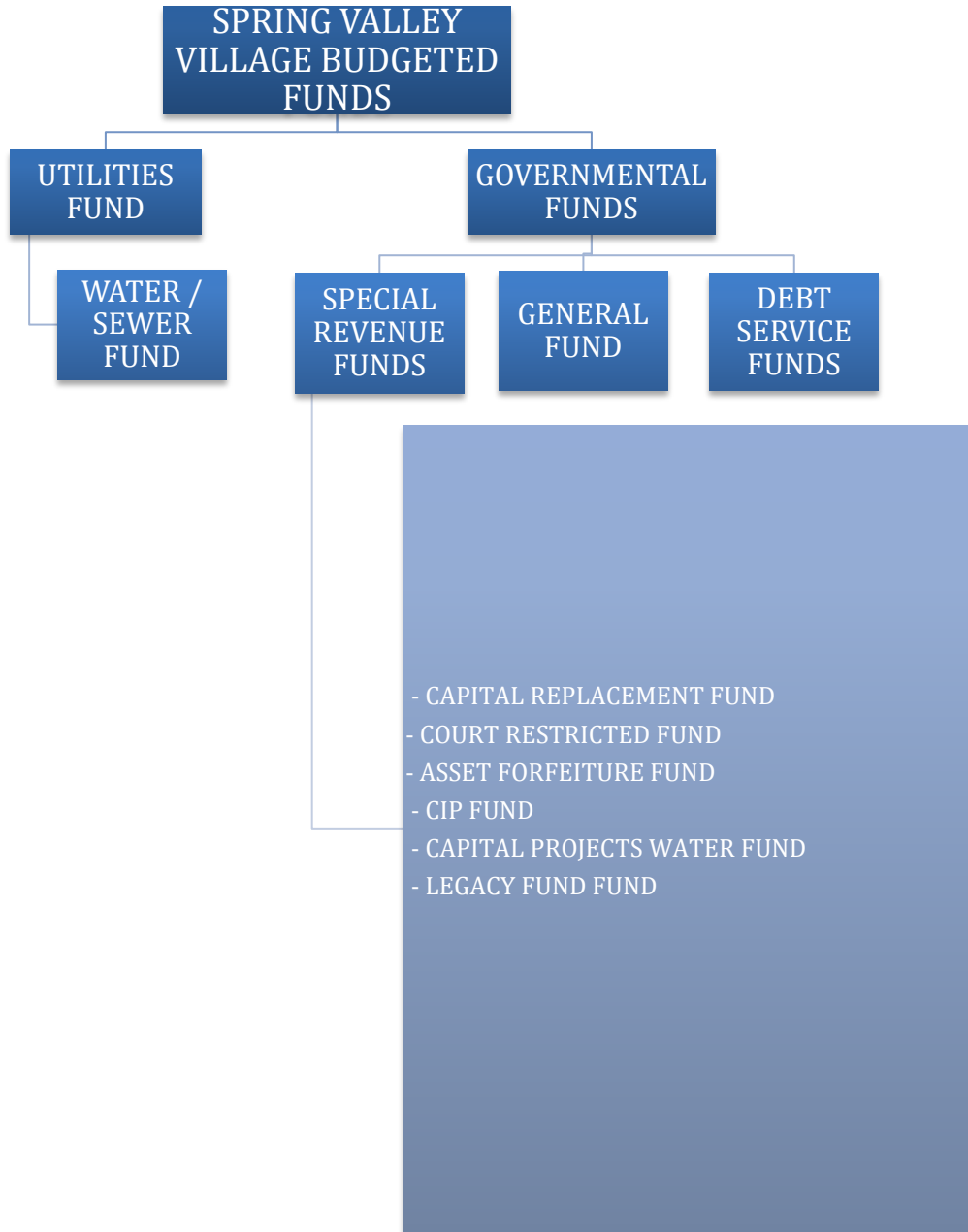
## FISCAL YEAR 2025-2026

---

- April 22** Proposed Preliminary Budget Calendar Presented to City Council
- May 27** Budget Workshop With City Council Prior To Regular Council Meeting  
**(NOTE: The Budget Workshop will begin at 5:00 pm prior to the Regularly Scheduled Council Meeting)**
- June 1** Departments Notified Budget Preparation Documents are Available on Shared Drive.
- June 9** Deadline for Departments to Load Base Budget and Budget Detail Sheets and Unfunded Supplemental Requests on Shared Drive.
- June 12-16** Departmental Budget Review Sessions with City Administrator & City Treasurer (As Needed)
- June 24** Budget Workshop With City Council Prior To Regular Council Meeting  
**(NOTE: The Budget Workshop will begin at 5:00 pm prior to the Regularly Scheduled Council Meeting)**
- July 25** Chief Appraiser Delivers Certified Appraisal Roll Or Certified Estimate Of Taxable Value To Tax Assessor  
*(Property Tax Code §26.01(a) and (a-1))*
- August 5** Special Council Meeting To Propose A Tax Rate For FY 2026.  
**(NOTE: The Special Meeting will begin at 6:00 pm)**  
  
Tax Assessor Submits No-New-Revenue And Voter-Approval Tax Rates To The City Council  
*(Property Tax Code §26.04(e))*
- August 7** Deadline for The City to Post No-New-Revenue Tax Rate And Voter-Approval Tax Rate Along With Certain Debt Information On The Home Page Of The City's Website In The Form Prescribed By The Comptroller.  
*(Property Tax Code § 26.04(d-3))*
- August 18** Proposed Budget Filed With City Secretary And Posted To City Website  
*(Local Govt. Code §102.005 (before 30<sup>th</sup> day before tax rate adopted))*
- August 21** City Secretary Sends Notice Of Public Hearings On Proposed FY 2026 Budget And Property Tax Rate To Newspaper

- August 26**                    **Budget Workshop With City Council To Review Proposed FY 2026 Budget Prior To Regular Council Meeting**  
**(NOTE: The Budget Workshop will begin at 5:00 pm prior to the Regularly Scheduled Council Meeting)**
- Sept 5**                        **Publish Notice Of Public Hearing On Proposed FY 2026 Budget**  
*(Local Govt. Code §102.0065, Section (c) not earlier than the 30<sup>th</sup> or later than the 10<sup>th</sup> day before the date of the hearing)*
- Publish Notice Of Public Hearing On Proposed FY 2026 Tax Rate (If Necessary)**  
*(Only applies if tax rate will exceed the no-new-revenue rate, Property Tax Code §26.065) (Property Tax Code §26.06(a) and Local Govt. Code §140.010, no less than 5 days' notice before hearing on tax rate increase – Not be smaller than one-quarter page notice in newspaper and on City website)*
- Continuous Internet Notice Of Tax Rate Hearing Begins**  
*(Applies if tax rate will exceeds the no-new-revenue rate, Property Tax Code §26.065)*
- Sept 23**                        **Council Holds Public Hearing On Proposed Budget**  
*(Local Govt. Code §102.006(b))*  
**Council Adopts FY 2025-2026 Budget**
- Council Holds Public Hearing On FY 2026 Tax Rate (If Necessary)**  
*(Tex. Tax Code §26.05)*  
**Council Adopts FY 2026 Tax Rate**
- (Separate actions with budget being adopted prior to tax rate)*  
**\*\*\*ATTENDANCE IS IMPERATIVE\*\*\***  
*(Local Govt. Code §102.009 (Adopt by Sept. 29 or within 60 days of receiving certified appraisal roll, whichever is later) & Tex. Tax Code 26.06(e))*
- Adopted Budget Filed With City Secretary and Harris County Clerk**  
*(Local Govt. Code §102.008)*
- Sept 29**                        **Filing And Distribution of Adopted Budget**
- Oct 1**                            **Begin New Fiscal Year**

# Budgeted Fund Structure



**FUND DESCRIPTIONS:**

GENERAL FUND: Accounts for all financial resources of the general operations except for those required to be accounted for in another fund. The General Fund generates the majority of its revenues from taxes, charges for services and franchise fees.

DEBT SERVICE FUNDS: Used for the payment of principal and interest on debt issued by the City as well as other fees associated with the issuance of debt.

UTILITIES FUND: Used to account for the provision of water and sewer services to the residents of the City. All activities necessary to provide such services are accounted for in this fund.

SPECIAL REVENUE FUND: Used to account for proceeds of specific revenue sources or legally restricted funds.

## Department/Fund Relationship

DEPARTMENT	GENERAL FUND	UTILITIES WATER/SEWER FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUND
ADMINISTRATION	X		X	X
CONTRACT SERVICES	X	X	X	X
MUNICIPAL COURT	X			X
POLICE DEPARTMENT	X			X
PUBLIC WORKS	X	X		
FIRE	X			

HARRIS CENTRAL APPRAISAL DISTRICT  
HOUSTON, TEXAS

THE STATE OF TEXAS, }  
COUNTY OF HARRIS. }

2025  
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 2025 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: \$2,334,858,458

The taxable value now on the appraisal roll for this unit is: \$1,808,441,847

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: \$22,788,772

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 \$24,314,166

Signed this 5th day of September, 2025



*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 2025 appraisal roll on this the \_\_\_\_\_ day of \_\_\_\_\_, 2025

080 CITY OF SPRING VALLEY  
 TAX YEAR: 2025

HARRIS CENTRAL APPRAISAL DISTRICT  
 PROPERTY USE CATEGORY RECAP  
 CERTIFIED ROLL 00

LAST UPDATED: 08/22/2025  
 DELV DATE: 09/05/2025

PROPERTY USE CATEGORY	UNITS	ACREAGE	MARKET	APPRAISED	PRODUCTIVITY	EXEMPTIONS	TAXABLE VALUE
A1 Real, Residential, Single-Family	1,455	340.5204	1,883,432,001	1,850,362,748	0	351,434,042	1,498,928,706
A2 Real, Residential, Mobile Homes	0	0.0000	0	0	0	0	0
B1 Real, Residential, Multi-Family	1	0.5957	1,586,940	1,541,002	0	0	1,541,002
B2 Real, Residential, Two-Family	0	0.0000	0	0	0	0	0
B3 Real, Residential, Three-Family	0	0.0000	0	0	0	0	0
B4 Real, Residential, Four- or More-Family	0	0.0000	0	0	0	0	0
C1 Real, Vacant Lots/Tracts	40	7.8997	10,860,232	10,860,232	0	134,261	10,725,971
C2 Real, Vacant Commercial	8	3.7818	590,056	590,056	0	0	590,056
C3 Real, Vacant	0	0.0000	0	0	0	0	0
D1 Real, Qualified Agricultural Land	0	0.0000	0	0	0	0	0
D2 Real, Unqualified Agricultural Land	0	0.0000	0	0	0	0	0
E1 Real, Farm & Ranch Improved	0	0.0000	0	0	0	0	0
F1 Real, Commercial	23	56.2417	241,564,652	241,564,652	0	0	241,564,652
F2 Real, Industrial	0	0.0000	0	0	0	0	0
G1 Oil and Mineral Gas Reserves	0	0.0000	0	0	0	0	0
G2 Real Property Other Mineral Reserves	0	0.0000	0	0	0	0	0
H1 Tangible, Vehicles	0	0.0000	0	0	0	0	0
H2 Tangible, Goods In Transit	0	0.0000	0	0	0	0	0
I1 Real, Banks	0	0.0000	0	0	0	0	0
J1 Real & Tangible Personal, Utility Water	0	0.0000	0	0	0	0	0

080 CITY OF SPRING VALLEY  
 TAX YEAR: 2025

HARRIS CENTRAL APPRAISAL DISTRICT  
 PROPERTY USE CATEGORY RECAP  
 CERTIFIED ROLL 00

LAST UPDATED: 08/22/2025  
 DELV DATE: 09/05/2025

PROPERTY USE CATEGORY	UNITS	ACREAGE	MARKET	APPRAISED	PRODUCTIVITY	EXEMPTIONS	TAXABLE VALUE
J2 Gas Companies	1	0.0000	1,417,150	1,417,150	0	0	1,417,150
J3 Electric Companies	1	0.0000	2,094,450	2,094,450	0	0	2,094,450
J4 Telephone Companies	6	1.1799	5,443,068	5,443,068	0	0	5,443,068
J5 Railroads	0	0.0000	0	0	0	0	0
J6 Pipelines	2	1.4400	125,452	125,452	0	0	125,452
J7 Major Cable Television Systems	2	0.0000	1,363,670	1,363,670	0	0	1,363,670
L1 Tangible, Commercial	314	0.0000	45,525,049	45,525,049	0	3,886,089	41,638,960
L2 Tangible, Industrial	10	0.0000	1,987,547	1,987,547	0	189	1,987,358
M1 Tangible, Nonbusiness Watercraft	0	0.0000	0	0	0	0	0
M2 Tangible, Nonbusiness Aircraft	0	0.0000	0	0	0	0	0
M3 Tangible, Mobile Homes	0	0.0000	0	0	0	0	0
M4 Tangible, Miscellaneous	0	0.0000	0	0	0	0	0
N1 Intangibles	0	0.0000	0	0	0	0	0
O1 Inventory	0	0.0000	0	0	0	0	0
O2 Inventory	1	0.1928	1,021,352	1,021,352	0	0	1,021,352
S1 Dealer Inventory	0	0.0000	0	0	0	0	0
U0 Unknown	0	0.0000	0	0	0	0	0
XA Public Property for Housing Indigent Persons	0	0.0000	0	0	0	0	0
XB Income Producing Personal Property (<\$2500)	0	0.0000	0	0	0	0	0
XC Mineral Interest (<\$500)	0	0.0000	0	0	0	0	0

080 CITY OF SPRING VALLEY  
 TAX YEAR: 2025

HARRIS CENTRAL APPRAISAL DISTRICT  
 PROPERTY USE CATEGORY RECAP  
 CERTIFIED ROLL 00

LAST UPDATED: 08/22/2025  
 DELV DATE: 09/05/2025

PROPERTY USE CATEGORY	UNITS	ACREAGE	MARKET	APPRAISED	PRODUCTIVITY	EXEMPTIONS	TAXABLE VALUE
XD Improving Property for Housing w/ Volunteer Labor	0	0.0000	0	0	0	0	0
XE Community Housing Development Organizations	0	0.0000	0	0	0	0	0
XF Assisting Ambulatory Health Care Centers	0	0.0000	0	0	0	0	0
XG Primarily Performing Charitable Functions	0	0.0000	0	0	0	0	0
XH Developing Model Colonia Subdivisions	0	0.0000	0	0	0	0	0
XI Youth Spiritual, Mental and Physical Development	0	0.0000	0	0	0	0	0
XJ Private Schools	0	0.0000	0	0	0	0	0
XL Economic Development Services to Local Community	0	0.0000	0	0	0	0	0
XM Marine Cargo Containers	0	0.0000	0	0	0	0	0
XN Motor Vehicles Leased for Personal Use	0	0.0000	0	0	0	0	0
XO Motor Vehicles (Income Production & Personal Use)	0	0.0000	0	0	0	0	0
XP Offshore Drilling Equipment Not In Use	0	0.0000	0	0	0	0	0
XQ Intracoastal Waterway Dredge Disposal Site	0	0.0000	0	0	0	0	0
XR Nonprofit Water or Wastewater Corporations	0	0.0000	0	0	0	0	0
XS Raw Cocoa and Green Coffee Held in Harris County	0	0.0000	0	0	0	0	0
XT Limitation on Taxes in Certain Municipalities	0	0.0000	0	0	0	0	0
XU Miscellaneous Exemptions	0	0.0000	0	0	0	0	0
XV Other Exempt (Incl Public, Religious, Charitable)	148	163.7645	171,001,348	170,962,030	0	170,962,030	0
<b>JURISDICTION TOTALS</b>	<b>2,012</b>	<b>575.6165</b>	<b>\$2,368,012,967</b>	<b>\$2,334,858,458</b>	<b>\$0</b>	<b>\$526,416,611</b>	<b>\$1,808,441,847</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

## FY25-26 Budget Overview

### General Fund

#### Revenue

- Overall increase from FY24-25 Budget by approximately \$507.0 thousand or 4.79%.
- Property Tax increase by \$385K or 6.8% due to Certified Tax Roll and Proposed Tax Rate.
- Other Taxes increase by \$104K or 5.6% due to more projected revenue from Sales Tax based on trend analysis.
- Fees & Charges increase by \$112.8K or 17.69% due to projected increases in Building Permits/Inspections and Garbage Service Fees revenues.
- Municipal Court increase by \$22K or 5.8% due to the trend of court fines and fees revenue.
- Miscellaneous Revenue decrease by \$96.8.2K or 16.23% largely due to the decrease in projected Interest Income based on expected Federal Reserve rate cuts.
- Other Agencies decrease by \$19.9K or 1.33% mainly due to decrease in METRO revenue allocation partially offset by increase in the Hillshire Village PD contract.

#### Expenditures

- Overall increase of approximately \$507.0 thousand or 4.79%. Highlights noted by each department are noted below.
- Note that all departments that have employees have the implementation of the Compensation and Class Study, and a projected 3% COLA increase for staff correctly placed at market for FY25-26. Also, the health insurance renewal for FY25-26 projects a higher percentage increase than the previous fiscal year.

- Council department notes no significant changes.
- Administration department expenditures decrease of \$51.9K or 4.8% mainly due to \$45.8K decrease in Professional Services and a \$21.3K decrease in total Salary and Benefits for the department.
- Contract Services department sees an increase of \$251.6K or 10.0% a result of increasing expenditures over the prior fiscal year mainly due to Computer Cost – Software, Garbage Contract, City Hall Utilities – Electric/Gas, and Interfund Activity Transfers related to increased transfer to CIP and Debt Service. The noted increases are partially offset by decrease in Professional Fees – Legal.
- Fire department increase of \$83.2K or 5.1% is based on the City's service agreement with the Village Fire Department.
- Municipal Court department decrease of \$31.7K or 10.2% relates mainly due to decreased health insurance projection for the department and decreased Services expenditures for the upcoming fiscal year.
- Park department projects an overall increase of approximately \$16.8K or 14.5%. This increase can be mainly attributed to increase in Park-Community Events, Holiday Decorations, and Non-Capitalized Capital Equipment expenditures.
- Police Department has an overall increase of \$167.5K or 4.0% which mainly relates to increases in PD- Capital Replacement, and Computer Cost- Software and Hardware offset by decrease in Capital -Materials & Equipment.
- Street Department sees an increase of \$70.9K or 9.8%. The majority of this increase relates to total Salary & Benefits as a result of the implemented Compensation Study.

## **Capital Replacement Fund**

### **Revenue**

- Overall increase from FY24-25 Budget by approximately \$216.6 thousand or 101.8%.
- The increase in the transfer from the PD department vs the prior year equates to over 99% of the increase in total revenue.

### **Expenditures**

- Overall decrease of approximately \$97.8 thousand or 18.4%.
- The projected FY25-26 expenditures in the amount of \$434,249 relate: Two Administration and one Patrol vehicles for PD, Mini-Excavator for Public Works, and IT Infrastructure & Equipment such as network switches, upgrading wireless access points, computer replacement program, and system upgrades/cloud migration.

## **Utilities Fund**

### **Revenue**

- Overall decrease from FY24-25 Budget by approximately \$40.9 thousand or 1.2%.
- This decrease can mainly be attributed to more conservative projections of FY25/26 Billing for Service Water & Sewer revenue vs FY24/25.

### **Expenditures**

- Overall decrease of approximately \$40.9 thousand or 1.2%.
- Decreases in Salary & Benefits and Services are partially offset by increases in Interfund – Activity and Maintenance expenditures.

## **CIP Fund**

### **Revenue**

- Overall increase from FY24-25 Budget by approximately \$208.5 thousand or 25.0%.

- This increase mainly relates to the Transfer In from other funds that fund the CIP fund.

### Expenditures

- Overall decrease of approximately \$5.16 million or 46.5%.
- Budgeted projects to be completed during FY25-26: Brighton Place Roads, Croes Project, Merlin Ct/Oak Circle, Briar Branch Creek Pedestrian Bridge, Bingle Traffic Improvement, and Home Depot Lift Station.
- Budgeted projects ongoing with expenditures in FY25-26 (to be completed in a future fiscal year: Waterline Replacement, PW-Building, WildOak/EchoValley/Cavel, and Mikey Way/Eliz/Randy/Larston/Tamy.

### Capital Projects Water Fund

#### Revenue

- Overall increase from FY24-25 Budget by approximately \$211.6 thousand or 470.2%.
- This increase mainly relates to recognizing the deferred revenue from the APRA grant. This grant funding has been deferred when received and gets recognized as expenditures occur.
- The water plant upgrade project that the entire APRA funds, plus City match, are being used for is scheduled to be completed early FY25-26.

#### Expenditures

- Overall decrease of approximately \$540.1 thousand or 42.7%.
- As noted, the Water Plant Upgrade project is scheduled to be completed during early FY25-26 with projected project expenditures in the amount of approximately \$523.2K. Since the project will be completed, the projected remaining fund balance of approximately \$200.2K will be transferred to the CIP funds.

### **Debt Service Fund**

Debt Service revenues project an increase of \$29.5K or 1.6%. Projected revenue is based on collectability of the proposed I&S tax rate and transfer in from the General Fund. Total expenditures decrease by \$5.5K as a result of the scheduled principal and interest payments for FY25-26.

### **TWDB I&S Fund**

- For the TWDB I&S Fund no significant changes are noted.

### **Court Restricted Fund**

- For the Court Restricted Fund no significant changes are noted.

### **Asset Forfeiture Fund**

- For the Asset Forfeiture Fund no significant changes are noted.



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
CITY-WIDE SUMMARY**

	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
<b>REVENUE</b>						
Property Tax	5,907,654	6,413,805	6,744,100	6,533,819	6,879,816	345,997
Other Taxes	1,944,021	2,027,967	2,068,900	1,851,000	1,955,000	104,000
Fees & Charges	697,329	729,177	764,200	637,399	750,150	112,751
Municipal Court	440,286	403,264	425,400	398,900	413,351	14,451
Charges for Service	3,465,572	3,125,938	3,116,283	3,317,684	3,276,027	(41,657)
Miscellaneous Revenue	1,561,062	1,739,221	1,544,800	1,061,100	820,250	(240,850)
Other Agencies	1,456,502	1,453,057	2,212,852	1,500,290	1,736,976	236,686
Inter - Fund Activity	1,527,333	1,978,099	1,887,158	1,731,781	2,483,804	752,023
<b>TOTAL REVENUES</b>	<b>\$16,999,759</b>	<b>\$17,870,528</b>	<b>\$18,763,693</b>	<b>\$17,031,973</b>	<b>\$18,315,374</b>	<b>\$1,283,401</b>
<b>EXPENDITURES</b>						
<b>CITY OPERATING FUNDS</b>						
General Fund	8,898,151	10,152,948	10,032,897	10,580,389	11,087,404	507,015
Debt Service Funds	1,886,981	1,887,556	2,041,509	1,886,132	2,039,099	152,967
Utilities Fund - Water/Sewer	3,799,294	3,795,257	3,116,496	3,452,484	3,411,527	(40,957)
Special Revenue Funds	-	-	9,600	9,600	10,000	400
Capital Replacement Fund	79,026	328,680	595,000	532,000	434,249	(97,751)
CIP Fund	55,267	1,994,062	6,335,334	11,182,822	6,219,342	(4,963,480)
CIP Water Fund	23,309	77,744	712,562	1,263,513	723,463	(540,050)
<b>TOTAL CITY OPERATING FUNDS</b>	<b>\$14,742,028</b>	<b>\$18,236,247</b>	<b>\$22,843,398</b>	<b>\$28,906,940</b>	<b>\$23,925,084</b>	<b>(\$4,981,856)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$14,742,028</b>	<b>\$18,236,247</b>	<b>\$22,843,398</b>	<b>\$28,906,940</b>	<b>\$23,925,084</b>	<b>(\$4,981,856)</b>
<b>REVENUE - EXPENDITURES</b>	<b>\$2,257,731</b>	<b>(\$365,719)</b>	<b>(\$4,079,705)</b>	<b>(\$11,874,967)</b>	<b>(\$5,609,710)</b>	<b>\$6,265,257</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
FUND BALANCE SUMMARY**

Fund balance measures the net financial resources available to finance expenditures of future periods. The City has the policy to maintain an undesignated General fund balance equal to 25% to 33% of budgeted expenditures for the General Operating Fund. In other operating funds, the City strives to maintain a positive unassigned fund balance (working capital) position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the City seeks to maintain a working capital (current assets minus current liabilities) balance equal to 25% to 33% of budgeted expenditures for the Utilities fund. The Fund balance is defined by the following categories:

**Nonspendable Fund Balance** is the portion of fund balance that is inherently nonspendable such as assets that will never convert to cash, assets that will not convert to cash soon enough to affect the current period, and resources that must be maintained intact pursuant to legal or contractual requirements.

**Restricted Fund Balance** is the portion of fund balance that reflects resources that are subject to externally enforceable legal restrictions.

**Committed Fund Balance** is the portion of fund balance that represents resources whose use is constrained by limitations that the City Council has imposed upon itself and that remain binding unless removed by the same action with which the limitations were imposed.

**Assigned Fund Balance** is the portion of fund balance that reflects the City Council's intended use of resources.

**Unassigned Fund Balance** is the portion of fund balance that is not categorized into one of the other categories of fund balance.

