

David Dominy, Mayor
Steve Bass
John Lisenby



Allen Carpenter, Mayor Pro Tem
Joy McCormack
Mark Taylor

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, August 25, 2026, 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 video conference in accordance with the provisions of Section 551.127 of the Texas Government Code.

The meeting and agenda packet are posted online at www.springvalleytx.com.

The video link to this meeting is: <https://us02web.zoom.us/j/82919921371>

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: 829 1992 1371 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.

1. CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT

2. PLEDGE OF ALLEGIANCE

2.1 American Flag

2.2 Texas Flag

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 Meeting Minutes for the Regular Meeting of the City Council on June 23, 2026.
- 6.2 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** A Resolution of the City of Spring Valley Village, Approving and Adopting an 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.
- 6.3 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Pay Estimate No. #3 for the Tamy Ln Pedestrian Bridge Improvement Project, to Castillo Aranda, LLC. In the amount of \$30,735.00.
- 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 2, Tamy Ln. Pedestrian Bridge Project, in the amount of \$51,488.26; 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 27, Brighton Place Pavement & Utility Improvement Project, for work completed on Merlin & Spring Oaks Cir, in the amount of \$103,753.53; Providing for Incorporation of Preamble; and Providing for an Effective Date.
- 6.6 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 26-XX - A resolution of the City Council of the City of Spring Valley Village, Texas, approving the terms and conditions of change order No. 5 to the agreement by and between the City of Spring Valley Village, Texas and Conrad Construction, Ltd. for the Brighton Place Pavement and Utility Improvement Project; providing for the incorporation of preamble; authorizing the Mayor to execute any and all documents necessary to effectuate such agreement; and providing an effective date.
- 6.7 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 202X-XX - An Ordinance of the City Council of the City of Spring Valley Village, Texas, amending Section 1.1502, Definitions, of Article 1.1500, Records and Information Management Program of Chapter 1, General Provisions of the City's Code of Ordinances, add a definition for City Secretary.
- 6.8 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of a Resolution of the City Council of the City of Spring Valley Village, approving adopting the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan; Providing for Incorporation of Preamble; and Providing for an Effective Date.

- 6.9 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Interlocal Agreement with Texas Municipal League Intergovernmental Risk Pool for Cyber Liability and Data Breach Response Insurance.

7. DEPARTMENT REPORTS

7.1 City Administration, to include Parks and Planning and Zoning

7.2 Public Works Project Updates:

- Water Plant Electrical Improvement Project
- Croes Drive
- Public Works Building
- Home Depot Lift Station
- Merlin & Spring Oaks
- Tamy Ln Ped Bridge

7.3 Police Department

7.4 Village Fire Department and activities of the VFD Board of Commissioners.

7.5 Finance Department, to include Quarterly Investment Report

8. NEW BUSINESS

8.1 **DISCUSSION AND POSSIBLE ACTION CONCERNING:** A Memorandum of Understanding between the City of Spring Valley Village, Texas and Scouting America Troop 54 for the installation of a Butterfly Garden at the City Park.

8.2 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of a proposal by CobbFendley for Professional Engineering Services related to the Updated Bingle Road Corridor Traffic Study, in an amount not to exceed \$19,400.

8.3 **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 26-XX — A Resolution of the City Council of the City of Spring Valley Village, Texas, casting the official ballot for Texas Municipal Intergovernmental Risk Pool (TMLIRP) Board of Trustees for a six-year term; and providing an effective date.

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 551-072. Deliberations regarding Real Property to deliberate the value of specific City Property.

10. RECONVENE

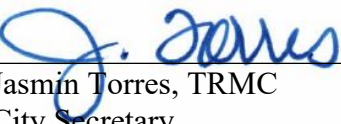
11. ADJOURNMENT

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). Note: It is possible a quorum of the Spring Valley Village Planning and Zoning Commission, Parks and Greenspace Board, or Board of Adjustment Commission could be present; even though a quorum of the members of these boards may or may not be present, no official action will be taken by their members.

I certify that a copy of the August 25, 2026, agenda of items to be considered by City Council was posted on or before the 19th day of August 2026, at 6:00 p.m. pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code.

Attest:



Jasmin Torres, TRMC
City Secretary



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



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Harrison Nicholson, Finance Director

SUBJECT:

CONSIDERATION AND POSSIBLE ACTION CONCERNING: A Resolution of the City of Spring Valley Village, Approving and Adopting an 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.

BACKGROUND:

The City's investments are governed by the Public Funds Investments Act (PFIA) under Chapter 2256 of the Local Government Code. The PFIA requires the City Council to review and approve the City's Investment Policy annually.

The Texas Legislature did not amend Chapter 2256 of the Government Code during the most recent legislative session. Therefore, this Resolution readopts the City's current Investment Policy as there are no changes to the adopted Investment Policy for 2025 related to the policy itself and its exhibits, which includes:

- Authorized Investment Officials,
 - Statements of Ethics and Conflicts of Interest,
 - Approved Broker/Dealers,
 - Financial Institutions and Investment Pools, and
 - Investment Strategy.
-

ATTACHMENTS:

Resolution - adopting 2026 Investment Policy, Resolution Exhibit A Investment Policy 2026

FUNDING:

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

RECOMMENDATION:

Staff recommends approval of the Resolution.

RESOLUTION NUMBER 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING AND ADOPTING AN 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.

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the “Public Funds Investment Act,” requires the City Council to review and re-adopt an Investment Policy and Qualified Broker/Dealer List by rule, order, ordinance or resolution; and

WHEREAS, the City Council must approve any amendments to such Investment Policy; and

WHEREAS, the proposed Investment Policy, a copy of which is attached hereto as Exhibit “A,” complies with the Public Funds Investment Act, as amended, and authorizes the investment of City funds in safe and prudent investments; and

WHEREAS, the City Council hereby finds that the proposed Investment Policy should be approved.

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

Section 1. The facts and statements contained in the preamble are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The Investment Policy attached hereto as Exhibit “A” is hereby adopted as the Investment Policy of the City of Spring Valley Village.

Section 3. This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED on this the 25th day of August, 2026.

David Dominy, Mayor
City of Spring Valley Village, Texas

ATTEST:

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

Investment Policy

Spring Valley Village



EST. 1955

SPRING VALLEY
V I L L A G E

August 25, 2026

Spring Valley Village Investment Policy

Table of Contents

I.	Policy	1
II.	Purpose	1
III.	Scope	1
IV.	General Objectives	
	A. Safety	2
	B. Liquidity	2
	C. Public Trust	3
	D. Yield	3
V.	Standards of Care	
	A. Prudence	3
	B. Ethics and Conflicts of Interest	4
	C. Delegation of Authority	4
	D. Training	4
	E. Internal Controls	5
VI.	Safekeeping and Custody	
	A. Authorized Broker/Dealers and Financial Institutions	5
	B. Competitive Purchasing	6
	C. Delivery vs. Payment	6
VII.	Suitable and Authorized Investments	
	A. Eligible Investments	6-7
	B. Collateralization	8
	C. Existing Investments	8
VIII.	Investment Parameters	
	A. Diversification	8
	B. Maximum Maturities	9
IX.	Investment Strategies	9
X.	Reporting	
	A. Methods	9
	B. Performance Standards	9
	C. Marking to Market	10
XI.	Record Retention	10
EXHIBITS		
A -	Authorized Investment Officials	11
B -	Statement of Ethics and Conflicts of Interest	12
C -	Approved Broker/Dealers, Financial Institutions and Investment Pools	13
D -	Certification by Broker/Dealers and Financial Institutions	14
E -	Investment Strategy	15-18
	Glossary	19-27

I. Policy

It is the policy of the City of Spring Valley Village (the “City”) to administer and invest its funds in a manner that will preserve the principal, maintain the liquidity, and optimize interest earnings while meeting the daily cash flow requirements of the City. The City will conform to all federal, state and local statutes, rules and regulations governing the investment of the City’s funds. This Policy sets forth the investment program of the City and the guideline to be followed in achieving its objects.

Not less than annually, City Council shall adopt a written instrument by resolution stating that it has reviewed the Investment Policy and investment strategies and that the written instrument so adopted shall record any changes made to the Investment Policy or investment strategies.

II. Purpose

The purpose of this policy is to comply with Chapter 2256 of the Texas Government Code (“Public Funds Investment Act”), which requires each entity to adopt a written investment policy regarding the investment of its funds and any funds under its control. The investment policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City’s funds.

III. Scope

This investment policy applies to all funds and investments of the City. These funds are accounted for in the City's **Annual Comprehensive Financial Report (ACFR)** and include all funds managed by the City, including but not limited to tax revenues, charges for services, bond proceeds, interest income, loans and funds received by the City where the City performs a custodial function. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation programs or other retirement programs. The funds included are: General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Proprietary Funds, all other funds, and new funds created by the City unless specifically exempted by the City Council and this policy.

The City will consolidate cash balances from all funds to maximize investment earnings, (except as otherwise required by covenants in bond ordinances, credit agreements as defined in V.T.C.A., Government Code § 1371.001 or other applicable regulations). Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. General Objectives

The primary objectives, in priority order, of the City's investment activities shall be safety, liquidity, and yield:

- A. **Safety** – Safety of the principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to minimize credit risk and interest rate risk.
- i. **Credit Risk and Concentration of Credit Risk** – The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, and concentration of credit risk, the risk of loss attributed to the magnitude of investment in a single issuer, by:
- Limiting investments to the types listed in Section VII (“Suitable and Authorized Investments”) of this Policy,
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance to Section VI.A (“Authorized Financial Dealers and Institutions”), and;
 - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- ii. **Interest Rate Risk** – The City will manage the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity,
 - Investing operating funds primarily in shorter-term securities, money market funds that seek a stable \$1.00 price per share or stable \$1.00 net asset value (NAV) to avoid potential liquidity fees or redemption gates, or similar investment pools, limiting the weighted average maturity of the portfolio in accordance with Section IX (“Investment Strategies”) and;
 - Diversify maturities and stagger purchase dates to minimize the impact of market movements over time in accordance with Section VIII (“Investment Parameters”)..
- B. **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in mutual money market funds that seek a stable \$1.00 NAV or local government investment pools that offer same-day liquidity for short-term

funds. Additionally, securities held in the portfolio will have active secondary or resale markets.

- C. **Public Trust** – All participants in the City’s investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall at all times be cognizant of the standard of care and investment objectives and shall avoid any transaction that might impair public confidence in the City’s ability to govern effectively.
- D. **Yield** – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs of the portfolio. Return on investment is least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Given this strategy, the basis used to determine whether reasonable yields are being achieved shall be the average yield of the current three-month U.S. Treasury Bill or such other index that most closely matches the average maturity of the portfolio.
- E. **Investments held to Maturity** - Securities shall not be sold prior to maturity with the following exceptions:
 - 1) A security with declining credit may be sold early to minimize loss of principal based on periodic review of a security’s credit rating.
 - 2) Liquidity needs of the portfolio require that the security be sold.

City Administrator must approve any sale of a security sold prior to maturity, and City Council will be informed promptly in the event that a security is sold prior to maturity.

V. Standards of Care

- A. **Prudence** - The standard of prudence to be used by investing officers or designated investing officials shall be the "**prudent person**" rule. This rule states that “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.” The determination of whether an investing official has exercised prudence with respect to an investment decision shall be applied in the context of managing an overall portfolio rather than a consideration as to the prudence of a single investment.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and

appropriate action is taken to control unfavorable developments.

- B. **Ethics and Conflicts of Interest** – Investment Officer(s) and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Investment Officer(s) and Investment Official(s) shall disclose to the City Council with said disclosure held on file within the Finance Department any conflicts of interests or personal business relationships with financial institutions that conduct business with the City. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. (See Exhibit B.)

Furthermore, an investment official who has a personal business relationship with a business offering to engage in an investment transaction with City; or an investment official who is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

- C. **Delegation of Authority** - Authority to manage the City's investment program is granted to the Finance Director, hereinafter referred to as Investment Officer. In the event the position of Finance Director becomes vacant, the City Administrator shall serve as the Investment Officer during such vacancy. Responsibility for the operation of the investment program is hereby delegated to the Investment Officer, who shall act in accordance with established procedures and internal controls for the operation of the investment program consistent with this investment policy. This policy includes explicit delegation of authority to persons responsible for investment transactions. (See Exhibit A) No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate activities of subordinate Investment Officials (City Administrator and Assistant Finance Director).
- D. **Training** - Investment Officer(s) and persons authorized to execute investment transactions must complete at least 10 hours of investment training within 12 months of taking office or assuming duties, and shall attend an investment training session not less than once in a two year period and receive not less than 8 hours of training after the initial 10 hours of instruction relating to investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act. The City shall provide the training through courses and seminars offered by professional organizations and associations in order to ensure the quality and capability of the City's investment personnel making investment decisions in compliance

with Public Funds Investment Act (PFIA). Professional organizations and associations that may provide investment training included the Government Treasurer's Organization of Texas, the University of North Texas, the Government Finance Officers Association of Texas, or the Texas Municipal League.

- E. **Internal Controls** - The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that public funds of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (a) the cost of a control should not exceed the benefits likely to be derived and (b) the valuation of costs and benefits requires estimates and judgments by management. Therefore, the Finance Director shall establish a process for annual independent review by an external auditor during the annual audit to ensure compliance with policies and procedures.

VI. Safekeeping and Custody

- A. **Authorized Broker/Dealers and Financial Institutions** –The Investment Officer or Investment Official(s) will maintain a list of financial institutions and security broker/dealers authorized to provide investment services (Exhibit C) to the City. This list shall be reviewed, revised as necessary and adopted at least annually. Investment Officers or Investment Official(s) shall not conduct business with any firm not approved by City Council. No public deposit shall be made except in a qualified public depository as established by state laws.

Any person or business entity wishing to be listed as authorized to provide investment services will be required to provide a certification stating the firm has received, read and understood the Entity's investment policy and agree to comply with the policy (Exhibit D). Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories. All investment providers, including financial institutions, banks, money market mutual funds, and local government investment pools, must sign a certification acknowledging that the organization has received and reviewed the Entity's investment policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the Entity's policy. No security, even if otherwise authorized by this policy, may be acquired from an investment provider who has not complied with this requirement.

Should an approved institution merge with or be acquired by another while on the City's approved list, the new institution must agree to meet the same collateralization and certification requirements or will be removed from the approved list.

No securities may be acquired from entities not qualified under this section.

- B. **Competitive Purchasing** – The City’s policy requires that at least three competitive bids or offers must be solicited for all individual security purchases and sales except for a) transactions with money market mutual funds and local government investment pools (which are deemed to be made at prevailing market rates) b) treasury and agency securities purchased at issuance through an approved broker/dealer or financial institution; and c) fully insured certificates of deposit placed in accordance with the conditions prescribed in Section 2256.010(b) of the Act. In situations where the exact security being offered is not offered by other dealers, offers on the closest comparable investment may be used to establish a fair market price for the security.

Competitive bids or offers must be accepted in writing, or electronically.

- C. **Delivery vs. Payment** – All trades with the exception of investment pools and mutual funds will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities and collateral will be held in the City’s name by a third-party custodian as evidenced by safekeeping receipts of the institution with which the securities are deposited.

VII. Suitable and Authorized Investments

- A. **Eligible Investments** – Funds of the City may be invested in the following instruments described below. All of these investments are authorized by the Public Funds Investment Act. Only those instruments listed in this section are authorized.
1. Direct Obligations of the United States of America, its agencies and instrumentalities, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the United States or its respective agencies and instrumentalities.
 2. Direct Obligations of the State of Texas or its agencies or instrumentalities.
 3. Other Obligations of the United States of America or the State of Texas, its agencies and instrumentalities that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States or the State of Texas.
 4. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than AA or its equivalent.
 5. Certificates of Deposit issued by a depository institution that has its main office or a branch in Texas. The certificate of deposit must be guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or

the National Credit Union Share Insurance Fund or its successor and secured by obligations in a manner and amount as provided by law. In addition, certificates of deposit obtained through a depository institution which are fully collateralized under a pledge agreement approved by the City are authorized investments.

6. No-load Money Market Mutual Funds that 1) are registered and regulated by the Securities and Exchange Commission, 2) have a dollar weighted average stated maturity of 90 days or less, 3) seek to maintain a net asset value of \$1.00 per share and 4) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service.
7. Local Government Investment Pools, authorized by a separate resolution, which meet the requirements of Chapter 2256.016 of the Public Funds Investment Act and are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service.
8. Interest bearing checking accounts that are fully collateralized at 102% of the ledger balance.
9. Commercial paper, authorized by Section 2256.013 of the Act, that has a stated maturity of 270 days or fewer from the date of its issuance and is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies or one nationally recognized credit rating agency if it is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

The following investments are strictly prohibited in accordance with Section 2256.009(b) of the Act:

1. Obligations whose payment represents the coupon payments on the outstanding balance of the underlying mortgage-backed security collateral and pays no principal.
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations that have a stated final maturity date of great than 10 (ten) years.
4. Collateralized mortgage obligations where the interest of which is determined by an index that adjusts opposite to the changes in market index.

- B. **Collateralization** – Collateralization will be required on all funds on deposit with a depository bank, other than investments in accordance with the requirements of this Policy and Chapter 2257, Governmental Code (“Public Funds Collateral Act”) and Financial Institution Reform, Recovery, and Enforcement Act of 1989 (FIRREA). In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be one hundred two percent (102%) of market value of principal and accrued interest on the deposits, less an amount insured by the FDIC.

Securities pledged as collateral will be held in the City’s name by an independent third party with whom the City has a current custodial agreement. The Finance Director is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relation to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least quarterly to assure that the market value of the pledged securities is adequate.

Eligible collateral includes **a)** direct obligations of the United States or other obligations of the United States or other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the United States, **b)** direct debt obligations of an agency or instrumentality of the United States, **c)** direct debt obligations of states, agencies, counties, cities, and other political subdivisions of any state rate as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent. The City’s Investment Officer or Investment Official(s) reserve(s) the right to accept or reject any form of collateral or enhancement at their sole discretion.

- C. **Existing Investments** – Any investment currently held that does not meet the guidelines of this policy, but were authorized investments at the time of purchase, is not required to be liquidated; however, the City shall take all prudent measures consistent with this Investment Policy to liquidate an investment that does not or no longer qualifies as an authorized investment.

VIII. Investment Parameters

- A. **Diversification** – The investments shall be diversified by security type and institution. With the exception of U.S. Treasury securities, Government-sponsored enterprises (GSE’s), interest-bearing checking accounts that are fully collateralized, and authorized local government pools, the City will diversify the entire portfolio to comply with the investment strategy; however, in no case shall any single investment transaction be more than five percent (5%) of the entire portfolio.

- B. **Maximum Maturities** – To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. The composite portfolio will have a weighted average maturity of 365 days or less. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security.

IX. Investment Strategies

The City maintains separate portfolios for individual funds or groups of funds that are managed according to the terms of this Policy and the corresponding investment strategies listed in Exhibit E. The investment strategy for portfolios established after the annual Investment Policy review and adoption will be managed in accordance with the terms of this Policy and applicable agreements until the next annual review when a specific strategy will be adopted.

The City maintains a pooled fund group that is an aggregation of the majority of City funds including tax receipts, enterprise fund revenues, fine and fee revenues, as well as some, but not all, bond proceeds, and grants. This portfolio is maintained to meet anticipated daily cash needs for City operations, capital projects and debt service.

The objectives of this portfolio are to ensure safety of principal; ensure adequate investment liquidity; limit market and credit risk through diversification; and attain the best feasible yield in accordance with the objectives and restrictions set for in this Policy.

X. Reporting

- A. **Methods** – The Investment Officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner consistent with the requirements of Section 2256.023 (Internal Management Reports) of the PFIA, and that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the City Council.
- B. **Annual Audit** - The City's external independent auditor shall formally review the quarterly reports, compliance with this policy, and internal management controls over investments in conjunction with the annual financial audit. The results of the review will be reported to the City Council.
- C. **Performance Standards** – The investment portfolio shall be managed in accordance with the objectives specified in this policy (safety, liquidity, and yield). The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. The Investment Officer

shall determine whether market yields are being achieved by comparing the portfolio market yield to the three (3) month U.S. Treasury Bill, the six (6) month U.S. Treasury Bill and the two (2) year U.S. Treasury Note.

- D. **Marking to Market** – The market value of the portfolio shall be calculated at least monthly and a statement of the market value of the portfolio shall be issued at least quarterly. The market value of each investment shall be obtained from an independent source such as the Wall Street Journal, a reputable brokerage firm or security pricing service and reported on the investment reports.

XI. Record Retention

Records related to the City's investment activities will be maintained for seven years as recommended by the *Texas State Library Municipal Records Manual*. The Finance Director, in conjunction with the City Secretary is responsible for filing and storing records of investment activity.

EXHIBIT A

**City of Spring Valley Village, Texas
Authorized Investment Officer and Investment Officials**

Finance Director – Investment Officer

City Administrator – Investment Official

Assistant Finance Director – Investment Official

EXHIBIT B

City of Spring Valley Village, Texas Statement of Ethics and Conflicts of Interest

Investment officials for the City of Spring Valley Village shall refrain from personal business relationships with business organizations that could conflict with the proper execution of the investment program, or which could impair their ability to make partial investment decisions. This would only apply to personal business relationships with business organizations that have been approved by the Mayor and City Council to conduct investment transactions with the City.

An investment official is considered to have a personal business relationship with a business organization if:

- (1) The investment official owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business.
- (2) Funds received by the investment official from the business organization exceed 10 percent of the investment official's gross income for the previous year.
- (3) The investment official has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment official.

- ☐ I do hereby certify that I do **not** have a personal business relationship with a business organization approved to conduct investment transactions with the City of Spring Valley Village, nor am I related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the City of Spring Valley Village as of the date of this statement.
- ☐ I do hereby certify that I do have a personal business relationship with a business organization approved to conduct investment transactions with the City of Spring Valley Village, and/or I am related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to sell an investment to the City of Spring Valley Village as of the date of this statement, and willfully remove myself from any activities or areas of professional conduct that would cause a perception of ethical conflict and acknowledge that I am required to disclose said relation to the City Council and Texas Ethics Commission.

City of Spring Valley Village
Investment Officer/Official(s)

Finance Director/Officer

Date

City Administrator/Official

Date

Assistant Finance Director/Official

Date

EXHIBIT C

City of Spring Valley Village, Texas Approved Broker/Dealers, Financial Institutions and Investment Pools

Broker/Dealers/CDs

FHN Financial
Multi-Bank Securities, Inc.
Hilltop Securities
Wells Fargo Securities, LLC

Public Depositories

Wells Fargo Bank, N.A.