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b><u>GENERAL FUND</u></b>						
BEGINNING	6,422,522	7,732,973	8,403,555		9,913,448	9,913,448
ENDING FUND BALANCE	7,732,973	8,403,555	9,913,448		9,913,448	9,913,448
<b>CHANGE IN FUND BALANCE</b>	<b>\$1,310,451</b>	<b>\$670,582</b>	<b>\$1,509,893</b>		<b>(\$0)</b>	<b>(\$0)</b>
<b><u>DEBT SERVICE FUND</u></b>						
BEGINNING	3,242	1,627	(16,611)		(33,630)	(33,630)
ENDING FUND BALANCE	1,627	(16,611)	(33,630)		371	371
<b>CHANGE IN FUND BALANCE</b>	<b>(\$1,615)</b>	<b>(\$18,238)</b>	<b>(\$17,019)</b>		<b>\$34,001</b>	<b>\$34,001</b>
<b><u>UTILITIES FUND 20</u></b>						
BEGINNING	8,124,956	8,022,298	7,603,058		7,746,045	7,746,045
ENDING FUND BALANCE	8,022,298	7,603,058	7,746,045		7,746,045	7,746,045
<b>CHANGE IN FUND BALANCE</b>	<b>(\$102,658)</b>	<b>(\$419,240)</b>	<b>\$142,987</b>		<b>\$0</b>	<b>\$0</b>
<b><u>TOTAL SPECIAL REVENUE FUNDS</u></b>						
BEGINNING	19,054	47,861	76,868		100,368	100,368
ENDING FUND BALANCE	47,861	76,868	100,368		106,368	106,368
<b>CHANGE IN FUND BALANCE</b>	<b>\$28,807</b>	<b>\$29,007</b>	<b>\$23,500</b>		<b>\$6,000</b>	<b>\$6,000</b>
<b><u>CAPITAL REPLACEMENT FUND</u></b>						
BEGINNING	1,322,420	1,552,245	1,470,989		1,140,735	1,140,735
ENDING FUND BALANCE	1,552,245	1,470,989	1,140,735		1,135,686	1,135,686
<b>CHANGE IN FUND BALANCE</b>	<b>\$229,825</b>	<b>(\$81,256)</b>	<b>(\$330,254)</b>		<b>(\$5,049)</b>	<b>(\$5,049)</b>
<b><u>CIP FUND</u></b>						
BEGINNING	11,012,918	11,753,311	10,846,783		5,387,671	5,387,671
ENDING FUND BALANCE	11,753,311	10,846,783	5,387,671		209,649	209,649
<b>CHANGE IN FUND BALANCE</b>	<b>\$740,393</b>	<b>(\$906,528)</b>	<b>(\$5,459,112)</b>		<b>(\$5,178,022)</b>	<b>(\$5,178,022)</b>
<b><u>CIP WATER FUND</u></b>						
BEGINNING	4,508	57,036	416,990		466,890	466,890
ENDING FUND BALANCE	57,036	416,990	466,890		0	0
<b>CHANGE IN FUND BALANCE</b>	<b>\$52,528</b>	<b>\$359,954</b>	<b>\$49,900</b>		<b>(\$466,890)</b>	<b>(\$466,890)</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

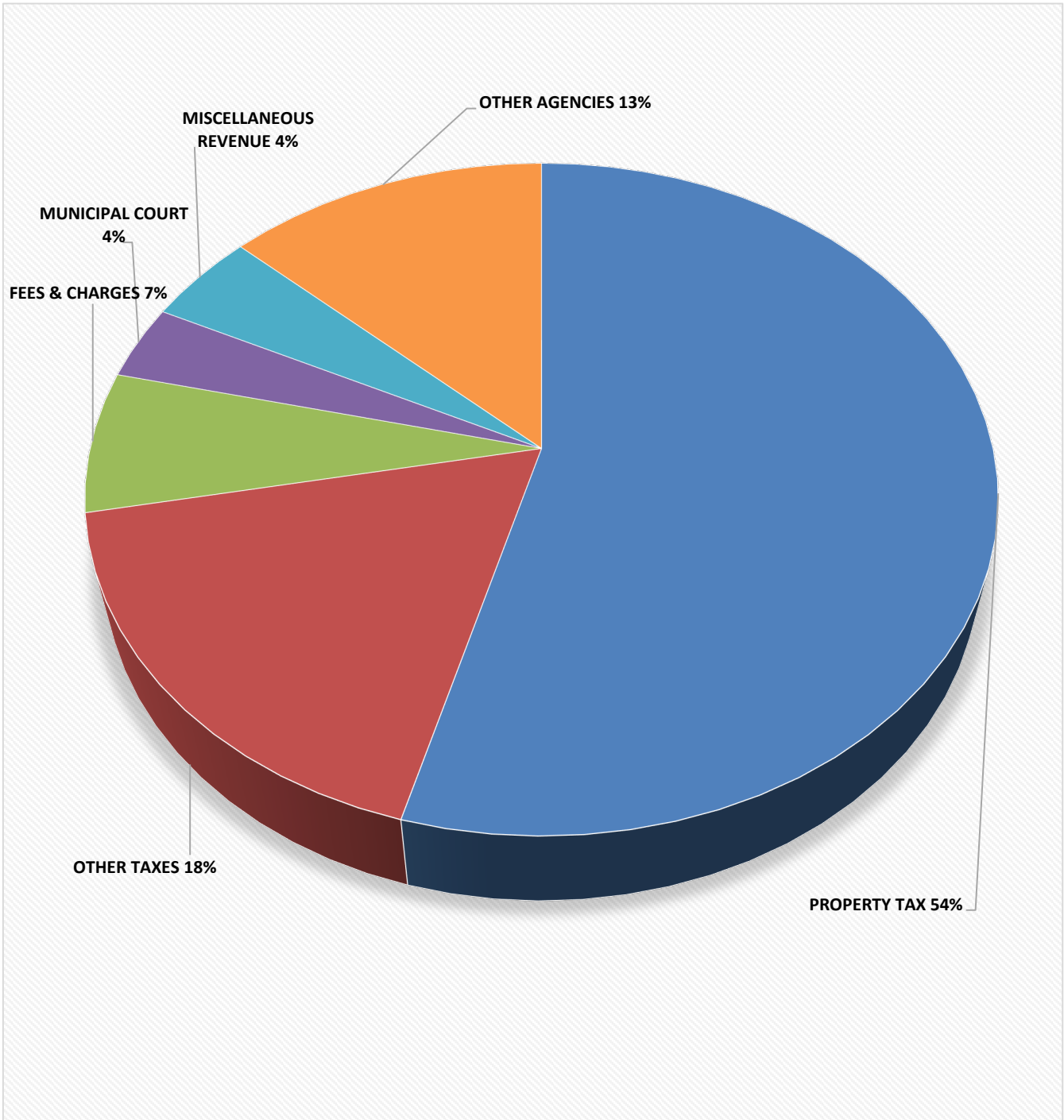
This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
GENERAL FUND SUMMARY**

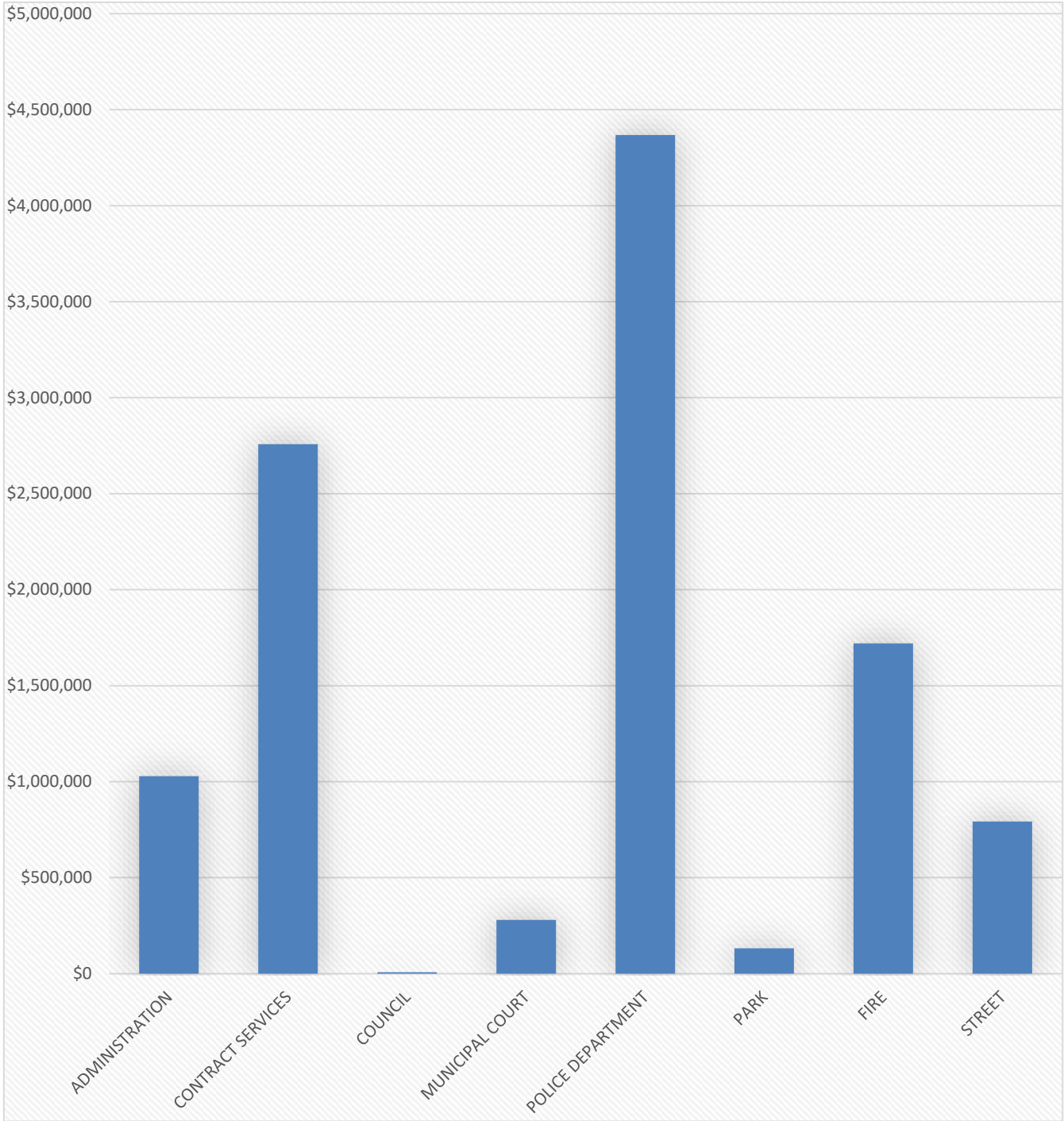
	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>BEGINNING UNASSIGNED FUND BALANCE</b>	<b>\$6,422,522</b>	<b>\$7,732,973</b>	<b>\$8,403,555</b>		<b>\$9,913,448</b>	
<b>REVENUES</b>						
PROPERTY TAX	5,017,382	5,518,950	5,846,700	5,620,000	6,005,000	385,000
OTHER TAXES	1,944,021	2,027,967	2,068,900	1,851,000	1,955,000	104,000
FEES & CHARGES	697,329	729,177	764,200	637,399	750,150	112,751
MUNICIPAL COURT	411,479	374,257	392,300	375,400	397,351	21,951
MISCELLANEOUS REVENUE	667,101	797,866	970,400	596,300	499,500	(96,800)
OTHER AGENCIES	1,433,193	1,375,313	1,500,290	1,500,290	1,480,403	(19,887)
INTER - FUND TRANSFERS	38,097	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$10,208,602</b>	<b>\$10,823,530</b>	<b>\$11,542,790</b>	<b>\$10,580,389</b>	<b>\$11,087,404</b>	<b>\$507,015</b>
<b>TOTAL FUNDS AVAILABLE FOR APPROPRIATION</b>	<b>\$16,631,124</b>	<b>\$18,556,503</b>	<b>\$19,946,345</b>	<b>\$10,580,389</b>	<b>\$21,000,852</b>	
<b>EXPENDITURES</b>						
ADMINISTRATION	988,499	1,021,668	1,060,781	1,081,137	1,029,248	(51,889)
CONTRACT SERVICES	2,198,058	2,352,188	2,466,617	2,505,771	2,757,426	251,655
COUNCIL	1,763	6,400	4,700	6,900	7,500	600
MUNICIPAL COURT	271,963	283,136	283,925	311,715	280,052	(31,663)
POLICE DEPARTMENT	3,496,266	4,049,709	3,922,881	4,200,416	4,367,885	167,469
PARK	81,190	119,835	102,300	115,700	132,500	16,800
FIRE	1,404,773	1,815,113	1,637,337	1,637,337	1,720,518	83,181
STREET	455,639	504,899	554,356	721,413	792,275	70,862
<b>TOTAL EXPENDITURES</b>	<b>\$8,898,151</b>	<b>\$10,152,948</b>	<b>\$10,032,897</b>	<b>\$10,580,389</b>	<b>\$11,087,404</b>	<b>\$507,015</b>
<b>REVENUE - EXPENDITURES</b>	<b>\$1,310,451</b>	<b>\$670,582</b>	<b>\$1,509,893</b>	<b>\$0</b>	<b>(\$0)</b>	<b>(\$0)</b>
<b>ENDING FUND BALANCE</b>	<b>\$7,732,973</b>	<b>\$8,403,555</b>	<b>\$9,913,448</b>		<b>\$9,913,448</b>	
<b>25% AS REQUIRED BY FINANCIAL POLICY</b>	<b>\$2,224,538</b>	<b>\$2,538,237</b>	<b>\$2,508,224</b>	<b>\$2,645,097</b>	<b>\$2,771,851</b>	
<b>AVAILABLE FUNDS FOR APPROPRIATION</b>	<b>86.9%</b>	<b>82.8%</b>	<b>98.8%</b>		<b>89.4%</b>	

\*\*\* ALL CAPITAL PROJECTS WILL BE BROUGHT BACK TO COUNCIL PRIOR TO IMPLEMENTATION

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
GENERAL FUND REVENUES**



**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
GENERAL FUND EXPENDITURES  
BY DEPARTMENT**



**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
GENERAL FUND REVENUE SUMMARY**

---

**OVERVIEW**

The General Fund revenues account for all of the funds coming into the General Fund from a variety of sources. General Fund revenues include Property Taxes, Other Taxes, Fees & Charges, Municipal Court, Miscellaneous Revenue, Other Agencies, and Inter - Fund Transfers. These revenues flow into the General Fund because they are not designated for a specific purpose, but instead can be used for the general operations of the City.

<b>SUMMARY</b>	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
Property Tax	5,017,382	5,518,950	5,846,700	5,620,000	6,005,000	385,000
Other Taxes	1,944,021	2,027,967	2,068,900	1,851,000	1,955,000	104,000
Fees & Charges	697,329	729,177	764,200	637,399	750,150	112,751
Municipal Court	411,479	374,257	392,300	375,400	397,351	21,951
Miscellaneous Revenue	667,101	797,866	970,400	596,300	499,500	(96,800)
Other Agencies	1,433,193	1,375,313	1,500,290	1,500,290	1,480,403	(19,887)
Inter - Fund Transfers	38,097	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$10,208,602</b>	<b>\$10,823,530</b>	<b>\$11,542,790</b>	<b>\$10,580,389</b>	<b>\$11,087,404</b>	<b>\$507,015</b>

**CITY OF SPRING VALLEY VILLAGE**  
**FY 2025-2026 PROPOSED BUDGET**  
**GENERAL FUND REVENUES**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>PROPERTY TAXES</b>								
10-01-5100	Ad Valorem - Current Year	5,041,013	5,544,764	5,819,089	5,820,000	5,600,000	5,985,000	385,000
10-01-5102	Ad Valorem - Prior Years	(45,088)	(44,569)	-	-	-	-	-
10-01-5103	Ad Valorem - Penalty & Interest	21,457	18,755	26,710	26,700	20,000	20,000	-
<b>TOTAL PROPERTY TAXES</b>		<b>\$5,017,382</b>	<b>\$5,518,950</b>	<b>\$5,845,799</b>	<b>\$5,846,700</b>	<b>\$5,620,000</b>	<b>\$6,005,000</b>	<b>\$385,000</b>
<b>OTHER TAXES</b>								
10-01-5010	Sales Tax	1,557,995	1,686,846	1,309,569	1,735,000	1,496,000	1,600,000	104,000
10-01-5012	Franchise Fees - Electric	207,023	195,307	169,774	200,000	200,000	200,000	-
10-01-5013	Franchise Fees - Gas	54,697	46,041	38,222	49,000	50,000	50,000	-
10-01-5014	Franchise Fees - Telephone	40,786	15,796	8,001	12,500	20,000	20,000	-
10-01-5015	Franchise Fees - Cable TV	51,188	49,144	33,208	43,300	50,000	50,000	-
10-01-5016	Franchise Tax - Mixed Beverage	17,539	17,581	10,943	14,100	20,000	20,000	-
10-01-5017	Franchise Tax - Solid Waste	14,793	17,252	1,544	15,000	15,000	15,000	-
<b>TOTAL OTHER TAXES</b>		<b>\$1,944,021</b>	<b>\$2,027,967</b>	<b>\$1,571,261</b>	<b>\$2,068,900</b>	<b>\$1,851,000</b>	<b>\$1,955,000</b>	<b>\$104,000</b>
<b>FEES &amp; CHARGES</b>								
10-01-5201	Other Income - Bldg Permits/Insp	343,761	336,077	329,035	365,000	300,000	350,000	50,000
10-01-5202	Other Income - Permits	95	65	60	100	150	150	-
10-01-5203	Garbage Service Fees	353,473	393,035	300,058	399,100	337,249	400,000	62,751
<b>TOTAL FEES &amp; CHARGES</b>		<b>\$697,329</b>	<b>\$729,177</b>	<b>\$629,153</b>	<b>\$764,200</b>	<b>\$637,399</b>	<b>\$750,150</b>	<b>\$112,751</b>
<b>MUNICIPAL COURT</b>								
10-01-5310	MC - Court Fines	347,789	313,746	310,809	330,000	320,000	330,500	10,500
10-01-5311	MC - Warrant Fees	12,659	8,983	7,884	10,000	10,000	10,000	-
10-01-5312	MC - Arrest Fees	14,625	14,311	12,390	15,000	15,000	16,000	1,000
10-01-5313	MC - Administrative	17,487	18,046	14,392	15,500	15,500	16,000	500
10-01-5314	MC - Officer Fees	-	-	-	-	300	100	(200)
10-01-5316	MC - Judicial Fees	-	-	22	100	100	100	-
10-01-5317	MC - Traffic Fees	3,850	3,538	2,946	4,000	4,000	3,351	(649)
10-01-5318	MC - Child Safety	-	-	179	200	-	-	-
10-01-5319	MC - Time Payment	-	(2)	130	200	-	-	-
10-01-5320	MC - Time Payment	121	81	92	100	-	-	-
10-01-5322	MC - Security Fee	-	39	1,055	1,000	-	-	-
10-01-5323	MC - Technology Fee	-	32	872	900	-	-	-
10-01-5324	MC - Omni Fee	948	826	1,872	2,000	500	3,000	2,500
10-01-5328	LTPDF - Prevention	13,726	14,370	12,618	13,000	10,000	18,000	8,000
10-01-5329	LMJF - Local Municipal Jury	274	287	252	300	-	300	300
<b>TOTAL MUNICIPAL COURT</b>		<b>\$411,479</b>	<b>\$374,257</b>	<b>\$365,513</b>	<b>\$392,300</b>	<b>\$375,400</b>	<b>\$397,351</b>	<b>\$21,951</b>
<b>MISCELLANEOUS REVENUE</b>								
10-01-5401	Child Safety Revenue	4,717	4,730	3,573	3,600	-	-	-
10-01-5406	Interest Income	516,699	627,448	377,156	512,000	460,300	390,000	(70,300)
10-01-5408	Other Income - Misc.	78,388	76,844	317,252	325,000	75,000	75,000	-
10-01-5409	Misc - Ambulance Fee	40,344	28,825	59,308	60,000	-	-	-
10-01-5412	Other Income - Insurance REI	959	8,200	29,714	29,800	9,000	-	(9,000)
10-01-5413	Credit Card Fees	25,994	25,061	25,845	30,000	25,000	25,000	-
10-01-5415	Interest Income from UF	-	26,758	9,914	10,000	27,000	9,500	(17,500)
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>\$667,101</b>	<b>\$797,866</b>	<b>\$822,762</b>	<b>\$970,400</b>	<b>\$596,300</b>	<b>\$499,500</b>	<b>(\$96,800)</b>
<b>OTHER AGENCIES</b>								
10-01-5900	METRO - Revenue Allocation	819,202	785,508	654,784	875,000	875,000	820,000	(55,000)
10-01-5901	Hillshire Village PD Contract	608,841	588,803	471,858	625,290	625,290	660,403	35,113
10-01-5903	Other Income OPIOD	5,150	1,002	-	-	-	-	-
<b>TOTAL OTHER AGENCIES</b>		<b>\$1,433,193</b>	<b>\$1,375,313</b>	<b>\$1,126,642</b>	<b>\$1,500,290</b>	<b>\$1,500,290</b>	<b>\$1,480,403</b>	<b>(\$19,887)</b>
<b>INTER - FUND TRANSFERS</b>								
10-01-5704	Transfer In - Legacy Fund	38,097	-	-	-	-	-	-
<b>TOTAL INTER - FUND TRANSFERS</b>		<b>\$38,097</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL FUND REVENUES</b>		<b>\$10,208,602</b>	<b>\$10,823,530</b>	<b>\$10,361,130</b>	<b>\$11,542,790</b>	<b>\$10,580,389</b>	<b>\$11,087,404</b>	<b>\$507,015</b>

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES SUMMARY**

**OVERVIEW**

The General Fund accounts for the major City departments: Council, Administration, Contract Services, Fire, Municipal Court, Park, Police Department, and Streets. The difference between the General Fund and other governmental funds is that the revenues in the General Fund are not earmarked for a specific operation or function. Instead, the funds can be used to carry out any of the general governmental functions of the City. Major expenditures from the General Fund include salaries and benefits and various operation expenditures.

<b>EXPENDITURES</b>	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
<b><u>DEPARTMENT SUMMARY</u></b>						
Administration	988,499	1,021,668	1,060,781	1,081,137	1,029,248	(51,889)
Contractual Services	2,198,058	2,352,188	2,466,617	2,505,771	2,757,426	251,655
Council	1,763	6,400	4,700	6,900	7,500	600
Municipal Court	271,963	283,136	283,925	311,715	280,052	(31,663)
Police Department	3,496,266	4,049,709	3,922,881	4,200,416	4,367,885	167,469
Park	81,190	119,835	102,300	115,700	132,500	16,800
Fire Department	1,404,773	1,815,113	1,637,337	1,637,337	1,720,518	83,181
Street	455,639	504,899	554,356	721,413	792,275	70,862
<b>TOTAL EXPENDITURES</b>	<b>\$8,898,151</b>	<b>\$10,152,948</b>	<b>\$10,032,897</b>	<b>\$10,580,389</b>	<b>\$11,087,404</b>	<b>\$507,015</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

# CITY OF SPRING VALLEY VILLAGE

## MAYOR AND CITY COUNCIL

FUND/DEPARTMENT/PROGRAM

### PROGRAM DESCRIPTION

Spring Valley Village, a community incorporated in 1955, has a population of approximately 4,300. The City of Spring Valley Village is primarily responsible for maintaining a safe, pleasant environment within the community by providing effective governance and the efficient delivery of public services.

The City of Spring Valley Village is a "General Law" city operating under the City Charter originally adopted in 1955. The City operates under a Mayor-Council form of government, comprising a Mayor and five Council Members. The Mayor and the Council Members are elected at large.

The City meets for regular sessions at 6:00 p.m. on the 4<sup>th</sup> Tuesday of each month.

### MAJOR DEPARTMENT GOALS AND OBJECTIVES

- Be primarily a residential community;
- Promptly and appropriately address health, safety, and welfare concerns of residents;
- Improve and maintain aesthetic appeal;
- Create and maintain a sense of community;
- Be fiscally responsible;
- Encourage compatible development and redevelopment of property suitable for commercial development to enhance the property and sales tax base, including uses that are beneficial to residents;
- Develop and redevelop parks and green spaces, including pedestrian access to enhance quality of life;
- Provide quality police, fire, and emergency medical services.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND REVENUES AND EXPENDITURES  
 COUNCIL: DEPARTMENT 05**

	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
<b><u>EXPENDITURE SUMMARY</u></b>						
COUNCIL ALLOWANCE	1,400	6,400	3,900	3,900	3,900	-
SUPPLIES	308	-	300	1,500	1,300	(200)
MAINTENANCE	-	-	-	-	800	800
SERVICES	55	-	500	1,500	1,500	-
<b>TOTAL EXPENDITURES</b>	<b>\$1,763</b>	<b>\$6,400</b>	<b>\$4,700</b>	<b>\$6,900</b>	<b>\$7,500</b>	<b>\$600</b>

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 COUNCIL: DEPARTMENT 05**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b><u>COUNCIL ALLOWANCE</u></b>								
10-05-5610	Mayor & Council Allowance	1,400	6,400	-	3,900	3,900	3,900	-
<b>TOTAL COUNCIL ALLOWANCE</b>		<b>\$1,400</b>	<b>\$6,400</b>	<b>\$0</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$0</b>
<b><u>OTHER EXPENDITURES</u></b>								
<b><u>SUPPLIES</u></b>								
10-05-4526	Mayor & Council General Exp	308	-	-	300	1,500	1,300	(200)
<b>TOTAL SUPPLIES</b>		<b>\$308</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300</b>	<b>\$1,500</b>	<b>\$1,300</b>	<b>(\$200)</b>
<b><u>MAINTENANCE</u></b>								
10-05-4605	Mayor & Council Software	-	-	-	-	-	800	800
<b>TOTAL MAINTENANCE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800</b>	<b>\$800</b>
<b><u>SERVICES</u></b>								
10-05-5027	Mayor & Council Conf & Training	55	-	-	500	1,500	1,500	-
<b>TOTAL SERVICES</b>		<b>\$55</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$0</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$363</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800</b>	<b>\$3,000</b>	<b>\$3,600</b>	<b>\$600</b>
<b>TOTAL DEPARTMENT EXPENDITURES</b>		<b>\$1,763</b>	<b>\$6,400</b>	<b>\$0</b>	<b>\$4,700</b>	<b>\$6,900</b>	<b>\$7,500</b>	<b>\$600</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

# CITY OF SPRING VALLEY VILLAGE

## **ADMINISTRATION/CITY ADMINISTRATOR**

FUND/DEPARTMENT/PROGRAM

### PROGRAM DESCRIPTION

The City Administrator is the Chief Executive Officer of the City. It is his/her duty, under the City Charter, to execute and implement policies as established by the City Council. He/she is responsible for the overall coordination of the City's governmental activities, for the efficient operation of the City of Spring Valley Village, provides management leadership to staff, and communicates organizational goals and values to the public.