Investment Pools

TexPool
Texas CLASS

EXHIBIT D

City of Spring Valley Village, Texas
Certification by Broker/Dealers and Financial Institutions
(date)

City of Spring Valley Village, Texas
(Attn: Designated Investment Official)
1025 Campbell Road
Houston, TX 77055
Dear Mr/s. (Investment Official):

This certification is executed on behalf of the City of Spring Valley Village, Texas (the Investor) and _____ (the Business Organization), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the Act) in connection with investment transactions conducted between the Investor and Business Organization.

The undersigned Registered Principal of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Registered Principal of the Business Organization offering to enter an investment transaction with the Investor (Note: as such terms are used in the Public Funds Investment Act, chapter 2256, Texas Local Government Code) and;
2. The Registered Principal of the Business Organization has received and reviewed the Investment Policy furnished by the Investor and;
3. The Registered Principal of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the Investor that are not authorized by the Investor's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the investor's entire portfolio or requires and interpretation of the subjective investment standards.

Registered Principal

Broker Assigned to the Account

Signed By: _____

Printed Name _____

Title _____

Date _____

EXHIBIT E

INVESTMENT STRATEGY

The City of Spring Valley Village's investment portfolio will be designed and managed to ensure that it will meet all the requirements established by the City's investment policy and the Public Funds Investment Act. The overall investment strategy outlined in the investment policy has been further refined in this investment strategy statement by the following fund types.

Operating Funds:

Operating Funds generally have greater cash flow needs than other fund types. The operating fund portfolio may consist of any approved investment type with the understanding that the financial requirements of the operating funds will dictate the maturity dates of the investment. At utmost importance is the preservation and safety of the investment principal.

Additionally, each investment will be viewed for its liquidity and marketability of the investment if the need arises to liquidate the investment before maturity. The final determining factors for the investment strategy will be the diversification of the investment portfolio and the yield of the investment.

To achieve short-term needs of one (1) to one hundred and eighty (180) days, funds will be invested in approved investment pools. For longer-term needs of six (6) months to five (5) years, funds will be invested in approved investments with objectives prioritized as follows:

- 1) understanding the suitability of the investment to the financial requirements of the City of Spring Valley Village;
- 2) preservation and safety of principal;
- 3) liquidity;
- 4) marketability of the investment if the need arises to liquidate the investment before maturity;
- 5) diversification of the investment portfolio; and
- 6) yield.

INVESTMENT STRATEGY (Continued)

Debt Service Funds:

The debt service requirements are semi-annual, thus allowing the investment strategy to mirror debt obligation payment dates. The strategy for debt service funds allows greater flexibility since the actual requirements are known into the future. Investments will still meet the adopted policies; however, planning maturity dates to match debt requirement dates will be the primary objective.

The investment instruments will be primarily in approved investment types with maturities at six or twelve months established to match debt requirement dates. Shorter-term investment may be used to meet these objectives and longer-term investments may be used when fund balance reserves exceed one year's debt service requirements.

To achieve this strategy the following objectives are prioritized to evaluate investment opportunities:

- 1) understanding the suitability of the investment to the financial requirements of the City of Spring Valley Village;
- 2) preservation and safety of principal;
- 3) yield;
- 4) marketability of the investment if the need arises to liquidate the investment before maturity;
- 5) diversification of the investment portfolio; and
- 6) liquidity.

INVESTMENT STRATEGY (Continued)

Capital Improvement Funds:

Bond proceeds can be invested over the life of the project; however, the exact disbursement of the funds is not always known. The investment objective of the capital improvement funds is to schedule maturities to maximize investment earnings while preserving principle. The key to an effective strategy is to be aware of the project needs and match maturities to the period funds are needed.

The investment objective for capital projects funds is still to match investment maturities with funding needs. As short-term needs are recognized investment maturities will be moved into approved investment pools to meet financial requirements. Longer-term needs will be invested with the following objectives as prioritized for capital improvement funds:

- 1) understanding the suitability of the investment to the financial requirements of the City of Spring Valley Village;
- 2) preservation and safety of principal;
- 3) diversification of the investment portfolio;
- 4) yield;
- 5) liquidity; and
- 6) marketability of the investment if the need arises to liquidate the investment before maturity.

INVESTMENT STRATEGY (Continued)

Reserve Funds:

Certain reserve funds have been established as required by bond covenants. The investment objective is to invest reserve funds to the extent that maturities are established to the limit of the investment policy or to the end of the bond requirements whichever is shorter.

The overall investment strategy for reserve funds will not rely on investment pools; however, the use of pools is not prohibited. Longer-term investment objectives are prioritized as follows:

- 1) understanding the suitability of the investment to the financial requirements of the City of Spring Valley Village;
- 2) diversification of the investment portfolio;
- 3) preservation and safety of principal;
- 4) yield;
- 5) liquidity; and
- 6) marketability of the investment if the need arises to liquidate the investment before maturity.

Investment Pool:

The City's Investment Pool is an aggregation of the majority of City funds, which includes tax receipts, enterprise fund revenues, fine and fee revenues, and grants. This portfolio is maintained to meet anticipated daily cash needs for the City operations, capital projects and debt service.

- 1) understanding the suitability of the investment to the financial requirements of the City of Spring Valley Village.
- 2) diversification of the investment portfolio;
- 3) preservation and safety of principal;
- 4) yield;
- 5) liquidity; and
- 6) marketability of the investment if the need arises to liquidate the investment before maturity.

GLOSSARY

ACCRETION OF DISCOUNT: Periodic straight-line increases in the book or carrying value of a security so the amount of the purchase price discount below face value is completely eliminated by the time the bond matures or by the call date, if applicable.

ACCRUED INTEREST: The interest accumulated on a security from its issue date or since the last payment of interest up to but not including the purchase date. The purchaser of the security pays to the seller the market price plus accrued interest.

AMORTIZATION OF PREMIUM: Periodic straight-line decreases in the book or carrying value of a security so the premium paid for a bond above its face value or call price is completely eliminated.

ASK: The price at which securities are offered by sellers.

BARBELL MATURITY STRATEGY: A maturity pattern within a portfolio in which maturities of the assets in the portfolio are concentrated in both the short and long ends of the maturity spectrum.

BASIS POINT: One one-hundredth (1/100) of one percent; 0.0001 in decimal form.

BENCHMARK: A comparative base for performance evaluation. A benchmark can be a broad-based bond index, a customized bond index, or a specific objective.

BID: The price offered for securities by purchasers. (When selling securities, one asks for a bid.)

BOND EQUIVALENT YIELD: Used to compare yields available from discounted securities that pay interest at maturity with yields available from securities that pay interest semi-annually.

BOOK ENTRY SECURITIES: Stocks, bonds, other securities, and some certificates of deposit that are purchased, sold, and held as electronic computer entries on the records of a central holder. These securities are not available for purchase in physical form; buyers get a receipt or confirmation as evidence of ownership.

BOOK VALUE: The original cost of the security as adjusted for amortization of any premium paid or accretion of discount since the date of purchase.

BROKER: A party who brings buyers and sellers together. Brokers do not take ownership of the property being traded. They are compensated by commissions. They are not the same as dealers; however, the same firms that act as brokers in some transactions may act as dealers in other transactions.

CALLABLE BOND: A bond that the issuer has the right to redeem prior to maturity at a specified price. Some callable bonds may be redeemed on one call date while others may have multiple call dates. Some callable bonds may be redeemed at par while others can be redeemed only at a premium. Some callable bonds are step-up bonds that pay an initial coupon rate for the first period, and then the coupon rate increases for the following periods if the bonds are not called by the issuer.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination (over \$100,000) CDs are typically negotiable.

CODE: The Internal Revenue Code of 1986, as amended.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COLLATERALIZED MORTGAGE OBLIGATION (CMO): A type of mortgage-backed security created by dividing the rights to receive the principal and interest cash flows from an underlying pool of mortgages in separate classes or tiers.

COMMERCIAL PAPER: Short-term unsecured promissory notes issued by corporations for a maturity specified by the buyer. It is used primarily by corporations for short-term financing needs at a rate which is generally lower than the prime rate.

CONFIRMATION: The document used to state in writing the terms of the trade which had previously been agreed to verbally.

COUPON RATE: The stated annual rate of interest payable on a coupon bond expressed as a percentage of the bond's face value.

CREDIT RISK: The risk that (1) the issuer is downgraded to a lower quality category and/or (2) the issuer fails to make timely payments of interest or principal.

CUSIP NUMBER: A nine-digit number established by the Committee on Uniform Securities Identification Procedures that is used to identify publicly traded securities. Each publicly traded security receives a unique CUSIP number when the security is issued.

CUSTODY: The service of an organization, usually a financial institution, of holding (and reporting) a customer's securities for safekeeping. The financial institution is known as the custodian.

DEALER: A firm which buys and sells for its own account. Dealers have ownership, even if only for an instant, between a purchase from one party and a sale to another party.

They are compensated by the spread between the price they pay and the price they receive. Dealers are not the same as brokers; however, the same firms which act as dealers in some transactions may act as brokers in other transactions.

DELIVERY VERSUS PAYMENT (DVP): The safest method of settling a trade involving a book entry security. In a DVP settlement, the funds are wired from the buyer's account and the security is delivered from the seller's account in simultaneous, interdependent wires.

DEPOSITORY TRUST COMPANY (DTC): An organization that holds physical certificates for stocks and bonds and issues receipts to owners. Securities held by DTC are immobilized so that they can be traded on a book entry basis.

DERIVATIVE: A security that derives its value from an underlying asset, group of assets, reference rate, or an index value. Some derivatives can be highly volatile and result in a loss of principal in changing interest rate environments.

DISCOUNT: The amount by which the price paid for a security is less than its face value.

DISCOUNT SECURITIES: Securities that do not pay periodic interest. Investors earn the difference between the discount issue price and the full-face value paid at maturity.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns, to reduce risk inherent in particular securities.

DURATION: A sophisticated measure of the weighted average maturity of a bond's cash flow stream, where the present values of the cash flows serve as the weights.

ECONOMIC CYCLE (BUSINESS CYCLE): As the economy moves through the business cycle, interest rates tend to follow the levels of production, output, and consumption - rising as the economy expands and moves out of recession and declining after the economy peaks, contracts, and heads once again into recession.

EFFECTIVE MATURITY: The average maturity of a bond, given the potential for early call. For a non-callable bond, the final maturity date serves as the effective maturity. For a callable bond, the effective maturity is bounded by the first call date and the final maturity date; the position within this continuum is a function of the call price, the current market price, and the reinvestment rate assumed.

FACE VALUE: The principal amount due and payable to a bondholder at maturity; par value. Also, the amount on which coupon interest is computed.

FAIL: The event of a securities purchase or sale transaction not settling as intended by the parties.

FAIR VALUE: The amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits.

FEDERAL FARM CREDIT BANKS (FFCB): A government-sponsored corporation that was created in 1916 and is a nationwide system of banks and associations providing mortgage loans, credit, and related services to farmers, rural homeowners, and agricultural and rural cooperatives. The banks and associations are cooperatively owned, directly or indirectly, by their respective borrowers. The Federal Farm Credit System is supervised by the Farm Credit Administration, an independent agency of the U.S. government. (See Government Sponsored Enterprise)

FEDERAL FUNDS: Monies within the Federal Reserve System representing a member bank's surplus reserve funds. Banks with excess funds may sell their surplus to other banks whose funds are below required reserve levels. Normally, Federal funds are employed in settling all government securities transactions. The Federal Funds Rate is the rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government-sponsored wholesale banks (currently twelve regional banks) which lend funds and provide correspondent banking services to member commercial bank, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank. (See Government Sponsored Enterprises)

XII. FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC or "Freddie

Mac"): A government-sponsored corporation that was created in July 1970, by the enactment of Title III of the Emergency Home Finance Act of 1970. Freddie Mac was established to help maintain the availability of mortgage credit for residential housing, primarily through developing and maintaining an active, nationwide secondary market in conventional residential mortgages. (See Government Sponsored Enterprises)

XIII. FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA or Fannie Mae):

FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae is a private stockholder-owned corporation. FNMA securities are highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest. (See Government Sponsored Enterprises)

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank presidents. The president of the New York Federal Reserve Bank is a permanent member while the other presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., twelve regional banks and about 5700 commercial banks that are members of the system.

FIXED-INCOME SECURITY: A financial instrument promising a fixed amount of periodic income over a specified future time span.

GOVERNMENT-SPONSORED ENTERPRISES (GSE's): Payment of principal and interest on securities issued by these corporations is not guaranteed explicitly by the U.S. government, however, most investors consider these securities to carry an implicit U.S. government guarantee. The debt is fully guaranteed by the issuing corporations. GSE's include: Farm Credit System, Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation, and Federal National Mortgage Association.

INSTRUMENTALITIES: See Government-Sponsored Enterprises

INTEREST RATE RISK: The risk that the general level of interest rates will change, causing unexpected price appreciations or depreciations.

LADDERED MATURITY STRATEGY: A maturity pattern within a portfolio in which maturities of the assets in the portfolio are equally spaced. Over time, the shortening of the remaining lives of the assets provides a steady source of liquidity or cash flow. Given a normal yield curve with a positive slope this passive strategy provides the benefit of being able to take advantage of the higher, longer-term yields without sacrificing safety or liquidity.

LIQUIDITY: An entity's capacity to meet future monetary outflows (whether they are required or optional) from available resources. Liquidity is often obtained from reductions of cash or by converting assets into cash.

LIQUIDITY RISK: The risk that an investment will be difficult to sell at a fair market price in a timely fashion.

MARKET RISK: The risk that the value of a security will rise or decline as a result of changes in market conditions. It is that part of a security's risk that is common to all securities of the same general class (stocks and bonds) and thus cannot be eliminated by diversification; also known as systematic risk.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MARKING-TO-MARKET: The practice of valuing a security or portfolio according to its market value, rather than its cost or book value.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer to liquidate the underlying securities in the event of default by the seller.

MATURITY DATE: The date on which the principal or face value of an investment becomes due and payable.

MONEY MARKET INSTRUMENT: Generally, a short-term debt instrument that is purchased from a broker, dealer, or bank. Sometimes the term "money market" with "short-term", defines an instrument with no more than 12 months remaining from the purchase date until the maturity date. Sometimes the term "money market" is used more restrictively to mean only those instruments that have active secondary markets.

MORTGAGE-BACKED SECURITIES (MBS): Securities composed of, or collateralized by, loans that are themselves collateralized by liens on real property.

OFFER: The price asked by a seller of securities. (When purchasing securities, one asks for an offer.)

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

OPPORTUNITY COST: The cost of pursuing one course of action measured in terms of the foregone return that could have been earned on an alternative course of action that was not undertaken.

PAR: See Face Value

PFIA OR ACT: The Public Funds Investment Act, Chapter 2256, Texas Government Code, as amended.

POOLED FUND GROUP: An internally created fund of an investing entity in which one or more institutional accounts of the investing entity are invested (as defined by the Public Funds Investment Act).

PREMIUM: The amount by which the price paid for a security exceeds its face value.

PRIMARY DEALER: A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRINCIPAL: The face or par value of an instrument, exclusive of accrued interest.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the state. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED REPRESENTATIVE: A person who holds a position with - and is authorized to act on behalf of - a business organization (as defined by the Public Funds Investment Act).

RATE OF RETURN: The amount of income received from an investment, expressed as a percentage. A market rate of return is the yield that an investor can expect to receive in the current interest-rate environment utilizing a buy-and-hold to maturity investment strategy.

REINVESTMENT RATE: The interest rate earned on the reinvestment of coupon payments.

REINVESTMENT RATE RISK: The risk that the actual reinvestment rate falls short of the expected or assumed reinvestment rate.

REPURCHASE AGREEMENT (RP or REPO): An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price on demand or at a specified later date. The difference between the selling price and the repurchase price provides the interest income to the party that provided the funds. Every transaction where a security is sold under an agreement to be repurchased is a repo from the seller/borrower's point of view and a reverse repo from the buyer/lender's point of view.

REVERSE REPURCHASE AGREEMENT: (See Repurchase Agreement)

SAFEKEEPING: A procedure where securities are held by a third party acting as custodian for a fee.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SECURITIES LENDING: The temporary transfer of securities by one party, the lender, to another, the borrower. The securities borrower is required to provide acceptable assets as collateral to the securities lender in the form of cash or other securities. If the borrower provides securities as collateral to the lender, it pays a fee to borrow the lent securities. If it provides cash as collateral, the lender pays interest to the borrower and reinvests the cash at a higher rate.

SEC RULE 15C3-1: See Uniform Net Capital Rule

STRUCTURED NOTES: Debt obligations whose principal or interest payments are determined by an index or formula.

SEPARATELY INVESTED ASSET: An account or fund of a state agency or local government that is not invested in a pooled fund group (as defined by the Public Funds Investment Act).

SPREAD: Most commonly used when referring to the difference between the bid and asked prices in a quote. Additionally, it may also refer to additional basis points that a non-Treasury security earns over and above a Treasury with a comparable maturity date.

STRIPS: Separation of the principal and interest cash flows due from any interest-bearing securities into different financial instruments. Each coupon payment is separated from the underlying investment to create a separate security. Each individual cash flow is sold at a discount. The amount of the discount and the time until the cash flow is paid determine the investor's return.

SWAP: The trading of one asset for another. Sometimes used in active portfolio management to increase investment returns by "swapping" one type of security for another.

TOTAL RETURN: Interest income plus capital gains (or minus losses) on an investment.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury, generally having initial maturities of 3 months, 6 months, or 1 year.

TREASURY BONDS: Long-term, coupon bearing U.S. Treasury securities having initial maturities of more than 10 years.

TREASURY NOTES: Intermediate-term, coupon bearing U.S. Treasury securities having initial maturities of 2 - 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD TO MATURITY (YTM): The promised return assuming all interest and principal payments are made and reinvested at the same rate taking into account price appreciation (if priced below par) or depreciation (if priced above par)



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Kristina Watson, Public Works Director

SUBJECT:

CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of Pay Estimate No. #3 for the Tamy Ln Pedestrian Bridge Improvement Project, to Castillo Aranda, LLC. In the amount of \$30,735.00.

BACKGROUND:

This is the 3rd pay estimate to be submitted by Castillo Aranda, LLC., for the Tamy Lane Pedestrian Bridge Improvement Project (2026-02-102) for work completed July 14 through August 10, 2026, **in the amount of \$30,735.00.**

Pay application No. 3 brings the Tamy Lane Pedestrian Bridge Improvement Project to 53% paid of the total contract amount of \$203,325.00.

ATTACHMENTS:

Pay App No. 3 (Submitted 7.14.26 - 8.10.26)

FUNDING:

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

RECOMMENDATION:

Both CobbFendley and City Staff have reviewed Pay Application No. 3 and recommend approval.

August 12, 2026

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

Re: Pedestrian Bridge Improvements
Payment Application #3
CFA Project No. 2025-040-01

Dear Kristina Watson:

Attached is Payment Application #3 from Castillo Aranda LLC 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 \$30,735.00.

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

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.

A handwritten signature in cursive script that reads "Jacob Escobedo".

Jacob Escobedo, P.E.
Project Manager

Payment Instructions: *In accordance with industry best practices to help prevent payment fraud, please verify any requests for change in payment instructions or change to remittance addresses through a phone call to the payee's corporate accounting office or officer of the company. Do not change payment instructions prior to using a second independent form of verification.*

Application and Certificate for Payment

PROJECT: Pedestrian Bridge Improvements
OWNER: City of Spring Valley Village
ADDRESS: 1025 Campbell Road
 Houston, TX 77055

Estimate: #3

CONTRACT TIME

Notice to Proceed	5/19/2026	Initial Contract Time	150	days
		Current Approved Extensions	11	days
Final Completion Date	10/27/2026	Previous Approved Extensions	0	days
		Total Contract Time	161	days
PAY PERIOD:	From: 7/14/2026	Spent Days	83	days
	To: 8/10/2026	Days Remaining	78	days
		Rain Days To Date	11	days
		Percent of Contract Time Completed	58%	

CHANGE ORDERS

	NO.	Date:	Amount:	Days:
Approved Change Orders:		Approved Rain Days		11
Total Change Orders:			\$0.00	11.00

SUMMARY OF WORK COMPLETED

Original Contract Sum:	\$	203,325.00
Net Change by Change Orders:	\$	-
Contract Sum to Date:	\$	203,325.00
Total Completed and Stored to Date:	\$	107,359.18
Percent of Work Installed		53%
Retainage, (% of Completed Work:)		10%
Total Retainage:	\$	10,735.92
Total Earned Less Retainage:	\$	96,623.26
Less Previous Certificates of Payment:	\$	65,888.26
Current Payment Due:	\$	30,735.00

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: Jocelyn Aranda [Signature]
 Print Name Signature

Castillo Aranda LLC

Date: 8/13/2026

Approved By: Jacob Escobedo, P.E. [Signature]
 Print Name Signature
 Cobb, Fendley & Associates, Inc.

Date: 8/12/2026

Accepted By: _____
 Print Name Signature
 City of Spring Valley Village

PAY ESTIMATE:					#3 Pedestrian Bridge Improvements								
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #1 QUANTITY INSTALLED		Pay Estimate #2 QUANTITY INSTALLED		Pay Estimate #3 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
A. SECTION 1 - GENERAL AND SITE WORK ITEMS - PRIMARY SITE													
1	Mobilization, Bonds, Insurance, Construction Staking, etc. (5% max)	LS	1	\$ 10,000.00	0.50	\$ 5,000.00	0.5	\$ 5,000.00	0.0	\$ -	1.00	\$ 10,000.00	100%
2	Installation of Project Sign	EA	2	\$ 5,500.00	2.00	\$ 11,000.00	0.0	\$ -	0.0	\$ -	2.00	\$ 11,000.00	100%
3	Construction Material Testing. Pre-Approved geotechnical companies include Rone, Terracon, UES and QC Laboratories	LS	1	\$ 5,500.00	0.00	\$ -	0.0	\$ -	1.0	\$ 5,500.00	1.00	\$ 5,500.00	100%
4	Provide and Install Concrete filled pipe Bollards, Complete in Place	EA	2	\$ 300.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
5	Install A.D.A Pedestrian Bridge Rail. Complete in Place	LF	90	\$ 300.00	0.00	\$ -	0.0	\$ -	90.0	\$ 27,000.00	90.00	\$ 27,000.00	100%
6	Provide and Install New Signs, including "Pedestrian Access Only"	EA	2	\$ 750.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
7	Complete Removal and Proper Disposal of Asphalt/Gravel (Thickness Varies) Including Driveways, Walkways, Curb, and treated subgrade (minimum 8-inches thick)	SY	487	\$ 30.00	0.00	\$ -	487.0	\$ 14,610.00	0.0	\$ -	487.00	\$ 14,610.00	100%
8	Removal of Landscaping Hardscape, Including Blocks, Bricks, Pavers, etc. Located Inside Road ROW and Stockpile Inside Road ROW	LS	1	\$ 5,000.00	0.00	\$ -	1.0	\$ 5,000.00	0.0	\$ -	1.00	\$ 5,000.00	100%
9	Remove and Dispose Existing Guardrail	LS	90	\$ 10.00	0.00	\$ -	90.0	\$ 900.00	0.0	\$ -	90.00	\$ 900.00	100%
10	Provide and Install 8-Inch Lime Stabilized Subgrade (7%), Including Lime, Manipulation, and Compaction, Complete in Place	SY	234	\$ 18.00	0.00	\$ -	190.5	\$ 3,429.18	0.0	\$ -	190.51	\$ 3,429.18	81%
11	Utilize Existing Aggregate & Install per Drawings (Retain and Protect Existing Black Gravel Rocks)	SF	558	\$ 15.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
12	Provide and Install Slatted Steel Cast Iron Bench, Complete in Place	EA	1	\$ 1,250.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
13	Provide and Install Trash Receptacle, Complete in Place	EA	1	\$ 450.00	0.00	\$ -	0.5	\$ 225.00	0.0	\$ -	0.50	\$ 225.00	50%
14	Purchase and Install Pet Waste Station, Complete in Place	EA	1	\$ 250.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
15	Provide and Install Black Wrought Iron Fence, including all incidentals, complete in place	LF	30	\$ 55.00	0.00	\$ -	0.0	\$ -	30.0	\$ 1,650.00	30.00	\$ 1,650.00	100%
16	Unit Paves on Cement Stabilized Base, including concrete pavers, mortar bed, polymeric bedding joint sand, edge restraints, cement stabilized sub-base, excavation, formwork, and waste disposal.	SF	58	\$ 20.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
17	Installation of 8" Concrete Paver Edge, Complete in Place	LF	36	\$ 55.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
18	Purchase and Installation of 6-Inch Concrete Pavement, Complete in Place	SY	199	\$ 90.00	0.00	\$ -	199.0	\$ 17,910.00	0.0	\$ -	199.00	\$ 17,910.00	100%
19	Purchase and Installation of 6-Inch Concrete Curb, Complete in Place	LF	284	\$ 7.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
20	Install Concrete Pad With Detectable Warning Surface. Complete in Place	EA	2	\$ 550.00	0.00	\$ -	2.0	\$ 1,100.00	0.0	\$ -	2.00	\$ 1,100.00	100%
21	Installation of Gray Concrete Polymer, Complete in Place	SF	16	\$ 35.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
22	Provide and Install Irrigation Tap (Meter Controller Backflow), Complete in Place	EA	2	\$ 3,500.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
23	Installation of 1" Irrigation Main Line, Complete in Place	LS	200	\$ 20.00	0.00	\$ -	200.0	\$ 4,000.00	0.0	\$ -	200.00	\$ 4,000.00	100%
24	Installation of Irrigation Zones (For new plantings only) per landscaping subcontractor.	ZONE	5	\$ 1,000.00	0.00	\$ -	5.0	\$ 5,000.00	0.0	\$ -	5.00	\$ 5,000.00	100%
25	Irrigation Bores	LF	75	\$ 70.00	0.00	\$ -	0.5	\$ 35.00	0.0	\$ -	0.50	\$ 35.00	1%

PAY ESTIMATE: #3					Pedestrian Bridge Improvements								
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #1 QUANTITY INSTALLED		Pay Estimate #2 QUANTITY INSTALLED		Pay Estimate #3 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
26	Installation of Planting Mix for trees, shrubs, and ground covers, Complete in Place	CY	83	\$ 55.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
27	Provide and Install Ornamental Trees (65 Gallon), Complete in Place	EA	3	\$ 220.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
28	Provide and Install Shrubs (3 Gallon at 24"-30" o.c), Complete in Place	EA	33	\$ 100.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
29	Provide and Install Ground Covers (1 Gallon at 18" o.c), Complete in Place	EA	896	\$ 50.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
30	Provide and install Mulch (4" Hardwood Bark), Complete in Place	CY	28	\$ 30.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
31	St. Augustine block sod, including fertilizer, vegetative watering, etc.	SF	390	\$ 4.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
32	Install Low Stone Retaining Wall with Cap, per Drawing Details	LF	78	\$ 120.00	0.00	\$ -	0.0	\$ -	0.0	\$ -	0.00	\$ -	0%
Total					\$ 16,000.00		57,209.2		34,150.0		\$ 107,359.18		53%

		Total \$ 16,000.00	Total \$ 57,209.18	Total \$ 34,150.00
		Retainer 10% \$ 1,600.00	Retainer 10% \$ 5,720.92	Retainer 10% \$ 3,415.00
Original Contract Amount: \$	203,325.00	Total \$ 14,400.00	Total \$ 51,488.26	Total \$ 30,735.00
Revised Contract Amount \$	203,325.00			

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

FORM I: CONDITIONAL WAIVER FOR PROGRESS PAYMENTS

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

Project: Spring Valley Pedestrian Bridge
Job No.: _____

On receipt by the signer of this document of a check from City of Spring Valley Village (maker of check) in the sum of \$ 30,735.00 payable to Castillo Aranda LLC (payee or payees of check) and when the check has been properly endorsed and has been paid by the bank on which it is drawn, this document becomes effective to release any mechanic's lien right and related payment claims on the property of City of Spring Valley Village (owner) to the following extent: Pedestrian Bridge Improvements (job description).

This release covers a progress payment for all labor, services, equipment, or materials furnished to the property or to City of Spring Valley Village (person with whom signer contracted), except for unpaid retention, pending modifications and changes, or other items furnished.

Company Name: Castillo Aranda LLC

By: [Signature]

Title: Account Manager

Date: 7/13/2026

AFFIDAVIT OF BILLS PAID

STATE OF TEXAS

§

COUNTY OF Harris

§

BEFORE ME, the undersigned authority, on this day personally appeared Jocelyne Aranda
of Castillo Aranda LLC representing Contractor under the following Contract:

Owner: City of Spring Valley Village

Contractor: Castillo Aranda LLC

Date: Aug. 18, 2026

Project: Spring Valley Village Pedestrian Bridge

Commitment # _____

The undersigned was by me duly sworn and now states upon oath:

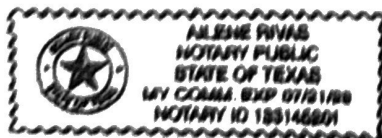
- 1) The improvements required by the Contract have been erected and completed in full compliance with the Contract and agreed plans and specifications for the Contract.
- 2) All bids and claims for materials furnished and labor performed on the Contract have been paid. There are no outstanding unpaid bills or legal claims for labor performed or materials furnished upon the job.
- 3) This affidavit is being made by the undersigned realizing that it is in reliance upon the truthfulness of the statements contained in this Affidavit that final and full settlement of the balance due on the Contract is being made, and in consideration of the disbursement of funds by Owner, the undersigned expressly gives and releases all liens, claims and rights to assert a lien on said premises and agrees to indemnify and hold Owner safe and harmless from and against all losses, damages, costs and expenses of any character whatsoever, specifically including court costs, bonding fees and attorney fees arising out of, or in any way relating to, claims for unpaid labor or material used or associated with construction of improvements under the Contract.

By: _____

Name: Jocelyne Aranda

Title: Account Manager

Subscribed and sworn before me, the undersigned authority, on this the 11th day of
August, 2026



Aileen Pivas
Notary Public, State of Texas
My commission expires: 07/31/2029



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Kristina Watson, Public Works Director

SUBJECT:

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 2, Tamy Ln. Pedestrian Bridge Project, in the amount of \$51,488.26; Providing for Incorporation of Preamble; and Providing for an Effective Date.

BACKGROUND:

On July 24, 2026 City Administrator John McDonald authorized payment of the 2nd pay estimate to be submitted by Castillo Aranda LLC, for the Tamy Lane Pedestrian Improvements Project (2026-02-102) for work completed June 9 through July 13, 2026, **in the amount of \$51,488.26.**

This has been the normal practice for project payments due in July, so that the payment is not delayed an additional month.

Pay estimated No. 2 brought the Tamy Lane Pedestrian Bridge Improvement Project to 36% paid out of the total contract amount of \$203,325.00.

ATTACHMENTS:

Resolution - Ratifying Execution of Pay Est No 2 Tamy Ln, Pay App No. 2 - (Submitted 6.9.26 - 7.13.26)

FUNDING:

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

RECOMMENDATION:

Staff recommends approval of the Resolution ratifying the City Administrator's actions.

RESOLUTION NUMBER 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING PAY ESTIMATE NUMBER 2 TO CASTILLO ARANDA LCC, IN THE AMOUNT OF \$51,488.26 PURSUANT TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CASTILLO ARANDA LCC, FOR THE TAMY LANE PEDESTRIAN BRIDGE IMPROVEMENTS (CSB #2026-02-102); PROVIDING FOR INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on July 24,2026, the City Administrator executed Pay Estimate Number 2 to Castillo Aranda LLC, in the amount of \$51,488.26 pursuant to the Agreement by and between the City of Spring Valley Village, Texas and Aranda Castillo LLC for the Water Plant Electrical Improvement Project (CSB #2026-02-102) ("Pay Estimate 2"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, on behalf of the City of Spring Valley Village; and

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

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

Section 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The actions of the City Administrator taken for and on behalf of the City in executing Pay Estimate Number 2 on behalf of the City of Spring Valley Village are ratified in all respects.

Section 3. This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED on this the 25th day of August, 2026.

David Dominy, Mayor
City of Spring Valley Village, Texas

ATTEST:

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

July 17, 2026

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

Re: Pedestrian Bridge Improvements
Payment Application #2
CFA Project No. 2025-040-01

Dear Kristina Watson:

Attached is Payment Application #2 from Castillo Aranda LLC 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 \$51,488.26.

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

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.

A handwritten signature in cursive script that reads "Jacob Escobedo".

Jacob Escobedo
Project Manager

Payment Instructions: *In accordance with industry best practices to help prevent payment fraud, please verify any requests for change in payment instructions or change to remittance addresses through a phone call to the payee's corporate accounting office or officer of the company. Do not change payment instructions prior to using a second independent form of verification.*

PAY ESTIMATE: #2 Pedestrian Bridge Improvements											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #1 QUANTITY INSTALLED		Pay Estimate #2 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
A. SECTION 1 - GENERAL AND SITE WORK ITEMS - PRIMARY SITE											
1	Mobilization, Bonds, Insurance, Construction Staking, etc. (5% max)	LS	1	\$ 10,000.00	0.50	\$ 5,000.00	0.5	\$ 5,000.00	1.00	\$ 10,000.00	100%
2	Installation of Project Sign	EA	2	\$ 5,500.00	2.00	\$ 11,000.00	0.0	\$ -	2.00	\$ 11,000.00	100%
3	Construction Material Testing. Pre-Approved geotechnical companies include Rone, Terracon, UES and QC Laboratories	LS	1	\$ 5,500.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
4	Provide and Install Concrete filled pipe Bollards, Complete in Place	EA	2	\$ 300.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
5	Install A.D.A Pedestrian Bridge Rail. Complete in Place	LF	90	\$ 300.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
6	Provide and Install New Signs, including "Pedestrian Access Only"	EA	2	\$ 750.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
7	Complete Removal and Proper Disposal of Asphalt/Gravel (Thickness Varies) Including Driveways, Walkways, Curb, and treated subgrade (minimum 8-inches thick)	SY	487	\$ 30.00	0.00	\$ -	487.0	\$ 14,610.00	487.00	\$ 14,610.00	100%
8	Removal of Landscaping Hardscape, Including Blocks, Bricks, Pavers, etc. Located Inside Road ROW and Stockpile Inside Road ROW	LS	1	\$ 5,000.00	0.00	\$ -	1.0	\$ 5,000.00	1.00	\$ 5,000.00	100%
9	Remove and Dispose Existing Guardrail	LS	90	\$ 10.00	0.00	\$ -	90.0	\$ 900.00	90.00	\$ 900.00	100%
10	Provide and Install 8-Inch Lime Stabilized Subgrade (7%), Including Lime, Manipulation, and Compaction, Complete in Place	SY	234	\$ 18.00	0.00	\$ -	190.5	\$ 3,429.18	190.51	\$ 3,429.18	81%
11	Utilize Existing Aggregate & Install per Drawings (Retain and Protect Existing Black Gravel Rocks)	SF	558	\$ 15.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
12	Provide and Install Slatted Steel Cast Iron Bench, Complete in Place	EA	1	\$ 1,250.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
13	Provide and Install Trash Receptacle, Complete in Place	EA	1	\$ 450.00	0.00	\$ -	0.5	\$ 225.00	0.50	\$ 225.00	50%
14	Purchase and Install Pet Waste Station, Complete in Place	EA	1	\$ 250.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
15	Provide and Install Black Wrought Iron Fence, including all incidentals, complete in place	LF	30	\$ 55.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
16	Unit Paves on Cement Stabilized Base, including concrete pavers, mortar bed, polymeric bedding joint sand, edge restraints, cement stabilized sub-base, excavation, formwork, and waste disposal.	SF	58	\$ 20.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
17	Installation of 8" Concrete Paver Edge, Complete in Place	LF	36	\$ 55.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
18	Purchase and Installation of 6-Inch Concrete Pavement, Complete in Place	SY	199	\$ 90.00	0.00	\$ -	199.0	\$ 17,910.00	199.00	\$ 17,910.00	100%
19	Purchase and Installation of 6-Inch Concrete Curb, Complete in Place	LF	284	\$ 7.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
20	Install Concrete Pad With Detectable Warning Surface. Complete in Place	EA	2	\$ 550.00	0.00	\$ -	2.0	\$ 1,100.00	2.00	\$ 1,100.00	100%

PAY ESTIMATE: #2					Pedestrian Bridge Improvements						
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #1 QUANTITY INSTALLED		Pay Estimate #2 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
21	Installation of Gray Concrete Polymer, Complete in Place	SF	16	\$ 35.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
22	Provide and Install Irrigation Tap (Meter Controller Backflow), Complete in Place	EA	2	\$ 3,500.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
23	Installation of 1" Irrigation Main Line, Complete in Place	LS	200	\$ 20.00	0.00	\$ -	200.0	\$ 4,000.00	200.00	\$ 4,000.00	100%
24	Installation of Irrigation Zones (For new plantings only) per landscaping subcontractor.	ZONE	5	\$ 1,000.00	0.00	\$ -	5.0	\$ 5,000.00	5.00	\$ 5,000.00	100%
25	Irrigation Bores	LF	75	\$ 70.00	0.00	\$ -	0.5	\$ 35.00	0.50	\$ 35.00	1%
26	Installation of Planting Mix for trees, shrubs, and ground covers, Complete in Place	CY	83	\$ 55.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
27	Provide and Install Ornamental Trees (65 Gallon), Complete in Place	EA	3	\$ 220.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
28	Provide and Install Shrubs (3 Gallon at 24"-30" o.c), Complete in Place	EA	33	\$ 100.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
29	Provide and Install Ground Covers (1 Gallon at 18" o.c), Complete in Place	EA	896	\$ 50.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
30	Provide and install Mulch (4" Hardwood Bark), Complete in Place	CY	28	\$ 30.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
31	St. Augustine block sod, including fertilizer, vegetative watering, etc.	SF	390	\$ 4.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
32	Install Low Stone Retaining Wall with Cap, per Drawing Details	LF	78	\$ 120.00	0.00	\$ -	0.0	\$ -	0.00	\$ -	0%
Total					\$ 16,000.00		57,209.2		\$ 73,209.18		36%

	Total	\$ 16,000.00	Total	\$ 57,209.18	
	Retainer 10%	\$ 1,600.00	Retainer 10%	\$ 5,720.92	
Original Contract Amount:	\$ 203,325.00	Total	\$ 14,400.00	Total	\$ 51,488.26
Revised Contract Amount	\$ 203,325.00				

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

FORM I: CONDITIONAL WAIVER FOR PROGRESS PAYMENTS

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

Project: Spring Valley Pedestrian Bridge
Job No.: _____

On receipt by the signer of this document of a check from City of Spring Valley Village (maker of check) in the sum of \$ 51,488.26 payable to Castillo Aranda LLC (payee or payees of check) and when the check has been properly endorsed and has been paid by the bank on which it is drawn, this document becomes effective to release any mechanic's lien right and related payment claims on the property of City of Spring Valley Village (owner) to the following extent: Pedestrian Bridge Improvements (job description).

This release covers a progress payment for all labor, services, equipment, or materials furnished to the property or to City of Spring Valley Village (person with whom signer contracted), except for unpaid retention, pending modifications and changes, or other items furnished.

Company Name: Castillo Aranda LLC

By: _____

Title: Account Manager

Date: 7/13/2026

AFFIDAVIT OF BILLS PAID

STATE OF TEXAS §

COUNTY OF Harris §

BEFORE ME, the undersigned authority, on this day personally appeared Jocelyne Aranda
of Castillo Aranda LLC representing Contractor under the following Contract;

Owner: City of Spring Valley Village

Contractor: Castillo Aranda LLC

Date: July 13, 2026

Project: Spring Valley Village Pedestrian Bridge

Commitment # _____

The undersigned was by me duly sworn and now states upon oath:

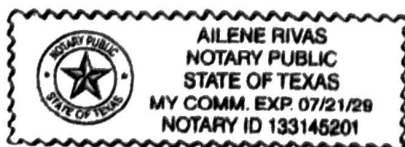
- 1) The improvements required by the Contract have been erected and completed in full compliance with the Contract and agreed plans and specifications for the Contract.
- 2) All bids and claims for materials furnished and labor performed on the Contract have been paid. There are no outstanding unpaid bills or legal claims for labor performed or materials furnished upon the job.
- 3) This affidavit is being made by the undersigned realizing that it is in reliance upon the truthfulness of the statements contained in this Affidavit that final and full settlement of the balance due on the Contract is being made, and in consideration of the disbursement of funds by Owner, the undersigned expressly gives and releases all liens, claims and rights to assert a lien on said premises and agrees to indemnify and hold Owner safe and harmless from and against all losses, damages, costs and expenses of any character whatsoever, specifically including court costs, bonding fees and attorney fees arising out of, or in any way relating to, claims for unpaid labor or material used or associated with construction of improvements under the Contract.

By: [Signature]

Name: Jocelyne Aranda

Title: Account Manager

Subscribed and sworn before me, the undersigned authority, on this the 13th day of
July, 2026



[Signature]
Notary Public, State of Texas
My commission expires: 07/21/2029



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Kristina Watson, Public Works Director

SUBJECT:

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 27, Brighton Place Pavement & Utility Improvement Project, for work completed on Merlin & Spring Oaks Cir, in the amount of \$103,753.53; Providing for Incorporation of Preamble; and Providing for an Effective Date.

BACKGROUND:

On July 31, 2026, City Administrator John McDonald authorized payment of the 27th pay estimate to be submitted by Conrad Construction, Ltd., for the Brighton Place Pavement & Utility Improvement Project for work completed on Merlin & Spring Oaks Cir (2023-12-105) for work completed June 1 through June 30, 2026, **in the amount of \$103,753.53.**

This has been the normal practice for project payments due in July, so that their payment is not delayed an additional month.

Pay estimate No. 27 brought the Brighton Place Pavement & Utility Improvements Project to 95% paid out of the total contract amount of \$7,566,216.95.

ATTACHMENTS:

Brighton Place Pay App No. 27 Revised, Resolution - Ratifying Execution of Pay Est No27

FUNDING:

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

RECOMMENDATION:

Staff recommends approval of the Resolution ratifying the City Administrator's actions.

July 27, 2026

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

Re: Brighton Place Reconstruction
Payment Application #27
CFA Project No. 2212-056-01

Dear Kristina Watson:

Attached is Payment Application #27 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 5% is being held in accordance with the Contract Documents. We recommend approval of payment in the amount of \$103,753.53.

Retainage was reduced from 10% to 5% on Pay Application No. 21. This payment includes 5% of previous retainage. If you have any questions or require additional information, I can be contacted at (713) 485-8123.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "S. Ray".

Stephen Ray, PE
Sr. Project Manager

Payment Instructions: *In accordance with industry best practices to help prevent payment fraud, please verify any requests for change in payment instructions or change to remittance addresses through a phone call to the payee's corporate accounting office or officer of the company. Do not change payment instructions prior to using a second independent form of verification.*

Application and Certificate for Payment

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

Estimate: #27

CONTRACT TIME

Notice to Proceed	4/29/2024	Initial Contract Time	365	days
Substantial Completion Date	6/26/2026	Current Approved Extensions	86	days
Final Completion Date	6/26/2026	Previous Approved Extensions	338	days
		Total Contract Time	789	days
PAY PERIOD:	From: 6/1/2026	Spent Days	792	days
	To: 6/30/2026	Days Remaining	-4	days
		Rain Days To Date	0	days
		Percent of Contract Time Completed	100%	

CHANGE ORDERS

NO.	Date:	Amount:	Days:
0	7/27/2026	Rain Days to Date	85.5
1	10/9/2024	\$70,637.00	38
2	1/29/2025	47,892.95	25
3	6/3/2025	\$118.00	5.00
4		\$1,196,894.50	270.00
Total Change Orders:		\$1,315,542.45	338

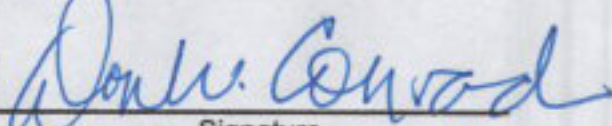
SUMMARY OF WORK COMPLETED

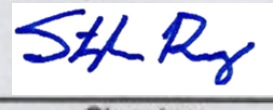
Original Contract Sum:	\$	6,250,674.50
Net Change by Change Orders:	\$	1,315,542.45
Contract Sum to Date:	\$	7,566,216.95
Total Completed and Stored to Date:	\$	7,565,942.56
Percent of Work Installed		100%
Retainage, (% of Completed Work:)		5%
Total Retainage:	\$	378,297.13
Total Earned Less Retainage:	\$	7,187,645.43
Less Previous Certificates of Payment:	\$	7,083,891.89
	Current Payment Due:	\$ 103,753.53

* Retainage was reduced from 10% to 5% on Pay Application No. 21. This payment includes 5% of previous retainage.

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: Don W. Conrad  Date: 7/27/2026
 Print Name Signature
 Conrad Construction Co., LTD

Approved By: Stephen Ray  Date: 7/27/2026
 Print Name Signature
 Cobb, Fendley & Associates, Inc.