## **ADMINISTRATION/CITY SECRETARY**

FUND/DEPARTMENT/PROGRAM

### PROGRAM DESCRIPTION

The City Secretary is the clerk for the City Council and, as such, is responsible for documenting, publishing, and archiving all official records, including minutes, ordinances, resolutions, contracts, deeds, and easements. The City Secretary serves as the Chief Election Official for all municipal elections. The department has primary responsibility for coordinating a Records Management Program. The department provides clerical assistance to other departments through the Central Secretary position. Also, the City Secretary office acts as a public information center to visitors and guests upon entering the City Hall.

## **ADMINISTRATION/FINANCE DEPARTMENT**

FUND/DEPARTMENT/PROGRAM:

### PROGRAM DESCRIPTION

The Finance Department manages the daily operations of all the City's financial activities. Major areas of responsibility include accounting, budgeting, overseeing the financial elements of Capital Improvements, payroll, treasury management, procurement, and utility billing. The Finance Department is responsible for Human Resources functions.

# CITY OF SPRING VALLEY VILLAGE

## **ADMINISTRATION/DEVELOPMENT SERVICES**

FUND/DEPARTMENT/PROGRAM

### PROGRAM DESCRIPTION

The Development Services function of the Administration Department provides community growth opportunities, quality of life improvements, building inspections and permitting, and code compliance. The Development Services Manager works along with the City Administrator, Planning & Zoning Board, Board of Adjustment, and City Council to guide the development process, while ensuring the health, safety, and welfare of the Spring Valley Village residents and visitors.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 ADMINISTRATION: DEPARTMENT 10**

---

<b>PERSONNEL COUNTS</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>
City Administrator	0.5	0.5	0.5
Assistant to the City Administrator	1.0	1.0	1.0
City Secretary	1.0	1.0	1.0
City Treasurer / Finance Director	1.0	1.0	1.0
Assistant City Treasurer/HR Asst Finance Director	1.0	1.0	1.0
Administrative Services Coordinator - Utilities	0.3	0.3	0.3
Development Services Manager	1.0	1.0	1.0
<b>TOTAL FTE</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>

**Note:** City Administrator salary is split 50/50 between General Fund Administration and Utilities Fund Administration. Administrative Services Coordinator - Utilities salary is split 30/70 between General Fund Administration and Utilities Fund Administration.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 ADMINISTRATION: DEPARTMENT 10**

	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
<b><u>EXPENDITURE SUMMARY</u></b>						
SALARY & BENEFITS	737,142	792,766	823,100	816,056	805,600	(10,456)
SUPPLIES	31,028	35,003	31,900	33,200	33,100	(100)
MAINTENANCE	6,765	1,868	4,500	7,000	7,000	-
SERVICES	25,040	33,697	26,700	30,500	35,048	4,548
PROFESSIONAL SERVICES	179,943	149,753	166,000	185,800	140,000	(45,800)
INTERFUND - ACTIVITY	8,581	8,581	8,581	8,581	8,500	(81)
<b>TOTAL EXPENDITURES</b>	<b>\$988,499</b>	<b>\$1,021,668</b>	<b>\$1,060,781</b>	<b>\$1,081,137</b>	<b>\$1,029,248</b>	<b>(\$51,889)</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
GENERAL FUND EXPENDITURES  
ADMINISTRATION: DEPARTMENT 10**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>SALARY &amp; BENEFITS</b>								
10-10-4010	SALARIES EXEMPT REGULAR	474,923	559,121	451,430	562,800	495,000	620,000	125,000
10-10-4011	SALARIES NON EXEMPT REGULAR	89,402	72,822	64,417	82,500	100,000	17,000	(83,000)
10-10-4014	LONGEVITY	1,082	955	824	1,200	1,680	1,300	(380)
10-10-4015	CERTIFICATION PAY	3,370	4,682	3,479	4,300	4,590	2,250	(2,340)
10-10-4016	457-PLAN	28,929	18,497	5,748	32,500	32,500	17,000	(15,500)
10-10-4020	CAR ALLOWANCE	2,094	7,746	10,125	13,500	12,000	6,000	(6,000)
10-10-4021	MGR PHONE ALLOWANCE	-	-	-	-	-	750	750
10-10-4030	SALARIES OVERTIME	704	1,039	225	300	4,500	1,000	(3,500)
10-10-4100	BEN-HEALTH INSURANCE	83,293	73,914	50,816	70,400	105,786	84,500	(21,286)
10-10-4110	BEN-T.M.R.S.	43,500	41,825	33,390	43,000	50,000	42,700	(7,300)
10-10-4120	FICA/MEDICAIDE TAX	8,156	9,894	7,704	10,700	8,600	10,700	2,100
10-10-4130	WORKERS COMP	1,614	1,397	1,343	1,400	1,400	1,400	-
10-10-4140	UNEMPLOYMENT INS	75	874	441	500	-	1,000	1,000
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$737,142</b>	<b>\$792,766</b>	<b>\$629,942</b>	<b>\$823,100</b>	<b>\$816,056</b>	<b>\$805,600</b>	<b>(\$10,456)</b>
<b>OTHER EXPENDITURES</b>								
<b>SUPPLIES</b>								
10-10-4505	FUEL	-	-	366	400	500	500	-
10-10-4520	DUES & SUBSCRIPTIONS	10,006	7,784	4,021	7,800	8,200	8,200	-
10-10-4521	PRINTING COSTS	223	446	2,117	2,500	1,500	1,500	-
10-10-4525	OFFICE SUPPLIES	5,536	7,473	3,237	6,000	7,500	7,500	-
10-10-4526	GENERAL EXPENSES	15,263	19,300	14,005	15,000	15,000	4,500	(10,500)
10-10-4528	HOLIDAY/ EMPLOYEE APP	-	-	-	200	500	6,400	5,900
10-10-4530	COUNCIL MEETINGS	-	-	-	-	-	2,000	2,000
10-10-4540	HUMAN RESOURCES	-	-	-	-	-	2,500	2,500
<b>TOTAL SUPPLIES</b>		<b>\$31,028</b>	<b>\$35,003</b>	<b>\$23,746</b>	<b>\$31,900</b>	<b>\$33,200</b>	<b>\$33,100</b>	<b>(100)</b>
<b>MAINTENANCE</b>								
10-10-4600	AUTO EXPENSE-M&R	600	17	-	-	1,500	1,500	-
10-10-4604	COMPUTER COST-HARDWARE	2,286	37	794	1,500	2,500	2,500	-
10-10-4606	OFFICE EQUIP	2,971	1,814	2,399	3,000	3,000	3,000	-
<b>TOTAL MAINTENANCE</b>		<b>\$6,765</b>	<b>\$1,868</b>	<b>\$3,193</b>	<b>\$4,500</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>
<b>SERVICES</b>								
10-10-5027	TRAVEL & TUITION	17,771	33,697	19,996	25,000	28,000	32,548	4,548
10-10-5031	MEDICAL TESTING & TREAT	-	-	155	300	500	500	-
10-10-5032	RECRUITING BONUS	2,000	-	-	-	2,000	2,000	-
10-10-5035	BAD DEBT	5,269	-	-	-	-	-	-
10-10-5040	REFUNDS PERMITS	-	-	1,325	1,400	-	-	-
<b>TOTAL SERVICES</b>		<b>\$25,040</b>	<b>\$33,697</b>	<b>\$21,476</b>	<b>\$26,700</b>	<b>\$30,500</b>	<b>\$35,048</b>	<b>\$4,548</b>
<b>PROFESSIONAL SERVICES</b>								
10-10-5500	BUILDING INSPECTION	61,285	63,350	56,739	78,000	65,000	65,000	-
10-10-5506	DRAINAGE	65,178	65,619	44,310	60,000	65,000	45,000	(20,000)
10-10-5507	MISC	19,800	5,609	758	5,000	20,000	10,000	(10,000)
10-10-5509	CONSULTANT	33,680	15,175	15,653	23,000	35,800	20,000	(15,800)
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$179,943</b>	<b>\$149,753</b>	<b>\$117,460</b>	<b>\$166,000</b>	<b>\$185,800</b>	<b>\$140,000</b>	<b>(\$45,800)</b>
<b>INTERFUND - ACTIVITY</b>								
10-10-9100	GF ADMIN CAPITAL RF	8,581	8,581	8,581	8,581	8,581	8,500	(81)
<b>TOTAL INTERFUND - ACTIVITY</b>		<b>\$8,581</b>	<b>\$8,581</b>	<b>\$8,581</b>	<b>\$8,581</b>	<b>\$8,581</b>	<b>\$8,500</b>	<b>(\$81)</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$251,357</b>	<b>\$228,902</b>	<b>\$174,456</b>	<b>\$237,681</b>	<b>\$265,081</b>	<b>\$223,648</b>	<b>(\$41,433)</b>
<b>TOTAL DEPARTMENT EXPENDITURES</b>		<b>\$988,499</b>	<b>\$1,021,668</b>	<b>\$804,398</b>	<b>\$1,060,781</b>	<b>\$1,081,137</b>	<b>\$1,029,248</b>	<b>(\$51,889)</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 CONTRACTUAL SERVICES: DEPARTMENT 11**

**DEPARTMENT OVERVIEW**

The Contractual Department determines budget and accounts for expenditures given to all departments of the City, and the overall service provision offered by the City. Expenditures of this fund include annual legal and audit services retained by the city, real and personal property insurance, transfers to the CIP and Debt Service Funds, and payments made to other units of government and outside vendors that provide services to the Spring Valley Village through an established contract.

<b>EXPENDITURE SUMMARY</b>	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
SUPPLIES	4,061	97,505	8,000	11,000	9,000	(2,000)
MAINTENANCE	161,486	137,430	121,500	129,000	175,300	46,300
SERVICES	561,492	698,904	680,282	663,036	719,530	56,494
PROFESSIONAL SERVICES	159,429	117,896	102,700	148,600	122,700	(25,900)
INTERFUND - ACTIVITY	1,311,590	1,300,453	1,554,135	1,554,135	1,730,896	176,761
<b>TOTAL EXPENDITURES</b>	<b>\$2,198,058</b>	<b>\$2,352,188</b>	<b>\$2,466,617</b>	<b>\$2,505,771</b>	<b>\$2,757,426</b>	<b>\$251,655</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
GENERAL FUND EXPENDITURES  
CONTRACTUAL SERVICES: DEPARTMENT 11**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ DECREASE
<b>SUPPLIES</b>								
10-11-4524	EMERGENCY MANAGEMENT EXP	-	93,919	3,528	4,000	4,000	4,000	-
10-11-4526	PUBLIC RELATION	-	253	-	500	1,000	1,000	-
10-11-4527	POSTAGE	4,061	3,333	2,064	3,500	6,000	4,000	(2,000)
<b>TOTAL SUPPLIES</b>		<b>\$4,061</b>	<b>\$97,505</b>	<b>\$5,592</b>	<b>\$8,000</b>	<b>\$11,000</b>	<b>\$9,000</b>	<b>(\$2,000)</b>
<b>MAINTENANCE</b>								
10-11-4601	MACHINERY & EQUIP MAINT	10,095	10,328	2,421	5,000	10,000	10,000	-
10-11-4602	CITY HALL BLDG MAINT	26,575	20,897	12,071	15,000	22,000	22,000	-
10-11-4603	CITY HALL JANITORAL & CLNING	18,211	19,250	13,039	19,500	25,000	20,000	(5,000)
10-11-4605	COMPUTER COST - SOFTWARE	106,605	86,955	73,855	82,000	72,000	123,300	51,300
<b>TOTAL MAINTENANCE</b>		<b>\$161,486</b>	<b>\$137,430</b>	<b>\$101,386</b>	<b>\$121,500</b>	<b>\$129,000</b>	<b>\$175,300</b>	<b>\$46,300</b>
<b>SERVICES</b>								
10-11-5600	COMPUTER SERV & MAINT	68,699	78,573	59,473	79,000	75,000	80,000	5,000
10-11-5621	GARBAGE CONTRACT	286,423	406,116	279,300	369,300	355,000	390,000	35,000
10-11-5627	UTILITIES CITY HALL- ELEC/GAS	30,615	35,257	30,792	38,000	25,000	40,000	15,000
10-11-5630	UTILITIES-COMMUNICATIONS	26,919	25,208	17,454	25,000	28,000	28,000	-
10-11-6000	INSURANCE - LIABILITY	23,732	25,167	23,505	23,505	23,505	24,000	495
10-11-6001	INSURANCE - PROPERTY	53,285	64,059	70,000	73,221	73,221	80,530	7,309
10-11-6002	INSURANCE - SURETY BONDS	660	-	-	500	500	500	-
10-11-6003	INSURANCE - VEHICLE	37,869	41,688	50,658	50,658	50,658	51,500	842
10-11-6011	LEGAL NOTICES	16,214	22,836	21,098	21,098	21,098	25,000	3,902
10-11-6228	ECONOMIC INCENTIVE PAYMENTS	17,076	-	-	-	11,054	-	(11,054)
<b>TOTAL SERVICES</b>		<b>\$561,492</b>	<b>\$698,904</b>	<b>\$552,280</b>	<b>\$680,282</b>	<b>\$663,036</b>	<b>\$719,530</b>	<b>\$56,494</b>
<b>PROFESSIONAL SERVICES</b>								
10-11-5501	RECORDS STORAGE	827	893	1,006	1,400	1,500	1,500	-
10-11-5502	PROFESSIONAL FEES - AUDIT	59,916	16,200	16,500	16,500	17,000	18,000	1,000
10-11-5503	PROFESSIONAL FEES - LEGAL	47,798	35,747	18,076	33,100	70,000	50,000	(20,000)
10-11-5504	TAX ASSESSING & COLLECTING	7,700	7,700	7,700	7,700	7,700	7,700	-
10-11-5505	HARRIS CTY APPRAISAL DIST	43,188	57,306	35,749	44,000	44,000	45,000	1,000
10-11-5511	BANK SERVICE	-	50	-	-	8,400	500	(7,900)
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$159,429</b>	<b>\$117,896</b>	<b>\$79,031</b>	<b>\$102,700</b>	<b>\$148,600</b>	<b>\$122,700</b>	<b>(\$25,900)</b>
<b>INTERFUND - ACTIVITY</b>								
10-11-9000	TRANSFER TO CIP	316,496	325,990	582,822	582,822	582,822	691,080	108,258
10-11-9001	TRANSFER TO DEBT SERVICE	995,094	974,463	971,313	971,313	971,313	1,039,816	68,503
<b>TOTAL INTERFUND - ACTIVITY</b>		<b>\$1,311,590</b>	<b>\$1,300,453</b>	<b>\$1,554,135</b>	<b>\$1,554,135</b>	<b>\$1,554,135</b>	<b>\$1,730,896</b>	<b>\$176,761</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$2,198,058</b>	<b>\$2,352,188</b>	<b>\$2,292,424</b>	<b>\$2,466,617</b>	<b>\$2,505,771</b>	<b>\$2,757,426</b>	<b>(\$251,655)</b>
<b>TOTAL DEPARTMENT EXPENDITURES</b>		<b>\$2,198,058</b>	<b>\$2,352,188</b>	<b>\$2,292,424</b>	<b>\$2,466,617</b>	<b>\$2,505,771</b>	<b>\$2,757,426</b>	<b>\$251,655</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 FIRE DEPARTMENT: DEPARTMENT 20**

**DEPARTMENT OVERVIEW**

The Fire Department has a single account code line item which is the Village Fire Department (VFD) expenditure. The VFD provides both fire and emergency medical services to the six Memorial Villages. The VFD has a Class 1 Public Protection Classification rating by the Insurance Service Office (ISO). A Class 1 ISO rating is the highest possible score given to any fire department nationwide. Each fiscal year, the VFD prepares and presents their budget with the City's expenditure amount being a % of the total VFD's budget. City Council must approve the VFD's budget and the percentage allocated for the City.

<b>EXPENDITURE SUMMARY</b>	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
SERVICES	1,404,773	1,815,113	1,637,337	1,637,337	1,720,518	83,181
<b>TOTAL EXPENDITURES</b>	<b>\$1,404,773</b>	<b>\$1,815,113</b>	<b>\$1,637,337</b>	<b>\$1,637,337</b>	<b>\$1,720,518</b>	<b>\$83,181</b>

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 FIRE DEPARTMENT: DEPARTMENT 20**

ACCOUNT	ACCOUNT NAME	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 24-25	FY 25-26	INCREASE/ (DECREASE)
		ACTUAL	ACTUAL	Year to Date 6/30/25	PROJECTION	ADOPTED BUDGET	PROPOSED BUDGET	
<b>SERVICES</b>								
10-20-5628	Fire Department Contribution	1,404,773	1,815,113	1,088,259	1,637,337	1,637,337	1,720,518	83,181
<b>TOTAL SERVICES</b>		<b>\$1,404,773</b>	<b>\$1,815,113</b>	<b>\$1,088,259</b>	<b>\$1,637,337</b>	<b>\$1,637,337</b>	<b>\$1,720,518</b>	<b>\$83,181</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$1,404,773</b>	<b>\$1,815,113</b>	<b>\$1,088,259</b>	<b>\$1,637,337</b>	<b>\$1,637,337</b>	<b>\$1,720,518</b>	<b>\$83,181</b>
<b>TOTAL DEPARTMENT EXPENDITURES</b>		<b>\$1,404,773</b>	<b>\$1,815,113</b>	<b>\$1,088,259</b>	<b>\$1,637,337</b>	<b>\$1,637,337</b>	<b>\$1,720,518</b>	<b>\$83,181</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

# CITY OF SPRING VALLEY VILLAGE

## **MUNICIPAL COURT**

FUND/DEPARTMENT/PROGRAM

### PROGRAM DESCRIPTION

Enhance safety and security in Spring Valley Village and improve the quality of life within the City. The primary function of the Municipal Court department is to process all Class 'C' criminal charges filed by the Police Department, Fire Marshal, and Code Enforcement. These charges are filed under the Texas Transportation Code, Penal Code, Alcoholic Beverage Code, Health and Safety Code, and Spring Valley Village Code or Ordinance.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 MUNICIPAL COURT: DEPARTMENT 30**

---

<b>PERSONNEL COUNTS</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>
Court Administrator	1.0	1.0	1.0
Administrative Services Coordinator - Courts	1.0	1.0	1.0
<b>TOTAL FTE</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 MUNICIPAL COURT: DEPARTMENT 30**

	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
<b><u>EXPENDITURE SUMMARY</u></b>						
SALARY & BENEFITS	150,958	152,392	152,825	168,915	164,952	(3,963)
SUPPLIES	3,046	5,103	3,000	3,100	3,700	600
MAINTENANCE	230	2,400	500	4,900	4,400	(500)
SERVICES	117,729	123,241	127,600	134,800	107,000	(27,800)
<b>TOTAL EXPENDITURES</b>	<b>\$271,963</b>	<b>\$283,136</b>	<b>\$283,925</b>	<b>\$311,715</b>	<b>\$280,052</b>	<b>(\$31,663)</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
GENERAL FUND EXPENDITURES  
MUNICIPAL COURT: DEPARTMENT 30**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b><u>SALARY &amp; BENEFITS</u></b>								
10-30-4010	SALARIES EXEMPT REGULAR	62,731	65,340	51,719	67,300	67,350	70,000	2,650
10-30-4011	SALARIES NON EXEMPT REGULAR	49,651	51,636	39,794	52,300	53,920	55,640	1,720
10-30-4014	LONGEVITY	36	137	102	140	105	212	107
10-30-4015	CERTIFICATION PAY	756	763	1,646	2,650	3,150	3,800	650
10-30-4016	457-PLAN	2,254	2,322	-	2,256	2,256	2,500	244
10-30-4100	BEN-HEALTH INSURANCE	26,026	22,341	13,882	18,400	32,500	22,100	(10,400)
10-30-4110	BEN-T.M.R.S.	7,444	7,605	5,860	7,580	7,580	8,200	620
10-30-4120	FICA/MEDICAIDE TAX	1,603	1,640	1,334	1,700	1,700	1,900	200
10-30-4130	WORKERS COMP	432	374	359	359	354	400	46
10-30-4140	UNEMPLOYMENT INS	25	234	140	140	-	200	200
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$150,958</b>	<b>\$152,392</b>	<b>\$114,836</b>	<b>\$152,825</b>	<b>\$168,915</b>	<b>\$164,952</b>	<b>-\$3,963</b>
<b><u>OTHER EXPENDITURES</u></b>								
<b><u>SUPPLIES</u></b>								
10-30-4506	GENERAL EXPENSE ALLOWANCE	1,800	3,800	1,505	1,900	1,800	2,400	600
10-30-4520	DUES & SUBSCRIPTIONS	322	663	347	600	800	800	-
10-30-4526	GENERAL EXPENSE	465	640	376	500	500	500	-
<b>TOTAL SUPPLIES</b>		<b>\$3,046</b>	<b>\$5,103</b>	<b>\$2,228</b>	<b>\$3,000</b>	<b>\$3,100</b>	<b>\$3,700</b>	<b>\$600</b>
<b><u>MAINTENANCE</u></b>								
10-30-4606	OFFICE EQUIP MAINT & REPAIR	230	2,400	-	500	4,900	4,400	(500)
<b>TOTAL MANITENANCE</b>		<b>\$230</b>	<b>\$2,400</b>	<b>\$0</b>	<b>\$500</b>	<b>\$4,900</b>	<b>\$4,400</b>	<b>(\$500)</b>
<b><u>SERVICES</u></b>								
10-30-5027	MUNICIPAL COURT-TRAINING	3,216	1,956	650	1,200	3,000	3,000	-
10-30-5031	EMPLOYEE MEDICAL TESTING	-	-	-	-	200	-	(200)
10-30-5610	MC FEES-JUDGE	25,850	25,340	16,850	23,850	35,000	34,000	(1,000)
10-30-5611	MC FEES-PROSECUTOR	30,225	30,875	20,150	27,050	38,900	14,300	(24,600)
10-30-5614	MC FEES-WARRANT	2,838	1,989	1,677	2,200	2,700	2,700	-
10-30-5618	MC INTERPRETER	14,721	15,928	11,893	17,100	20,000	18,000	(2,000)
10-30-6012	CREDIT CARD FEES	40,879	47,153	42,651	56,200	35,000	35,000	-
<b>TOTAL SERVICES</b>		<b>\$117,729</b>	<b>\$123,241</b>	<b>\$93,871</b>	<b>\$127,600</b>	<b>\$134,800</b>	<b>\$107,000</b>	<b>(\$27,800)</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$121,005</b>	<b>\$130,744</b>	<b>\$96,099</b>	<b>\$131,100</b>	<b>\$142,800</b>	<b>\$115,100</b>	<b>(\$27,700)</b>
<b>TOTAL DEPARTMENT EXPENDITURES</b>		<b>\$271,963</b>	<b>\$283,136</b>	<b>\$210,935</b>	<b>\$283,925</b>	<b>\$311,715</b>	<b>\$280,052</b>	<b>(\$31,663)</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 PARK DEPARTMENT: DEPARTMENT 35**

**DEPARTMENT OVERVIEW**

The Park Department serves to maintain and improve the City park grounds, equipment, and infrastructure. This department's expenditures also include park/community events and holiday decorations.