Accepted By: Kristina Watson Date: _____
 Print Name Signature
 City of Spring Valley Village

PAY ESTIMATE:					#27						
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #26 QUANTITY INSTALLED		Pay Estimate #27 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
A. SECTION 1 - GENERAL AND SITE WORK ITEMS - PRIMARY SITE											
1	Mobilization, Bonds, Insurance, Construction Staking, etc. (5% Max)	LS	1	\$ 300,000.00		0.00		0.00	1.00	\$ 300,000.00	100.00%
1A	Mobilization, Bonds, Insurance, Construction Staking, etc. (5% Max)	LS	1	\$ 59,000.00					1.00	\$ 59,000.00	100.00%
2	Installation of Project Sign (CO 4 + 1)	LS	3	\$ 1,650.00		0.00		0.00	3.00	\$ 4,950.00	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.(CO 4 + 6)	MO	18	\$ 3,750.00	1.00	3,750.00	(3.00)	(11,250.00)	22.00	\$ 82,500.00	122.22%
4	Construction photographs (CO 4 + 1)	LS	2	\$ 1,400.00		0.00		0.00	0.00	\$ -	0.00%
5	TPDES Submittal (CO 4 + 1)	LS	2	\$ 1,000.00		0.00		0.00	2.00	\$ 2,000.00	100.00%
6	Construction Material Testing, approved geotechnical companies include Alpha Testing, Terracon, Riner Engineering, and QC Laboratories, Inc.	LS	1	\$ 105,000.00		0.00		0.00	1.00	\$ 105,000.00	100.00%
6A	Construction Material Testing, approved geotechnical companies include Alpha Testing, Terracon, Riner Engineering, and QC Laboratories, Inc.	LS	1	\$ 42,500.00	0.10	4,250.00	0.20	8,500.00	1.00	\$ 42,500.00	100.00%
7	Bypass Pumping for Sanitary Sewer	LS	1	\$ 4,500.00		0.00		0.00	1.00	\$ 4,500.00	100.00%
7A	Bypass Pumping for Sanitary Sewer	LS	1	\$ 15,000.00		0.00		0.00	1.00	\$ 15,000.00	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%
8A	Control of Ground and Surface Water, Including Bypass Pumping	LS	1	\$ 5,000.00		0.00		0.00	1.00	\$ 5,000.00	100.00%
9	Removal of Existing Traffic Signs (CO 4 + 3)	EA	13	\$ 100.00		0.00	3.00	300.00	20.00	\$ 2,000.00	153.85%
10	Provide and Install New Signs, Including Stop, Speed, Street Name, Speed Hump Sign and Children at Play (CO 4 + 3)	EA	29	\$ 700.00		0.00		0.00	2.00	\$ 1,400.00	6.90%
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		0.00		0.00	1.00	\$ 110,000.00	100.00%

PAY ESTIMATE: #27											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #26 QUANTITY INSTALLED		Pay Estimate #27 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
11A	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	\$ 65,000.00	0.10	6,500.00	0.02	1,300.00	0.82	\$ 53,300.00	82.00%
12	Tree and Plant Protection, Including Root Pruning, Crown Cleaning Prune	LS	1	\$ 50,000.00		0.00		0.00	1.00	\$ 50,000.00	100.00%
12A	Tree and Plant Protection, Including Root Pruning, Crown Cleaning Prune	LS	1	\$ 20,000.00	0.10	2,000.00	0.20	4,000.00	1.00	\$ 20,000.00	100.00%
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		0.00		0.00	1.00	\$ 8,500.00	100.00%
16A	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	\$ 7,500.00	0.10	750.00	0.15	1,125.00	1.00	\$ 7,500.00	100.00%
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	58.00	\$ 957.00	17.42%
18	Purchase and Installation of Temporary Mailboxes, Complete in Place (CO 4 + 7)	EA	126	\$ 100.00		0.00		0.00	128.00	\$ 12,800.00	101.59%
19	Purchase and Installation of St. Augustine Block Sodding, Including Sod, Fertilizer, Topsoil, Watering, Complete in Place (CO 4 + 600)	SY	10,040	\$ 6.75		0.00		0.00	10,950.00	\$ 73,912.50	109.06%
20	Purchase and Installation of 4-Foot Precast Concrete Manholes, Complete in Place	EA	2	\$ 7,000.00		0.00		0.00	5.00	\$ 35,000.00	250.00%
21	Rehabilitation of Existing Manhole, Complete in Place	EA	2	\$ 4,500.00	1.00	4,500.00		0.00	2.00	\$ 9,000.00	100.00%
22	Grade and Shape Between Road and ROW (CO 4 + 1470)	SY	10,910	\$ 1.50		0.00		0.00	11,796.00	\$ 17,694.00	108.12%

PAY ESTIMATE: #27											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #26 QUANTITY INSTALLED		Pay Estimate #27 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
23	Remove Existing Mailboxes, Place at Road ROW, Reinstall Existing Mailbox to Permanent Location Upon Completion of Phase, Complete in Place (CO 4 + 7)	EA	126	\$ 100.00		0.00		0.00	136.00	\$ 13,600.00	107.94%
24	Remove and Cap Irrigation Line at Road Right-of-Way. Paid per Each Property that has Irrigation Inside the Road Right-of-Way (CO 4 + 16)	Lot	51	\$ 550.00	1.00	550.00	3.00	1,650.00	122.00	\$ 67,100.00	239.22%
25	Removal and Proper Disposal of Storm Sewer, Back Fill Void with Select Fill, Complete in Place (CO 4 + 565)	LF	3,153	\$ 15.00	236.00	3,540.00	125.00	1,875.00	1,979.00	\$ 29,685.00	62.77%
26	Removal and Proper Disposal of Storm Sewer Inlets & Manholes, Back Fill Void with Select Fill, Complete in Place (CO 4 + 14)	EA	35	\$ 900.00	5.00	4,500.00	3.00	2,700.00	35.00	\$ 31,500.00	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		0.00		0.00	1.00	\$ 20,000.00	100.00%
29A	Removal of Landscaping Hardscape, Including Blocks, Bricks, Pavers, etc. Located Inside Road ROW and Stockpile at Road ROW	LS	1	\$ 8,500.00	0.10	850.00	0.30	2,550.00	1.00	\$ 8,500.00	100.00%
30	Trench Safety System, Including Storm Sewer, Water Line, Bore Pits, Sanitary Sewer (CO 4 + 350)	LF	4,491	\$ 1.00	10.00	10.00	18.00	18.00	4,320.00	\$ 4,320.00	96.19%
31	Complete Removal and Proper Disposal of Pavement (Thickness Varies), Including Driveways, Walkways and Curb (CO 4 + 2415)	SY	24,671	\$ 6.50	607.93	3,951.55	576.39	3,746.54	25,140.88	\$ 163,415.72	101.90%
32	Roadway Excavation and Haul-Off (CO 4 + 815)	CY	5,465	\$ 1.00	100.00	100.00	265.00	265.00	5,465.00	\$ 5,465.00	100.00%
33	Provide and Install 8-Inch Lime Stabilized Subgrade (5%), Including Lime, Manipulation, and Compaction, Complete in Place, per the geotechnical report. (CO 4 + 2565)	SY	23,900	\$ 12.50	456.72	5,709.00	577.62	7,220.25	24,183.22	\$ 302,290.25	101.19%
34	Purchase and Installation of 12-inch Sanitary Sewer, Complete in Place CO 3 Qty to 376)	LF	376	\$ 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 (CO 4 + 330)	LF	1,405	\$ 90.00		0.00		0.00	1,401.00	\$ 126,090.00	99.72%

PAY ESTIMATE: #27											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #26 QUANTITY INSTALLED		Pay Estimate #27 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
36	Purchase and Installation of 8-Inch Diameter Water Line, by Trenchless Construction, Complete in Place (CO 4 + 500)	LF	5,957	\$ 130.00		0.00		0.00	5,986.00	\$ 778,180.00	100.49%
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 (CO 4 + 11)	EA	71	\$ 1,500.00		0.00		0.00	82.00	\$ 123,000.00	115.49%
39	Water Tap and Service Line -Long Connections, Connect to Existing Meter, Complete in Place (CO 4 + 4)	EA	69	\$ 2,500.00		0.00	2.00	5,000.00	72.00	\$ 180,000.00	104.35%
40	Purchase and Installation of 8-Inch Wet Connection, Complete in Place (CO 4 + 1)	EA	2	\$ 5,000.00		0.00		0.00	2.00	\$ 10,000.00	100.00%
41	Cut, Plug, and Abandon Existing Diameter Water Lines size varies 4-Inch to 8-Inch, Complete in Place (CO 4 + 705)	LF	6,332	\$ 1.00		0.00		0.00	6,450.00	\$ 6,450.00	101.86%
42	Purchase and Installation of 8-Inch Tapping Sleeve & Valve, Complete in Place	EA	1	\$ 6,500.00		0.00		0.00	3.00	\$ 19,500.00	300.00%
43	Removal of Existing Fire Hydrant Assembly (CO 4 + 1)	EA	13	\$ 850.00	1.00	850.00		0.00	13.00	\$ 11,050.00	100.00%
44	Purchase and Installation of New Fire Hydrant Assembly, Complete in Place (CO 4 + 1)	EA	13	\$ 7,500.00		0.00		0.00	13.00	\$ 97,500.00	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 (CO 4 + 14)	EA	136	\$ 650.00	5.00	3,250.00	5.00	3,250.00	179.00	\$ 116,350.00	131.62%
49	Purchase and Installation of 24-Inch Storm Sewer (RCP or HP) by Open Cut, Including Cement Stabilized Sand, Complete in Place (CO 4 + 60)	LF	1,830	\$ 130.00	15.00	1,950.00		0.00	2,015.00	\$ 261,950.00	110.11%
50	Purchase and Installation of 36-Inch Storm Sewer (RCP or HP) by Open Cut, Including Cement Stabilized Sand, Complete in Place (CO 4 + 26)	LF	404	\$ 200.00	10.00	2,000.00	18.00	3,600.00	208.00	\$ 41,600.00	51.49%
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%

PAY ESTIMATE: #27											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #26 QUANTITY INSTALLED		Pay Estimate #27 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
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		0.00		0.00	20.00	\$ 100,000.00	105.26%
54	Purchase and Installation of Precast Type C Inlet, Complete in Place (CO 4 + 2)	EA	8	\$ 5,500.00	1.00	5,500.00	1.00	5,500.00	8.00	\$ 44,000.00	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%
56A	Temporary Pavement, As Needed for Construction Phasing (CO 4)	LS	1	\$ 6,500.00	0.10	650.00	0.05	325.00	1.00	\$ 6,500.00	100.00%
57	Purchase and Installation of 6-Inch Concrete Pavement and Driveways, Complete in Place (CO 4 + 2055)	SY	23,420	\$ 68.50	395.67	27,103.40	745.43	51,061.96	24,258.09	\$ 1,661,679.17	103.58%
58	Blue Reflective Marker Placed at each Fire Hydrant, Complete in Place (CO 4 + 3)	EA	15	\$ 15.00		0.00	3.00	45.00	16.00	\$ 240.00	106.67%
59	4-Inch Yellow Broken Reflectorized Pavement Markings, Complete in Place	LF	4,750	\$ 1.75		0.00		0.00	260.00	\$ 455.00	5.47%
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	60.00	900.00	175.00	\$ 2,625.00	175.00%
62	24-Inch White Reflectorized Pavement Marking, Complete in Place (CO 4 + 32)	LF	182	\$ 20.00		0.00	30.00	600.00	182.00	\$ 3,640.00	100.00%
63	White Reflectorized Turn Arrows Pavement Marking, Complete in Place	EA	4	\$ 375.00		0.00		0.00	4.00	\$ 1,500.00	100.00%
64	Purchase and Installation of 4-Inch x 12-Inch Mountable Concrete Curb, Complete in Place (CO 4 + 1030)	LF	11,604	\$ 4.50		0.00	800.00	3,600.00	12,927.00	\$ 58,171.50	111.40%
65	Purchase and Installation of 6-Inch Concrete Curb, Complete in Place (CO 4 + 145)	LF	997	\$ 6.00		0.00		0.00	1,064.00	\$ 6,384.00	106.72%
66	Purchase and Installation of 4 1/2-Inch Concrete Walkway and Steps, Complete in Place (CO 4 + 290)	SF	4,241	\$ 9.50		0.00	135.00	1,282.50	3,956.26	\$ 37,584.47	93.29%
67	Adjust Traffic Signal Timing and Control Cabinet as Needed for Construction	LS	1	\$ 6,000.00		0.00		0.00	1.00	\$ 6,000.00	100.00%

PAY ESTIMATE: #27											
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	Pay Estimate #26 QUANTITY INSTALLED		Pay Estimate #27 QUANTITY INSTALLED		YEAR TO DATE		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Percent Comp.
68	Install New Traffic Loops to Ground Box. Match Existing Loop Size and Type. Revise signal timing to Preconstruction Conditions	LS	1	\$ 10,000.00		0.00		0.00	0.00	\$ -	0.00%
69	Purchase and Installation of Black Speed Cushion including White Pavement Markings, Complete in Place	EA	6	\$ 4,750.00		0.00		0.00	5.00	\$ 23,750.00	83.33%
B. EXTRA WORK ITEMS											
1	Cure-in-Place Line Existing Storm Manhole, Complete in Place	EA	1	\$ 4,000.00		0.00		0.00	1.00	\$ 4,000.00	100.00%
C. ALLOWANCE											
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%
CHANGE ORDER NO. 1											
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	6.00	10,050.00	6.00	\$ 10,050.00	100.00%
CO1.2 A	Short Side Service Lead (CO 4 + 5)	EA	5	\$ 1,650.00		0.00		0.00	6.00	\$ 9,900.00	120.00%
CO1.3	Long Side Service Lead (\$2,225 EA) 6 approved on CH 2 (CO 4 + 11)	EA	17	\$ 2,225.00		0.00		0.00	15.00	\$ 33,375.00	88.24%
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%
CO3-1	Cured-in-Place Storm Sewer	LS	1	\$ 42,628.00					1.00	\$ 42,628.00	100.00%
CO4-1	Line existing sanitary sewer manhole	VH	56	\$ 300.00					0.00	\$ -	0.00%
CO4-2	Replace water meters with new plastic box	EA	16	\$ 267.00					20.00	\$ 5,340.00	125.00%
CO4-3	Purchase and Installation of 6-Inch Wet Connection, Complete in Place	EA	2	\$ 5,000.00					2.00	\$ 10,000.00	100.00%
CO4-4	Pipe burst existing 8-inch sanitary sewer	LF	495	\$ 250.00					495.00	\$ 123,750.00	100.00%
CO4-5	Concrete junction box for storm sewer	EA	3	\$ 30,000.00		0.00		0.00	3.00	\$ 90,000.00	100.00%
CO4-6	6'x3' RCB storm sewer	LF	255	\$ 895.00		0.00		0.00	254.00	\$ 227,330.00	99.61%
CO4-7	6" high early strength concrete pavement	SY	300	\$ 90.00					0.00	\$ -	0.00%

Original Contract Amount: \$ 6,250,674.50
 Number of requested Rain Days:

Total	82,263.94	Total	109,214.24
Retainer 5%	4,113.20	Retainer 5%	5,460.71
Total	78,150.74	Total	103,753.53
	6		3

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

RESOLUTION NUMBER 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING PAY ESTIMATE NUMBER 27 TO CONRAD CONSTRUCTION CO., LTD. IN THE AMOUNT OF \$103,753.53 PURSUANT TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION CO., LTD. THE BRIGHTON PLACE PAVEMENT & UTILITY IMPROVEMENTS PROJECT (CSB #2023-12-105) FOR WORK COMPLETED ON MERLIN & SPRING OAKS CIR; PROVIDING FOR INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on July 31, 2026, the City Administrator executed Pay Estimate Number 27 to Conrad Construction, CO., LTD. in the amount of \$103,753.53 pursuant to the Agreement by and between the City of Spring Valley Village, Texas and Conrad Construction CO., LTD. for the Brighton Place Pavement & Utility Improvements Project (CSB #2023-12-105) ("Pay Estimate 27") for work completed on Merlin & Spring Oaks Cir, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, on behalf of the City of Spring Valley Village; and

WHEREAS, upon review and consideration of all matters attendant and related thereto, the City Council hereby finds and determines that: (1) it is in the best interests of the City of Spring Valley Village and its citizens to execute Pay Estimate Number 27; and (2) that the actions of the City Administrator in executing Pay Estimate Number 27 should be ratified in all respects.

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

Section 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The actions of the City Administrator taken for and on behalf of the City in executing Pay Estimate Number 27 on behalf of the City of Spring Valley Village are ratified in all respects.

Section 3. This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED on this the 25th day of August, 2026.

David Dominy, Mayor
City of Spring Valley Village, Texas

ATTEST:

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



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Kristina Watson, Public Works Director

SUBJECT:

CONSIDERATION AND POSSIBLE ACTION CONCERNING: Resolution Number 26-XX - A resolution of the City Council of the City of Spring Valley Village, Texas, approving the terms and conditions of change order No. 5 to the agreement by and between the City of Spring Valley Village, Texas and Conrad Construction, Ltd. for the Brighton Place Pavement and Utility Improvement Project; providing for the incorporation of preamble; authorizing the Mayor to execute any and all documents necessary to effectuate such agreement; and providing an effective date.

BACKGROUND:

The Brighton Place Pavement & Utility Improvement Project (2023-12-105) included roadway, water, sanitary sewer, storm sewer, drainage, and associated improvements along Brighton Place, Spring Oaks Circle, and Merlin Court.

As construction progressed, actual field conditions resulted in adjustments to several contract quantities. Change Order No. 5 is the final change order for the project and reconciles the contract quantities with the actual quantities of work performed. The change order includes both increases for quantities exceeding previous estimates and deductions for quantities that were not required or were less than previously estimated.

The primary adjustments include additional property-owner coordination associated with the extended construction duration; additional sod and grading necessary to restore right-of-way and adjacent property grades; additional manholes and yard drains required to provide positive drainage; removal and capping of previously unidentified private irrigation lines; and additional water service connections resulting from field conditions that differed from information available during design.

The change order also reconciles final installed quantities for roadway pavement, curbing, storm sewer, water lines and appurtenances, sanitary sewer improvements, mailboxes, pavement markings, and other associated construction items. Where actual quantities were less than previously authorized, the corresponding amounts have been deducted from the contract. Change Order No. 5 results in a **net increase of \$39,013.10**. The original construction contract was \$6,250,674.50, with previous approved change orders totaling \$1,315,542.45. Approval of Change Order No. 5 will establish the **final adjusted contract amount of \$7,605,230.06**.

Change Order No. 5 is an adjustment of the final contract quantities and does not represent the remaining balance due to the contractor. Payment of outstanding amounts under the contract, including retainage, will be processed separately in accordance with the contract.

CobbFendley has reviewed the final quantity adjustments and supporting documentation provided by Conrad Construction and recommends approval of Change Order No. 5 in the amount of \$39,013.10.

ATTACHMENTS:

BRIGHT~1, Resolution 26-XX Change Order No 5

FUNDING:

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

RECOMMENDATION:

City staff and CobbFendley have reviewed Change Order No. 5 and recommend approval.

August 12, 2026

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

Re: Brighton Place Reconstruction
Change Order No. 5

Dear Ms. Watson:

This letter is in response to recent project changes and associated pay item adjustments requested under Change Order No. 5. During the execution of work, several field conditions necessitated adjustments that exceeded our initial contract quantities. Additionally there was work not performed which was deducted in the change order to close-out the project.

The changes to the contract pay items include:

- 1.Coordinating with property owners: Additional field coordination and resident outreach were required to accommodate specific project needs. With additional months added to the contract, Brighton Place contract time required additional months not originally included in the bid. The original contract was for 365 days. The City approved 338 additional days with prior change orders. There were also 86 rain days added to the contract. The total time recommended for payment is 22 months which does not include the rain days.
2. Installation of St. Augustine block sod: The total area requiring surface restoration and turf establishment was greater than originally estimated to restore right-of-way and adjacent property grades.
- 3.Installion of 4-foot concrete manholes: additional structures were required for Spring Oaks storm sewer system. These items were not included on Change Order No.4
4. Removing and capping irrigation lines: Unmarked private irrigation systems were encountered within the work zone, requiring unexpected removal and capping. Multiple lots had double the expected irrigation lines.
5. Water tap and service lines for short and long connections: The existing water line leads were found to be significantly higher in quantity than anticipated during design. Many existing meter boxes had multiple service line connections running to it, leading to a need for additional service line connections both long and short. There were also additional service lines added for future connections.
6. Installation of yard drains: Additional drainage structures were necessary to provide proper positive drainage away from adjacent properties. Many properties had a greater number of yard drains, some of which were covered during the initial topographic survey.

Based on the evaluation of the documentation provided by Conrad Construction, we recommend Change Order No. 5 be approved for a total cost of \$39,013.10. If you have any questions or require additional clarification regarding these items, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Stephen Ray".

Stephen Ray, PE
Sr. Project Manager
Cobb, Fendley & Associates, Inc.

Change Order #5

DATE OF ISSUANCE: August 7, 2026

EFFECTIVE DATE: August 25, 2026

PROJECT: Brighton Place Reconstruction

CONTRACTOR: Conrad Construction Co., LTD

OWNER: City of Spring Valley Village

ADDRESS: 1025 Campbell Road
Houston, TX 77055

ADDRESS: 13408 Emmett Rd
Houston, TX

DESCRIPTION OF CHANGES

Scope: Brighton Place Reconstruction "Close-out" change order.