	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
<b><u>EXPENDITURE SUMMARY</u></b>						
SUPPLIES	3,427	9,456	22,500	22,200	21,000	(1,200)
MAINTENANCE	19,162	33,969	19,800	33,500	39,500	6,000
SERVICES	-	-	-	-	2,000	2,000
PROFESSIONAL SERVICES	58,601	54,112	60,000	60,000	60,000	-
CAPITAL OUTLAY	-	22,298	-	-	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$81,190</b>	<b>\$119,835</b>	<b>\$102,300</b>	<b>\$115,700</b>	<b>\$132,500</b>	<b>\$16,800</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
GENERAL FUND EXPENDITURES  
PARK DEPARTMENT: DEPARTMENT 35**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>SUPPLIES</b>								
10-35-4510	PARK-COMMUNITY EVENTS	2,000	8,012	18,685	21,000	21,000	20,000	(1,000)
10-35-4526	GENERAL EXPENSES	1,427	1,444	1,355	1,500	1,200	1,000	(200)
<b>TOTAL SUPPLIES</b>		<b>\$3,427</b>	<b>\$9,456</b>	<b>\$20,040</b>	<b>\$22,500</b>	<b>\$22,200</b>	<b>\$21,000</b>	<b>(\$1,200)</b>
<b>MAINTENANCE</b>								
10-35-4611	PARK MAINT - MATERIALS	13,022	21,842	5,376	12,000	20,000	20,000	-
10-35-4612	GS/COMMUNITY ENHANCEMENT	118	6,527	743	2,000	7,000	6,000	(1,000)
10-35-4614	HOLIDAY DECORATION	5,600	5,600	5,600	5,600	6,000	13,000	7,000
10-35-4615	PARK MAINT- SUPPLIES	422	-	-	200	500	500	-
<b>TOTAL MAINTENANCE</b>		<b>\$19,162</b>	<b>\$33,969</b>	<b>\$11,719</b>	<b>\$19,800</b>	<b>\$33,500</b>	<b>\$39,500</b>	<b>\$6,000</b>
<b>SERVICES</b>								
10-35-5627	UTILITIES PARK- ELECTRIC	-	-	-	-	-	2,000	2,000
<b>TOTAL SERVICES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>PROFESSIONAL SERVICES</b>								
10-35-5511	MOWING & LANDSCAPING	58,601	54,112	45,950	60,000	60,000	60,000	-
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$58,601</b>	<b>\$54,112</b>	<b>\$45,950</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>
<b>CAPITAL OUTLAY</b>								
10-35-7002	CAPITAL-MATERIALS & EQUIP	-	22,298	-	-	-	-	-
10-35-7003	CAPITAL EQUIPMENT - NON-CAP	-	-	-	-	-	10,000	10,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$22,298</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$81,190</b>	<b>\$119,835</b>	<b>\$77,709</b>	<b>\$102,300</b>	<b>\$115,700</b>	<b>\$132,500</b>	<b>\$16,800</b>
<b>TOTAL DEPARTMENT EXPENDITURES</b>		<b>\$81,190</b>	<b>\$119,835</b>	<b>\$77,709</b>	<b>\$102,300</b>	<b>\$115,700</b>	<b>\$132,500</b>	<b>\$16,800</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

# CITY OF SPRING VALLEY VILLAGE

## **POLICE DEPARTMENT/ADMINISTRATION & OPERATIONS**

FUND/DEPARTMENT/PROGRAM

### PROGRAM DESCRIPTION

The Police Department's men and women, through proactive safety measures, are committed to providing the highest level of service, 24 hours a day, 7 days a week, to the City's residents and businesses. Police Administration provides vision, leadership, and management of all Police Department activities. Police Operations, which include Patrol, Investigation, and Dispatch, protect the community by means of proactive patrol, locating and arresting criminals, responding to a variety of calls for service, and effective communication. The Police Department preserves the peace while applying the highest standards of professionalism, integrity, and accountability in partnership with the community.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 POLICE DEPARTMENT: DEPARTMENT 40**

---

<b>PERSONNEL COUNTS</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>
Chief of Police	1.0	1.0	1.0
Assistant Chief of Police	1.0	1.0	1.0
Captain	1.0	1.0	1.0
Lieutenant	1.0	1.0	1.0
Sergeants	5.0	5.0	5.0
Patrol Officers	11.0	11.0	11.0
Administrative Assistant	1.0	1.0	1.0
Dispatch Supervisor	1.0	1.0	1.0
Dispatcher	4.5	4.5	4.5
<b>TOTAL FTE</b>	<b>26.5</b>	<b>26.5</b>	<b>26.5</b>

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 POLICE DEPARTMENT: DEPARTMENT 40**

	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
<b><u>EXPENDITURE SUMMARY</u></b>						
SALARY & BENEFITS	2,760,276	2,895,358	2,963,000	3,186,435	3,233,000	46,565
SUPPLIES	150,548	140,752	127,100	143,000	141,500	(1,500)
MAINTENANCE	222,266	406,289	424,990	408,690	547,785	139,095
SERVICES	170,940	182,543	167,100	169,600	179,600	10,000
CAPITAL OUTLAY	154,545	387,076	203,000	255,000	12,000	(243,000)
INTERFUND - ACTIVITY	37,691	37,691	37,691	37,691	254,000	216,309
<b>TOTAL EXPENDITURES</b>	<b>\$3,496,266</b>	<b>\$4,049,709</b>	<b>\$3,922,881</b>	<b>\$4,200,416</b>	<b>\$4,367,885</b>	<b>\$167,469</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025- 2026 PROPOSED BUDGET  
GENERAL FUND EXPENDITURES  
POLICE DEPARTMENT: DEPARTMENT 40**

ACCOUNT	ACCOUNT NAME	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 24-25	FY 25-26	INCREASE/ DECREASE
		ACTUAL	ACTUAL	Year to Date 6/30/25	PROJECTION	ADOPTED BUDGET	PROPOSED BUDGET	
<b>SALARY &amp; BENEFITS</b>								
10-40-4010	SALARIES EXEMPT REGULAR	148,467	180,338	131,193	170,900	425,000	438,000	13,000
10-40-4011	SALARIES NON EXEMPT REGULAR	1,786,490	1,928,916	1,537,231	2,012,100	1,741,668	1,886,500	144,832
10-40-4014	LONGEVITY	5,478	6,378	5,240	6,500	6,500	9,000	2,500
10-40-4015	CERTIFICATION PAY	37,387	69,097	52,525	66,500	66,500	81,000	14,500
10-40-4016	457-PLAN	36,055	38,084	-	43,000	43,000	47,000	4,000
10-40-4023	ON-CALL	5,200	5,243	6,300	9,100	10,400	10,400	-
10-40-4024	FTO ALLOWANCE	1,800	915	2,500	3,200	13,360	6,000	(7,360)
10-40-4030	SALARIES OVERTIME	130,952	101,801	91,752	105,300	140,000	140,000	-
10-40-4100	BEN-HEALTH INSURANCE	385,263	337,170	244,106	311,200	493,238	373,500	(119,738)
10-40-4110	BEN-T.M.R.S.	138,625	148,639	114,965	154,100	156,196	150,000	(6,196)
10-40-4120	FICA/MEDICAIDE TAX	29,644	32,411	25,461	34,500	42,000	41,600	(400)
10-40-4130	WORKERS COMP	54,663	43,375	44,556	44,600	41,073	45,000	3,927
10-40-4140	UNEMPLOYMENT INS	252	2,991	1,945	2,000	7,500	5,000	-
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$2,760,276</b>	<b>\$2,895,358</b>	<b>\$2,257,774</b>	<b>\$2,963,000</b>	<b>\$3,186,435</b>	<b>\$3,233,000</b>	<b>\$46,565</b>
<b>OTHER EXPENDITURES</b>								
<b>SUPPLIES</b>								
10-40-4505	FUEL	99,377	79,358	58,980	78,500	82,000	80,000	(2,000)
10-40-4508	PD-CRIME CONTROL SUPPLIES	10,179	11,553	6,612	9,600	11,500	12,500	1,000
10-40-4511	PD-UNIFORMS	20,124	20,043	8,845	20,000	20,000	20,000	-
10-40-4520	DUES & SUBSCRIPTIONS	2,085	2,035	4,842	6,000	3,500	3,000	(500)
10-40-4521	PRINTING COSTS	2,239	1,808	441	1,000	3,000	3,000	-
10-40-4524	DISASTER EXPENSES	1,199	3,211	-	1,000	5,000	5,000	-
10-40-4525	OFFICE SUPPLIES	4,520	10,274	2,612	5,000	10,000	10,000	-
10-40-4526	GENERAL EXPENSES	10,825	12,470	3,852	6,000	8,000	8,000	-
<b>TOTAL SUPPLIES</b>		<b>\$150,548</b>	<b>\$140,752</b>	<b>\$86,184</b>	<b>\$127,100</b>	<b>\$143,000</b>	<b>\$141,500</b>	<b>(\$1,500)</b>
<b>MAINTENANCE</b>								
10-40-4600	AUTO EXPENSES-MAINT & REPAIR	59,235	79,367	62,635	80,000	85,000	65,000	(20,000)
10-40-4601	AUTO EXPENSE - AUTO COLLISION	-	805	28,318	30,000	3,000	3,000	-
10-40-4602	MACH & EQUIP-MAINT & REPAIRS	1,255	125	1,156	1,500	2,000	2,000	-
10-40-4603	JANITORIAL & CLEANING	18,005	16,850	11,897	17,500	24,000	24,000	-
10-40-4604	COMPUTER COST-HARDWARE	8,866	18,169	22,352	23,500	23,500	41,685	18,185
10-40-4605	COMPUTER COST-SOFTWARE	64,036	52,196	56,235	56,500	56,500	129,400	72,900
10-40-4606	OFFICE EQUIP. & REPAIRS	5,797	7,736	6,258	7,800	10,000	10,000	-
10-40-4607	BUILDING MAINTENANCE	10,297	24,209	34,425	38,000	30,000	30,000	-
10-40-4620	PD-RADIO & RADAR REPAIRS	35,924	27,370	52,054	70,000	74,500	74,500	-
10-40-4621	LEASE CONTRACTS	18,851	179,462	98,728	100,190	100,190	168,200	68,010
<b>TOTAL MAINTENANCE</b>		<b>\$222,266</b>	<b>\$406,289</b>	<b>\$374,058</b>	<b>\$424,990</b>	<b>\$408,690</b>	<b>\$547,785</b>	<b>\$139,095</b>
<b>SERVICES</b>								
10-40-5027	PD-TRAINING	45,340	45,984	33,201	40,000	40,000	45,000	5,000
10-40-5029	PD-ANIMAL CONTROL	-	-	-	-	1,000	1,000	-
10-40-5031	EMPLOYEE MEDICAL TESTING	820	-	280	500	4,000	4,000	-
10-40-5032	RECRUITING BONUS	4,000	5,000	-	-	2,000	7,000	5,000
10-40-5600	COMPUTER SERVICE & MAINT	67,850	84,278	63,592	81,000	77,000	77,000	-
10-40-5630	UTILITIES - COMMUNICATIONS	52,930	47,281	39,602	45,600	45,600	45,600	-
<b>TOTAL SERVICES</b>		<b>\$170,940</b>	<b>\$182,543</b>	<b>\$136,675</b>	<b>\$167,100</b>	<b>\$169,600</b>	<b>\$179,600</b>	<b>\$10,000</b>
<b>CAPITAL OUTLAY</b>								
10-40-7001	PD - PP&E	40,732	1,230	2,460	3,000	5,000	12,000	7,000
10-40-7002	CAPITAL - MATERIALS & EQUIP	113,813	385,846	128,231	200,000	250,000	-	(250,000)
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$154,545</b>	<b>\$387,076</b>	<b>\$130,691</b>	<b>\$203,000</b>	<b>\$255,000</b>	<b>\$12,000</b>	<b>(\$243,000)</b>
<b>INTERFUND - ACTIVITY</b>								
10-40-9100	PD - CAPITAL REPLACEMENT	37,691	37,691	37,691	37,691	37,691	254,000	216,309
<b>TOTAL INTERFUND ACTIVITY</b>		<b>\$37,691</b>	<b>\$37,691</b>	<b>\$37,691</b>	<b>\$37,691</b>	<b>\$37,691</b>	<b>\$254,000</b>	<b>\$216,309</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$735,990</b>	<b>\$1,154,351</b>	<b>\$765,299</b>	<b>\$959,881</b>	<b>\$1,013,981</b>	<b>\$1,134,885</b>	<b>\$120,904</b>
<b>TOTAL</b>		<b>\$3,496,266</b>	<b>\$4,049,709</b>	<b>\$3,023,073</b>	<b>\$3,922,881</b>	<b>\$4,200,416</b>	<b>\$4,367,885</b>	<b>\$167,469</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

# CITY OF SPRING VALLEY VILLAGE

## **PUBLIC WORKS/STREETS**

FUND/DEPARTMENT/PROGRAM

### PROGRAM DESCRIPTION

The Street Department of Public Works operations include maintenance, sweeping, patching, rebuilding, curbing, guttering, and storm sewer systems maintenance.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 STREET DEPARTMENT: DEPARTMENT 50**

---

<b>PERSONNEL COUNTS</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>
Public Works Director	0.5	0.5	0.5
Public Works Superintendent - Streets	1.0	1.0	1.0
Heavy Equipment Operator/Crew Leader	1.0	1.0	1.0
Heavy Equipment Operator	1.0	1.0	1.0
Maintenance Worker	1.0	1.0	1.0
<b>TOTAL FTE</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

**Note:** Public Works Director salary is split 50/50 between General Fund Street Department and Utilities Fund Administration.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 GENERAL FUND EXPENDITURES  
 STREET DEPARTMENT: DEPARTMENT 50**

	<b>FY 22-23 ACTUAL</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 PROJECTION</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>
<b><u>EXPENDITURES</u></b>						
SALARY & BENEFITS	223,700	228,157	263,100	375,057	436,375	61,318
SUPPLIES	31,173	14,726	26,900	31,200	31,200	-
MAINTENANCE	12,929	45,291	33,000	76,500	84,000	7,500
SERVICES	103,596	113,009	118,100	94,000	91,000	(3,000)
PROFESSIONAL SERVICES	65,585	85,060	94,600	126,000	131,000	5,000
INTERFUND - ACTIVITY	18,656	18,656	18,656	18,656	18,700	44
<b>TOTAL EXPENDITURES</b>	<b>\$455,639</b>	<b>\$504,899</b>	<b>\$554,356</b>	<b>\$721,413</b>	<b>\$792,275</b>	<b>\$70,862</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
GENERAL FUND EXPENDITURES  
STREET DEPARTMENT: DEPARTMENT 50**

ACCOUNT	ACCOUNT NAME	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 24-25	FY 25-26	INCREASE/ (DECREASE)
		ACTUAL	ACTUAL	Year to Date 6/30/25	PROJECTION	ADOPTED BUDGET	PROPOSED BUDGET	
<b><u>SALARY &amp; BENEFITS</u></b>								
10-50-4010	SALARIES EXEMPT REGULAR	44,261	50,426	43,469	56,400	52,000	66,000	14,000
10-50-4011	SALARIES NON EXEMPT REGULAR	102,166	103,210	83,773	131,600	220,500	275,000	54,500
10-50-4014	LONGEVITY	1,306	1,373	1,533	2,600	1,752	4,300	2,548
10-50-4015	CERTIFICATION PAY	388	2,282	976	1,350	2,330	1,300	(1,030)
10-50-4016	457-PLAN	2,581	2,500	-	3,800	3,800	7,100	3,300
10-50-4030	SALARIES OVERTIME	9,084	12,603	6,933	10,700	7,000	7,000	-
10-50-4100	BEN-HEALTH INSURANCE	48,142	39,200	25,270	37,900	66,500	45,500	(21,000)
10-50-4110	BEN-T.M.R.S.	10,247	11,064	8,570	12,800	14,000	23,000	9,000
10-50-4120	FICA/MEDICAIDE TAX	2,005	2,241	1,835	2,750	3,500	3,500	-
10-50-4130	WORKERS COMP	3,493	3,024	43	3,000	3,000	3,000	-
10-50-4140	UNEMPLOYMENT INS	27	234	126	200	675	675	-
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$223,700</b>	<b>\$228,157</b>	<b>\$172,528</b>	<b>\$263,100</b>	<b>\$375,057</b>	<b>\$436,375</b>	<b>\$61,318</b>
<b><u>OTHER EXPENDITURES</u></b>								
<b><u>SUPPLIES</u></b>								
10-50-4505	FUEL	6,697	6,629	6,646	7,700	7,700	7,700	-
10-50-4511	UNIFORMS	2,232	1,935	1,090	1,900	3,000	3,000	-
10-50-4520	DUES & SUBSCRIPTIONS	-	-	375	500	500	500	-
10-50-4526	GENERAL EXPENSES	1,040	1,074	38	800	2,000	2,000	-
10-50-4528	TOOLS, EQUIPMENT	5,735	188	136	1,000	3,000	3,000	-
10-50-4529	STREET - MATERIAL & SUPPLIES	15,469	4,900	12,390	15,000	15,000	15,000	-
<b>SUBTOTAL SUPPLIES</b>		<b>\$31,173</b>	<b>\$14,726</b>	<b>\$20,675</b>	<b>\$26,900</b>	<b>\$31,200</b>	<b>\$31,200</b>	<b>\$0</b>
<b><u>MAINTENANCE</u></b>								
10-50-4600	AUTO EXP-MAINT & REPAIR	1,361	7,319	3,685	5,500	7,500	9,000	1,500
10-50-4608	EQUIPMENT RENTAL	-	262	-	1,200	5,000	5,000	-
10-50-4609	STREET SYSTEM	98	16,172	-	5,000	24,000	30,000	6,000
10-50-4630	TRAFFIC CONTROL	5,948	6,691	9,040	11,300	10,000	10,000	-
10-50-4631	STREET MATERIALS & SUPPLIES	5,522	14,847	-	10,000	30,000	30,000	-
<b>SUBTOTAL MAINTENANCE</b>		<b>\$12,929</b>	<b>\$45,291</b>	<b>\$12,725</b>	<b>\$33,000</b>	<b>\$76,500</b>	<b>\$84,000</b>	<b>\$7,500</b>
<b><u>SERVICES</u></b>								
10-50-5027	TRAVEL & TUITION	775	1,093	-	-	3,000	-	(3,000)
10-50-5620	NUISANCE CONTROL	3,773	5,747	4,083	6,000	6,000	6,000	-
10-50-5625	UTILITIES-ST & TRAFFIC LIGHTS	99,048	106,169	91,621	112,100	85,000	85,000	-
<b>TOTAL SERVICES</b>		<b>\$103,596</b>	<b>\$113,009</b>	<b>\$95,704</b>	<b>\$118,100</b>	<b>\$94,000</b>	<b>\$91,000</b>	<b>(\$3,000)</b>
<b><u>PROFESSIONAL SERVICES</u></b>								
10-50-5501	STREET SWEEPING	1,000	-	-	2,000	6,000	6,000	-
10-50-5506	PROF FEES - ENGINEERING	4,267	30,791	37,120	45,000	45,000	50,000	5,000
10-50-5511	ROW - MOWING & MAINT	60,318	54,269	40,335	47,600	75,000	75,000	-
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$65,585</b>	<b>\$85,060</b>	<b>\$77,455</b>	<b>\$94,600</b>	<b>\$126,000</b>	<b>\$131,000</b>	<b>\$5,000</b>
<b><u>INTERFUND - ACTIVITY</u></b>								
10-50-9100	STREETS CAPITAL RF	18,656	18,656	18,656	18,656	18,656	18,700	44
<b>TOTAL INTERFUND - ACTIVITY</b>		<b>\$18,656</b>	<b>\$18,656</b>	<b>\$18,656</b>	<b>\$18,656</b>	<b>\$18,656</b>	<b>\$18,700</b>	<b>44</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$231,939</b>	<b>\$276,742</b>	<b>\$225,215</b>	<b>\$291,256</b>	<b>\$346,356</b>	<b>\$355,900</b>	<b>\$9,544</b>
<b>DEPARTMENT TOTAL</b>		<b>\$455,639</b>	<b>\$504,899</b>	<b>\$397,743</b>	<b>\$554,356</b>	<b>\$721,413</b>	<b>\$792,275</b>	<b>\$70,862</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 BUDGET  
CAPITAL REPLACEMENT FUND: FUND 15**

**FUND OVERVIEW**

The purpose of the Capital Replacement Fund is to ensure sufficient funding for the orderly replacement of worn out or obsolete vehicles and equipment. The premise is to provide an internal financing mechanism to provide cash funding for equipment replacement on a consistent basis. Each participating department is charged an annual expense amount, based on their equipment holdings, to replace scheduled equipment at the end of its useful life.

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 ADOPTED BUDGET	INCREASE/ (DECREASE)
<b>BEGINNING FUND BALANCE</b>		<b>\$1,322,420</b>	<b>\$1,552,245</b>	<b>\$1,470,989</b>	<b>\$1,470,989</b>		<b>\$1,140,735</b>	
<b>REVENUE</b>								
15-01-5406	INTEREST INCOME	56,558	69,778	43,894	56,500	35,000	35,000	-
15-01-5414	SALE OF CAPITAL ASSETS	74,647	-	30,596	30,600	-	-	-
<b>TOTAL REVENUE</b>		<b>\$131,205</b>	<b>\$69,778</b>	<b>\$74,490</b>	<b>\$87,100</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$0</b>
<b>TRANSFERS</b>								
15-01-5710	ADMINISTRATION	8,581	8,581	8,581	8,581	8,581	8,500	(81)
15-01-5740	POLICE	37,691	37,691	37,691	37,691	37,691	254,000	216,309
15-01-5750	STREET	18,656	18,656	18,656	18,656	18,656	18,700	44
15-01-5760	WATER	94,835	94,835	94,835	94,835	94,835	95,000	165
15-01-5761	UTILITY ADMIN	12,451	12,451	12,451	12,451	12,451	12,500	49
15-01-5770	WASTEWATER	5,432	5,432	5,432	5,432	5,432	5,500	68
<b>TOTAL TRANSFERS</b>		<b>\$177,646</b>	<b>\$177,646</b>	<b>\$177,646</b>	<b>\$177,646</b>	<b>\$177,646</b>	<b>\$394,200</b>	<b>\$216,554</b>
<b>TOTAL REVENUE &amp; TRANSFERS</b>		<b>\$308,851</b>	<b>\$247,424</b>	<b>\$252,136</b>	<b>\$264,746</b>	<b>\$212,646</b>	<b>\$429,200</b>	<b>\$216,554</b>
<b>TOTAL AVAILABLE FUND FOR APPROPRIATION</b>		<b>\$1,631,271</b>	<b>\$1,799,669</b>	<b>\$1,723,125</b>	<b>\$1,735,735</b>	<b>\$212,646</b>	<b>\$1,569,935</b>	
<b>EXPENDITURES</b>								
<b>CAPITAL OUTLAY</b>								
15-10-7000	GF VEHICLES	60,158	51,189	192,741	200,000	200,000	224,249	24,249
15-10-7001	EQUIPMENT	18,868	157,162	290,084	300,000	135,000	-	(135,000)
15-10-7002	CONSTRUCTION	-	120,329	-	30,000	100,000	-	(100,000)
15-10-7003	IT INFRASTRUCTURE/EQUIP	-	-	25,609	65,000	97,000	160,000	63,000
15-20-7001	UF EQUIPMENT	-	-	-	-	-	50,000	50,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$79,026</b>	<b>\$328,680</b>	<b>\$508,434</b>	<b>\$595,000</b>	<b>\$532,000</b>	<b>\$434,249</b>	<b>(97,751)</b>
<b>TOTAL EXPENDITURES</b>		<b>\$79,026</b>	<b>\$328,680</b>	<b>\$508,434</b>	<b>\$595,000</b>	<b>\$532,000</b>	<b>\$434,249</b>	<b>(\$97,751)</b>
<b>ENDING FUND BALNCE</b>		<b>\$1,552,245</b>	<b>\$1,470,989</b>	<b>\$1,214,691</b>	<b>\$1,140,735</b>		<b>\$1,135,686</b>	



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

# CITY OF SPRING VALLEY VILLAGE

## **UTILITIES FUND**

FUND/DEPARTMENT/PROGRAM

### PROGRAM DESCRIPTION

The Utilities Fund is established to account for the City's water distribution and wastewater collection. Being an enterprise fund, it is designed to be financed and operated in a manner similar to private businesses. The cost for providing these services to the public is to be recovered primarily through user charges. Capital improvements related to Water and Sewer are funded in the CIP department(s).

The Utilities Fund is comprised of three Public Works departments (Administration, Water Service, and Sewer Department) and Utilities Debt Service. Utility Billing is a part of the Administration Department and is responsible for customer service as well as the accurate billing and timely collections for the City's water and sewer utility.