Justification: This change order is to finalize the quantities on Brighton Place, Spring Oaks Circle, and Merlin Court

Amount: \$39,013.10

Days: 0

EXECUTIVE SUMMARY

CONTRACT PRICE SUMMARY

Original Contract Price	\$	6,250,674.50
Previous Change Orders	\$	1,315,542.45
This Change Order	\$	39,013.10
Revised Contract Price	\$	7,605,230.06

CONTRACT TIME SUMMARY

		DATE
Original Contract Time Substantial Completion	365	April 29, 2025
Days Previously Approved	424	
This Change Order	0	
Revised Contract Time	789	June 27, 2026
Original Contract Time Final Completion	365	April 29, 2025
Days Previously Approved	424	
This Change Order	0	
Revised Contract Time	789	June 27, 2026

Submitted by:

By: Brian Conrad
Print Name

[Signature]
Signature
Conrad Construction Co., LTD

8/10/26
Date

Recommended by:

By: Stephen Ray
Print Name

[Signature]
Signature
CobbFendley

8/10/2026
Date

Approved:

By: _____
Print Name

Signature
City of Spring Valley Village

Date

Change Order 4						Change Order 5		
Item No.	Item Description	Unit	Unit QTY	Unit Price	Scheduled Price	Unit QTY	Unit Price	Scheduled Price
A. SECTION 1 - GENERAL AND SITE WORK ITEMS - PRIMARY SITE								
1	Mobilization, Bonds, Insurance, Construction Staking, etc. (5% Max)	LS	1	\$ 300,000.00	\$ 300,000.00	1	\$ 300,000.00	\$ 300,000.00
1A	Mobilization, Bonds, Insurance, Construction Staking, etc. (5% Max)	LS	1	\$ 59,000.00	\$ 59,000.00	1	\$ 59,000.00	\$ 59,000.00
2	Installation of Project Sign	LS	3	\$ 1,650.00	\$ 4,950.00	3	\$ 1,650.00	\$ 4,950.00
3	Contractor to Coordinate with Adjacent Property Owners and Public Entities on Advance Notification of Traffic Phasing Changes, Mail, Parking, Driveway Access, etc.	MO	18	\$ 3,750.00	\$ 67,500.00	22	\$ 3,750.00	\$ 82,500.00
4	Construction photographs	LS	2	\$ 1,400.00	\$ 2,800.00	2	\$ 1,400.00	\$ 2,800.00
5	TPDES Submittal	LS	2	\$ 1,000.00	\$ 2,000.00	2	\$ 1,000.00	\$ 2,000.00
6	Brighton Place Reconstruction "Close-out" change order.	LS	1	\$ 105,000.00	\$ 105,000.00	1	\$ 105,000.00	\$ 105,000.00
6A	This change order is to finalize the quantities on Brighton Place, Spring Oaks Circle, and Merlin Court	LS	1	\$ 42,500.00	\$ 42,500.00	1	\$ 42,500.00	\$ 42,500.00
7	Bypass Pumping for Sanitary Sewer	LS	1	\$ 4,500.00	\$ 4,500.00	1	\$ 4,500.00	\$ 4,500.00
7A	Bypass Pumping for Sanitary Sewer	LS	1	\$ 15,000.00	\$ 15,000.00	1	\$ 15,000.00	\$ 15,000.00
8	Control of Ground and Surface Water, Including Bypass Pumping	LS	1	\$ 1.00	\$ 1.00	1	\$ 1.00	\$ 1.00
8A	Control of Ground and Surface Water, Including Bypass Pumping	LS	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	\$ 5,000.00
9	Removal of Existing Traffic Signs	EA	13	\$ 100.00	\$ 1,300.00	20	\$ 100.00	\$ 2,000.00
10	Provide and Install New Signs, Including Stop, Speed, Street Name, Speed Hump Sign and Children at Play	EA	29	\$ 700.00	\$ 20,300.00	2	\$ 700.00	\$ 1,400.00
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	\$ 110,000.00	1	\$ 110,000.00	\$ 110,000.00

Change Order 4						Change Order 5		
Item No.	Item Description	Unit	Unit QTY	Unit Price	Scheduled Price	Unit QTY	Unit Price	Scheduled Price
11A	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	\$ 65,000.00	\$ 65,000.00	1	\$ 65,000.00	\$ 65,000.00
12	Tree and Plant Protection, Including Root Pruning, Crown Cleaning Prune	LS	1	\$ 50,000.00	\$ 50,000.00	1	\$ 50,000.00	\$ 50,000.00
12A	Tree and Plant Protection, Including Root Pruning, Crown Cleaning Prune	LS	1	\$ 20,000.00	\$ 20,000.00	1	\$ 20,000.00	\$ 20,000.00
13	Removal of Tree 0 – 11.99" (or Palm Tree), species varies.	EA	1	\$ 1,050.00	\$ 1,050.00	3	\$ 1,050.00	\$ 3,150.00
14	Removal of Tree 12 – 29.99", species varies	EA	8	\$ 1,550.00	\$ 12,400.00	8	\$ 1,550.00	\$ 12,400.00
15	Removal of Tree 30 – 45", species varies	EA	2	\$ 2,100.00	\$ 4,200.00	2	\$ 2,100.00	\$ 4,200.00
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	\$ 8,500.00	1	\$ 8,500.00	\$ 8,500.00
16A	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	\$ 7,500.00	\$ 7,500.00	1	\$ 7,500.00	\$ 7,500.00
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	\$ 5,494.50	58	\$ 16.50	\$ 957.00
18	Purchase and Installation of Temporary Mailboxes, Complete in Place	EA	126	\$ 100.00	\$ 12,600.00	128	\$ 100.00	\$ 12,800.00
19	Purchase and Installation of St. Augustine Block Sodding, Including Sod, Fertilizer, Topsoil, Watering, Complete in Place	SY	10,040	\$ 6.75	\$ 67,770.00	11,800	\$ 6.75	\$ 79,650.00
20	Purchase and Installation of 4-Foot Precast Concrete Manholes, Complete in Place	EA	2	\$ 7,000.00	\$ 14,000.00	5	\$ 7,000.00	\$ 35,000.00
21	Rehabilitation of Existing Manhole, Complete in Place	EA	2	\$ 4,500.00	\$ 9,000.00	2	\$ 4,500.00	\$ 9,000.00

Item No.	Item Description	Unit	Unit QTY	Change Order 4		Change Order 5		
				Unit Price	Scheduled Price	Unit QTY	Unit Price	Scheduled Price
22	Grade and Shape Between Road and ROW	SY	10,910	\$ 1.50	\$ 16,365.00	12,646	\$ 1.50	\$ 18,969.00
23	Remove Existing Mailboxes, Place at Road ROW, Reinstall Existing Mailbox to Permanent Location Upon Completion of Phase, Complete in Place	EA	126	\$ 100.00	\$ 12,600.00	136	\$ 100.00	\$ 13,600.00
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	51	\$ 550.00	\$ 28,050.00	122	\$ 550.00	\$ 67,100.00
25	Removal and Proper Disposal of Storm Sewer, Back Fill Void with Select Fill, Complete in Place	LF	3,153	\$ 15.00	\$ 47,295.00	1,979	\$ 15.00	\$ 29,685.00
26	Removal and Proper Disposal of Storm Sewer Inlets & Manholes, Back Fill Void with Select Fill, Complete in Place	EA	35	\$ 900.00	\$ 31,500.00	35	\$ 900.00	\$ 31,500.00
27	Abandon And Grout Fill Existing Storm Sewer, All Sizes	LF	298	\$ 70.00	\$ 20,860.00	0	\$ 70.00	\$ -
28	Abandon and Fill Existing 8-inch Diameter Sanitary Sewer Line	LF	253	\$ 15.00	\$ 3,795.00	0	\$ 15.00	\$ -
29	Removal of Landscaping Hardscape, Including Blocks, Bricks, Pavers, etc. Located Inside Road ROW and Stockpile at Road ROW	LS	1	\$ 20,000.00	\$ 20,000.00	1	\$ 20,000.00	\$ 20,000.00
29A	Removal of Landscaping Hardscape, Including Blocks, Bricks, Pavers, etc. Located Inside Road ROW and Stockpile at Road ROW	LS	1	\$ 8,500.00	\$ 8,500.00	1	\$ 8,500.00	\$ 8,500.00
30	Trench Safety System, Including Storm Sewer, Water Line, Bore Pits, Sanitary Sewer	LF	4,491	\$ 1.00	\$ 4,491.00	4,320	\$ 1.00	\$ 4,320.00
31	Complete Removal and Proper Disposal of Pavement (Thickness Varies), Including Driveways, Walkways and Curb	SY	24,671	\$ 6.50	\$ 160,361.50	25,140.88	\$ 6.50	\$ 163,415.72
32	Roadway Excavation and Haul-Off	CY	5,465	\$ 1.00	\$ 5,465.00	5,465	\$ 1.00	\$ 5,465.00
33	Provide and Install 8-Inch Lime Stabilized Subgrade (5%), Including Lime, Manipulation, and Compaction, Complete in Place, per the geotechnical report.	SY	23,900	\$ 12.50	\$ 298,750.00	24,183.22	\$ 12.50	\$ 302,290.25

Item No.	Item Description	Change Order 4				Change Order 5		
		Unit	Unit QTY	Unit Price	Scheduled Price	Unit QTY	Unit Price	Scheduled Price
34	Purchase and Installation of 12-inch Sanitary Sewer, Complete in Place (Change Order 3 - reduce unused quantity from 594 to 376)	LF	376	\$ 195.00	\$ 73,320.00	0	\$ 195.00	\$ -
35	Purchase and Installation of 6-Inch Diameter Water Line, by Trenchless Construction, Complete in Place	LF	1,405	\$ 90.00	\$ 126,450.00	1,401	\$ 90.00	\$ 126,090.00
36	Purchase and Installation of 8-Inch Diameter Water Line, by Trenchless Construction, Complete in Place	LF	5,957	\$ 130.00	\$ 774,410.00	5,986	\$ 130.00	\$ 778,180.00
37	Purchase and Installation of 8-Inch Diameter Water Line, by open cut Complete in Place	LF	542	\$ 175.00	\$ 94,850.00	542	\$ 175.00	\$ 94,850.00
38	Water Tap and Service Line -Short Connections, Connect to Existing Meter, Complete in Place	EA	71	\$ 1,500.00	\$ 106,500.00	82	\$ 1,500.00	\$ 123,000.00
39	Water Tap and Service Line -Long Connections, Connect to Existing Meter, Complete in Place	EA	69	\$ 2,500.00	\$ 172,500.00	72	\$ 2,500.00	\$ 180,000.00
40	Purchase and Installation of 8-Inch Wet Connection, Complete in Place	EA	2	\$ 5,000.00	\$ 10,000.00	2	\$ 5,000.00	\$ 10,000.00
41	Cut, Plug, and Abandon Existing Diameter Water Lines size varies 4-Inch to 8-Inch, Complete in Place	LF	6,332	\$ 1.00	\$ 6,332.00	6,450	\$ 1.00	\$ 6,450.00
42	Purchase and Installation of 8-Inch Tapping Sleeve & Valve, Complete in Place	EA	1	\$ 6,500.00	\$ 6,500.00	3	\$ 6,500.00	\$ 19,500.00
43	Removal of Existing Fire Hydrant Assembly	EA	13	\$ 850.00	\$ 11,050.00	13	\$ 850.00	\$ 11,050.00
44	Purchase and Installation of New Fire Hydrant Assembly, Complete in Place	EA	13	\$ 7,500.00	\$ 97,500.00	13	\$ 7,500.00	\$ 97,500.00
45	Purchase and Installation of Concrete Junction Box JB01, Complete in Place	LS	1	\$ 54,500.00	\$ 54,500.00	1	\$ 54,500.00	\$ 54,500.00
46	Purchase and Installation of Concrete Junction Box JB02, Complete in Place	LS	1	\$ 50,000.00	\$ 50,000.00	1	\$ 50,000.00	\$ 50,000.00
47	Purchase and Installation of Concrete Junction Box JB03, Complete in Place	LS	1	\$ 40,000.00	\$ 40,000.00	1	\$ 40,000.00	\$ 40,000.00
48	Purchase and Installation of 4-Inch Yard Drain with Steel Curb Box, Complete in Place	EA	136	\$ 650.00	\$ 88,400.00	179	\$ 650.00	\$ 116,350.00

Change Order 4						Change Order 5		
Item No.	Item Description	Unit	Unit QTY	Unit Price	Scheduled Price	Unit QTY	Unit Price	Scheduled Price
49	Purchase and Installation of 24-Inch Storm Sewer (RCP or HP) by Open Cut, Including Cement Stabilized Sand, Complete in Place	LF	1,830	\$ 130.00	\$ 237,900.00	2,015	\$ 130.00	\$ 261,950.00
50	Purchase and Installation of 36-Inch Storm Sewer (RCP or HP) by Open Cut, Including Cement Stabilized Sand, Complete in Place	LF	404	\$ 200.00	\$ 80,800.00	208	\$ 200.00	\$ 41,600.00
51	Purchase and Installation of 42-Inch Storm Sewer (RCP or HP) by Open Cut, Including Cement Stabilized Sand, Complete in Place	LF	371	\$ 240.00	\$ 89,040.00	390	\$ 240.00	\$ 93,600.00
52	Purchase and Installation of 10-Foot by 5-Foot Reinforced Concrete Box by Open Cut, Complete in Place	LF	828	\$ 1,350.00	\$ 1,117,800.00	833	\$ 1,350.00	\$ 1,124,550.00
53	Purchase and Installation of Precast Type BB Inlet, Complete in Place	EA	19	\$ 5,000.00	\$ 95,000.00	20	\$ 5,000.00	\$ 100,000.00
54	Purchase and Installation of Precast Type C Inlet, Complete in Place	EA	8	\$ 5,500.00	\$ 44,000.00	8	\$ 5,500.00	\$ 44,000.00
55	Purchase and Installation of Precast Type C1 Inlet, Complete in Place	EA	2	\$ 7,300.00	\$ 14,600.00	2	\$ 7,300.00	\$ 14,600.00
56	Temporary Pavement, As Needed for Construction Phasing	LS	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	\$ 5,000.00
56A	Temporary Pavement, As Needed for Construction Phasing	LS	1	\$ 6,500.00	\$ 6,500.00	1	\$ 6,500.00	\$ 6,500.00
57	Purchase and Installation of 6-Inch Concrete Pavement and Driveways, Complete in Place	SY	23,420	\$ 68.50	\$ 1,604,270.00	24,258.09	\$ 68.50	\$ 1,661,679.17
58	Blue Reflective Marker Placed at each Fire Hydrant, Complete in Place	EA	15	\$ 15.00	\$ 225.00	16	\$ 15.00	\$ 240.00
59	4-Inch Yellow Broken Reflectorized Pavement Markings, Complete in Place	LF	4,750	\$ 1.75	\$ 8,312.50	260	\$ 1.75	\$ 455.00
60	4-Inch Yellow Median Striping Reflectorized Pavement Markings, Complete in Place	LS	1	\$ 2,500.00	\$ 2,500.00	0	\$ 2,500.00	\$ -
61	12-Inch White Reflectorized Pavement Marking, Complete in Place	LF	100	\$ 15.00	\$ 1,500.00	200	\$ 15.00	\$ 3,000.00
62	24-Inch White Reflectorized Pavement Marking, Complete in Place	LF	182	\$ 20.00	\$ 3,640.00	182	\$ 20.00	\$ 3,640.00
63	White Reflectorized Turn Arrows Pavement Marking, Complete in Place	EA	4	\$ 375.00	\$ 1,500.00	4	\$ 375.00	\$ 1,500.00

				Change Order 4		Change Order 5		
Item No.	Item Description	Unit	Unit QTY	Unit Price	Scheduled Price	Unit QTY	Unit Price	Scheduled Price
64	Purchase and Installation of 4-Inch x 12-Inch Mountable Concrete Curb, Complete in Place	LF	11,604	\$ 4.50	\$ 52,218.00	12,927	\$ 4.50	\$ 58,171.50
65	Purchase and Installation of 6-Inch Concrete Curb, Complete in Place	LF	997	\$ 6.00	\$ 5,982.00	1,064	\$ 6.00	\$ 6,384.00
66	Purchase and Installation of 4 1/2-Inch Concrete Walkway and Steps, Complete in Place	SF	4,241	\$ 9.50	\$ 40,289.50	3,956.26	\$ 9.50	\$ 37,584.47
67	Adjust Traffic Signal Timing and Control Cabinet as Needed for Construction	LS	1	\$ 6,000.00	\$ 6,000.00	1	\$ 6,000.00	\$ 6,000.00
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	\$ 10,000.00	0	\$ 10,000.00	\$ -
69	Purchase and Installation of Black Speed Cushion including White Pavement Markings, Complete in Place	EA	6	\$ 4,750.00	\$ 28,500.00	5	\$ 4,750.00	\$ 23,750.00
B. EXTRA WORK ITEMS								
1	Cure-in-Place Line Existing Storm Manhole, Complete in Place	EA	1	\$ 4,000.00	\$ 4,000.00	1	\$ 4,000.00	\$ 4,000.00
C. ALLOWANCE								
1	Construction Allowance for Unforeseen Circumstances Pre-Approved by the City	LS	0	\$ 25,000.00	\$ -	0	\$ 25,000.00	\$ -
Change Order								
CO1-1	Cured-in-Place Storm Sewer	LS	1	\$ 72,237.00	\$ 72,237.00	1	\$ 72,237.00	\$ 72,237.00
CO1-2	Short Side Service Lead (\$1,675 EA) 6 approved on CH 1	EA	6	\$ 1,675.00	\$ 10,050.00	6	\$ 1,675.00	\$ 10,050.00
CO1.2 A	Short Side Service Lead (CO 4 + 5)	EA	5	\$ 1,650.00	\$ 8,250.00	6	\$ 1,650.00	\$ 9,900.00
CO1-3	Long Side Service Lead (\$2,225 EA) 6 approved on CH 1 (1 additional day per lead)	EA	17	\$ 2,225.00	\$ 37,825.00	15	\$ 2,225.00	\$ 33,375.00
CO1-4	20 additional days for moving mailboxes	LS		\$ -	\$ -	0	\$ -	\$ -
CO2-1	Replace 62 meter boxes, add valves	LS	1	\$ 16,554.00	\$ 16,554.00	1	\$ 16,554.00	\$ 16,554.00
CO2-2	Additional survey	LS	1	\$ 5,650.25	\$ 5,650.25	1	\$ 5,650.25	\$ 5,650.25
CO2-3	Lower storm sewer, extra excavation	LS	1	\$ 25,688.70	\$ 25,688.70	1	\$ 25,688.70	\$ 25,688.70
CO3-1	Cured-in-Place Storm Sewer	LS	1	\$ 42,628.00	\$ 42,628.00	1	\$ 42,628.00	\$ 42,628.00
CO4-1	Line existing sanitary sewer manhole	VH	56	\$ 300.00	\$ 16,800.00	58	\$ 300.00	\$ 17,400.00
CO4-2	Replace water meters with new plastic box	EA	16	\$ 267.00	\$ 4,272.00	20	\$ 267.00	\$ 5,340.00

Change Order 4						Change Order 5		
Item No.	Item Description	Unit	Unit QTY	Unit Price	Scheduled Price	Unit QTY	Unit Price	Scheduled Price
CO4-3	Purchase and Installation of 6-Inch Wet Connection, Complete in Place	EA	2	\$ 5,000.00	\$ 10,000.00	2	\$ 5,000.00	\$ 10,000.00
CO4-4	Pipe burst existing 8-inch sanitary sewer	LF	495	\$ 250.00	\$ 123,750.00	495	\$ 250.00	\$ 123,750.00
CO4-5	Concrete junction box for storm sewer	EA	3	\$ 30,000.00	\$ 90,000.00	3	\$ 30,000.00	\$ 90,000.00
CO4-6	6'x3' RCB storm sewer	LF	255	\$ 895.00	\$ 228,225.00	254	\$ 895.00	\$ 227,330.00
CO4-7	6" high early strength concrete pavement	SY	300	\$ 90.00	\$ 27,000.00	0	\$ 90.00	\$ -
TOTAL			\$	7,566,216.95		\$	7,605,230.06	
TOTAL CHANGE ORDER #5						\$	39,013.10	

RESOLUTION NUMBER 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CHANGE ORDER NUMBER 5 TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AND ON CONRAD CONSTRUCTION, LTD. FOR THE BRIGHTON PLACE PAVING AND UTILITY IMPROVEMENTS PROJECT (CSB #2023-12-105); PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented a proposed Change Order Number 5 to the Agreement by and between the City of Spring Valley Village, Texas, and Conrad Construction, Ltd. for the Brighton Place Paving and Utility Improvements Project (CSB #2023-12-105) ("Change Order Number 5"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, upon full review and consideration of Change Order Number 5 and all matters attendant and related thereto, the City Council is of the opinion that the terms and conditions thereof should be approved, and that the Mayor should be authorized to execute Change Order Number 5 and any and all documents necessary to effectuate such Change Order Number 5 on behalf of the City of Spring Valley Village.

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

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

Section 2. The terms and conditions of Change Order Number 5, having been reviewed by the City Council of the City of Spring Valley Village is found to be acceptable and in the best interests of the City of Spring Valley Village and its citizens, are hereby in all things approved.

Section 3. The Mayor is hereby authorized to execute Change Order Number 5 and empowered, for and on behalf of the City, to take all such actions and to execute, verify, acknowledge, certify to, file and deliver all such instruments and documents required in Change Order Number 5 as shall in the judgment of the Mayor be appropriate in order to effect the purposes of the foregoing resolution and Change Order Number 5.

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

DULY PASSED AND APPROVED on this the 25th day of August, 2026.

David Dominy, Mayor
City of Spring Valley Village, Texas

ATTEST:

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



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Jasmin Torres, City Secretary

SUBJECT:

CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance No. 202X-XX - An Ordinance of the City Council of the City of Spring Valley Village, Texas, amending Section 1.1502, Definitions, of Article 1.1500, Records and Information Management Program of Chapter 1, General Provisions of the City's Code of Ordinances, add a definition for City Secretary.

BACKGROUND:

This item proposes an amendment to Section 1.1502 of the City's Code of Ordinances, relating to the City's Records and Information Management Program and providing the framework for the creation, maintenance, retention, preservation, and disposition of City records. As part of this program, the City Secretary serves as the City's designated Records Management Officer and is responsible for administering and coordinating the City's records management practices.

The proposed ordinance amends Section 1.1502, "Definitions," to formally define the term "City Secretary" as the Records Management Officer. Adding this definition will clarify the City Secretary's role and ensure the term is applied consistently throughout Article 1.1500. The amendment does not establish a new position, nor does it change the City's existing records management practices; it updates the Code to accurately reflect the City Secretary's current responsibilities within the Records and Information Management Program.

ATTACHMENTS:

Ord. 2026-XX - RMO Designation

FUNDING:

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

RECOMMENDATION:

Staff recommends approval of this Ordinance.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING SECTION 1.1502, DEFINITIONS, OF ARTICLE 1.1500, RECORDS AND INFORMATION MANAGEMENT PROGRAM, OF CHAPTER 1, GENERAL PROVISIONS OF THE CITY'S CODE OF ORDINANCES ADD A DEFINITION FOR CITY SECRETARY

WHEREAS, The City Council of the City of Spring Valley Village, Texas (the "City") finds it to be in the best interests of the citizens of the City to amend Section 1.1502, Definitions, of Article 1.1500, Records and Information Management Program, of Chapter 1, General Provisions of the City's Code of Ordinances add a definition for City Secretary; and

WHEREAS, The City Council believes that these changes will provide for greater clarity as to the administration of records management; and

NOW, THEREFORE:

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

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

SECTION 2. The Code of Ordinances is amended by amending Section 1.1502, Definitions, of Article 1.1500, Records and Information Management Program, of Chapter 1, General Provisions, by adding the underlined and bolded language below:

"§ 1.1502 - Definitions

For the purpose hereof, the following words or terms shall have the meanings ascribed thereto.

City Record. Shall have the same meaning as a "local government record" as set forth in Section 441.151(8), Texas Government Code.

Director and Librarian. Shall mean the executive and administrative officer of the Texas State Library and Archives Commission. (Ordinance 185, Book IV, Section 2, adopted 2-26-91)

"City Secretary" shall mean the Records Management Officer."

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.

PASSED, APPROVED, AND ORDAINED on this _____ day of _____ 2026

DAVID DOMINY, MAYOR

ATTEST:

JASMIN TORRES, CITY SECRETARY



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE:	August 25, 2026
SUBMITTING STAFF:	Kristina Watson, Public Works Director
SUBJECT:	CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of a Resolution of the City Council of the City of Spring Valley Village, approving adopting the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan; Providing for Incorporation of Preamble; and Providing for an Effective Date.

SUBJECT:

BACKGROUND:

The City of Spring Valley Village participated as one of 42 planning partners in the development of the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan Update. The multi-jurisdictional planning process was coordinated by Harris County and began in March 2024, allowing participating jurisdictions and other entities to collaboratively assess regional hazards, vulnerabilities, and mitigation strategies.

The Hazard Mitigation Plan is intended to reduce the potential loss of life, injury, and property damage resulting from natural and other hazards through long and short-term policies, programs, projects, and other mitigation activities. The updated plan evaluates hazards including flooding, hurricanes and coastal storms, severe weather, extreme heat and cold, drought, utility and technology failures, hazardous materials incidents, wildfire, and other potential hazards. Risk and vulnerability were evaluated individually for each participating jurisdiction, and those evaluations were used to identify and prioritize appropriate mitigation strategies.

The 2025 update also establishes regional mitigation goals focused on reducing impacts to people and property, improving public outreach and data collection, strengthening coordination of local plans and regulations, protecting infrastructure and community lifelines, reducing repetitive losses, and identifying mitigation investments and projects that may be eligible for future funding.

The updated plan has been reviewed and approved by the Texas Division of Emergency Management (TDEM) and the Federal Emergency Management Agency (FEMA). As a participating jurisdiction, the City of Spring Valley Village must formally adopt the plan in order to maintain eligibility for FEMA hazard mitigation grant programs.

Approval of the proposed resolution will formally adopt the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan on behalf of the City of Spring Valley Village and allow the City to continue participating in regional hazard mitigation planning and remain eligible to pursue applicable FEMA

hazard mitigation funding opportunities.

The plan will be monitored and evaluated annually and is scheduled to be updated every five years.

ATTACHMENTS:

Resolution 26-XX Harris Co Hazard Mitigation Plan, HC MJ-HMP Adoption Staff Briefing Document, HC MJ-HMP Executive Summary

FUNDING:

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

RECOMMENDATION:

Staff recommends approval of the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan

RESOLUTION NUMBER 26-XX

A RESOLUTION OF THE CITY OF SPRING VALLEY VILLAGE ADOPTING THE 2025 HARRIS COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS, the City of Spring Valley Village recognizes the threat that natural hazards pose to people and property within the City of Spring Valley Village; and

WHEREAS, the City of Spring Valley Village has prepared a multi-hazard mitigation plan, hereby known as the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan, in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan has already been approved by the Federal Emergency Management Agency (FEMA) and the Texas Division of Emergency Management (TDEM); and

WHEREAS, the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Spring Valley Village from the impacts of future hazards and disasters; and

WHEREAS, adoption by the City of Spring Valley Village demonstrates their commitment to hazard mitigation and achieving the goals outlined in the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan.

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

Section 1. The City of Spring Valley Village adopts the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan. This plan, approved by the community, may be edited or amended after submission for review, but will not require the community to re-adopt any further iterations. This only applies to this specific plan and does not absolve the community from updating the plan in 5 years.

DULY PASSED AND APPROVED on this the ____ day of _____, 2026.

David Dominy, Mayor
City of Spring Valley Village, Texas

ATTEST:

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



2025

Harris County

Multi-Jurisdictional Hazard Mitigation Plan

STAFF BRIEFING DOCUMENT

Today we ask that the **Name of Governing Body** adopt the Harris County Multi-Jurisdictional Hazard Mitigation Plan. Each jurisdiction participating in the plan must formally adopt it in order to maintain eligibility for funding under Federal Emergency Management Agency (FEMA) hazard mitigation grant programs.

Hazard mitigation is the use of long-term and short-term policies, programs, projects, and other activities to minimize the loss of life, injury, and property damage that can result from a disaster. Hazard mitigation is the first step in reducing risk and is the most effective way to reduce costs associated with hazards. This hazard mitigation plan examines our vulnerability to identified hazards and outlines actions that we can take to mitigate those hazards.

This 2025 update to the plan was coordinated with 42 planning partners in the County. The process started in March of 2024 when we were invited by Harris County to participate in the planning process. The plan has been reviewed and was recently approved by both the Texas Division of Emergency Management and FEMA.

The hazards examined in the plan include the following:

- Coastal erosion
- Dam/levee failure
- Drought
- Earthquake
- Energy pipeline failure
- Extreme cold
- Extreme heat
- Flood
- Hurricane/coastal storms
- Mass movement
- Public health emergency
- Severe weather
- Technology failure
- Toxic release/hazardous materials incident
- Tsunami
- Utility failure
- Wildfire

The risk and vulnerability associated with each of these hazards were determined for each participating jurisdiction, based on past events, past and predicted future losses, and the expected probability of future occurrence. From this data we were able to identify actions that can be taken to mitigate the hazards. Our annex to the plan identifies our risk and vulnerability to the hazards and actions we can take to mitigate them.

The following goals were established for the 2025 hazard mitigation plan update:

1. Improve and coordinate data collection efforts to fully maximize mitigation capabilities.
2. Enhance public outreach strategies to improve information sharing regarding hazards, including risk reduction strategies.
3. Reduce the impacts of hazards on people and property and protect natural and cultural resources.
4. Work to improve and coordinate existing local plans, policies, codes, and regulations to reduce hazard impacts.
5. Implement property protection measures to reduce or eliminate repetitive loss occurrences.
6. Investigate and implement a range of structural projects that will reduce the effects of hazards on public and private property throughout the County.
7. Investigate and implement a range of nature-based solutions that utilize, enhance, and protect natural resources and their ability to reduce hazard impacts.
8. Advance hazard analysis and mitigation strategies to reflect interdependencies across infrastructure and community lifelines.
9. Prioritize mitigation investments to inform and support efforts to seek funding.

Maintenance of the plan includes a schedule for monitoring and evaluating the plan annually and producing an updated plan every five years. The plan will be available online at ReadyHarris.org.



EXECUTIVE SUMMARY

The purpose of this document is to familiarize you with the Harris County Multi-Jurisdictional Hazard Mitigation Plan that was recently updated so the necessary actions can be taken to adopt the plan. Each jurisdiction participating in the plan must formally adopt it in order to maintain eligibility for funding under Federal Emergency Management Agency (FEMA) hazard mitigation grant programs.

Hazard mitigation is the use of long-term and short-term policies, programs, projects, and other activities to minimize the loss of life, injury, and property damage that can result from a disaster. Hazard mitigation is the first step in reducing risk and is the most effective way to reduce costs associated with hazards. This hazard mitigation plan examines Harris County's vulnerability to identified hazards and outlines actions that Harris County and participating entities can take to mitigate those hazards. This 2025 update to the plan was coordinated with 42 planning partners in the County:

- Harris County
- Harris County Flood Control District
- Harris County Office of County Administration
- City of Bellaire
- City of Bunker Hill Village
- City of Deer Park
- City of El Lago
- City of Friendswood
- City of Galena Park
- City of Hedwig Village
- City of Hilshire Village
- City of Humble
- City of Hunters Creek Village
- City of Jacinto City
- City of Jersey Village
- City of Katy
- City of La Porte
- City of Missouri City
- City of Morgan's Point
- City of Nassau Bay
- City of Pasadena
- City of Piney Point Village
- City of Seabrook
- City of Shoreacres
- City of Southside Place
- City of Spring Valley Village
- City of Stafford
- City of Taylor Lake Village
- City of Tomball
- City of Waller
- City of Webster
- City of West University Place
- Cypress Creek Drainage District
- Cypress Fairbanks Independent School District
- Goose Creek Independent School District
- Gulf Coast Authority
- Harris Health System
- Houston Community College
- Lee College
- San Jacinto College
- Spring Independent School District
- University of Houston
- Varnett Public School

This coordination in planning facilitated a more efficient planning process than would be accomplished by each jurisdiction developing its own plan. It allowed these planning partners to pool resources and eliminate redundant activities.

In updating the hazard mitigation plan, the participating jurisdictions fully coordinated with and solicited participation from county and local governments, relevant organizations and groups, state and federal agencies, and the public. This coordination ensured that stakeholders had established communication channels and relationships to support mitigation planning and mitigation actions included in the plan.

The hazards examined in the plan include the following:

- Coastal erosion
- Dam/levee failure
- Drought
- Earthquake
- Energy pipeline failure
- Extreme cold
- Extreme heat
- Flood
- Hurricane/coastal storms
- Mass movement
- Public health emergency
- Severe weather
- Technology failure
- Toxic release/hazardous materials incident
- Tsunami
- Utility failure
- Wildfire

The risk and vulnerability associated with each of these hazards were determined for each participating jurisdiction, based on past events, past and predicted future losses, and the expected probability of future occurrence. From these evaluations, hazards were ranked as high, medium, or low risk to each jurisdiction. The hazard rankings were used to focus and prioritize individual jurisdictional mitigation strategies.

The planning process included a review and update of mitigation goals and objectives that were previously established. The updated goals and objectives guide the selection of mitigation actions to address risk from the identified hazards. Mitigation goals were updated based on the updated risk assessment, discussions, research, and input from plan participants and stakeholders. The goal development process considered the goals outlined in the 2023 Texas State Hazard Mitigation Plan, as well as other relevant county and local planning documents. The following goals were established for the 2025 hazard mitigation plan update:

1. Improve and coordinate data collection efforts to fully maximize mitigation capabilities.
2. Enhance public outreach strategies to improve information sharing regarding hazards, including risk reduction strategies.
3. Reduce the impacts of hazards on people and property and protect natural and cultural resources.
4. Work to improve and coordinate existing local plans, policies, codes, and regulations to reduce hazard impacts.
5. Implement property protection measures to reduce or eliminate repetitive loss occurrences.

6. Investigate and implement a range of structural projects that will reduce the effects of hazards on public and private property throughout the County.
7. Investigate and implement a range of nature-based solutions that utilize, enhance, and protect natural resources and their ability to reduce hazard impacts.
8. Advance hazard analysis and mitigation strategies to reflect interdependencies across infrastructure and community lifelines.
9. Prioritize mitigation investments to inform and support efforts to seek funding.

Maintenance of the plan includes a schedule for monitoring and evaluating the plan annually and producing an updated plan every five years. The plan will be available online at ReadyHarris.org.



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Harrison Nicholson, Finance Director

SUBJECT:

CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of Interlocal Agreement with Texas Municipal League Intergovernmental Risk Pool for Cyber Liability and Data Breach Response Insurance.

BACKGROUND:

The Texas Municipal League Intergovernmental Risk Pool is the City's insurance provider for Property, Vehicles, Liabilities, and Worker's Compensation. Previously included in our insurance bundle with TML was computer fraud coverage (cybersecurity). This coverage included events like ransom, system hacks, data restoration, business interruption, and other computer fraud-related items. Now our insurance bundle, as it relates to computers, would only cover computer theft. An example would be if someone stole a City computer.

To remedy this, TML offers an add-on to the insurance bundle to cover the City for cybersecurity-related items. To purchase the cybersecurity add on, council must approve the interlocal agreement between the City and TML.

TML offers a Core, Core +, and Premier option for cybersecurity coverage. All three options have a maximum threshold of \$1,000,000, but the difference, other than price, lies with the maximum coverage for the various types of cybersecurity threats. The Premier option offers the highest maximum coverage for the types of cybersecurity threats.

The FY26/27 costs for the three options are noted below:

Band 1 - Core: \$1,500
Band 1 - Core+: \$1,850
Band 1 - Premier: \$3,750

The cost noted above is the annual cost for each. Since Premier offers more maximum coverage for the various types of cybersecurity threats, staff recommends the Band 1 Premier at a cost of \$3,750 for FY26/27.

This additional \$3,750 for TML cybersecurity coverage will not increase the FY27 Proposed Budget requested amounts for Insurance as the amounts already included had a slight buffer as staff did not have the renewal numbers for FY27 at the time the budgeted numbers were inputted.

ATTACHMENTS:

Unsigned 04-24 CYBER Interlocal, TML Cyber Ins Info

FUNDING:

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

RECOMMENDATION:

Staff recommends the approval of the Interlocal agreement between the City and TML, and the selection of Band 1 Premier Cybersecurity Coverage for FY26/27.

Texas Municipal League Intergovernmental Risk Pool

1821 Rutherford Lane, First Floor • Austin, Texas 78754

CYBER LIABILITY AND DATA BREACH RESPONSE INTERLOCAL AGREEMENT

This Contract and Interlocal Agreement is entered into by and between political subdivisions of this state (hereinafter referred to as “Pool Members”) to form a joint self-insurance pool to be named the Texas Municipal League Joint Cyber Liability and Data Breach Response Self-Insurance Fund (hereinafter referred to as the “Fund”) for the purpose of providing coverages against risks which are inherent in operating a political subdivision.

WITNESSETH:

The undersigned Pool Member, in accordance with Chapter 2259, Texas Government Code, the Interlocal Cooperation Act, Tex. Gov’t Code § 791.001, et seq., and the interpretation thereof by the Attorney General of the State of Texas (Opinion #MW-347, May 29, 1981), and in consideration of other political subdivisions executing like agreements, does hereby agree to become one of the Pool Members of this self-insured pool. The conditions of membership agreed upon by and between the parties are as follows:

1. Definitions of terms used in this Interlocal Agreement.
 - a. Board. Refers to the Board of Trustees of the Fund.
 - b. Fund Year. 12:01 a.m. October 1 through 12:01 a.m. the following October 1.
 - c. Manual Rates. The basic rates applicable to each cyber liability and data breach response classification promulgated by the Insurance Service Office or the Board.
 - d. Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The Cyber Liability and Data Breach Response Coverage Document that sets forth in exact detail the coverages provided as part of the overall plan.
 - e. Adjustments. Refers to any offsets to manual premium that may result from the Pool Member’s election of deductibles, loss experience, or Fund Modifier which reflects the savings to the Pool Member by entering into this Interlocal Agreement.
 - f. Premium and Contribution. Used interchangeably in some parts of this Interlocal Agreement. Any reference at any time in this Interlocal Agreement to an insurance term not ordinarily a part of self-insurance shall be deemed for convenience only and is not construed as being contrary to the self-insurance concept except where the context clearly indicates no other possible interpretation such as but not limited to the reference to “reinsurance.”
 - g. Reimbursable Deductible. The amount that was chosen by this Pool Member to be applicable to the first monies paid by the Fund to effect judgment or settlement of any claim or suit. The Pool Member, upon notification of the action taken, shall promptly reimburse the Fund for all or such part of the deductible amount as has been paid by the Fund. Further, however, the Fund’s obligation to pay damages shall be subject to the limits of liability stated in the Declarations of Coverage or Endorsements to this Interlocal Agreement less the stated deductible amount.
 - h. Fund Modifier. A percentage figure that is applied to the manual rates by the Fund to reflect the savings to the Pool Member by entering into this Interlocal Agreement.
 - i. Agreement Period. The continuous period since the Pool Member first became a member of this Fund excluding, however, any period or periods of time therein that the member did not participate as a member of the Pool.
 - j. Declarations of Coverage. The specific indication of the coverages, limits, deductibles, contributions, and special provisions elected by each individual Pool Member. The Declarations of Coverages may be modified by Endorsement.
2. The Board, acting through its agents and Fund staff, is responsible for the administration of all Fund business on behalf of the Pool Members.
3. In consideration of the execution of this Interlocal Agreement by and between the Pool Member and the Fund and of the contributions of the Pool Member, the coverage elected by the Pool Member is afforded according to the terms of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The affirmative declaration of contributions and limits of liability in the Declarations of Coverage and Endorsements determine the applicability of the Self-Insurance Plan.

Each Pool Member agrees to adopt and accept the coverages, provisions, terms, conditions, exclusions, and limitations as further provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan or as specifically modified by the Pool Member's Declarations of Coverage. This Interlocal Agreement shall be construed to incorporate the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, Declarations of Coverage, and Endorsements and addenda whether or not physically attached hereto.

4. It is understood that by participating in this risk sharing mechanism to cover cyber liability and data breach response exposures, the Pool Member does not intend to waive any of the immunities that its officers or its employees now possess. The Pool Member recognizes the Texas Tort Claims Act and its limitations to certain governmental functions as well as its monetary limitations and that by executing this Interlocal Agreement does not agree to expand those limitations.
5. The term of this Interlocal Agreement and the self-insurance provided to the Pool Member shall be continuous commencing 12:01 a.m. on the date designated in this Interlocal Agreement until terminated as provided below. Although the self-insurance provided for in this Interlocal Agreement shall be continuous until terminated, the limit of liability of the Fund under the coverages that the Pool Member elects shall be limited during any Fund Year to the amount stated in the Declarations of Coverage for that Fund Year.

This Interlocal Agreement may be terminated by either party giving to the other sixty (60) days' prior written notice of intent to terminate except the Pool Member may terminate this Interlocal Agreement and its coverages thereunder without giving the sixty (60) days' notice if the reason is because of a change by the Fund in the Pool Member's contribution, coverage, or other change in the limits of liability, terms, conditions, exclusions, and limitations provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan provided that no termination by the Member shall be effective prior to the date that written notice of termination is actually received in the offices of the Fund and provided that the Pool Member agrees to and shall pay the applicable premium and contribution for those coverages it is terminating until the date the notice of termination is actually received by the Fund.

The Fund shall provide the Pool Member with Declarations of Coverage and any Endorsements that determine the applicability of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan annually by December 1. Such Declarations of Coverage shall include, but not be limited to, the coverage period which shall be the applicable Fund Year, limits, deductibles, contributions, special provisions, and limitations. Changes made during the Fund Year, whether requested by the Pool Member or required by the Fund, will be handled by Endorsement.

It is the intention of the parties that the Pool Member's coverages under this Interlocal Agreement shall remain in full force and effect from Fund Year to Fund Year, subject to the limits of liability that the Fund can provide each Fund Year and the terms, conditions, and limitations that the Fund may require to protect its solvency and to comply with reinsurance requirements, until notice of termination is given as herein provided. Realizing that the Pool Member needs the earliest possible information concerning the Fund coverages, limits, and exclusions, and the Pool Member's contribution that will be required for any new Fund Year, the Fund will endeavor to provide this information as soon as possible before the beginning of each Fund Year. The parties recognize, however, that conditions in the reinsurance industry are such that the Fund may not be able to provide this information to the Pool Member before the beginning of a Fund Year for various reasons including the failure of the Pool Member to timely submit the appropriate exposure summary or delays on the part of reinsurers in getting information to the Fund, and so, to protect the Pool Member from gaps in its coverage and to protect the solvency of the Fund, the parties agree as follows:

If, for any reason other than the Pool Member's failure to provide the information requested in the exposure summary, the Fund has not been able to provide the Pool Member with information concerning available coverages for a new Fund Year or advise the Pool Member of the amount of its contribution for the new Fund Year by the beginning of the Fund Year, the Fund shall nevertheless continue the Pool Member's coverages at the same limits of liability (if still available and if not, then at the highest limit of liability available for the new Fund Year) so that the Pool Member shall at all times remain covered as herein provided and the Pool Member's initial contributions for the new Fund Year shall be determined by a "tentative contribution" as determined by the Board with the Pool Member's actual annual contribution to be credited by the amount paid in accordance with the tentative contribution and adjusted during the Fund Year. In the event the Pool Member does not wish to have its coverages extended or renewed at the end of any Fund Year, the burden shall be upon the Pool Member to give written notice to the Fund as provided hereinabove and the Pool Member agrees to pay as hereinabove stated all contributions or pro rata contributions until the date such written notice is received in the offices of the Fund or the date of termination of this Interlocal Agreement, whichever is later.

6. Commensurate with the execution of this Interlocal Agreement and annually thereafter, the Pool Member shall complete the appropriate exposure summary and deliver it or cause it to be delivered to the Fund, or, if so instructed, to a designated contractor, no later than September 1 of each year and new annual contributions shall be calculated using manual rates times exposure, less any adjustments. Intentional or reckless misstatements on the exposure summary shall be grounds for cancellation. In the event that the Pool Member fails or refuses to submit the appropriate exposure summary, the Fund reserves the right to terminate such Pool Member by giving thirty (30) days' written notice and to collect any and all contributions that are earned pro rata for the period preceding contract termination.

The Pool Member agrees to pay the annual contribution to the Fund in four (4) equal quarterly installments, in advance, commencing at the beginning of this Interlocal Agreement with subsequent installments due the first quarter thereafter. In the event this Interlocal Agreement is terminated as herein provided, the Fund shall promptly repay to the Pool Member any such unearned annual contribution prorated as of the date of termination and the Pool Member agrees during the term of this Interlocal Agreement to promptly pay all reimbursable deductibles upon receipt of statement.

At the end of each and every Fund Year, the Fund may require the Pool Member to submit the actual data requested on the exposure summary as reflected by the books and records of the Pool Member. The Fund reserves the right to audit the records of any Pool Member and adjust contributions accordingly.

In the event that the Pool Member fails or refuses to make the payments, including accrued interest, as herein provided, the Fund reserves the right to terminate such Pool Member by giving them ten (10) days' written notice and to collect any and all amounts that are earned pro rata for the period preceding contract termination. If the amounts owed, including reimbursable deductibles, must be collected by suit, the Pool Member agrees to pay attorneys' fees and costs incurred in such suit.