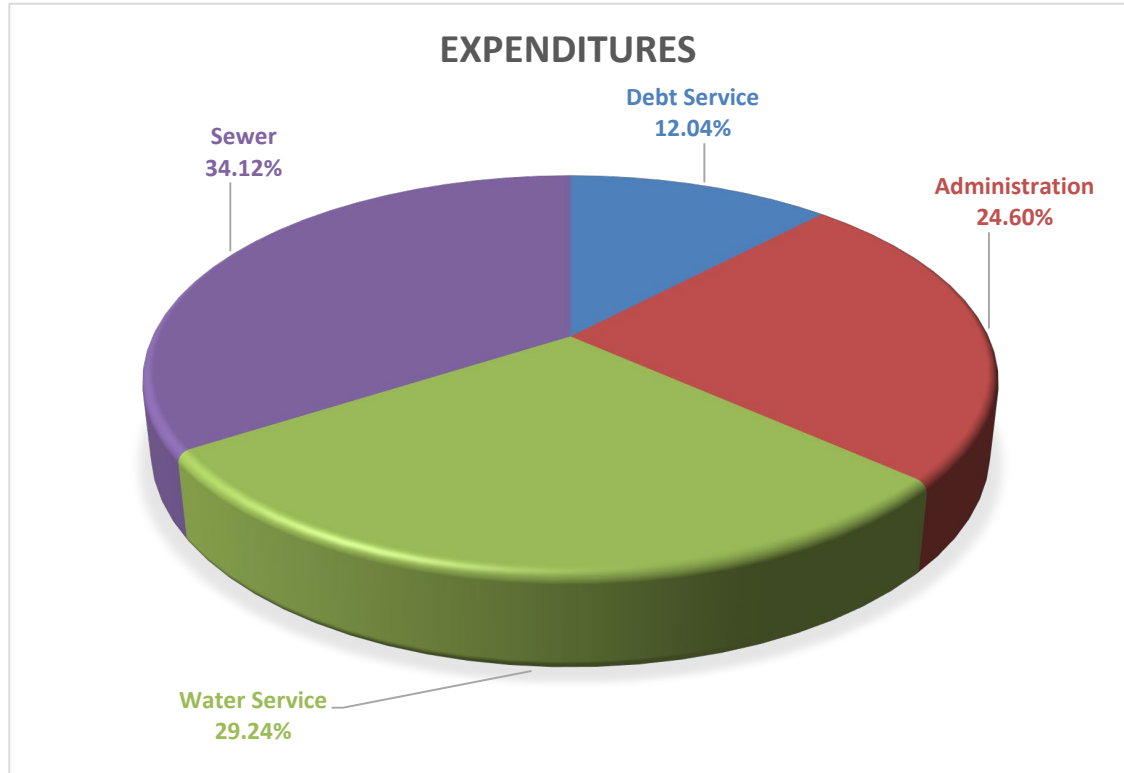
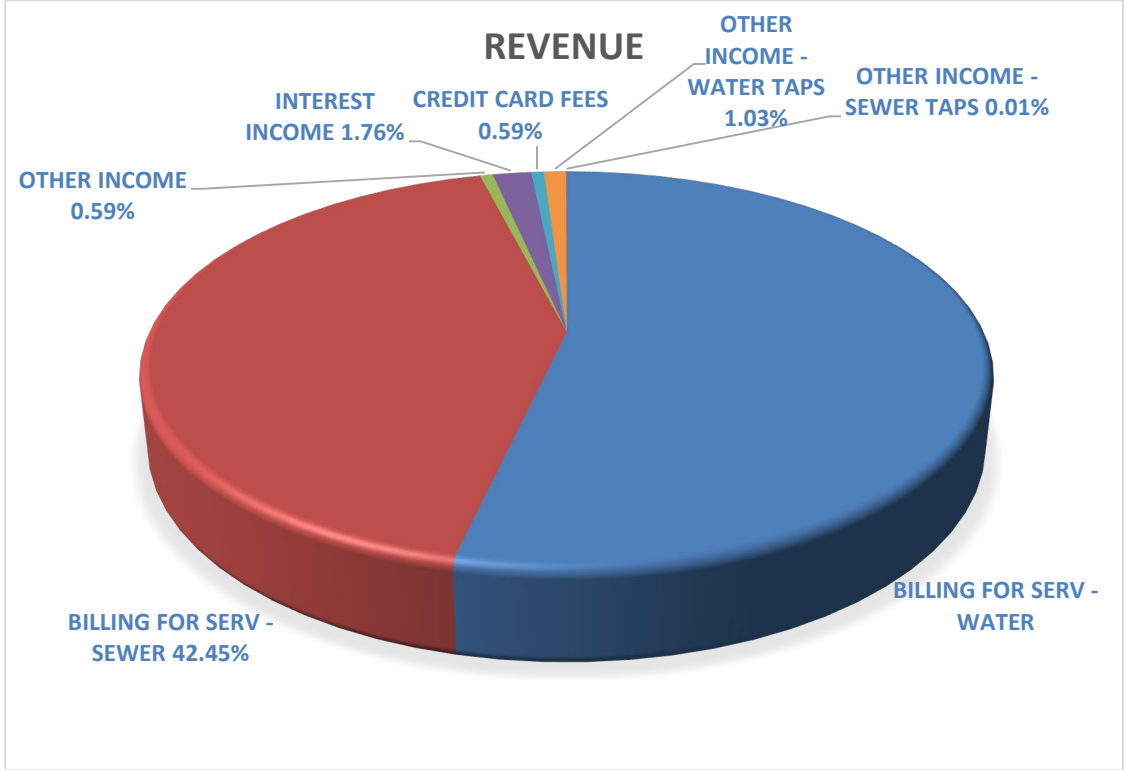
**CITY OF SPRING VALLEY VILLAGE**  
**FY 2025-2026 PROPOSED BUDGET**  
**UTILITIES FUND: FUND 20**

---

<b>PERSONNEL COUNT</b>	<b>FY 23-24 ACTUAL</b>	<b>FY 24-25 ADOPTED BUDGET</b>	<b>FY 25-26 PROPOSED BUDGET</b>
City Administrator	0.5	0.5	0.5
Public Works Director	0.5	0.5	0.5
Administrative Services Coordinator - Utilities	0.7	0.7	0.7
Public Works Superintendent - Utilities	1.0	1.0	1.0
System Operator II	1.0	1.0	1.0
System Operator I	1.0	1.0	1.0
<b>TOTAL FTE</b>	<b>4.7</b>	<b>4.7</b>	<b>4.7</b>

**Note:** City Administrator salary is split 50/50 between General Fund Administration and Utilities Fund Administration. Public Works Director salary is split 50/50 between General Fund Street Department and Utilities Fund Administration. Administrative Services Coordinator - Utilities salary is split 30/70 between General Fund Administration and Utilities Fund Administration.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 UTILITIES FUND**



**CITY OF SPRING VALLEY VILLAGE**  
**FY 2025-2026 PROPOSED BUDGET**  
**UTILITIES FUND 20 REVENUES AND EXPENDITURES**  
**PUBLIC WORKS DEPARTMENTS 10, 15, 60, & 70**

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>BEGINNING FUND BALANCE</b>	<b>\$8,124,956</b>	<b>\$8,022,298</b>	<b>\$7,603,058</b>	<b>\$7,603,058</b>		<b>\$7,746,045</b>	
<b>FEES &amp; CHARGES</b>							
20-01-5201 OTHER INCOME - UT PERMIT/INSP	80	40	86	100	80	-	(80)
20-01-5260 BILLING FOR SERV - WATER	1,913,713	1,664,245	1,217,602	1,738,979	1,875,000	1,827,928	(47,072)
20-01-5270 BILLING FOR SERV - SEWER	1,551,779	1,461,653	1,032,903	1,377,204	1,442,604	1,448,099	5,495
<b>TOTAL FEES &amp; CHARGES</b>	<b>\$3,465,572</b>	<b>\$3,125,938</b>	<b>\$2,250,591</b>	<b>\$3,116,283</b>	<b>\$3,317,684</b>	<b>\$3,276,027</b>	<b>-\$41,657</b>
<b>OTHER REVENUE</b>							
20-01-5400 OTHER INCOME	21,451	19,127	14,601	20,000	20,000	20,000	-
20-01-5406 INTEREST INCOME	68,824	84,910	45,995	60,000	60,000	60,000	-
20-01-5413 CREDIT CARD FEES	18,626	21,164	17,289	22,200	19,000	20,000	1,000
20-01-5460 OTHER INCOME - WATER TAPS	35,271	54,064	34,525	40,500	35,000	35,000	-
20-01-5470 OTHER INCOME - SEWER TAPS	820	410	410	500	800	500	(300)
20-01-5500 CAPITAL CONTRIBUTIONS	86,072	70,404	-	-	-	-	-
<b>TOTAL OTHER REVENUE</b>	<b>\$231,064</b>	<b>\$250,079</b>	<b>\$112,820</b>	<b>\$143,200</b>	<b>\$134,800</b>	<b>\$135,500</b>	<b>\$700</b>
<b>TOTAL REVENUES</b>	<b>\$3,696,636</b>	<b>\$3,376,017</b>	<b>\$2,363,411</b>	<b>\$3,259,483</b>	<b>\$3,452,484</b>	<b>\$3,411,527</b>	<b>-\$40,957</b>
<b>TOTAL FUNDS AVAILABLE FOR APPROPRIATION</b>							
	<b>\$11,821,592</b>	<b>\$11,398,315</b>	<b>\$9,966,469</b>	<b>\$10,862,541</b>	<b>\$3,452,484</b>	<b>\$11,157,572</b>	
<b>EXPENDITURE SUMMARY</b>							
SALARY & BENEFITS	621,435	533,747	406,749	545,800	683,088	606,750	(76,338)
SUPPLIES	43,772	43,146	30,799	46,700	57,400	57,900	500
MAINTENANCE	84,075	179,210	146,598	233,300	302,000	362,000	60,000
SERVICES	1,988,590	1,491,867	1,015,210	1,634,700	1,720,000	1,678,100	(41,900)
PROFESSIONAL SERVICES	11,291	28,627	60,618	102,500	129,000	132,000	3,000
INTERFUND - ACTIVITY	112,718	612,718	268,095	268,144	100,267	272,468	172,201
DEBT SERVICE	85,120	126,810	252,570	255,352	410,729	252,309	(158,420)
CAPITAL OUTLAY	11,038	16,332	9,636	15,000	15,000	15,000	-
INFRASTRUCTURE	841,255	762,800	7,345	15,000	35,000	35,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$3,799,294</b>	<b>\$3,795,257</b>	<b>\$2,197,620</b>	<b>\$3,116,496</b>	<b>\$3,452,484</b>	<b>\$ 3,411,527</b>	<b>(\$40,957)</b>
<b>ENDING FUND BALANCE</b>	<b>\$8,022,298</b>	<b>\$7,603,058</b>	<b>\$7,768,849</b>	<b>\$7,746,045</b>		<b>\$ 7,746,045</b>	<b>\$7,746,045</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
UTILITIES FUND 20 EXPENDITURES  
ADMINISTRATION: DEPARTMENT 10**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b><u>SALARY &amp; BENEFITS</u></b>								
20-10-4010	SALARIES EXEMPT REGULAR	93,007	47,551	43,469	80,200	144,650	168,000	23,350
20-10-4011	SALARIES NON EXEMPT REGULAR	296,101	314,478	227,296	284,700	280,500	247,000	(33,500)
20-10-4014	LONGEVITY	4,016	4,265	1,878	2,400	4,258	700	(3,558)
20-10-4015	CERTIFICATION PAY	4,407	7,822	6,147	8,600	6,630	10,000	3,370
20-10-4016	457-PLAN	5,661	6,548	-	7,300	10,226	12,300	2,074
20-10-4020	MGR CAR ALLOWANCE	1,313	3,000	-	3,000	3,000	6,000	3,000
20-10-4021	MGR PHONE ALLOWANCE	-	-	-	-	-	750	750
20-10-4023	ON-CALL ALLOWANCE	13,900	14,655	9,600	12,500	15,600	15,600	-
20-10-4030	SALARIES OVERTIME	24,444	31,581	23,171	29,400	30,000	30,000	-
20-10-4100	BEN-HEALTH INSURANCE	93,461	77,287	49,757	62,100	129,075	74,400	(54,675)
20-10-4110	BEN-T.M.R.S.	28,628	27,354	31,732	40,400	42,153	26,500	(15,653)
20-10-4115	PENSION EXP - GASB 68	39,746	(16,421)	-	-	-	-	-
20-10-4120	FICA/MEDICAIDE TAX	5,949	5,730	4,436	5,800	8,178	6,000	(2,178)
20-10-4130	WORKERS COMP	10,757	9,312	8,951	9,000	8,818	9,000	182
20-10-4140	UNEMPLOYMENT INS	45	585	312	400	-	500	500
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$621,435</b>	<b>\$533,747</b>	<b>\$406,749</b>	<b>\$545,800</b>	<b>\$683,088</b>	<b>\$606,750</b>	<b>(\$76,338)</b>
<b><u>OTHER EXPENDITURES</u></b>								
<b><u>SUPPLIES</u></b>								
20-10-4505	FUEL	15,780	10,039	4,863	7,500	13,000	12,000	(1,000)
20-10-4511	UNIFORMS	4,956	3,596	2,575	4,200	4,500	5,000	500
20-10-4520	DUES & SUBSCRIPTIONS	709	1,542	528	700	900	900	-
20-10-4521	PRINTING COSTS	491	4,474	3,494	5,000	5,000	6,000	1,000
20-10-4526	GENERAL EXPENSES	6,540	6,122	5,735	7,500	8,000	8,000	-
20-10-4527	POSTAGE	4,000	5,670	4,624	6,800	8,000	8,000	-
<b>SUBTOTAL SUPPLIES</b>		<b>\$32,476</b>	<b>\$31,443</b>	<b>\$21,819</b>	<b>\$31,700</b>	<b>\$39,400</b>	<b>\$39,900</b>	<b>\$500</b>
<b><u>MAINTENANCE</u></b>								
20-10-4600	AUTO EXP- MAINT & REPAIR	3,717	6,415	3,037	5,800	8,000	6,000	(2,000)
20-10-4601	MACH & EQUIP - MAINT & REPAIR	16,481	22,023	16,817	20,000	20,000	25,000	5,000
20-10-4605	COMPUTER COST - SOFTWARE & MAINT	30,209	24,309	40,942	47,000	30,000	77,000	47,000
<b>SUBTOTAL MAINTENANCE</b>		<b>\$50,407</b>	<b>\$52,747</b>	<b>\$60,796</b>	<b>\$72,800</b>	<b>\$58,000</b>	<b>\$108,000</b>	<b>\$50,000</b>
<b><u>SERVICES</u></b>								
20-10-5027	TRAVEL & TUITION	9,356	4,348	13,492	19,000	20,000	20,000	-
20-10-5630	UTILITIES - COMMUNICATIONS	29,975	9,071	12,105	16,700	20,000	20,000	-
<b>TOTAL SERVICES</b>		<b>\$39,331</b>	<b>\$13,419</b>	<b>\$25,597</b>	<b>\$35,700</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>
<b><u>PROFESSIONAL SERVICES</u></b>								
20-10-5502	PROFESS. FEES - AUDIT	10,416	16,200	16,500	16,500	17,000	17,000	-
20-10-5506	PROFESS. SERVICE FEES	-	12,427	14,873	17,000	12,000	15,000	3,000
20-10-5507	PROFESS. FEES - MISC	875	-	-	-	-	-	-
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$11,291</b>	<b>\$28,627</b>	<b>\$31,373</b>	<b>\$33,500</b>	<b>\$29,000</b>	<b>\$32,000</b>	<b>\$3,000</b>
<b><u>INFRASTRUCTURE</u></b>								
20-10-7700	UTILITY - DEP EXP	841,255	742,007	-	-	-	-	0
<b>TOTAL INFRASTRUCTURE</b>		<b>\$841,255</b>	<b>\$742,007</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>INTERFUND - ACTIVITY</u></b>								
20-10-9000	TRANSFER OUT	-	500,000	-	-	-	-	-
20-10-9100	UTILITIES ADMIN CAP REPL	12,451	12,451	12,451	12,500	-	12,500	-
<b>TOTAL INTERFUND - ACTIVITY</b>		<b>\$12,451</b>	<b>\$512,451</b>	<b>\$12,451</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$12,500</b>	<b>\$12,500</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$987,211</b>	<b>\$1,380,694</b>	<b>\$152,036</b>	<b>\$186,200</b>	<b>\$166,400</b>	<b>\$232,400</b>	<b>\$66,000</b>
<b>DEPARTMENT TOTAL</b>		<b>1,608,646</b>	<b>1,914,441</b>	<b>\$558,785</b>	<b>\$732,000</b>	<b>\$849,488</b>	<b>\$839,150</b>	<b>(\$10,338)</b>

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 UTILITIES FUND DEBT SERVICE: FUND 20**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>EXPENDITURES</b>								
<b>DEBT SERVICE</b>								
20-15-6520	PRINCIPAL/DEBT SERVICE	-	-	210,000	215,000	330,000	220,000	(110,000)
20-15-6521	INTEREST/DEBT SERVICE	84,345	98,402	32,656	29,588	69,965	23,933	(46,032)
20-15-6523	INTEREST PAYMENT TO GF	-	26,758	9,914	9,914	9,914	7,526	(2,388)
20-15-6700	MAINT FEE/DEBT SERVICE	775	1,650	-	850	850	850	-
<b>TOTAL DEBT SERVICE</b>		<b>\$85,120</b>	<b>\$126,810</b>	<b>\$252,570</b>	<b>\$255,352</b>	<b>\$410,729</b>	<b>\$252,309</b>	<b>(\$158,420)</b>
<b>INTERFUND - ACTIVITY</b>								
20-15-9000	TRANSFER OUT	-	-	155,377	155,377	-	158,468	158,468
<b>TOTAL INTERFUND - ACTIVITY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$155,377</b>	<b>\$155,377</b>	<b>\$0</b>	<b>\$158,468</b>	<b>\$158,468</b>
<b>TOTAL EXPENDITURES</b>		<b>\$85,120</b>	<b>\$126,810</b>	<b>\$407,947</b>	<b>\$410,729</b>	<b>\$410,729</b>	<b>\$410,777</b>	<b>\$48</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
UTILITIES FUND 20 EXPENDITURES  
WATER SERVICE: DEPARTMENT 60**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>OTHER EXPENDITURES</b>								
<b>SUPPLIES</b>								
20-60-4525	WATER SUPPLIES	2,557	569	-	2,000	3,000	3,000	-
20-60-4526	GENERAL EXPENSES	8,739	6,856	3,470	6,000	7,000	7,000	-
20-60-4527	TOOLS & EQUIPMENT	-	4,278	5,510	7,000	8,000	8,000	-
<b>SUBTOTAL SUPPLIES</b>		<b>\$11,296</b>	<b>\$11,703</b>	<b>\$8,980</b>	<b>\$15,000</b>	<b>\$18,000</b>	<b>\$18,000</b>	<b>\$0</b>
<b>MAINTENANCE</b>								
20-60-4607	REPAIRS & MAINT	12,348	66,495	25,979	45,000	60,000	65,000	5,000
20-60-4609	PREVENTATIVE MAINT	1,170	15,463	16,779	40,000	80,000	80,000	-
<b>SUBTOTAL MAINTENANCE</b>		<b>\$13,518</b>	<b>\$81,958</b>	<b>\$42,758</b>	<b>\$85,000</b>	<b>\$140,000</b>	<b>\$145,000</b>	<b>\$5,000</b>
<b>SERVICES</b>								
20-60-5628	ELECTRICAL POWER - WP	70,498	78,666	66,928	85,000	85,000	85,000	-
20-60-6020	COH EMERGENCY INERCONNECT	1,516	2,425	24,434	35,000	2,000	2,000	-
20-60-6021	COH - GROUND WATER CHARGE	729,742	501,108	345,916	412,000	371,000	432,600	61,600
20-60-6022	WATER SAMPLES	8,766	5,671	6,085	8,600	10,000	10,000	-
20-60-6023	WATER TREATMENT	68,230	52,653	43,104	60,000	60,000	60,000	-
<b>TOTAL SERVICES</b>		<b>\$878,752</b>	<b>\$640,523</b>	<b>\$486,467</b>	<b>\$600,600</b>	<b>\$528,000</b>	<b>\$589,600</b>	<b>\$61,600</b>
<b>PROFESSIONAL SERVICES</b>								
20-60-5500	CONTRACT LABOR	-	-	29,245	69,000	100,000	100,000	-
<b>PROFESSIONAL SERVICES SERVICES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$29,245</b>	<b>\$69,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>
<b>INFRASTRUCTURE</b>								
20-60-7101	WATER SYSTEM	-	8,367	1,533	5,000	20,000	20,000	0
20-60-7102	NEW WATER SERVICE MAT	-	12,426	5,812	10,000	15,000	15,000	-
<b>TOTAL INFRASTRUCTURE</b>		<b>\$0</b>	<b>\$20,793</b>	<b>\$7,345</b>	<b>\$15,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$0</b>
<b>CAPITAL OUTLAY</b>								
20-60-7004	WATER METERS	11,038	16,332	9,636	15,000	15,000	15,000	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$11,038</b>	<b>\$16,332</b>	<b>\$9,636</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>
<b>INTERFUND - ACTIVITY</b>								
20-60-9100	WATER CAPITAL RF	94,835	94,835	94,835	94,835	94,835	95,000	165
<b>TOTAL INTERFUND - ACTIVITY</b>		<b>\$94,835</b>	<b>\$94,835</b>	<b>\$94,835</b>	<b>\$94,835</b>	<b>\$94,835</b>	<b>\$95,000</b>	<b>\$165</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$1,009,439</b>	<b>\$866,144</b>	<b>\$679,266</b>	<b>\$894,435</b>	<b>\$930,835</b>	<b>\$997,600</b>	<b>\$66,765</b>
<b>DEPARTMENT TOTAL</b>		<b>\$1,009,439</b>	<b>\$866,144</b>	<b>\$679,266</b>	<b>\$894,435</b>	<b>\$930,835</b>	<b>\$997,600</b>	<b>\$66,765</b>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
UTILITIES FUND 20 EXPENDITURES  
SEWER DEPARTMENT: DEPARTMENT 70**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>OTHER EXPENDITURES</b>								
<b>MAINTENANCE</b>								
20-70-4601	LIFTSTATION REPAIR-MAINT	-	25,359	21,660	40,000	60,000	65,000	5,000
20-70-4602	SEWER MAINT-REPAIR	17,125	17,267	20,479	30,000	30,000	30,000	-
20-70-4608	SEWER DEPT - MATERIAL & LABOR	3,025	906	-	2,500	8,000	8,000	-
20-70-4610	PREVENTATIVE MAINT	-	973	905	3,000	6,000	6,000	-
<b>SUBTOTAL MAINTENANCE</b>		<b>\$20,150</b>	<b>\$44,505</b>	<b>\$43,044</b>	<b>\$75,500</b>	<b>\$104,000</b>	<b>\$109,000</b>	<b>\$5,000</b>
<b>SERVICES</b>								
20-70-5627	ELECTRICAL POWER - SEWER PLT	1,419	1,545	1,657	2,000	2,000	2,000	-
20-70-6020	COH - SEWER	1,069,088	836,380	501,489	996,400	1,150,000	1,046,500	(103,500)
<b>TOTAL SERVICES</b>		<b>\$1,070,507</b>	<b>\$837,925</b>	<b>\$503,146</b>	<b>\$998,400</b>	<b>\$1,152,000</b>	<b>\$1,048,500</b>	<b>(\$103,500)</b>
<b>INTERFUND - ACTIVITY</b>								
20-70-9100	SEWER CAPITAL RF	5,432	5,432	5,432	5,432	5,432	6,500	1,068
<b>TOTAL INTERFUND - ACTIVITY</b>		<b>\$5,432</b>	<b>\$5,432</b>	<b>\$5,432</b>	<b>\$5,432</b>	<b>\$5,432</b>	<b>\$6,500</b>	<b>\$1,068</b>
<b>TOTAL OTHER EXPENDITURES</b>		<b>\$1,096,089</b>	<b>\$887,862</b>	<b>\$551,622</b>	<b>\$1,079,332</b>	<b>\$1,261,432</b>	<b>\$1,164,000</b>	<b>(\$97,432)</b>
<b>DEPARTMENT TOTAL</b>		<b>\$1,096,089</b>	<b>\$887,862</b>	<b>\$551,622</b>	<b>\$1,079,332</b>	<b>\$1,261,432</b>	<b>\$1,164,000</b>	<b>(\$97,432)</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE**  
**FY 2025-2026 BUDGET**  
**CIP FUND: FUND 25**

**FUND OVERVIEW**

The Capital Improvement Plan (CIP) Fund represents the City's plan for development. The CIP is reviewed each year to update project cost and changing priorities.

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	Year to Date 6/30/25	FY 24-25 PROJECTION	ADOPTED BUDGET	FY 25-26 ADOPTED BUDGET	INCREASE/ (DECREASE)
<b>BEGINNING FUND BALANCE</b>		<b>\$11,012,918</b>	<b>\$11,753,311</b>	<b>\$10,846,783</b>	<b>\$10,846,783</b>		<b>\$5,387,671</b>	
<b>REVENUE</b>								
25-01-5406	INTEREST INCOME	479,164	561,544	239,316	293,400	250,000	150,000	(100,000)
<b>TOTAL REVENUE</b>		<b>\$479,164</b>	<b>\$561,544</b>	<b>\$239,316</b>	<b>\$293,400</b>	<b>\$250,000</b>	<b>\$150,000</b>	<b>-\$100,000</b>
<b>TRANSFERS</b>								
25-01-5710	TRANSFERS IN	316,496	525,990	582,822	582,822	582,822	891,320	308,498
<b>TOTAL TRANSFERS</b>		<b>\$316,496</b>	<b>\$525,990</b>	<b>\$582,822</b>	<b>\$582,822</b>	<b>\$582,822</b>	<b>\$891,320</b>	<b>\$308,498</b>
<b>TOTAL REVENUE &amp; TRANSFERS</b>		<b>\$795,660</b>	<b>\$1,087,534</b>	<b>\$822,138</b>	<b>\$876,222</b>	<b>\$832,822</b>	<b>\$1,041,320</b>	<b>\$208,498</b>
<b>TOTAL AVAILABLE FUND FOR APPROPRIATION</b>		<b>\$11,808,578</b>	<b>\$12,840,845</b>	<b>\$11,668,921</b>	<b>\$11,723,005</b>	<b>\$832,822</b>	<b>\$6,428,991</b>	
<b>EXPENDITURES</b>								
<b>MAINTENANCE</b>								
25-50-4631	PED BRIDGE BRIAR BRANCH	-	945	-	28,000	100,000	88,237	(11,763)
<b>TOTAL MAINTENANCE</b>		<b>\$0</b>	<b>\$945</b>	<b>\$0</b>	<b>\$28,000</b>	<b>\$100,000</b>	<b>\$88,237</b>	<b>(\$11,763)</b>
<b>SERVICES</b>								
25-50-6944	BINGLE TRAFFIC IMPV	-	2,000	27,650	35,000	-	40,000	40,000
25-50-8000	WATERLINE REPLACEMENT	-	-	-	-	-	163,500	163,500
<b>TOTAL SERVICES</b>		<b>\$0</b>	<b>\$2,000</b>	<b>\$27,650</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$203,500</b>	<b>\$203,500</b>
<b>INFRASTRUCTURE</b>								
25-50-7501	CROES PROJECT	-	-	89,125	276,530	-	2,180,100	2,180,100
25-50-7502	HOME DEPOT LIFT STATION	-	-	5,449	130,000	540,000	568,700	28,700
25-50-7503	PW- BUILDING AND REMODEL	-	-	-	-	1,032,822	1,032,822	-
25-50-7510	MERLIN CT/OAK CIR	-	-	70,185	174,158	-	1,199,550	1,199,550
25-50-7516	WILD OAK, ECHO VALLEY, CAVEL	-	-	-	-	-	229,500	229,500
25-50-7518	BRIGHTON PLACE ROADS	-	1,232,211	3,636,807	3,588,013	6,700,000	636,933	(6,063,067)
25-50-7519	CEDARSPUR-BURK	55,267	758,906	2,103,633	2,103,633	2,810,000	-	(2,810,000)
25-50-7521	MIKEY WAY, ELIZ, RANDY, LARSTON, TAMY	-	-	-	-	-	80,000	80,000
<b>TOTAL INFRASTRUCTURE</b>		<b>\$55,267</b>	<b>\$1,991,117</b>	<b>\$5,905,199</b>	<b>\$6,272,334</b>	<b>\$11,082,822</b>	<b>\$5,927,605</b>	<b>(\$5,155,217)</b>
<b>TOTAL EXPENDITURES</b>		<b>\$55,267</b>	<b>\$1,994,062</b>	<b>\$5,932,849</b>	<b>\$6,335,334</b>	<b>\$11,182,822</b>	<b>\$6,219,342</b>	<b>(\$4,951,717)</b>
<b>ENDING FUND BALNCE</b>		<b>\$11,753,311</b>	<b>\$10,846,783</b>	<b>\$5,736,072</b>	<b>\$5,387,671</b>		<b>\$209,649</b>	

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 BUDGET  
CAPITAL PROJECTS WATER: FUND 26**

**FUND OVERVIEW**

The Capital Projects Water Fund is utilized to account, track, and report grant revenue received via ARPA funding and the related expenditures (Water Plant Upgrade). Once the Water Plant Upgrade project is completed, projected early FY26, this fund would have a zero ending fund balance.