7. The Fund shall maintain adequate protection from catastrophic losses to protect its financial integrity. Aggregate protection shall also be maintained. The Member's contributions shall be limited to that amount as calculated under this Interlocal Agreement. Notwithstanding anything to the contrary, the total combined aggregate limit of liability of the Fund for all Pool Members in any Fund Year, regardless of the number of occurrences or claims, shall be limited to the amount of money contained in the Fund. As to the Pool annual aggregate limits or the amount of money in the Fund, the Board of Trustees, in its sole discretion, may determine an allocation methodology among affected Pool Members should the Pool annual aggregate limit be reached, or should the money in the Fund be exhausted.
8. Notwithstanding the provisions of the foregoing paragraph, it is agreed the Board shall have the right to adjust the financial protection outlined above and/or amend coverages as it finds available or deems necessary to maintain the fiscal soundness of the Fund at the beginning of or during any Fund Year.
9. The Fund will make available loss control services to the Pool Members to assist them in following a plan of loss control that may result in reduced losses. The Pool Member agrees that it will cooperate in instituting any and all reasonable loss control recommendations. In the event that the recommendations submitted seem unreasonable, the Pool Member has a right to appeal to the Board. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decisions will be final and binding on all parties. Any Pool Member who does not agree to follow the decision of the Board shall be withdrawn from the Fund immediately.
10. The Pool Member agrees that it will appoint a contact of department head rank, and the Fund shall not be required to contact any other individual except this one person. Any notice to or any agreements with the contact shall be binding upon the Pool Member. The Pool Member reserves the right to change the contact from time to time by giving written notice to the Fund.
11. The Fund agrees to handle all cyber liability and data breach response claims, and provide a defense for any and all cyber liability and data breach response claims covered under this Interlocal Agreement after prompt notice has been given. The Pool Member hereby appoints the Fund staff and Contractors as its agents to act in all matters pertaining to processing and handling of claims covered under this Interlocal Agreement and shall cooperate fully in supplying any information needed or helpful in settlement or defense of such claims. As respects cyber liability and data breach response claims, the Fund staff and Contractors shall carry on all negotiations with the claimant and his/her attorney, when applicable, and negotiate within authority previously granted by the Fund. If a personal appearance by the Pool Member or an employee is necessary, the expense of this appearance will not be the responsibility of the Fund. With the advice and consent of the Fund, the Fund staff and the Contractors will retain and supervise legal counsel for the prosecution and defense of any litigation. All decisions on individual cases shall be made by the Fund through the Fund staff and the Contractors, which include, but are not limited to, the decision to appeal or not to appeal, settlement negotiations, the decision of whether to settle, and other litigation tactics. However, any Pool Member shall have the right in any case to consult with the Fund on any decision made by the Fund staff or Contractors. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decision will be final and binding on all parties. Any suit brought or defended by the Fund shall be brought or defended only in the name of the Pool Member and/or its officers or employees. There shall be supplied periodically to each Pool Member a computer printout involving a statement of claims. As respects the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, the Fund shall have priority in enforcing its subrogation claims against the claims of Pool Member.
12. The Pool Member acknowledges that it has received a copy of the Bylaws of the Fund and agrees to abide by the Bylaws and any amendments thereto.
13. The Fund agrees that all Fund transactions will be annually audited by a nationally recognized certified public accounting firm.
14. If legally required, the Fund shall cause to be filed the necessary tax forms with the Internal Revenue Service.

15. As the administrators of the Fund, the Board shall primarily and consistently keep foremost in their deliberations and decisions in operating the Fund that each of the participating Pool Members is a "self-insured." At least annually, the Board shall carefully review, study, and consider the actual claims or loss experience (including reserves for future claims payments) of each of the Pool Members, the pro rata savings to the Fund resulting from overall loss experience attributed to each Pool Member, and the pro rata portion of the cost of all catastrophic loss protection and aggregate stop loss protection allocated to each Pool Member as well as the pro rata allocation, as determined by the Board of the other and necessary administrative expenses of the Pool, in order to reasonably determine the actual pro rata cost, expense, and loss experience of each Pool Member in order to maintain as nearly as possible an equitable and reasonable self-insurance administration of the Fund as applied to each Pool Member.

The Fund shall maintain case reserves and supplemental reserves computed in accordance with standard actuarial principles, taking into account historical and other data, designed to measure claims development and claims incurred but not yet reported, so that funds will be available to meet these claims as they become due, subject to paragraph 7 above. The Board has complete authority to determine all matters pertaining to the existence and dissolution of the Fund.

16. Venue of any suit or action arising out of or related to this Interlocal Agreement shall be exclusively in the state and federal courts of Travis County, Texas. The parties agree they shall assume their own expenses for attorney's fees in any suit or action arising out of or related to this Interlocal Agreement.
17. The parties agree this Interlocal Agreement may be executed by original written ink signature on paper documents, an exchange of copies showing the original written ink signature on paper documents, or electronic or digital signature technology in such a manner that the signature is unique and verifiable to the person signing. The use of any one or combination of these methods of execution shall constitute a legally binding and valid signing of this Interlocal Agreement, which may be executed in one or more counterparts, each of which, when duly executed, shall be deemed an original.

EMPLOYER MEMBERS' FUND CONTACT (See Section 10):

Member Name Spring Valley Village
Name of Contact Harrison Nicholson Title Finance Director
Mailing Address 1025 Campbell Rd Email Address hnicholson@springvalleytx.com
Street Address (if different from above) _____
City Houston Zip 77055 Phone 713-465-8308

SIGNATURE OF AUTHORIZED MEMBER OFFICIAL

Mayor 8/05/26
Title Date

Member's Federal Tax I.D. Number 74-6023683
This Information is MANDATORY

TO BE COMPLETED BY FUND: (OFFICE USE ONLY)

Effective Date of This Agreement _____
Member Name _____
Contract Number _____

SIGNATURE OF AUTHORIZED FUND OFFICIAL

Title Date

Additional Property Changes

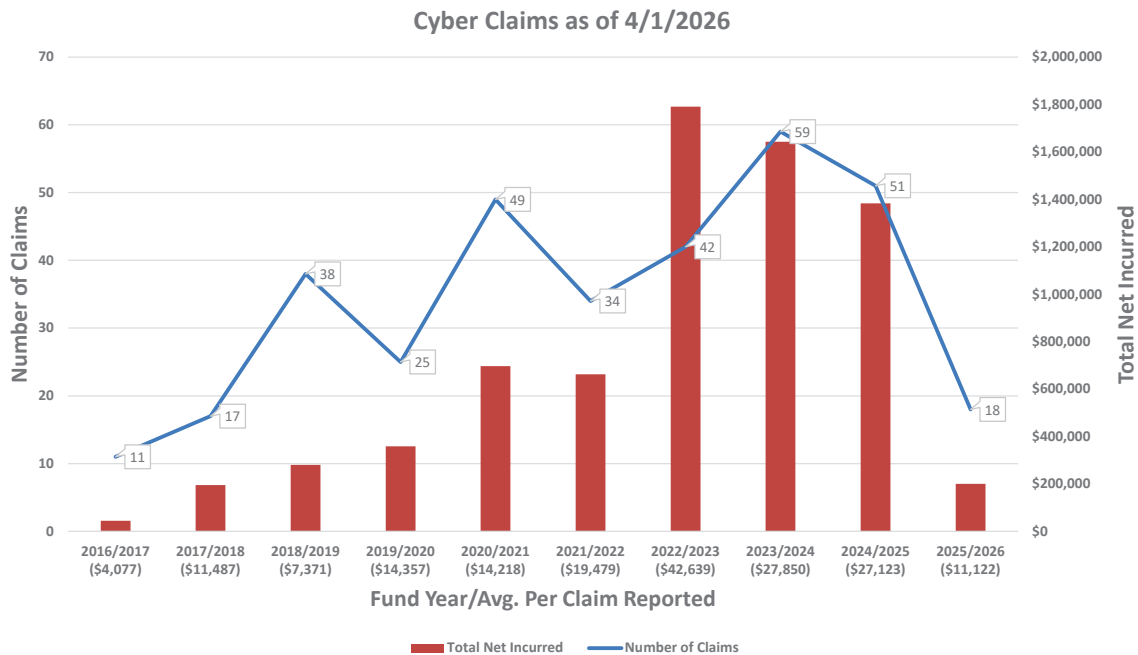
- Crime: Computer Fraud Coverage will no longer be offered as a separate coverage option.

18

Cyber Changes 2026-2027



Claims – What are Our Members Seeing



2025/2026: (as of 4/15/2026) 19 claims total, 7 related to Fraudulent Instruction (BEC). Zero authenticated through an out-of-band method.

Average per claim since 2020 (claims greater than zero) = \$45,480

Cyber Coverage Updates

- **Core and Core+**
 - Cowbell Breach Fund limit increases to \$1M
 - Forensics, Notifications, ID Monitoring, Incident Response (legal), Incident Consultation, Crisis Management, OT Salaries
- **Premier Coverage**
 - Closely aligns with policy available in open market
 - \$1M full policy limits with the exception of:
 - Cyber Crime (\$250K)
 - Criminal Reward, Utility Fraud, Cryptojacking (\$100K each)
 - Provides a full policy limit option to Members

27

Cyber Pricing

Limit Structure	25/26 Cost	26/27 Cost
Band 1 - Core	\$1,500	\$1,500
Band 1 - Core+	\$1,850	\$1,850
Band 1 - Premier	N/A	\$3,750
Band 2 - Core	\$1,900	\$1,900
Band 2 - Core+	\$2,250	\$2,250
Band 2 - Premier	N/A	\$5,800

Core		Core+		Premier	
\$1M Overall Policy Aggregate		\$1M Overall Policy Aggregate		\$1M Overall Policy Aggregate	
Section I.A. Coverage Included	Limit	Section I.A. Coverage Included	Limit	Section I.A. Coverage Included	Limit
(1) Cowbell Breach Fund	\$1,000,000	(1) Cowbell Breach Fund	\$1,000,000	(1) Cowbell Breach Fund	\$1,000,000
(2) Data Restoration	\$150,000	(2) Data Restoration	\$300,000	(2) Data Restoration	\$1,000,000
(3) Extortion Costs	\$150,000	(3) Extortion Costs	\$300,000	(3) Extortion Costs	\$1,000,000
(4) Business Impersonation Costs	\$150,000	(4) Business Impersonation Costs	\$300,000	(4) Business Impersonation Costs	\$1,000,000
(5) Reputational Harm Expense	\$100,000	(5) Reputational Harm Expense	\$100,000	(5) Reputational Harm Expense	\$1,000,000
Section I.B. Coverage Included	Limit	Section I.B. Coverage Included	Limit	Section I.B. Coverage Included	Limit
(1) Business Interruption	\$150,000	(1) Business Interruption	\$300,000	(1) Business Interruption	\$1,000,000
(2) Contingent Business Interruption Loss	\$150,000	(2) Contingent Business Interruption Loss	\$300,000	(2) Contingent Business Interruption Loss	\$1,000,000
(3) System Failure Business Interruption Loss	\$150,000	(3) System Failure Business Interruption Loss	\$300,000	(3) System Failure Business Interruption Loss	\$1,000,000
(4) System Failure Contingent Business Interruption Loss	\$150,000	(4) System Failure Contingent Business Interruption Loss	\$300,000	(4) System Failure Contingent Business Interruption Loss	\$1,000,000
(5) Cyber Crime Loss (Reverse Social Engineering, Social Engineering, Funds Transfer Fraud, Telecommunications Fraud)	\$100,000	(5) Cyber Crime Loss (Reverse Social Engineering, Social Engineering, Funds Transfer Fraud, Telecommunications Fraud)	\$100,000	(5) Cyber Crime Loss (Reverse Social Engineering, Social Engineering, Funds Transfer Fraud, Telecommunications Fraud)	\$250,000
(6) Bricking Costs	\$150,000	(6) Bricking Costs	\$300,000	(6) Bricking Costs	\$1,000,000
(7) Criminal Reward Costs	\$100,000	(7) Criminal Reward Costs	\$100,000	(7) Criminal Reward Costs	\$100,000
Section I.C. Coverage Included	Limit	Section I.C. Coverage Included	Limit	Section I.C. Coverage Included	Limit
(1) Liability Costs	\$1,000,000	(1) Liability Costs	\$1,000,000	(1) Liability Costs	\$1,000,000
	\$1,000,000		\$1,000,000		\$1,000,000
(2) PCI Costs	\$1,000,000	(2) PCI Costs	\$1,000,000	(2) PCI Costs	\$1,000,000
(3) Regulatory Costs	\$1,000,000	(3) Regulatory Costs	\$1,000,000	(3) Regulatory Costs	\$1,000,000
Other Coverages: Utility Fraud: \$100,000 Cryptojacking: \$100,000		Other Coverages: Utility Fraud: \$100,000 Cryptojacking: \$100,000		Other Coverages: Utility Fraud: \$100,000 Cryptojacking: \$100,000	



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

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Jasmin Torres, City Secretary

SUBJECT:

Police Department

BACKGROUND:

ATTACHMENTS:

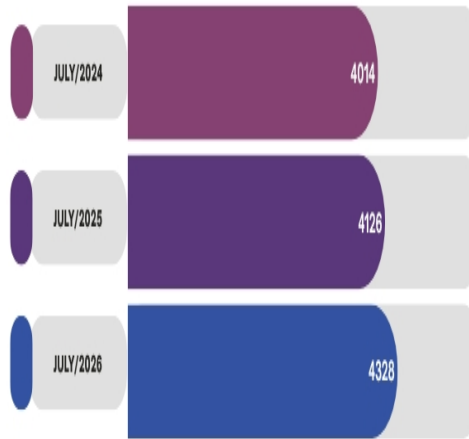
Stats By Year/Month, Calls By Type, Violations

FUNDING:

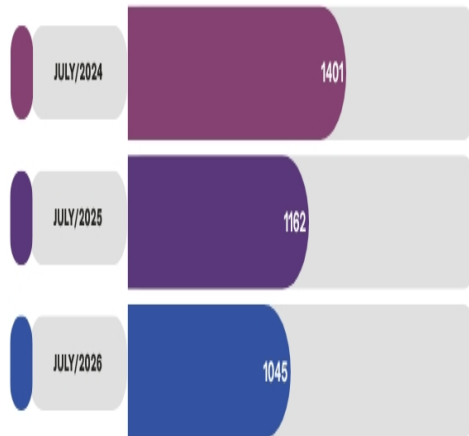
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
------------------	-------------	-----------------------------------	-------------	-----------------	---------------------

RECOMMENDATION:

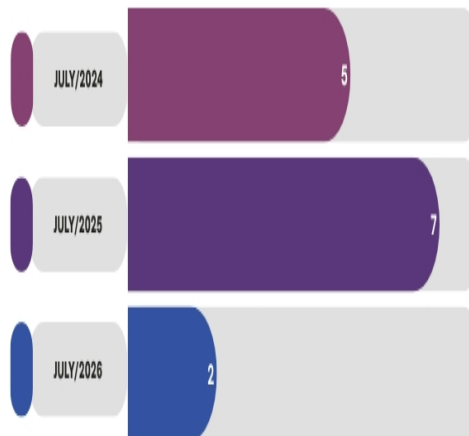
Calls By Month/Year



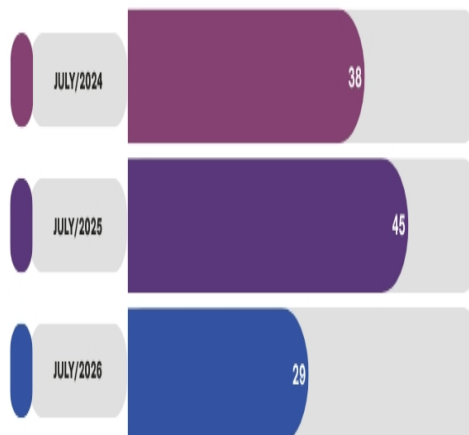
Citations By Month/Year



Arrests By Month/Year



Reports By Month/Year



SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

07\01\2026
thru 07\31\2026
Zone is: SPRING VALLEY

Type	Description	# Of Calls
21	911 HANG UP	2
6	ACCIDENT	19
145	ACCIDENT - FSGI	3
22	ALARM	19
23	AMBULANCE CALL	18
24	ANIMAL CALL	3
43	ASSIST OUTSIDE AGENCY	2
135	BUSINESS CHECK	3,078
48	CITY CREW REPAIRS	1
53	DEBRIS IN ROADWAY	6
55	DISCHARGING FIREWORKS	2
60	FIRE CALL	6
65	GAS LEAK	1
68	HOUSE CHECK	374
70	INFORMATION	35
71	INVESTIGATION	5
76	LOUD NOISE	6
159	MOTORIST ASSIST	10
81	OPEN DOOR	2
86	PUBLIC RELATIONS	121
96	SOLICITOR	7
97	SPECIAL ASSIGNMENT	1
99	STALLED VEHICLE	16
103	SUSPICIOUS ACTIVITY	9
104	SUSPICIOUS PERSON	8
105	SUSPICIOUS VEHICLE	18
108	TRAFFIC CONTROL	1
109	TRAFFIC LIGHT REPAIR	1
11	TRAFFIC STOP	539
112	VEHICLE CHECK	12
163	VIOLATION OF CITY ORDINANCE	1
116	WATER LEAK	1
117	WELFARE CONCERN	1
Total		4,328

Spring Valley Village, TX PD Citation Violation Audit by Offense

Violation Count

July 1, 2026 - July 31, 2026

Official: All

Official Assignment:

Type of Stop: All

Stop Result: All

STEP: NONE

CHANGED LANE WHEN UNSAFE	2
CHILD (4-17) NOT SECURED BY SAFETY BELT	1
CITY ORDINANCE - SOLICITING WITHOUT A PERMIT - PEDDLER	1
DEFECTIVE EQUIPMENT / NO LICENSE PLATE LIGHT	10
DEFECTIVE HEAD LAMPS	12
DEFECTIVE HEAD LIGHTS	3
DEFECTIVE STOP LAMP(S)	22
DEFECTIVE STOP LIGHTS-TRAILER	1
DEFECTIVE TAIL LAMP(S)	23
DISPLAY FICTITIOUS/WRONG/UNCLEAN LICENSE PLATES	1
DISPLAY/ EXPIRED REGISTRATION	296
DISREGARD LANE CONTROL SIGNAL/DEVICE	5
DISREGARD TRAFFIC CONTROL SIGN-BARRICADE	1
DRIVING WHILE LICENSE INVALID UNDER PROVISIONS OF DL LAWS	11
DROVE WITHOUT LIGHTS (WHEN REQUIRED)	15
EXPIRED BUYER TAG	3
EXPIRED DEALER TAG	1
EXPIRED DRIVERS LICENSE	8
FAIL TO CONTROL SPEED	1
FAIL TO DISPLAY DRIVERS LICENSE	16
FAIL TO GET A TEXAS DRIVERS LICENSE AFTER 90 DAYS OF RESIDENCE IN THI..	1
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY	129
FAIL TO OBEY TRAFFIC CONTROL DEVICE-MARKINGS	1
FAIL TO OBEY TRAFFIC CONTROL DEVICE-MUST TURN RIGHT OR LEFT	41
FAIL TO REPORT CHANGE OF ADDRESS	12
FAILED TO DIM HEADLIGHTS - MEETING	2
FAILED TO DRIVE IN A SINGLE LANE	5
FAILED TO SIGNAL INTENT TO TURN	2
FAILED TO SIGNAL TURN	1
FAILED TO SIGNAL TURN / LANE CHANGE	9
FAILED TO STOP AT DESIGNATED POINT (STOP SIGN)	33
FAILED TO STOP AT PROPER PLACE (TRAFFIC LIGHT)	5
FAILED TO YIELD AT YIELD INTERSECTION	1

Spring Valley Village, TX PD Citation Violation Audit by Offense

Violation Count

July 1, 2026 - July 31, 2026

Official: All

Official Assignment:

Type of Stop: All

Stop Result: All

STEP: NONE

FOLLOWING TOO CLOSELY	2
FTYROW- LEFT TURN PRIVATE DRIVE	1
ILLEGAL LEFT/RIGHT TURN WHERE PROHIBITED	1
ILLEGAL PARKING - NO PARKING ANY TIME	1
ILLEGAL PASSING - DROVE OVER MEDIAN	1
ILLEGAL WINDOW TINT	2
IMPEDING TRAFFIC	1
IMPROPER TURN	1
NO DRIVERS LICENSE	63
NO FRONT LICENSE PLATE	65
NO LICENSE NUMBER PLATES-TRAILER	2
OPERATE MOTOR VEHICLE WITHOUT LICENSE PLATES OR WITH ONE LICENSE ..	7
OPERATE UNREGISTERED MOTOR VEHICLE	24
PARKED FACING TRAFFIC	2
PARKED IN PROHIBITED AREA	13
PARKED WITHOUT STOPPING ENGINE	1
POSSESSION OF DRUG PARAPHERNALIA	1
PUBLIC INTOXICATION	1
RAN RED LIGHT	14
RAN STOP SIGN	25
SPEEDING (NU)	1
SPEEDING >10% ABOVE POSTED LIMIT	116
TRAFFIC OTHER	1
TURNED RIGHT TOO WIDE	7
U-TURN PROHIBITED BY SIGN	8
UNAUTHORIZED USE OF DEALER TEMP TAG (NOT DEALER OR EMPLOYEE)	1
UNRESTRAINED CHILD YOUNGER THAN 5 OR UNDER 36 INCHES	1
UNRESTRAINED CHILD YOUNGER THAN 8 OR UNDER 4FT 9IN	1
VIOLATE DL RESTRICTION	1
WRONG/ALTERED/OBSCURED LICENSE PLATE	5
Grand Total	1,045



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

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Harrison Nicholson, Finance Director

SUBJECT:

Finance Department, to include Quarterly Investment Report

BACKGROUND:

Quarterly Investment Report for 3rd Quarter 2026.

ATTACHMENTS:

3rd QTR FY26 Investment Report PFIA

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

RECOMMENDATION:

No action is required.



QUARTERLY INVESTMENT REPORT

June 30, 2026

Presented August 25, 2026

**MEMORANDUM**

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

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

Portfolio Recap:

- TexPool's yield as of June 30, 2026 is 3.6673%
- TexasClass's yield as of June 30, 2026 is 3.7801%
- Comparative yield as of June 30, 2026: 3 Month Treasury Bill – 3.67%, 6 Month Treasury Bill – 3.80%, 2-year Treasury Note – 4.07%
- Throughout the quarter, the City's investments earned interest \$181,234.41. The Fiscal Year to date interest earned is \$558,476.90

The attached Quarterly Investment Report provides details for the Quarter that Ended March 31, 2026. This information shows that the beginning market value was \$22,664,814 as of March 31, 2026, and the ending market value was \$22,003,862 on June 30, 2026.

The remainder of this memorandum provides a management analysis of economic conditions, portfolio transactions, and fund information for the Quarter.

ECONOMIC SUMMARY - June 2026

The Federal Reserve convened twice during the third quarter of Fiscal Year 2026. The overnight funds target rate remains unchanged at 3.50 to 3.75%. The last change was a decrease of 0.25% in December 2025. The current rate is a direct result of current economic and geopolitical conditions affecting the United States and the world. The latest guidance from the Federal Reserve is more of a wait and see approach as uncertainty exists due to developments in the Middle East, elevated inflation, and low job gains. The Federal Reserve has removed language toward future rate cuts and raised their 2026 inflation outlook considerably. Market consensus is that of a cautious approach from the Federal Reserve. The City has already seen the effects of this outlook, with interest rates slightly decreasing from 3.6836% at the beginning of the quarter to 3.6673% for TexPool and slightly increasing from 3.770% to 3.7801% for TexasClass as of June 30, 2026.

Metro Houston gained approximately 21,300 jobs from May 2026 to May 2026 which was a slight increase of 0.6%. The national and state average for the period also show slight increases. The unemployment rate for the Houston MSA for May 2026 was 4.6% compared to 4.3% for the State and 4.1% nationwide. For comparison related to unemployment rates, at the end of the prior fiscal quarter, Houston was at 4.7%, the State was 4.3%, and nationwide was 4.4%.