ACCOUNT	ACCOUNT NAME	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 24-25	FY 25-26	INCREASE/ (DECREASE)
		ACTUAL	ACTUAL	Year to Date 6/30/25	PROJECTION	ADOPTED BUDGET	ADOPTED BUDGET	
<b>BEGINNING FUND BALANCE</b>		<b>\$4,508</b>	<b>\$57,036</b>	<b>\$416,990</b>	<b>\$416,990</b>		<b>\$466,890</b>	
<b>REVENUE</b>								
26-01-5406	INTEREST INCOME	52,528	59,954	38,206	49,900	45,000	-	(45,000)
26-01-5902	OTHER AGENCIES - GRANT	23,309	77,744	-	712,562	-	256,573	256,573
<b>TOTAL REVENUE</b>		<b>\$75,837</b>	<b>\$137,698</b>	<b>\$38,206</b>	<b>\$762,462</b>	<b>\$45,000</b>	<b>\$256,573</b>	<b>\$211,573</b>
<b>TRANSFERS</b>								
26-01-5700	TRANSFERS IN	-	300,000	-	-	-	-	-
<b>TOTAL TRANSFERS</b>		<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REVENUE &amp; TRANSFERS</b>		<b>\$75,837</b>	<b>\$437,698</b>	<b>\$38,206</b>	<b>\$762,462</b>	<b>\$45,000</b>	<b>\$256,573</b>	<b>\$211,573</b>
<b>TOTAL AVAILABLE FUND FOR APPROPRIATION</b>		<b>\$80,345</b>	<b>\$494,734</b>	<b>\$455,196</b>	<b>\$1,179,452</b>	<b>\$45,000</b>	<b>\$723,463</b>	
<b>EXPENDITURES</b>								
<b>CAPITAL OUTLAY</b>								
26-60-7001	WATER PLANT UPGRADE	23,309	77,744	346,610	712,562	1,263,513	523,223	(740,290)
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$23,309</b>	<b>\$77,744</b>	<b>\$346,610</b>	<b>\$712,562</b>	<b>\$1,263,513</b>	<b>\$523,223</b>	<b>-\$740,290</b>
<b>INTERFUND - ACTIVITY</b>								
26-60-9000	TRANSFER OUT	-	-	-	-	-	200,240	200,240
<b>TOTAL INTERFUND - ACTIVITY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,240</b>	<b>\$200,240</b>
<b>TOTAL EXPENDITURES</b>		<b>\$23,309</b>	<b>\$77,744</b>	<b>\$346,610</b>	<b>\$712,562</b>	<b>\$1,263,513</b>	<b>\$723,463</b>	<b>(\$540,050)</b>
<b>ENDING FUND BALANCE</b>		<b>\$57,036</b>	<b>\$416,990</b>	<b>\$108,586</b>	<b>\$466,890</b>		<b>\$0</b>	

**CITY OF SPRING VALLEY VILLAGE  
CAPITAL IMPROVEMENT PLAN  
GENERAL FUND/UTILITY FUND CIP LIST**

Item No.	Projects by Type	2024-2025	Year 1 2025 -2026	Year 2 2026 -2027	Year 3 2027 -2028	Year 4 2028 -2029	Year 5 2029 -2030	Greater than 5 Years	Total	Funding Source
<b>PAVEMENT &amp; UTILITY IMPROVEMENTS</b>										
BOND 2	1	Cedarspur, West of Bingle Burkhart, East of Bingle	\$ 1,400,000						\$ 1,400,000	Bond
	2	Brighton Place Streets * Cedarspur Street * Pech Road between Cedarspur St. & Winningham Ln. * Burkhart Cir. * Burkhart Ct. * Winningham Ln. East of Bingle	\$ 3,588,013	\$ 636,933					\$ 4,224,946	Bond
<b>BOND 2 TOTAL</b>		\$ 4,988,013	\$ 636,933	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,624,946	
<b>CUMULATIVE BOND TOTAL</b>										

<b>OTHER PAVEMENT &amp; UTILITY IMPROVEMENTS</b>										
CASH FUND	A	Croes (E & W of Fries)	\$ 276,530	\$ 2,180,100					\$ 2,456,630	20% Utility/80% General
		Merlin Ct./Spring Oak Circle	\$ 174,158	\$ 1,199,550					\$ 1,373,708	20% Utility/80% General
		Wild Oak Cir, Echo Valley (West of Fries), Echo Valley (E of Fries) & Cavell St.		\$ 229,500	\$ 2,870,993				\$ 3,100,493	20% Utility/80% General
		Mikey Way, Elizabeth, Randy, Larston St. Larston Dr., Tamy		\$ 80,000	\$ 687,381				\$ 767,381	100% General
	B	Cedarbrake (E&W of Bingle)				\$ 160,000	\$ 1,929,354		\$ 2,089,354	20% Utility/80% General
	C	Raylin Dr & Cam Ct.					\$ 153,400	\$ 1,406,025	\$ 1,559,425	100% General
	D								\$ -	
<b>OTHER PAVEMENT &amp; UTILITY IMPROVEMENTS TOTAL</b>		\$ 450,688	\$ 3,689,150	\$ 3,558,374	\$ 160,000	\$ 2,082,754	\$ 1,406,025	\$ -	\$ 11,346,991	20% Utility/80% General

<b>PUBLIC FACILITIES</b>										
CASH FUND	A	Renovation of Public Works Building	\$ -	\$ 1,032,822					\$ 1,032,822	CIP Fund 25
<b>PUBLIC FACILITIES TOTAL</b>		\$ -	\$ 1,032,822	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,032,822	

<b>COMMUNITY IMPROVEMENTS</b>										
CASH FUND	A	Repair/Replacement of Bridge Over Briar Branch Creek at Tamy Ln. & Randy Dr.	28000	\$ 88,237					\$ 116,237	CIP Fund 25
<b>COMMUNITY IMPROVEMENTS TOTAL</b>		\$ 28,000	\$ 88,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,237	

Item No.	Projects by Type	Start 2023 -2024	Year 1 2024 -2025	Year 2 2025 -2026	Year 3 2026 -2027	Year 4 2027 -2028	Year 4 2028 -2029	Greater than 5 Years	Total	Funding Source
<b>UTILITY INFRASTRUCTURE IMPROVEMENTS</b>										
A	Home Depot Lift Station Refurbishment		\$ 130,000	568700					\$ 698,700	Utility Fund
B	Waterline Replacement Project			\$ 163,500	\$ 1,196,820				\$ 1,360,320	Utility Fund
<b>UTILITY INFRASTRUCTURE IMPROVEMENTS TOTAL</b>		\$ -	\$ 130,000	\$ 732,200	\$ 1,196,820	\$ -	\$ -	\$ -	\$ 2,059,020	

<b>ARPA-CLFRF</b>										
A	Water Plant Upgrades (ARPA-CLFRF)	\$ 178,364	\$ 445,912	\$ 445,912					\$ 1,070,188	ARPA Grant
	Water Plant Upgrades (City Portion)		\$ 266,650						\$ 266,650	Utility Fund
<b>ARPA-CLFRF TOTAL</b>		\$ 178,364	\$ 712,562	\$ 445,912	\$ -	\$ -	\$ -	\$ -	\$ 1,336,838	



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 PROPOSED BUDGET  
 DEBT SERVICE FUNDS: FUNDS 30 & 31**

The Debt Service Fund is the mechanism through which the Spring Valley Village accumulates resources for the payment of interest and principal on its long-term debts.

The Debt Service Fund receives the majority of its revenues through current property tax assessments collected through the Interest and Sinking (I&S) tax rate. This portion of the tax rate is typically equal to the tax rate that, when applied to total assessed value, provides revenue equal to the debt service payment. The City has no legal debt limits.

In addition to current property tax revenues, the Debt Service Fund also receives delinquent tax payments and penalties and interest on those delinquent payments.

<b>General Obligation Debt Service Payments by Fiscal Year</b>			
<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2026	1,340,000	539,631	1,879,631
2027	1,385,000	492,031	1,877,031
2028	1,440,000	444,206	1,884,206
2029	1,485,000	400,381	1,885,381
2030	1,520,000	359,506	1,879,506
2031	1,565,000	317,506	1,882,506
2032	1,610,000	273,722	1,883,722
2033	1,655,000	228,163	1,883,163
2034	1,700,000	180,313	1,880,313
2035	1,755,000	129,981	1,884,981
2036	880,000	93,100	973,100
2037	905,000	70,156	975,156
2038	920,000	46,656	966,656
2039	945,000	22,600	967,600
2040	520,000	5,200	525,200
	<b>\$19,625,000</b>	<b>\$3,603,153</b>	<b>\$23,228,153</b>

<b>Waterworks and Sewer System Debt Service Payments by Fiscal Year</b>			
<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2026	340,000	62,401	402,401
2027	345,000	54,539	399,539
2028	350,000	46,462	396,462
2029	360,000	38,205	398,205
2030	125,000	29,587	154,587
2031	130,000	26,999	156,999
2032	130,000	24,152	154,152
2033	135,000	21,175	156,175
2034	135,000	17,989	152,989
2035	140,000	14,736	154,736
2036	145,000	11,306	156,306
2037	150,000	7,695	157,695
2038	150,000	3,915	153,915
	<b>\$2,635,000</b>	<b>\$359,159</b>	<b>\$2,994,159</b>

# City of Spring Valley Village

## Summary of Outstanding Revenue Bonds

As of September 30, 2025

FYE	Waterworks and Sewer System Revenue Bonds Series 2014				Waterworks and Sewer System Revenue Bonds Series 2018				Total Debt Service for Revenue Bonds		
	Principal	Cpn	Interest	Debt Service	Principal	Cpn	Interest	Debt Service	Principal	Interest	Total Debt Service
2026	220,000	2.630%	23,933	243,933	120,000	1.730%	38,468	158,468	340,000	62,401	402,401
2027	225,000	2.630%	18,147	243,147	120,000	1.800%	36,392	156,392	345,000	54,539	399,539
2028	230,000	2.630%	12,230	242,230	120,000	1.840%	34,232	154,232	350,000	46,462	396,462
2029	235,000	2.630%	6,181	241,181	125,000	1.950%	32,024	157,024	360,000	38,205	398,205
2030					125,000	2.070%	29,587	154,587	125,000	29,587	154,587
2031					130,000	2.190%	26,999	156,999	130,000	26,999	156,999
2032					130,000	2.290%	24,152	154,152	130,000	24,152	154,152
2033					135,000	2.360%	21,175	156,175	135,000	21,175	156,175
2034					135,000	2.410%	17,989	152,989	135,000	17,989	152,989
2035					140,000	2.450%	14,736	154,736	140,000	14,736	154,736
2036					145,000	2.490%	11,306	156,306	145,000	11,306	156,306
2037					150,000	2.520%	7,695	157,695	150,000	7,695	157,695
2038					150,000	2.610%	3,915	153,915	150,000	3,915	153,915
2039											
2040											
	910,000		60,490	970,490	1,725,000		298,669	2,023,669	2,635,000	359,159	2,994,159

Call Date  
Original TIC  
Underwriter  
Sale Type

<b>8/15/2024</b>	<b>8/15/2028</b>
	<b>2.2019%</b>
<b>JPMorgan Chase Bank</b>	<b>TWDB</b>
<b>Private Placement</b>	<b>Private Placement</b>

Notes:

Callable

**City of Spring Valley Village**  
**Summary of Outstanding General Obligation Bonds**  
**As of September 30, 2025**

	General Obligation Bonds Series 2015				Combination Tax & Revenue Certificates of Obligation Series 2019				Combination Tax & Revenue Certificates of Obligation Series 2020			
FYE	Principal	Cpn	Interest	Debt Service	Principal	Cpn	Interest	Debt Service	Principal	Cpn	Interest	Debt Service
2026	680,000	3.000%	230,719	910,719	290,000	4.000%	158,313	448,313	370,000	4.000%	150,600	520,600
2027	700,000	3.000%	210,019	910,019	300,000	4.000%	146,513	446,513	385,000	4.000%	135,500	520,500
2028	720,000	3.000%	188,719	908,719	315,000	3.000%	135,788	450,788	405,000	4.000%	119,700	524,700
2029	745,000	3.000%	166,744	911,744	325,000	3.000%	126,188	451,188	415,000	2.000%	107,450	522,450
2030	765,000	3.000%	144,094	909,094	330,000	3.000%	116,363	446,363	425,000	2.000%	99,050	524,050
2031	790,000	3.000%	120,769	910,769	345,000	3.000%	106,238	451,238	430,000	2.000%	90,500	520,500
2032	815,000	3.125%	96,184	911,184	355,000	3.000%	95,738	450,738	440,000	2.000%	81,800	521,800
2033	840,000	3.125%	70,325	910,325	365,000	3.000%	84,938	449,938	450,000	2.000%	72,900	522,900
2034	865,000	3.250%	43,144	908,144	375,000	3.250%	73,369	448,369	460,000	2.000%	63,800	523,800
2035	895,000	3.250%	14,544	909,544	390,000	3.250%	60,938	450,938	470,000	2.000%	54,500	524,500
2036					400,000	3.250%	48,100	448,100	480,000	2.000%	45,000	525,000
2037					415,000	3.250%	34,856	449,856	490,000	2.000%	35,300	525,300
2038					425,000	3.250%	21,206	446,206	495,000	2.000%	25,450	520,450
2039					440,000	3.250%	7,150	447,150	505,000	2.000%	15,450	520,450
2040									520,000	2.000%	5,200	525,200
	7,815,000		1,285,259	9,100,259	5,070,000		1,215,694	6,285,694	6,740,000		1,102,200	7,842,200

Call Date	<b>2/15/2024</b>	<b>2/15/2027</b>	<b>2/15/2028</b>
Original TIC	<b>3.0136%</b>	<b>2.9409%</b>	<b>1.5676%</b>
Underwriter	<b>Coastal Securities, Inc.</b>	<b>Raymond James &amp; Associates, Inc.</b>	<b>FHN Financial</b>
Sale Type	<b>Competitive</b>	<b>Competitive</b>	<b>Competitive</b>

Notes:

Callable

**City of Spring Valley Village**  
 Summary of Outstanding General Obligation Bonds  
 As of September 30, 2025

<b>Total Debt Service for General Obligation Bonds</b>			
<b>FYE</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>
2026	1,340,000	539,631	1,879,631
2027	1,385,000	492,031	1,877,031
2028	1,440,000	444,206	1,884,206
2029	1,485,000	400,381	1,885,381
2030	1,520,000	359,506	1,879,506
2031	1,565,000	317,506	1,882,506
2032	1,610,000	273,722	1,883,722
2033	1,655,000	228,163	1,883,163
2034	1,700,000	180,313	1,880,313
2035	1,755,000	129,981	1,884,981
2036	880,000	93,100	973,100
2037	905,000	70,156	975,156
2038	920,000	46,656	966,656
2039	945,000	22,600	967,600
2040	520,000	5,200	525,200
	<u>19,625,000</u>	<u>3,603,153</u>	<u>23,228,153</u>

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 PROPOSED BUDGET  
DEBT SERVICE FUND: FUND 30**

**FUND OVERVIEW**

The Debt Service Fund is used for the accumulation of resources for the payment of the City's long term debt issued via General Obligation or Certificates of Obligation bonds. The City's bond rating is AAA from Standard and Poors.

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>BEGINNING FUND BALANCE</b>		<b>\$3,242</b>	<b>\$1,627</b>	<b>(\$16,611)</b>	<b>(\$16,611)</b>		<b>(\$33,630)</b>	
<b>REVENUE</b>								
<b>PROPERTY TAXES</b>								
30-01-5100	AD VALOREM - CURRENT YEAR	895,040	900,169	888,062	893,100	910,819	871,816	(39,003)
30-01-5101	AD VALOREM - PRIOR YEARS	(8,583)	(8,389)	-	-	-	-	-
30-01-5102	AD VALOREM - PEN & INT	3,815	3,075	4,141	4,300	3,000	3,000	-
<b>TOTAL PROPERTY TAXES</b>		<b>\$890,272</b>	<b>\$894,855</b>	<b>\$892,203</b>	<b>\$897,400</b>	<b>\$913,819</b>	<b>\$874,816</b>	<b>(\$39,003)</b>
<b>FINANCING AND INTEREST INCOME</b>								
30-01-5406	Interest Income	-	-	308	400	-	-	-
<b>TOTAL FINANCING &amp; INTEREST INCOME</b>		<b>\$0</b>	<b>\$0</b>	<b>\$308</b>	<b>\$400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INTER-FUND TRANSFERS</b>								
30-01-5700	TRANSFER IN FROM GF	995,094	974,463	971,313	971,313	971,313	1,039,816	68,503
<b>TOTAL INTER-FUND TRANSFERS</b>		<b>\$995,094</b>	<b>\$974,463</b>	<b>\$971,313</b>	<b>\$971,313</b>	<b>\$971,313</b>	<b>\$1,039,816</b>	<b>\$68,503</b>
<b>TOTAL REVENUE</b>		<b>\$1,885,366</b>	<b>\$1,869,318</b>	<b>\$1,863,824</b>	<b>\$1,869,113</b>	<b>\$1,885,132</b>	<b>\$1,914,632</b>	<b>\$29,500</b>
<b>TOTAL FUNDS AVAILABLE FOR APPROPRIATION</b>		<b>\$1,888,608</b>	<b>\$1,870,945</b>	<b>\$1,847,213</b>	<b>\$1,852,502</b>	<b>\$1,885,132</b>	<b>\$1,881,002</b>	
<b>EXPENDITURES</b>								
<b>DEBT SERVICE</b>								
30-15-6520	BOND - PRINCIPAL	1,225,000	1,265,000	1,300,000	1,300,000	1,300,000	1,340,000	40,000
30-15-6521	BOND - INTEREST	659,731	619,781	300,616	582,132	582,132	539,631	(42,501)
30-15-6700	MAINT FEE/DEBT SERVICE	2,250	2,775	1,950	4,000	4,000	1,000	(3,000)
<b>TOTAL DEBT SERVICE</b>		<b>\$1,886,981</b>	<b>\$1,887,556</b>	<b>\$1,602,566</b>	<b>\$1,886,132</b>	<b>\$1,886,132</b>	<b>\$1,880,631</b>	<b>(\$5,501)</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,886,981</b>	<b>\$1,887,556</b>	<b>\$1,602,566</b>	<b>\$1,886,132</b>	<b>\$1,886,132</b>	<b>\$1,880,631</b>	<b>(\$5,501)</b>
<b>ENDING FUND BALANCE</b>		<b>\$1,627</b>	<b>(\$16,611)</b>	<b>\$244,647</b>	<b>(\$33,630)</b>		<b>\$371</b>	

**CITY OF SPRING VALLEY VILLAGE**  
**FY 2025-2026 PROPOSED BUDGET**  
**TWDB I&S FUND: FUND 31**

**FUND OVERVIEW**

The TWDB I&S Debt Service Fund is used for the accumulation of resources for the payment of the City's Texas Water Development Board long term debt.

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 PROPOSED BUDGET	INCREASE/ (DECREASE)
<b>REVENUE</b>								
<b><u>FINANCING AND INTEREST INCOME</u></b>								
31-01-5406	Interest Income	-	-	309	400	-	250	250
<b>TOTAL FINANCING &amp; INTEREST INCOME</b>		<b>\$0</b>	<b>\$0</b>	<b>\$309</b>	<b>\$400</b>	<b>\$0</b>	<b>\$250</b>	<b>\$250</b>
<b><u>INTER-FUND TRANSFERS</u></b>								
31-01-5700	TRANSFER IN FROM UF	-	-	155,377	155,377	-	158,468	158,468
<b>TOTAL INTER-FUND TRANSFERS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$155,377</b>	<b>\$155,377</b>	<b>\$0</b>	<b>\$158,468</b>	<b>\$158,468</b>
<b>TOTAL REVENUE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$155,686</b>	<b>\$155,777</b>	<b>\$0</b>	<b>\$158,718</b>	<b>\$158,718</b>
<b>EXPENDITURES</b>								
<b><u>DEBT SERVICE</u></b>								
31-15-6520	BOND - PRINCIPAL	-	-	-	115,000	-	120,000	120,000
31-15-6521	BOND - INTEREST	-	-	20,189	40,377	-	38,468	38,468
<b>TOTAL DEBT SERVICE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$20,189</b>	<b>\$155,377</b>	<b>\$0</b>	<b>\$158,468</b>	<b>\$158,468</b>
<b>TOTAL EXPENDITURES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$20,189</b>	<b>\$155,377</b>	<b>\$0</b>	<b>\$158,468</b>	<b>\$158,468</b>



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

# CITY OF SPRING VALLEY VILLAGE

## **SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for specific purposes. As a governmental fund type, special revenue funds are accounted for and budgeted on a modified accrual basis. Special revenue funds appropriations are adopted on an annual basis as part of the operating budget.

### COURT RESTRICTED FUND

The Court Restricted Fund accounts for the portion of fines for traffic violations that are legislatively restricted by State Law.

### ASSET FORFEITURE FUND

The Asset Forfeiture Fund accounts for revenue and expenditure that must be accounted for and reported based on Asset Forfeiture laws, regulations, and guidelines. The police department administers the funds of these programs.

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 BUDGET  
COURT RESTRICTED: FUND 35**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 ADOPTED BUDGET	INCREASE/ (DECREASE)
<b>BEGINNING FUND BALANCE</b>		<b>\$0</b>	<b>\$28,807</b>	<b>\$57,814</b>	<b>\$57,814</b>		<b>\$81,314</b>	
<b>REVENUE</b>								
35-01-5316	JUDICIAL FEES	122	65	35	100	100	100	-
35-01-5318	MUNICIPAL COURT - CHILD SAFE	1,955	2,181	2,553	3,600	1,900	1,900	-
35-01-5320	TIME PAYMENT (TPLC)	852	403	642	900	500	5,000	4,500
35-01-5322	MUNICIPAL COURT - SECURITY FEE	14,083	14,416	11,625	15,000	12,000	9,000	(3,000)
35-01-5323	MUNICIPAL COURT-TECHNOLOGY FEE	11,795	11,942	9,636	13,500	9,000	-	(9,000)
<b>TOTAL REVENUE</b>		<b>\$28,807</b>	<b>\$29,007</b>	<b>\$24,491</b>	<b>\$33,100</b>	<b>\$23,500</b>	<b>\$16,000</b>	<b>-\$7,500</b>
<b>TOTAL REVENUE</b>		<b>\$28,807</b>	<b>\$29,007</b>	<b>\$24,491</b>	<b>\$33,100</b>	<b>\$23,500</b>	<b>\$16,000</b>	<b>-\$7,500</b>
<b>TOTAL AVAILABLE FUND FOR APPROPRIATION</b>		<b>\$28,807</b>	<b>\$57,814</b>	<b>\$82,305</b>	<b>\$90,914</b>	<b>\$23,500</b>	<b>\$97,314</b>	
<b>EXPENDITURES</b>								
<b>SERVICES</b>								
35-30-5005	MUNICIPAL COURT BAILIFF	-	-	-	3,600	3,600	-	(3,600)
35-30-5016	COURT SECURITY EXPENSE	-	-	-	1,000	1,000	5,000	4,000
35-30-5017	COURT TECH EXPENSE	-	-	-	5,000	5,000	5,000	-
<b>TOTAL SERVICES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,600</b>	<b>\$9,600</b>	<b>\$10,000</b>	<b>\$400</b>
<b>TOTAL EXPENDITURES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,600</b>	<b>\$9,600</b>	<b>\$10,000</b>	<b>\$400</b>
<b>ENDING FUND BALNCE</b>		<b>\$28,807</b>	<b>\$57,814</b>	<b>\$82,305</b>	<b>\$81,314</b>		<b>\$87,314</b>	

**CITY OF SPRING VALLEY VILLAGE  
 FY 2025-2026 BUDGET  
 ASSET FORFEITURE: FUND 36**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 ADOPTED BUDGET	INCREASE/ (DECREASE)
<b>BEGINNING FUND BALANCE</b>		\$19,054	\$19,054	\$19,054	\$19,054		\$19,054	
<b>REVENUE</b>								
36-01-5401	ASSET FORFEITURE REV	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL AVAILABLE FUND FOR APPROPRIATION</b>		\$19,054	\$19,054	\$19,054	\$19,054	\$0	\$19,054	
<b>EXPENDITURES</b>								
<b>TOTAL EXPENDITURES</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>ENDING FUND BALNCE</b>		\$19,054	\$19,054	\$19,054	\$19,054		\$19,054	



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE  
FY 2025-2026 BUDGET  
SPRING VALLEY LEGACY FUND: FUND 37**

ACCOUNT	ACCOUNT NAME	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 Year to Date 6/30/25	FY 24-25 PROJECTION	FY 24-25 ADOPTED BUDGET	FY 25-26 ADOPTED BUDGET	INCREASE/ (DECREASE)
<b>BEGINNING FUND BALANCE</b>		<b>\$78,495</b>	<b>\$51,783</b>	<b>\$64,456</b>	<b>\$64,456</b>		<b>\$61,156</b>	
<b>REVENUE</b>								
37-01-5400	CONTRIBUTIONS	11,385	21,650	2,000	2,000	-	-	-
37-01-5401	MISC REVENUE	-	63	-	-	-	-	-
<b>TOTAL REVENUE</b>		<b>\$11,385</b>	<b>\$21,713</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REVENUE</b>		<b>\$11,385</b>	<b>\$21,713</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL AVAILABLE FUND FOR APPROPRIATION</b>		<b>\$89,880</b>	<b>\$73,496</b>	<b>\$66,456</b>	<b>\$66,456</b>	<b>\$0</b>	<b>\$61,156</b>	
<b>EXPENDITURES</b>								
<b>SUPPLIES</b>								
37-40-4511	UNIFORM	-	-	-	-	-	-	-
37-40-4525	SUPPLIES	38,097	-	3,030	3,100	-	-	-
37-40-4526	GENERAL EXPENSES	-	8,975	2,184	2,200	-	-	-
<b>TOTAL SUPPLIES</b>		<b>\$38,097</b>	<b>\$8,975</b>	<b>\$5,214</b>	<b>\$5,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PROFESSIONAL SERVICES</b>								
37-40-5511	BANK SERVICE FEES	-	65	-	-	-	-	-
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$0</b>	<b>\$65</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>		<b>\$38,097</b>	<b>\$9,040</b>	<b>\$5,214</b>	<b>\$5,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENDING FUND BALNCE</b>		<b>\$51,783</b>	<b>\$64,456</b>	<b>\$61,242</b>	<b>\$61,156</b>		<b>\$61,156</b>	



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

**CITY OF SPRING VALLEY VILLAGE, TEXAS**



**COMPREHENSIVE FINANCIAL MANAGEMENT POLICY  
STATEMENTS**

ADOPTED

June 26, 2024

## **PURPOSE**

The Comprehensive Financial Management Policy Statements assembles all of the City's financial policies into one document. These statements are the tools used to ensure that the City is financially able to meet its current and future service needs, maintain transparency, and good stewardship of public resources. The individual statements contained herein serve as guidelines for both the financial planning and internal financial management of the City.

These Policy Statements are subject to State law and the City Policies. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policy statements safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

### **Objectives**

- A. To guide City Council and management policy decisions that have significant fiscal impact.
- B. To employ balanced revenue policies that provide adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

## **I.**

### **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING**

Maintain accounting practices that conform to Generally Accepted Accounting Principles (GAAP) and comply with prevailing federal, state, and local statutes and regulations. Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

#### ***A. Accounting Practices and Principles***

The City will maintain accounting practices that conform to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. All City financial documents, except interim financial reports, including official statements accompanying debt issues, Comprehensive Annual Financial Reports and continuing disclosures statements will meet these standards.

#### ***B. Financial and Management Reporting***

1. Interim Financial Reports will be provided monthly and/or quarterly to management and City Council that explain key economic and fiscal developments and note significant deviations from the budget. These reports will be distributed by the end of each month for the prior month.

2. As an additional independent confirmation of the quality of the City's financial reporting, the City will annually seek to obtain the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.

#### *C. Annual Audit*

1. Pursuant to State Statute, the City shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice in the State of Texas. The annual financial statement, including the auditor's opinion, shall be filed within 180 days after the last day of the City's fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. An official Comprehensive Annual Financial Report shall be issued no later than six (6) months following the end of the fiscal year. The Chief Financial Officer shall be responsible for establishing a process to ensure timely resolution of audit recommendations.

#### *2. Annual Financial Disclosure*

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to various information repositories through disclosure documents or set of documents that include the necessary information. This will include any periodic materials event notices as required by the SEC.

#### *D. Signature of Checks*

Pursuant to the City Policies, all checks shall have two signatures, signed by the City Administrator, City Treasurer, Assistant City Treasurer and other authorized signers. Signatures shall be affixed on all City checks via signatures Component unit check signers are officers elected by the board, where applicable. Component unit's checks shall also have two signatures.

#### *E. Compliance with Council Policy Statements*

The Financial Management Policy Statements will be reviewed annually and updated, revised or refined as deemed necessary. Policy statements adopted by City Council are guidelines, and occasionally exceptions may be appropriate and required. Exceptions will be identified, documented, and approved by City Council and/or the City Administrator.

## II.

### **BUDGET AND LONG-RANGE FINANCIAL PLANNING**

#### *A. Balanced Budget*

The City shall annually adopt a balanced budget where annual revenues plus other means of financing such as fund balance are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. All budget revisions will require the vote and approval of City Council before any additional spending of City funds. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or "non-recurring" expenditures.

#### *B. Current Funding Basis (Recurring Revenues)*

The City shall budget and operate on a current funding basis. Recurring expenditures shall be budgeted and controlled so as not to exceed current revenues. Recurring expenses will be funded exclusively with recurring revenue sources to facilitate operations on a current funding basis.

### *C. Use of Non-Recurring Revenues*

Non-recurring revenue sources, such as a one-time revenue remittance of fund balance in excess of policy can only be budgeted/used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. This will ensure that recurring expenditures are not funded by nonrecurring sources.

### *D. Property Tax Rate*

The City Administrator will recommend a property tax rate that the City finances require in order to operate efficiently, yet effectively, and pay its debt.

#### *1. Homestead Exemption*

The City shall review the homestead exemption annually as part of the budget process. When the financial health of the City's finances and economic and market conditions of the local economy justify, the City Administrator may recommend a change to the homestead exemption. In accordance with state statute, any recommended change in the homestead exemption will be presented to council for approval prior to July 1. The total exemption percentage granted shall not exceed the state statute limitation.

#### *2. Over-Age and Disabled Persons Exemptions*

The City currently grants a \$20,000 exemption for persons 65 or older and for disabled persons. This amount shall remain stable during a period in which the City is max out the homestead exemption.

### *E. Revenue Estimating for Budgeting*

1. In order to protect the City from revenue shortfalls and to maintain a stable level of service, the City shall use a conservative, objective, reasonable and analytical approach when preparing revenue estimates. The process shall include historical collection rates, trends, development, and probable economic changes. This approach is intended to reduce the likelihood of actual revenues falling short of budget estimates and should avoid mid-year service changes.
2. The City whenever possible, will seek outside sources of revenue, such as federal, state, and local grants, in order to leverage local dollars.
3. Estimates from grant sources will be projected only to the specific date on which the entitlement will end.
4. The Utility Fund water and wastewater revenues will be budgeted based on the average rainfall/consumption over the last three years, pursuant to the rate model. The City will anticipate neither drought nor wet conditions.

### *F. Performance, Merit Pool, and Step Increases*

The budget shall include an amount adequate to cover salary increases such as performance, merit pool, step increase and cost of living adjustment. This amount will be calculated for each fund and, based on budgeted salaries for the year including multi fund positions. In addition, funds may be budgeted when appropriate, to bring identified jobs up to market salary rates.

### *G. Budget Preparation*

1. Department Directors have primary responsibility for formulating budget proposals. New or expanded services should support City Council goals, City Administrator priority direction and department goals. Departments are charged with implementing them once they are approved.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.

#### H. *Budget Management*

The City Council shall delegate authority to the City Administrator in managing the budget after it is formally adopted by the City Council, including the transfer of funds within departments, between divisions, and between departments. The City Administrator may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally adopted by the fund level. Expenditures/expenses should not exceed the adopted budget, plus subsequent changes approved by the City Council. A mid-year review of each departments expenditures will be performed to assure budget compliance and budget management.

#### I. *Amended Budget*

In order to preserve fund balances/ending balances based on projected revenues and expenditures/expenses for the current fiscal year, City Council will amend the annual budget for all funds, excluding capital improvements funds, as set forth in the projections. City Council will amend the current fiscal year budget annually during the budget process.

#### J. *Performance Measurement*

Performance measures will be utilized and reported in department budgets. The City will maintain a measurement system that reports trends and comparisons to targets and previous year as a management tool to monitor and improve service delivery.

#### K. *Operating Deficits*

The City shall take immediate corrective action if at any time during the fiscal year expenditure and revenue re-estimates are such that “net income” is lower than budgeted. Corrective actions include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements.
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze salary increases.
- Use of fund balance
- Use of volunteers
- Increase fees.
- Reduce work hours with subsequent reduction in pay.
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level.

#### L. *Long-Range Financial Plans*

1. The City shall develop and maintain a multi-year Financial Forecast for each major operating fund, in conjunction with the annual budget process. Major operating funds are as follows:
  - General Fund
  - Debt Service Fund
  - Water/Sewer Utility Fund

2. The forecast should enable current services and current service levels provided to be sustained over the forecast period. Operating impacts from completed capital improvement projects in the City's Five-Year CIP shall be included in the forecast. Commitments/obligations already made that require future financial resources shall also be included.
3. The forecasts should identify impact to property taxes and utility rates.
4. Major financial decisions should be made in the context of the Comprehensive Plan.

The forecast assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve the City's goals. The forecast will provide an understanding of available funding; evaluate financial risk; assess the likelihood that services can be sustained; assess the level at which capital investment can be made; identify future commitments and resource demands; and identify the key variables that may cause change in the level of revenue.

### III.

## REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified and sufficient revenue stream to support desired City services.

#### *A. Balance and Diversification in Revenue Sources*

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

#### *B. User Fees - General Fund*

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City shall recover the costs of those services through property and sales taxes.
2. At a minimum, the City will strive to cover direct costs.
3. User fees should be reviewed annually and adjusted as deemed necessary in order to avoid sharp changes.
4. Factors in setting fees shall include, but not be limited to market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct, indirect and overhead costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees should be adopted by Council Ordinance and included in the Annual Fee Schedule.

#### *C. User Fees - Enterprise Funds*

1. Utility rates and other Enterprise Fund user fees shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage, provide pay as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The multi-year Financial Plan (rate model) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the multi-year Financial Plan (rate model) will be built around small rate increases annually versus higher rate increases periodically.

**D. One-Time/Unpredictable Revenue Sources**

1. One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures.
2. One-time, unpredictable revenue sources will be used or one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

**E. Revenue Collection**

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent taxpayers and others overdue in payments to the City.

Revenues actually received will be compared to budgeted revenues by the Chief Financial Officer and any variances considered to be material will be investigated. This process will be summarized in the interim financial report. (See Financial and Management Reporting.)

**F. Write-Off of Uncollectible Receivables (excludes property taxes, court fines and warrant)**

1. Receivables shall be considered for write-off as follows:
  - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
  - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect have been taken.
2. Accounts shall be written-off annually near year-end. Upon approval, accounts will be forwarded to a credit reporting agency.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.

**IV.**

**EXPENDITURES**

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

**A. Maintenance of Capital Assets**

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

**B. Periodic Program/Services Reviews**

The City Administrator and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

**C. Purchasing** All City purchases of goods and services shall be made in accordance with the City's current Purchasing manual. Initial contract terms shall be limited to three (3) year. Renewal terms shall be limited to two (2) one-year renewals following the original term, with a maximum contract of five (5) years in duration. Upon the expiration of the term of a contract (including renewal terms), the City shall obtain competitive pricing for the goods and services in accordance with its Purchasing policies. Contracts exceeding five (5) years in duration may be warranted for certain unique goods, services or commodities; however, any contract exceeding five (5) years in duration shall require approval by a super-majority of City Council.

V.

**FUND BALANCE AND RESERVES**

Maintain the fund balance and working capital of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position during emergencies or economic fluctuations.

*A. General Fund Unrestricted Fund Balance*

The City shall maintain the General Fund unrestricted fund balance equivalent to 120 days of the total operating expenditures of the General Fund. If the fund balance exceeds this amount, funding non-recurring expenditures or funding Pay-as-You-Go capital projects in the following fiscal year may be used to draw down the balance.

*B. Water/Sewer Unreserved Working Capital*

The City shall maintain a working capital sufficient to provide for reserves for emergencies and revenue shortfalls. A cash equivalent operating reserve will be established and maintained at 25% of the current year's budget appropriation for total operating expenses.

The cash operating reserve is derived by dividing the total cash equivalents balance by total operating expenses.

*C. Use of Fund Balance/Working Capital*

Fund balance/Working Capital shall only be used for emergencies, non-recurring expenditures/expenses or major capital purchases that cannot be accommodated through current year savings. Should such use reduce balances below the level established as the objective for that fund, restoration recommendations will accompany the request/decision to utilize said balances.

*H. Water/Sewer Revenue Debt Coverage Reserves*

Revenues shall be maintained at 1.4 times coverage in a fiscal year where the water/sewer fund is not issuing additional debt and 1.4 times coverage in a year where debt is anticipated to be issued.

*I. Bond Issuance Reserves*

Debt service reserves should be maintained for each bond issue as required by bond covenants.

*J. Contingency Appropriation*

Pursuant to the City Policies, a provision shall be made within the annual budget for a contingency account in an amount not more than one percent of the General Fund expenditures to be used in case of unforeseen items of expenditures.

*K. Fund Balance Classification*

The governmental fund financial statements will present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the City is bound to honor certain constraints on the use of the financial resources within the governmental funds. The classifications used will be as follows:

- Non-spendable: amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples include Inventories, prepaid items, and long-term receivables.
- Restricted: Amounts for which constraints have been placed on the use of resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Restricted fund balances include but may not be limited to: Debt Service Reserves, Special Court Funds created

by State Statute, Debt Service Funds, Hotel Occupancy Tax, State and Federal Forfeitures/Seizures, Parkland, Detention, Sidewalk, Tree Trust, and Park and City-Wide Donation revenues, unspent bond proceeds, unspent grant funds, unspent Capital Lease proceeds, and unspent funds received pursuant to funding, developer, and/or TxDOT agreements.

- Committed: Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council. These amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed.
- Assigned: Amounts that are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. In governmental funds other than the general fund, assigned fund balances represents the amount that is not restricted or committed. This indicates that those resources are, at a minimum, intended to be used for the purpose of that fund. Examples include residual funds in all governmental funds except the General Fund and outstanding encumbrances at year-end.
- Unassigned: Is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Commitment of Fund Balance:

- The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is an ordinance approved by the City Council at a regular City Council meeting. The ordinance must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in a subsequent period.

Assignment Fund Balance:

- The City Council has authorized the Chief Financial Officer as the official authorized to assign fund balance to a specific purpose pursuant to the guidelines.

Order of Expenditure of Funds:

When multiple categories of fund balance are available for expenditure, the City would typically use restricted fund balances first, followed by Committed, and then Assigned, but reserves the right to selectively spend from any of the categories, including Unassigned based upon the individual circumstances.

## VI.

### CAPITAL EXPENDITURES AND IMPROVEMENTS

Annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

#### A. Capitalization Threshold for Tangible Capital Assets

1. Tangible capital items should be capitalized only if they have an estimated useful life of 2 years or more following the date of acquisition or significantly extend the useful life of the existing asset and cannot be consumed, unduly altered, or materially reduced in value immediately by use and have a cost of not less than \$5,000 for any individual item.
2. The capitalization threshold of \$5,000 will be applied to individual items rather than to a group of similar items (i.e.: desks, chairs, etc.).

3. To maintain adequate control over non-capitalized tangible items, items costing \$1,000 - \$4,999 will be monitored, tagged, and tracked through the City financial software system.
4. Accurate inventories of all tangible items will be maintained to ensure proper stewardship of public property.

#### *B. Five-Year Capital Improvement Plan (CIP)*

1. The City shall annually prepare a five-year capital improvement plan based on the needs for capital improvements and equipment, the status of the City infrastructure, replacement and renovation needs, and potential new projects. Capital projects are improvements or additions to the City's physical plant/facilities/infrastructure and become a part of the City's asset inventory. Capital projects can be further categorized into land, buildings, improvements other than buildings, and infrastructure, which includes roads, bridges, utility lines, physical plants, etc. Capital costs typically consist of preliminary design, final design, and construction, and may involve the acquisition of land or easements. For purposes of the CIP Plan, a Capital Improvement Project should generally exceed a cost of \$100,000.
2. For the most part, projects in the CIP should be based upon master plans or developer agreements. This ensures that the City's CIP, which is the embodiment of the recommendations of these individual planning studies, is responsive to the officially stated direction of the City as contained in the Comprehensive Plan and supporting master plans. Examples of these supporting documents are Water and Wastewater Modeling Plans, Thoroughfare Plan, Parks Master Plan, Trail Plan, Municipal Facilities Plan, etc.
3. For every project identified in the CIP, a project scope and project justification will be provided. Also, project costs shall be estimated, funding sources identified, and annual operation and maintenance costs computed.
4. The Planning and Zoning Commission will be provided opportunities to review the list of CIP projects for the CIP and may suggest additions and/or changes to the plan as appropriate. Pursuant to the City Policies, the Planning and Zoning Commission makes recommendation to the City Administrator.
5. The City Administrator is charged with recommending a Capital Improvement Plan to City Council. The CIP shall be filed and adopted in conjunction with the annual budget.
6. Annually, through the budget process and at year-end, projects are to be reviewed. For those identified as complete, any remaining funds will close to fund balance. For those projects with identified savings, the project budget will be reduced, and the subsequent savings will flow to fund balance. These funds can then be re-appropriated during the next fiscal year capital budget. Funds remaining from bond proceeds will only be used in accordance with the legal use of those funds.
7. Appropriations for capital projects are for the life of the project; therefore, re-appropriation of capital funding for each fiscal year for budgeted projects is not necessary.

#### *C. Infrastructure Evaluation and Replacement/Rehabilitation*

Water, wastewater, drainage, streets and sidewalks, municipal facilities and other infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

1. High priority should be given to replacing/rehabilitating capital improvements prior to the time that they have deteriorated to the point where they are hazardous, incur high maintenance costs, negatively affect property values, or no longer serve their intended purpose.
2. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective, which would include life-cycle costing, and provides the best value to the City.

#### *D. Replacement of Capital Assets on a Regular Schedule (City Fleet, Police Fleet, and High-Tech)*

The City shall annually prepare a schedule for the replacement of its city fleet, police fleet, and high technology capital assets. Funding for the replacement of these assets will be accomplished through the annual budget process, within the resources available each fiscal year. A variety of funding options will be explored, including but not limited to cash on hand and lease/purchase, based upon a determination of what would be in the best interest of the City.

#### *E. Capital Expenditure Financing*

The City recognizes that there are three basic methods of financing its capital requirements: Funding from current revenues; funding from fund balance; or funding through the issuance of debt. Types of debt and guidelines for issuing debt are set forth in the Debt Policy Statements.

#### *F. Pay-As-You-Go Capital Improvements*

1. The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital improvements and capital purchases. This will reduce/minimize the property tax and utility rate impacts on citizens.
2. The City will seek out and use intergovernmental funding sources for capital improvements in order to leverage City funding and to minimize property and utility rate impacts.

#### *G. Capital Improvements/Project Reporting*

A summary/status report on the City's various capital projects will be prepared monthly and available to the City Administrator and to City Council. Financial Reports on the City's CIP funds will be prepared monthly and include budget-to-actual for each project as well as list of major contracts, expense to date, and project balances.

## **VII.**

### **DEBT**

Establish guidelines for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

#### *A. Use of Debt Financing*

Debt financing, to include general obligation bonds, revenue bonds, certificates of obligation, certificates of participation, lease/purchase agreements, and other obligations permitted to be issued or incurred under Texas law, shall only be used to purchase capital assets that cannot be prudently acquired from either current revenues or fund balance and to fund infrastructure improvements and additions. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital expenditures and capital improvements, which shall include, but not be limited to, sales tax, utility system revenues, developer fees, inter-local agreements, and state and federal grants.

#### *B. Affordability*

The City shall use an objective analytical approach to determine whether it can afford to issue general purpose debt, both General Obligation and Certificates of Obligation, water/sewer debt, sales tax revenue debt, and any other financing permitted by State law. The process shall include an internal feasibility analysis for each long-term financing which analyzes the impact on current and future budgets, which would include the tax and utility rates. The process shall also include the benefits of the

proposed projects. The decision on whether or not to issue new debt shall be based on the benefits of the project, current conditions of the municipal bond market, and the City's ability to "afford" new debt.

In no case will the City issue general obligation debt that will require a debt service tax rate of \$1.50 per \$100 assessed valuation, based on a 90% collection rate, which the maximum tax rate is permitted by State law.

### C. *Types of Long-Term Debt*

#### 1. General Obligation Bonds (GO)

General Obligation bonds require voter approval and are secured by a promise to levy taxes in an amount necessary to pay annual debt service.

a. General Obligation bonds must be issued for projects that are in accordance with the wording in the bond proposition.

#### 2. Certificates of Obligation

Certificates of Obligation (COs) may be issued by a majority vote of the City Council as provided in State law. A separate general voter approval to finance any public works project or capital improvement, is not required for the issuance of CO's. There are additional layers of reporting and consideration required by State law as it pertains to Certificates of Obligation. That is, the COs must be advertised in advance in the newspaper of record and after adoption, there is an opportunity for petition of voters to be circulated and if the signatures are sufficient, to force a vote of approval or rejection of the CO's.

Once issued, CO's may only be utilized for the projects specified in the CO issuance and may not be transferred to other projects not listed in the issuance documentation.

With the passage of House Bill 1378, entities are prohibited from utilizing COs for any project(s) that voters rejected in the preceding three years, except in instances related to public calamity, public health, unforeseen damage, or state and federal regulatory compliance. For example, if a traffic improvement is placed into a GO bond issuance and the issuance is voted down by the public, COs cannot be used to fund that project for the next three years. The risk of entering a 3year waiting period for critical projects should be evaluated before placing projects that could be funded with COs onto the GO track.

It is the Cities policy to use Certificates of Obligation to finance public improvements in certain circumstances and only after determining the City's ability to assume additional debt and as part of the overall approved Capital Improvement Program which stems from a variety of master plans and strategies. CO projects should be explicitly linked to existing master plans whenever possible in presentations to Council and the public.

Since CO issuances are not voted on directly by the public, the City shall take extra steps to promote transparency and accountability before COs can be used by the City Council. To accomplish that the following items will be completed by the Finance Department.

- a. A list of all projects funded by COs, along with details about the projects, project costs, and location shall be published to the City's Finance website.
- b. A link to information about proposed and active CO projects shall be posted on the City's website and public notice given through other channels with the goal of informing the public about planned CO use.

- c. The list of proposed and active CO projects will begin with projects that were funded with CO's sold after FY 2015
- d. To maintain transparency and accountability, once a project is approved to use COs via adoption of the CIP the funding mechanism will remain as COs for the project unless another funding mechanism can be substituted that saves money without downscaling, delaying, or cancelling the project.
- e. The list of projects funded by CO's, will identify which of the circumstances below (a-f) apply to the project.

Each new project brought forward to City Council as part of the CIP budgeting process that uses COs as a funding source must specify which of the following circumstances apply to the project and explain why those items are applicable.

- a. In limited circumstances, the City may issue CO's when there is insufficient funding caused by project delays, inflation, scope changes, or other unforeseen factors on a general obligation bond-financed capital improvement project. For a project to be eligible for CO funding under this part of the policy, the funding gap to be covered by a CO issuance must be at least 10% of the original projected cost(s) advertised to the public at the time of the bond referendum. The total amount being issues should not exceed 25% of the total original projected cost(s) advertised to the public at the time of the bond referendum, or 5% for each year the project has been delayed.
- b. The City may issue CO's when "emergency" (urgent, unanticipated) conditions require a capital improvement to be funded rapidly. Use of this clause is restricted to:
  - a. emergencies caused by weather, climate, or economic disasters.
  - b. criminal acts necessitating the need for repairs.
  - c. Emergency repairs to city facilities and infrastructure that were not foreseen and are deemed critical to continued operation or to avoid significant future financial repercussions.
  - d. Federal or State mandates that require significant unplanned and unfunded expenses.
  - e. the designated Facilities Fund lacks sufficient funding for major repairs or replacements that would cause a significantly higher expense if left unrepaired.
- c. The City may issue COs for projects when the City can leverage dollars from sources outside the General Fund (including HGAC, enterprise funds, Federal or State grant funds, TIRZ, TIP, developer reimbursement, etc.) to reduce the City's ultimate general total capital cost for a community improvement with the goal to achieve three dollars for every CO dollar.
- d. The City may issue COs for projects determined to be in the best interest of the City whereby a determination is made by the City Council that the financial cost or timing of the construction of a capital improvement and the expense of calling a bond election for a single proposition would, with the approval of the City Council, warrant the issuance of Certificates of Obligation.
- e. The City may issue CO's if, in the opinion of the City Council, it would be significantly more economical to the City to issue Certificates of Obligation rather than issuing revenue bonds; and

- f. The City may issue COs for the advance design of projects to get them “shovel ready” and accurately determine the future financing bond amount, including pre-work for designing GO Bond Packages that will be sent to voters for approval.
- g. Debt issued as a Certificate of Obligation will have a maturity that does not exceed the useful life of the asset being financed. For longer life items beyond 30 years, the maturity will not exceed 30 years.

### 3. Revenue Bonds

Revenue bonds are generally payable from a designated source of revenue. They do not require voter approval.

For the City to issue new revenue bonds, revenues, as defined in the ordinance authorizing the revenue bonds in question, shall meet the bond coverage ratio as defined in the ordinance. Annual adjustments to the City’s rate structures for Enterprise Funds will be made as necessary to maintain the coverage factor.

If the City should issue COs for Water/Sewer Improvements, the Water/Sewer Fund will pay the annual debt service associated with the issue.

#### D. *Debt Structures*

The City shall normally issue bonds with a life not to exceed 20 years for general obligation bonds and 30 years for revenue bonds, but in no case longer than the useful life of the asset.

The City will issue debt using a structure principal in order to manage the property tax rate.

The City will issue debt based on a fixed rate and will limit use of variable-rate debt due to the potential volatility of such instruments.

#### E. *Debt Refunding*

The City’s financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the net present value savings of a particular refunding should exceed 3.0% of the refunded maturities unless: (1) a debt restructuring is necessary; or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

#### F. *Interest Earnings on Debt Proceeds*

Debt interest earnings will be limited to funding changes to the bond financed Capital Improvement Plan in compliance with the voted propositions, cost overruns on bond projects, or be applied to debt service payments on the bonds issued.

#### G. *Bond Elections*

1. Timing of general obligation bond elections shall be determined by the inventory of current authorized, unissued bonds remaining to be sold and the Five-Year Capital Improvement Plan.
2. The total dollar amount of bond election propositions recommended to the voters should typically not exceed the City’s estimated ability to issue the bonds within a 7-year period.
3. An analysis showing how the new debt combined with current debt impacts the City’s tax rate and debt capacity will accompany every future bond issue proposal.

#### H. *Sale Process*

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic

factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the underwriters involved. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

*I. Underwriting Syndicates*

The City's financial advisor shall attempt to involve qualified and experienced firms, which consistently submit ideas to the City and financial advisors and actively participate in the City's competitive sale in its negotiated underwritings. In conjunction with the City, the City's financial advisor shall recommend the structure of underwriting syndicates, which will be optimal for the type and amount of debt being issued.

*J. Bond Ratings*

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

*K. Covenant Compliance*

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices.

*L. Arbitrage Rebate Monitoring and Reporting*

Arbitrage is the interest earned on the investment of bond proceeds above the interest paid on the debt. The City will maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping shall include tracking project expenditures, interest earned on the bonds, calculating rebate payments, and remitting any rebate earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed annually on all debt issues and the liability recorded for any positive arbitrage. Due to the specialized nature of the calculations, this function will typically be outsourced.

*M. Lease/Purchase Agreements*

The City will use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease purchase agreements will be approved by City Council no matter the dollar amount.

**VIII.**

**CASH MANAGEMENT AND INVESTMENTS**

To maintain the City's cash in such a manner so as to ensure the absolute safety of principal, to meet the liquidity needs of the City, and to achieve the highest possible yield.

*A. Investment Management*

1. All aspects of cash/investment management shall be designed to ensure safety and integrity of the City's financial assets.
2. Cash/Investment management activities shall be conducted in full compliance with prevailing local, state, and federal regulations.
3. The City will utilize competitive quotes from approved broker/dealers, affording no special advantage to any individual or corporate member of the financial or investment community.
4. The City will only do business with City authorized broker/dealers and/or financial institutions as approved by Council and who have executed a written certification of their review of the City's Investment Policy.
5. The City shall design and establish policies relating to a variety of cash/investment management issues, such as the eligibility and selection of various broker/dealers, safekeeping requirements, collateral requirements, delivery versus payment requirements, weighted average maturity requirements and other such aspects of the program, which necessitate standard setting in pursuit of appropriate prudence and enhanced protection of assets.
6. Investments of the City shall be made with the exercise of judgment and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment.

*B. Investment Strategy*

The City maintains a consolidated portfolio in which it pools its funds for investment purposes. The City's investment program seeks to achieve safety of principal, adequate liquidity to meet cash needs, and reasonable yields commensurate with the preservation of principal and liquidity. (See City's Investment Strategy)

*C. Interest Income*

Interest earned from investments shall be distributed to the funds from which the funds were provided.

*D. Arbitrage Investments*

Investment on bond proceeds will be made with safety of principal and liquidity in mind, but with a competitive rate of return. If there is positive arbitrage, the rebate earnings will be sent to the IRS, as necessary.

*E. Depository*

The City will select its official bank through a formal bidding process in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available. The City will, at a minimum, bid depository services every five years. The City will review the financial health of the City's depository annually to include but not be limited to earnings, assets, capital, and liquidity.

*F. Collateralization of Deposits*

1. The pledge of collateral shall comply with the City's investment policy.

**IX.**

**GRANTS AND INTERGOVERNMENTAL REVENUES**

The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants.

*A. Grant Guidelines*

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
3. The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

*B. Grant Review Process*

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
  - a. The grant being pursued and the use to which it would be placed.
  - b. The objectives or goals of the City which will be achieved through the use of the grant.
  - c. The local match required, if any, plus the source of the local match
  - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, HR, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Administrator shall approve all grant submissions and City Council shall approve all grant acceptances over \$50,000.

*C. Budgeting for Grant Expenditures*

Annually via the budget process, departments will submit for possible funding, known grant opportunities. These grant opportunities will be prioritized and ranked along with all other supplemental requests. If approved, the expenditure and associated revenue will be appropriated in the Grant Fund. If there are grant opportunities that arise during the year and are received by the City, the budget will be amended via the projections, if the City can fund the local match required.

*D. Grant Termination and/or Reduced Grant Funding*

1. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered during the budget process, unless the City is obligated through the terms of the grant to maintain the positions, services, or equipment.
2. The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment.

**X.**

**FINANCIAL CONSULTANTS**

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, delinquent tax collection attorney, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform, the services offered, references, and methodology to name a few. In no case should price be allowed to serve as the sole criterion for the selection.

#### *A. Selection of Auditors*

The City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management and the Audit Committee select the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer.

#### *B. Arbitrage*

1. The City shall calculate positive/negative arbitrage on each bond issue annually. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting shall be contracted out to a qualified firm.
2. There is not a requirement for rotation.

#### *C. Bond Counsel*

1. Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and that the bonds are exempt from Federal income taxes.
2. A contract may be renewed after a competition process in which the Council determines that continuation with the incumbent firm is in the best interest of the City.

#### *E. Financial Advisory Services*

1. The City issues various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to method of sale; analysis of market conditions; size and structure of the issue; coordinating rating agency relations; evaluation of and advice on the pricing of securities, assisting with closing and debt management; calculation of debt service schedules; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.
2. A contract may be renewed after a competition process in which the Council determines that continuation with the incumbent firm is in the best interest of the City.

#### *F. Depository Bank*

Pursuant to State law, the City may approve a depository contract whose term does not exceed five years. There is no requirement for rotation. The City will select its official banking institution through a formal process based on best value in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available.



EST. 1955

**SPRING VALLEY**  
V I L L A G E

This page intentionally left blank.

## **Glossary**

**Accounts Payables** - A liability account reflecting amount of open accounts owing to private persons or organizations for goods and services received by a government (but not including amount due to other funds of the same government or to other governments).

**Accounts Receivable** - An asset account reflecting amounts owing to open accounts from private person or organizations for goods or services furnished by a government.

**Accrual Accounting** - Recognition of the financial effects of transactions, events and circumstances in the period(s) when they occur regardless of when the cash is received or paid.

**Ad Valorem** - Latin for "value of". Refers to the tax assessed against real (land and building) and personal (equipment and furniture) property.

**Amortization** - Payment of principal plus interest over a fixed period of time.

**Appropriation**-A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligation for designated purposes.

**Arbitrage** - The interest earnings derived from invested bond proceeds or debt service fund balances.

**Assessed Valuation** - A valuation set upon real estate or other property by a government as a basis for levying taxes.

**Assets** - Resources owned by the City which have monetary value.

**Balance Sheet** - The basic financial statement, which discloses the assets, liability and equities of an entity at a specific date in conformity with Generally Accepted Accounting Principles (GAAP).

**Balanced Budget**-Annual financial plan in which expenses do not exceed revenues.

**Bond** - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s).

**Budget** - A plan of financial operation embodying an estimate of proposed expenditures for any given period and the proposed means of financing them.

**Budget Adjustment** - A request submitted for additional funding in departmental budgets for new or existing programs or services.

**Capital Outlays**- Expenditures which result in the acquisition of or addition to fixed assets which are individually priced at more than \$20,000.

**Certificate of Obligations (CO's)** - Similar to general obligation bonds except the certificates require no voter approval.

**Contractual Services** - The costs related to services performed for the City by individuals, business or utilities.

**Cost-** The amount of money or other consideration exchanged for property or services. Costs may be incurred even before the money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

**Current Asset-** Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used up or converted into cash within one year. Some examples are cash, temporary investments, and taxes receivables which will be collected within one year.

**Current Liabilities** - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

**Debt Service/ Lease** - A cost category which typically reflects the repayment of short-term (less than 5 years) debt associated with the acquisition of capital equipment. Category also includes department contribution to the Capital Replacement Fund.

**Delinquent Taxes-** Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

**Department** - An organizational unit of the City which is responsible for overall management of a group of related major governmental functions, such as Public Works.

**Depreciation** - Change in the value of assets (equipment, buildings, etc. with a useful life greater than one year) due to use of the assets.

**Encumbrances** - Commitments related to unperformed contracts for goods and services used in budgeting. Encumbrances are not expenditures or liabilities but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**Enterprise Fund** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**ETJ** - An acronym meaning extra-territorial jurisdiction. This is an area outside of city limits that could become an incorporated area of the city.

**Exempt** - Personnel not eligible to receive overtime pay and who expected to put in whatever hours are necessary to complete their job assignments. Compensatory time-off, as partial compensation for overtime hours worked, may be allowed by the respective department head.

**Expanded Level of Service** - A request of additional funding for a service or program that will increase operational efficiency or significantly increase the quality or scope of a service.

**Expenditures** - Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

**Fiscal Year** - A 12-month period to which the annual operating budget applies and at the end of which government determines its financial position and the results of its operations. The City of Spring Valley Village's fiscal year begins October 1<sup>st</sup> and ends the following September 30<sup>th</sup>.

**FTE** - Acronym for full time equivalent, a measurement of staffing. One FTE is a 40 hours per week position. A part-time position working 20 hours per week or a temporary full-time position working six months would be ½ FTE.

**Fixed Assets** -Assets of a long-term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, and equipment.

**Franchise** -A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**Franchise Tax-A** tax levied by the City on the utility companies, such as electricity, telephone, cable television, and natural gas.

**Fund** - A fiscal and accounting entity with a self-balanced set of accounts recording cash and other financial resources, together with all related liabilities and residual equities of balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance** - The difference between governmental fund assets and liabilities also referred to as fund equity.

**GASB-Acronym** for Governmental Accounting Standards Board, an independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

**General Obligation Bonds** - Bonds for the payment of which the full faith and credit of the issuing government is pledged. In issuing its general obligation bonds, the City of Tomball pledges to levy whatever property tax is needed to repay the bonds for a particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

**Governmental Funds** - Those funds through which most governmental functions are typically financed. The acquisition, use, and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Capital Projects, and Debt Service Funds).

**Levy-** The City Council has the authority to impose or collect taxes, special assessments, or service charges.

**Liability** - Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date. This term does not include encumbrances.

**Long-Term Debt-** Debt with a maturity of more than one year after the date of issuance.

**Maintenance-The** upkeep of physical properties in condition for use of occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

**Maintenance Project** - A project that needs additional funding in order to maintain the upkeep of physical property.

**Modified Accrual Accounting** - Accounting system in which revenues are recognized and recorded in the accounts when they are measurable, available and collectible in the fiscal year.

**Non-Exempt-** Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.

**Operating Budget** - The portion of the budget that pertains to daily operations which provides basic governmental services within a set period of time. The operating budget contains appropriations for such expenditures as personnel, commodities and contractual services.

**Operating Expenditure** - Expenditure on an existing item of property or equipment that is not a capital expenditure.

**Ordinance** -A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges, usually require ordinances.

**Proprietary Fund** - Operation that operates like a private commercial operation, in which services are financed through user charges and expenditures include the full cost of operations.

**Property Tax-Ad Valorem** taxes levied on both real and personal property, according to the assessed valuation and the tax rate.

**Purchase Order (PO)** - A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

**Revenues** - In governmental fund type net current assets for other than expenditures refunds and residual equity transfers.

**Revenue Estimate** - A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically a future fiscal year.

**ROW**-Acronym for right-of-way.

**Source of Revenue** - The classification of revenues according to their source or point of origin.

**Special Assessment** - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**Special Revenue Fund** - A fund used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Supplies** - A cost category for minor items (individually priced at less than \$5,000) required by departments to conduct their operations.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessment. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

**TCEQ** - Acronym for Texas Commission on Environmental Quality, a state agency responsible for enforcing federal and state environmental laws.

**TxDOT** - An acronym for Texas Department of Transportation.

**Working Capital** - The amount of current assets which exceeds current liabilities.



## Spring Valley Village City Council Agenda Item Data Sheet

<b>MEETING DATE:</b>	September 23, 2025
<b>SUBMITTING STAFF:</b>	Harrison Nicholson, Finance Director
<b>SUBJECT:</b>	<b>CONSIDERATION AND POSSIBLE ACTION</b> <b>CONCERNING:</b> Setting A Maintenance and Operations Tax Rate of \$0.34482 Per \$100 of Assessed Valuation for the Fiscal Year beginning October 1, 2025 through September 30, 2026.

<b>BACKGROUND:</b>	<p>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.</p> <p>Below is a comparison of property tax bills, total Spring Valley Village property tax which includes maintenance and operations and debt service property tax rates, on a median valued homestead:</p> <p>Tax Year 2024 Property Tax Bill on Median Valued Homestead for Current Fiscal Year - FY 2024-2025: \$3,783.67</p> <p>Estimated Tax Year 2025 Property Tax Bill for the Upcoming Fiscal Year - 2025-2026 if the City of Spring Valley Village Adopts the Proposed Budget and Tax Rate: \$4,079.95</p> <p>Estimated Tax Year 2025 Property Tax Bill for the Upcoming Fiscal Year - 2025-2026 if the City of Spring Valley Village Adopts a Balanced Budget Funded at the No-New-Revenue Tax Rate: \$4,316.55</p> <p>The Tax Year 2025 maintenance and operations tax rate calculated by the City's Tax Assessor/Collector is \$0.34482 per \$100 of assessed valuation. Therefore, staff recommends that Council set a maintenance and operations tax rate of \$0.34482 per \$100 of assessed valuation of all</p>
--------------------	---

taxable property within the corporate limits of the City for Tax Year 2025.

**ATTACHMENTS:** Ord No. 2025-XX - Tax Rate Adoption FY 2025-2026, Notice of Meeting, Property Tax Analysis FY26

**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 \$0.34482 per \$100 of assessed valuation of all taxable property within the corporate limits of the City for Tax Year 2025.**

**ORDINANCE NO. 2025-XX**

**AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE 2025 AD VALOREM TAX (DEBT) RATE AND LEVY OF \$0.050180 PER HUNDRED DOLLARS OF ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY AND APPROVING THE 2025 AD VALOREM TAX (MAINTENANCE AND OPERATION) RATE AND LEVY OF \$0.344820 PER HUNDRED DOLLARS OF ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY; PROVIDING FOR THE ASSESSMENT, LEVY AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, FOR THE TAX YEAR 2025 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.**

\* \* \* \* \*

**WHEREAS**, Section 26.05 of the Texas Tax Code provides that before the later of September 30<sup>th</sup>, or the 60<sup>th</sup> day after the date the certified appraisal roll is received by the taxing unit, the governing body of each taxing unit shall adopt a tax rate for the current tax year; and

**WHEREAS**, such Section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the unit's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures of the unit for the next year), each of the components must be approved separately; and

**WHEREAS**, the proposed tax rate for the current tax year of the City of Spring Valley Village, Texas, consists of two components, a tax rate of \$0.050180 for the purpose of paying the accruing interest and to provide a sinking fund for payment of the indebtedness of the City, and a tax rate of \$0.344820 for the purpose of funding the maintenance and operation expenditures of the City for the next fiscal year; and

**WHEREAS**, the City Council has approved, by separate motions, the tax rate heretofore specified for each of said components;

**WHEREAS**, all notices and hearings required by law as a prerequisite to the passage, approval, and adoption of this Ordinance have been timely and properly given and held;

**WHEREAS**, a budget appropriating revenues generated by the collection of ad valorem taxes for the use and support of the municipal government of the City of Spring Valley Village has been approved and adopted by the Spring Valley Village City Council as required by Title Four (4), Section 102.009 of the Local Government Code; and

**WHEREAS**, it is necessary and appropriate for the City Council to adopt the 2025 Tax Rate for the City of Spring Valley Village, Texas.

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

**Section 1.** The facts and recitations set forth in the preamble of this Ordinance are found to be true and correct and are hereby adopted, ratified and confirmed.

**Section 2.** There is hereby levied, for the Tax Year 2025, to fund the City's Fiscal Year 2025-2026 municipal budget, an ad valorem tax at the total rate of \$0.395000 on each One Hundred Dollars (\$100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits of the City, upon which an ad valorem tax is authorized by law to be levied by the City of Spring Valley Village, Texas.

**Section 3.** Of such total tax levied in Section 2 hereof, \$0.344820 is levied to fund maintenance and operation expenditures of the City for the fiscal year beginning October 1, 2025. Of the total tax levied in Section 2 hereof, \$0.050180 is levied for the purpose of paying the interest on bonds, warrants, certificates of obligation, and other lawfully authorized evidences of indebtedness issued by the City of Spring Valley Village, Texas, and the various installments of principal due on bonds, warrants, certificates of obligation, and other lawfully authorized evidences of indebtedness issued by the City as such installments shall mature in the fiscal year beginning October 1, 2025.

**Section 4.** Ad valorem taxes levied hereby, in the total amount of \$0.395000 each One Hundred Dollars (\$100.00) of assessed valuation, as reflected by Sections 2 and 3 hereof, shall be due and payable on or before January 31, 2026. All ad valorem taxes due the City of Spring Valley Village, Texas, and not paid before February 1 following the year for which they were levied, shall bear penalty and interest as prescribed by the Texas Tax Code.

All taxes shall become a lien upon the property against which assessed and the Tax Assessor/Collector of the City of Spring Valley Village, Texas, shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest.

**Section 5.** All ordinances and parts of ordinances inconsistent or in conflict herewith are hereby repealed to the extent of such conflict.

**Section 6.** In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council

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

**DULY PASSED, APPROVED AND ADOPTED** on this the 23<sup>rd</sup> day of September, 2025.

---

Marcus Vajdos, Mayor  
City of Spring Valley Village, Texas

ATTEST:

---

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

# NOTICE OF MEETING TO VOTE ON TAX RATE

A tax rate of \$0.395000 per \$100 valuation has been proposed by the governing body of City of Spring Valley Village.

PROPOSED TAX RATE	\$0.395000 per \$100
NO-NEW-REVENUE TAX RATE	\$0.417906 per \$100
VOTER-APPROVAL TAX RATE	\$0.485948 per \$100

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for City of Spring Valley Village from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that City of Spring Valley Village may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is not greater than the no-new-revenue tax rate. This means that City of Spring Valley Village is not proposing to increase property taxes for the 2025 tax year.

A PUBLIC MEETING TO VOTE ON THE PROPOSED TAX RATE WILL BE HELD ON September 23, 2025 AT 6:00PM AT Spring Valley Village Council Chambers, 1025 Campbell Road, Houston, TX 77055.

The proposed tax rate is also not greater than the voter-approval tax rate. As a result, City of Spring Valley Village is not required to hold an election to seek voter approval of the rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the of City of Spring Valley Village at their offices or by attending the public meeting mentioned above.

**YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:**

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

**FOR the proposal:** Steve Bass Allen Carpenter  
David Dominy John Lisenby  
Joy McCormack

**AGAINST the proposal:**

**PRESENT** and not voting:

**ABSENT:** and not voting, Mayor Marcus Vajdos

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by City of Spring Valley Village last year to the taxes proposed to be imposed on the average residence homestead by City of Spring Valley Village this year.

	2024	2025	Change
<b>Total tax rate (per \$100 of value)</b>	\$0.395000	\$0.395000	increase of 0.000000 per \$100, or 0.00%
<b>Average homestead taxable value</b>	\$957,891	\$1,032,899	increase of 7.83%
<b>Tax on average homestead</b>	\$3,783.67	\$4,079.95	increase of 296.28, or 7.83%
<b>Total tax levy on all properties</b>	\$7,665,884	\$7,327,048	decrease of -338,836, or -4.42%

---

For assistance with tax calculations, please contact the tax assessor for City of Spring Valley Village at Spring Branch ISD at 713-251-7960 or [taxoffice@springbranchisd.com](mailto:taxoffice@springbranchisd.com), or visit <https://www.springvalleytx.com/> for more information.

**City of Spring Valley Village  
FY 25/26 Proposed Property Tax Rate  
Comparison Between FY24/25 and FY25/26**

**Property Tax Rate Comparison**

<u>Actual/Proposed</u>	<u>FY24/25</u>	<u>FY25/26</u>	<u>Diff</u>	<u>% Diff</u>
Maintenance & Operations Rate	\$0.342678	\$0.344820	\$0.002142	0.63%
Debt Rate	\$0.052322	\$0.050180	-\$0.002142	-4.09%
Total Property Tax Rate	\$0.395000	\$0.395000	\$0.000000	0.00%

<u>Based on Truth in Taxation Worksheets</u>	<u>FY24/25</u>	<u>FY25/26</u>	<u>Diff</u>	<u>% Diff</u>
M&O Rate based on No New Revenue	\$0.361356	\$0.367726	\$0.006370	1.76%
Debt Rate	\$0.052322	\$0.050180	-\$0.002142	-4.09%
Spring Branch ISD Calculated NNR	\$0.413678	\$0.417906	\$0.004228	1.02%
Spring Branch ISD Calculated VAR	\$0.462493	\$0.485948	\$0.023455	5.07%

Actual Total City Tax Rate/Proposed on average Spring Valley Village home  
Average home value for FY24/25 and FY25/26 provided by Harris County Appraisal District.  
Values noted below are based on homes with homestead exemption.

	<u>FY24/25</u>	<u>FY25/26</u>	<u>Diff</u>	<u>% Diff</u>
Market Value	\$1,190,371.00	\$1,297,523.00	\$107,152.00	9.00%
Taxable Value	\$957,891.00	\$1,032,899.00	\$75,008.00	7.83%
<b>Total City of SVV Property Tax Owed</b>	<b>\$3,783.67</b>	<b>\$4,079.95</b>	<b>\$296.28</b>	<b>7.83%</b>

<b>Total SVV Property Tax Owed if NNR</b>	<b>\$3,962.58</b>	<b>\$4,316.55</b>	<b>\$353.96</b>	<b>8.93%</b>
---	-------------------	-------------------	-----------------	--------------



## Spring Valley Village City Council Agenda Item Data Sheet

<b>MEETING DATE:</b>	September 23, 2025
<b>SUBMITTING STAFF:</b>	Harrison Nicholson, Finance Director
<b>SUBJECT:</b>	<b>CONSIDERATION AND POSSIBLE ACTION</b> <b>CONCERNING:</b> Setting A Debt Service Tax Rate of \$0.05018 Per \$100 of Assessed Valuation for the Fiscal Year beginning October 1, 2025 through September 30, 2026

<b>BACKGROUND:</b>	<p>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 tax rate outlined in Section 26.04(e)(3)(c) of the Texas Tax Code.</p> <p>Below is a comparison of property tax bills, total Spring Valley Village property tax which includes maintenance and operations and debt service property tax rates, on a median valued homestead:</p> <p style="margin-left: 40px;">Tax Year 2024 Property Tax Bill on Median Valued Homestead for Current Fiscal Year - FY 2024-2025: \$3,783.67</p> <p style="margin-left: 40px;">Estimated Tax Year 2025 Property Tax Bill for the Upcoming Fiscal Year - 2025-2026 if the City of Spring Valley Village Adopts the Proposed Budget and Tax Rate: \$4,079.95</p> <p style="margin-left: 40px;">Estimated Tax Year 2025 Property Tax Bill for the Upcoming Fiscal Year - 2025-2026 if the City of Spring Valley Village Adopts a Balanced Budget Funded at the No-New-Revenue Tax Rate: \$4,316.55</p> <p>The Tax Year 2025 debt service tax rate calculated by the City's Tax Assessor/Collector is \$0.05018 per \$100 of assessed valuation. Therefore, staff recommends that Council set a debt service tax rate of \$0.05018 per \$100 of assessed valuation of all taxable property within the corporate limits of the City for Tax Year 2025.</p>
--------------------	--

**ATTACHMENTS:** None

**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 \$0.05018 per \$100 of assessed valuation of all taxable property within the corporate limits of the City for Tax Year 2025.**