Consumer Price Index for the Houston MSA core based statistical area increased by 2.4% in March and April and increased 2.8% over last year, for all items. Excluding energy (motor fuels and electricity) and food, CPI is up 1.5% over last year.

PORTFOLIO TRANSACTIONS - For the Quarter Ended June 2026

Total Book Value of the City's portfolio decreased by \$660,952 from \$22.7 million to \$22.0 million for the quarter, mainly due to normal operating and CIP expenditures for the quarter outpacing normal revenues.



EST. 1955

SPRING VALLEY VILLAGE

Investments in TexPool increased by \$91,016 for the quarter, from \$5.87 million to \$5.96 million due to interest earned for the quarter. Investments in TexasClass decreased by \$842,510 for the quarter, from \$13.53 million to \$12.68 as a result of the normal monthly transfers to Wells Fargo main operating account for CIP related expenditures offset by interest earned. Cash in Wells Fargo accounts increased by \$90,543 for the quarter, from \$3.27 million to \$3.36 million mainly due by timing differences for operating cash needs and interest earned.

The full listing of cash and investment account detail for the quarter can be found in the attached Quarterly Investment Report.

FUND INFORMATION

General Fund

The General Fund during the third quarter of the Fiscal Year expenditures outpaced revenue. This is to be expected as the City receives most of the property tax collections during the second quarter, and the third and fourth quarter of each fiscal year spends down those collections. Future projections of the fund balance need to consider the capital plan for street repair and Public Works facility which will reduce the fund balance to fund the Capital Improvement Fund. The estimated ending unrestricted fund balance for FY26 is approximately \$9.9 million, and the reserve for 90 days of operations, based on the Fiscal Year 2025-2026 Budget, is approximately \$2.8 million.

Capital Replacement Fund

The Capital Replacement Fund is stable and has remained stable for the last few fiscal years.

Utilities Fund

The Utilities Fund is currently stable. The invested funds included required funds for Debt Service which is currently \$358,408.47. Future projections of fund balance need to consider the continued increases from the City of Houston and Capital Projects for utility replacements. A rate study is recommended to accommodate this change and maintain the revenues to fund operations at 1.4 times the budgeted expenses and future capital projects. The estimated ending unrestricted fund balance for FY26 is approximately \$1.3 million.

CLFRF Fund

This fund is Coronavirus Local Fiscal Recovery Fund, and all the funds are designated for the Water System Upgrades Project which is in progress. The total balance is expected to fund this project to completion.

CIP Fund

The current fund balance in CIP will be mostly expended in this fiscal year. The main projects for this fiscal year are Brighton Place completion, and the continuation or beginning of Croes, Home Depot Lift Station, Public Works Building, Merlin Ct/Oak Circle, and Wild Oak/Echo Valley/Cavel. The planned future road projects will come for the General Fund/Utility Fund, fund balances or new debt obligations.

Investment Officer: Harrison E. Nicholson, Finance Director

CITY OF SPRING VALLEY VILLAGE
FY2026 Third Quarter Investment Report
Period Ended June 30, 2026

G/L Account	Description	Book Value	Current Interest Rate	Yield to Maturity	Maturity Date	Days to Maturity	Beginning Market Value for Period	Changes to Market Value	Ending Market Value for Period	Interest Paid YTD
Cash in Demand Accounts										
99-1000	Wells Fargo - Pooled Operating Acct	\$ 2,583,723	0.48%	0.48%	Demand	1	\$ 2,636,775	\$ (53,052)	\$ 2,583,723	\$ 8,683
99-1000	Wells Fargo - Online Payments	\$ 234,032	0.48%	0.48%	Demand	1	\$ 91,920	\$ 142,112	\$ 234,032	\$ 326
10-1031	Wells Fargo - Child Safety	\$ 22,923	0.48%	0.48%	Demand	1	\$ 21,607	\$ 1,316	\$ 22,923	\$ 78
20-1040	Wells Fargo - Bond Reserve	\$ 358,408	0.00%	0.00%	Demand	1	\$ 358,408	\$ -	\$ 358,408	\$ -
31-1001	Wells Fargo - TWDB	\$ 140,238	0.48%	0.49%	Demand	1	\$ 140,071	\$ 168	\$ 140,238	\$ 278
36-1003	Wells Fargo - DA Seized	\$ 19,054	0.00%	0.00%	Demand	1	\$ 19,054	\$ -	\$ 19,054	\$ -
Total Cash in Demand Accounts		\$ 3,358,378					\$ 3,267,835	\$ 90,543	\$ 3,358,378	\$ 9,365
Invested in Government Pools										
10-1120	TexPool - General Fund	\$ 2,576,436	3.67%	3.67%	Demand	1	\$ 2,553,176	\$ 23,260	\$ 2,576,436	\$ 71,585
15-1120	TexPool - Cap Repl Fund	\$ 1,698,813	3.67%	3.67%	Demand	1	\$ 1,646,275	\$ 52,538	\$ 1,698,813	\$ 43,110
20-1120	TexPool - Utility Fund	\$ 1,685,674	3.67%	3.67%	Demand	1	\$ 1,670,456	\$ 15,218	\$ 1,685,674	\$ 41,927
Total Invested in TexPool		\$ 5,960,923	3.67%	3.67%			\$ 5,869,907	\$ 91,016	\$ 5,960,923	\$ 156,621
10-1121	TexasClass - General Fund	\$ 9,539,605	3.78%	3.78%	Demand	1	\$ 10,154,901	\$ (615,296)	\$ 9,539,605	\$ 288,333
25-1130	TexasClass - CIP Fund	\$ 2,879,660	3.78%	3.78%	Demand	1	\$ 3,028,428	\$ (148,768)	\$ 2,879,660	\$ 91,097
26-1121	TexasClass - CLFRF Fund	\$ 265,297	3.78%	3.78%	Demand	1	\$ 343,743	\$ (78,446)	\$ 265,297	\$ 13,060
Total Invested in TexasClass		\$ 12,684,562	3.78%	3.78%			\$ 13,527,072	\$ (842,511)	\$ 12,684,562	\$ 392,490
Total Invested in Government Pools		\$ 18,645,485					\$ 19,396,979	\$ (751,495)	\$ 18,645,485	\$ 549,112
TOTAL DEMAND ACCOUNTS AND INVESTMENTS		\$ 22,003,862					\$ 22,664,814	\$ (660,952)	\$ 22,003,862	\$ 558,477

Investment Category	Book Value	Percentage	Weighted Average Maturity (Days)
Cash in Demand Accounts	\$ 3,358,378	15.26%	0.88
Government Pools	\$ 18,645,485	84.74%	1.00
Certificates of Deposit	\$ -	0.00%	0.00
TOTAL	\$ 22,003,862	100.00%	0.98

Investment schedules presented per the provisions of the Texas Code Chapter 2256 (Public Funds Investment Act) and the City of Spring Valley Village Investment Policy

The City requires its depository banks to provide collateral for all deposits in excess of Federal Deposit Insurance. As of June 30, 2026, the market value of collateral pledged to the City was \$4,302,701.73 pledged by BNY Mellon for the Wells Fargo accounts.

Unrealized gain/loss is the difference between the market value of the City's securities and what it paid for them. Gains and losses are realized only when a security is sold prior to maturity. Since it is the City's practice to hold all securities to maturity, it is unlikely that unrealized gains and losses will be realized. As of the end of the quarter, the City had no unrealized gains or losses.

In view of the uncertainty of interest rates, the recommended investment strategy for the next fiscal quarter is to invest primarily in shorter term Certificates, Bonds and Investment Pools. The recommended strategy is currently being implemented.


Prepared by: Harrison Nicholson, Finance Director and Investment Officer



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Abbey Anderson, Assistant to the City Administrator

SUBJECT:

DISCUSSION AND POSSIBLE ACTION CONCERNING: A Memorandum of Understanding between the City of Spring Valley Village, Texas and Scouting America Troop 54 for the installation of a Butterfly Garden at the City Park.

BACKGROUND:

The City has received a request from a Life Scout with Scouting America Troop 54 (chartered by The Church of St. John the Divine), and a resident of Spring Valley Village, to construct a butterfly garden within City Park as their Eagle Scout Service Project. The garden would be located North of the Pavilion.

The Scout has volunteered to finance and construct the garden, which will include paver walkways leading to the garden, and signage identifying which plants correspond to each butterfly species. The garden will also include a 10-foot butterfly sculpture with tile mosaic (see Example of Butterfly Sculpture attachment). The sculpture will be constructed by Ober Design Works, and the Scout will complete the tile mosaic as part of the garden installation. Pending Council approval, she plans to complete construction by the end of August.

The attached Memorandum of Understanding (MOU) outlines the responsibilities of the Scout and Scouting America Troop 54, including financing, construction, and ongoing maintenance of the garden. The Scout will also be responsible for providing appropriate signage identifying the butterfly garden. The Scout will coordinate with the City on the ongoing care and condition of the garden. The City will retain oversight of the project, including the ability to remove it should its condition or safety become a concern.

ATTACHMENTS:

Memorandum of Understanding, Site Plan, Example of Butterfly Sculpture, Plant & Sign Layout

FUNDING:

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

RECOMMENDATION:

Staff recommends approval of the MOU.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into between the City of Spring Valley Village, Texas, hereinafter referred to as "the City" and Julia Spears, Scouting America Troop 54, hereinafter referred to as "the Scout".

WHEREAS, the Scout wishes to donate and install a Butterfly Garden within the City's park, and

WHEREAS, the City is interested in receiving assistance in the development of the City Park, and

WHEREAS, this activity will provide an educational and conservation resource for the enjoyment of all Spring Valley Village residents, and

WHEREAS, it is deemed in the best interest of both parties that the parties enter into a mutually satisfactory agreement to undertake this activity.

Now Therefore, the City and the Scout agree as follows:

Section 1. Purpose. The purpose of this MOU is to establish a good faith agreement and framework in which the Scout and the City will work in partnership to install a Butterfly Garden in the City Park for the enjoyment of all Spring Valley Village, Texas residents, as part of the Scout's Eagle Scout service project. The Scout will provide the materials and coordinate construction of the butterfly sculpture, educational sign, paver walkway, and planting bed, and will provide proper educational signage regarding the garden and its purpose.

Section 2. General Scope of the Project. The property upon which the project is to be located is the Spring Valley Village City Park, adjacent to City Hall. As currently proposed, the project will include:

- a. A steel-framed butterfly sculpture with tile mosaic, approximately ten (10) feet wide, to be installed near the front walkway of City Hall;
- b. An educational sign to be installed between the first and second windows nearest the rear City Hall entrance, in front of the butterfly habitat;
- c. A paver walkway connecting the existing sidewalk to the butterfly garden, including a small paver viewing area adjacent to the educational sign;
- d. Preparation of the existing planting bed, including additional soil to improve drainage and raise the bed level;
- e. The sculpture support posts and educational sign posts are to be installed by Ober & Sons Welding ("Sculpture Contractor"), and the planting bed preparation is to be completed by Crain Enterprises ("Landscape Contractor").

Section 3. Proposed Construction Period. Site preparation and post installation will occur on Friday, August 28, 2026, and final garden installation will occur on Saturday, August 29, 2026. All work is to be scheduled with the City prior to the commencement of construction.

Section 4. Financing. The project is to be solely financed by the Scout.

Section 5. Maintenance. The City is not responsible for the maintenance of the Butterfly Garden. The Scout will work with the City to ensure that the project is properly maintained and safe. The City may remove the project if, in their sole discretion, it is in a deteriorating or unsafe condition.

Section 6. The Scout shall require the Sculpture Contractor and Landscape Contractor to obtain comprehensive liability insurance coverage, including workers' compensation or a self-insurance plan in lieu thereof, for the period of construction of the Butterfly Garden, in amounts acceptable to the City.

Section 7. Prior to any excavation or post installation, the Scout and/or the applicable Contractor shall submit a request through the Texas811 System to have all underground utility lines located and marked.

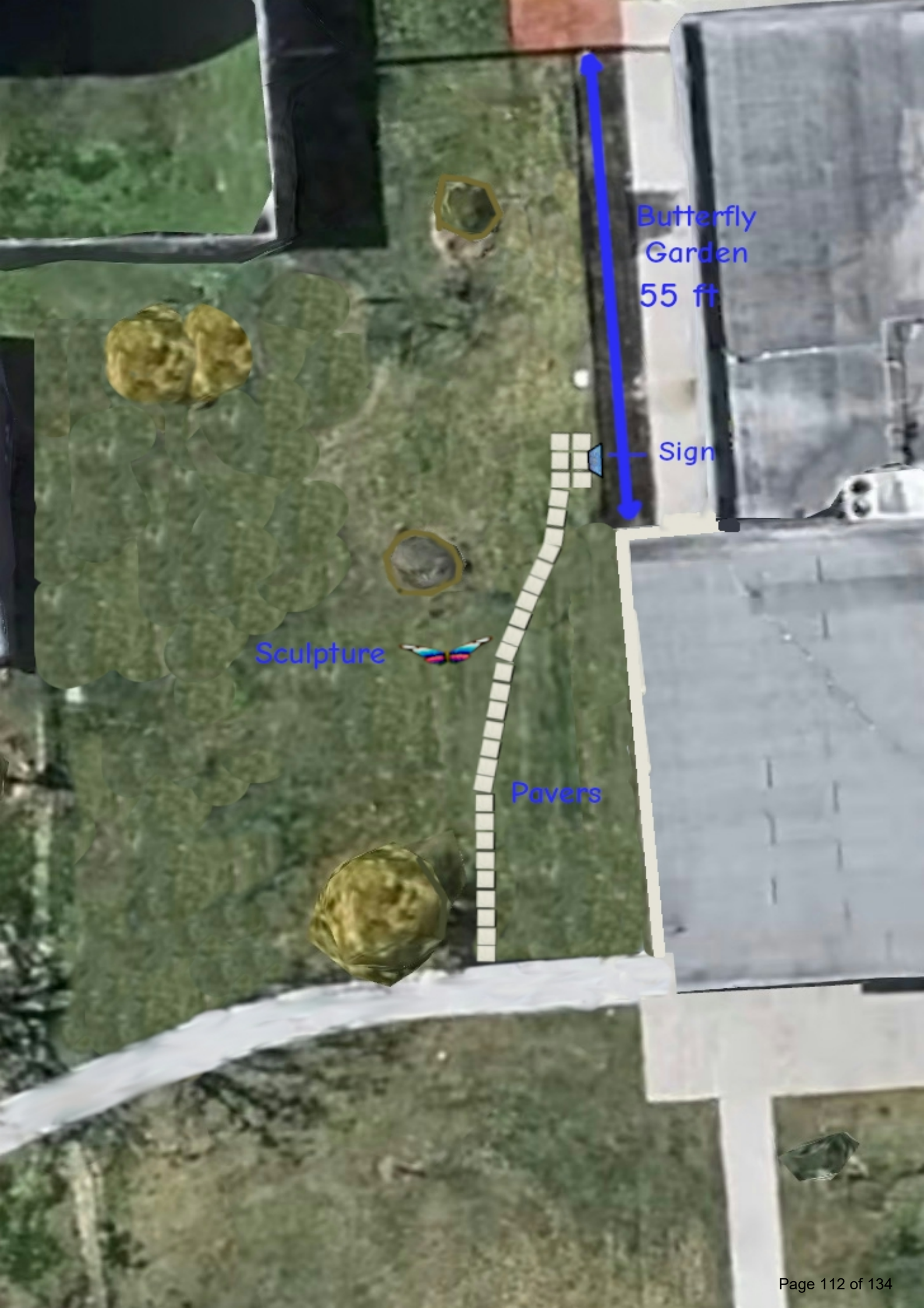
DULY PASSED and APPROVED on this the ____ day of _____, 2026.

Julia Spears
Printed Name: Julia Spears
Authorized Signatory
Julia Spears, Scouting America Troop 54

David Dominy, Mayor
City of Spring Valley Village, Texas

ATTEST:

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



Butterfly
Garden
55 ft

Sign

Sculpture

Pavers



Initial

SK

Initial

AA

Initial

JE

Initial

WCS



⋮

Zone 1
Monarch
(Orange Milkweed)

⋮

Zone 2
Gulf Fritillary
(Passionflower)

⋮

Zone 3
Giant Swallowtail
(Lantana)

⋮

Zone 4
Cloudless Sulfur
(Cassia)



Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Kristina Watson, Public Works Director

SUBJECT:

CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of a proposal by CobbFendley for Professional Engineering Services related to the Updated Bingle Road Corridor Traffic Study, in an amount not to exceed \$19,400.

BACKGROUND:

In March 2025, CobbFendley completed a traffic study of the Bingle Road corridor to evaluate existing traffic conditions and potential roadway configuration improvements. A primary focus of the study and Council's subsequent consideration of the corridor was improving vehicular and pedestrian safety. The previous roadway configuration contributed to higher vehicle speeds and provided little separation between vehicular traffic and pedestrians utilizing the sidewalk along Bingle Road.

Based on the findings of the study and subsequent Council direction, the City implemented a three-lane roadway configuration along Bingle Road consisting of one northbound travel lane, one southbound travel lane, and a center turn lane, along with bicycle lanes (serving as an additional buffer between traffic and the sidewalks). The revised configuration was implemented primarily as a safety improvement intended to reduce vehicle speeds, provide greater separation between vehicular traffic and pedestrians, and improve overall safety along the corridor.

Following completion of the restriking in April, staff continued to monitor traffic operations along the corridor and coordinate adjustments to traffic signal and pedestrian crossing timings. At the April 28, 2026 City Council meeting, staff reported that the striping and delineator installation had been completed and that Southwest Signal was completing software updates and adjustments to the traffic signal and pedestrian crossing timings. Council requested that follow-up traffic counts be conducted in September, after school was back in session, to provide a more representative assessment of traffic conditions following implementation of the new roadway configuration and completion of the signal timing adjustments.

The proposed updated traffic study is the next step in that post-implementation evaluation. The study will collect current traffic data and compare conditions to the original traffic study performed prior to implementation of the three-lane roadway configuration. CobbFendley specifically identifies the purpose of the study as evaluating operations along the corridor using traffic volumes that have normalized following the roadway conversion.

CobbFendley will collect 24-hour turning movement counts at six intersections:

- Westview Drive at Modiste Street
- Westview Drive at Neeley Drive
- Bingle Road at Westview Drive
- Bingle Road at Merlin Drive
- Bingle Road at Winningham Lane
- Bingle Road at W. Memorial Park Drive

Using the updated data, CobbFendley will evaluate capacity, queuing, and level of service at the six intersections and prepare a report documenting the findings and recommendations for the corridor. The updated study will provide Council with post-implementation data to evaluate how the corridor is operating following the safety improvements and determine whether additional operational adjustments should be considered.

CobbFendley has proposed a lump-sum fee of \$19,400 for project management, data collection, and completion of the updated traffic study.

ATTACHMENTS:

Spring Valley Village_Bingle Rd-Westview Dr Traffic Study Proposal_8.11.2026

FUNDING:

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

RECOMMENDATION:

Staff has reviewed CobbFendley's proposal and recommends approval.

August 11, 2026

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

RE: Proposal for Professional Engineering Services
Spring Valley Village – Bingle Rd / Westview Dr Traffic Study
CobbFendley Project No. _____

Ms. Watson:

Cobb, Fendley & Associates, Inc. (CobbFendley) is pleased to submit this proposal to provide Professional Engineering Services for the Bingle Rd / Westview Dr Traffic Study in Spring Valley Village, Harris County, Texas. CobbFendley proposes to provide the Scope of Services, Compensation, and Schedule as outlined in Attachments A, B and C, respectively.

If this proposal is agreeable to you, please indicate your acceptance by signing in the space provided below and return one copy to us for our file. The opportunity to propose professional survey and engineering services to Spring Valley Village is appreciated and we look forward to serving you on this project. Please advise if you have any questions or require additional information.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.



Brian Castille, PE, PTOE
Principal, Department Manager

Attachments

This proposal accepted by:

Spring Valley Village

Signature

Print Name

Title

Date of Authorization

ATTACHMENT A
SCOPE OF SERVICES & COMPENSATION

Cobb, Fendley & Associates, Inc.
Proposal for Professional Engineering Services for
Bingle Rd / Westview Dr Traffic Study

PROJECT SCOPE

The traffic study will be for Bingle Rd from W Memorial Park Dr to Westview Dr and on Westview Dr from Bingle Rd to Modiste St. The purpose of the study will be to collect traffic data at six (6) intersections and compare to the original traffic study that was performed prior to the implementation of the 3-lane roadway section (applicable four (4) intersection). The study will evaluate the operations along the corridor based on traffic volumes that are normalized after the 3-lane roadway section conversion. An exhibit of the project area is included as **Attachment D**.

SCOPE OF SERVICES

CobbFendley shall prepare all work in accordance with the latest version of the City's applicable procedures, specifications, manuals, guidelines, standard drawings, and standard specifications or previously approved special provisions and special specifications. When design criteria are not identified in City manuals, CobbFendley shall notify the City and refer to State approved manuals, which include: Roadway Design Manual, Hydraulic Design Manual, the Texas Manual on Uniform Traffic Control Devices (TMUTCD), Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges (latest Edition), and other State approved manuals.

CobbFendley shall notify the City when entering private property to perform any surveying or engineering needed outside of current right-of-way. City will contact each property owner prior to any entry onto the owner's property and will notify CobbFendley when Right of Entry (ROE) is obtained. The Engineer shall coordinate through City Staff for all project needs including information requests.

The Engineer shall invoice according to Descriptions shown in Attachment "B" of the Contract for Professional Services. The Engineer shall submit each invoice in a format acceptable to the City.

SUBCONSULTANTS

CobbFendley is not expecting subconsultants to provide engineering services as part of this project. Data collection will be provided by CJ Hensch (non engineering services).

BASIC SERVICES

CobbFendley will provide the following engineering services as part of its basic service.

Project Management (LS):

1. Overall management of the study tasks associated with this project including the QA/QC process in order to ensure a quality product for the duration of project until completion.

Data Collection (LS) – 6 Intersections x \$1,100.00:

1. *Data Collection Setup* – Setup of data collection devices in the field to capture data. Locations for 24-hour turning movement counts will be: Westview at Modiste, Westview at Neeley, Bingle at Westview, Bingle at Merlin, Bingle at Winningham and Bingle at W Memorial Park.
2. *Data Collection Processing* – This will consist of processing the raw video into an industry standard format of data presentation.
3. *Data Collection Review* – CobbFendley will review the data for consistency and accuracy.

Traffic Study (LS):

1. *Draft Traffic Study* – CobbFendley will prepare the draft traffic study as follows:
 - a. Determine the capacity, queuing and level of service for the six (6) study intersections (using Synchro software) within the study limits.
 - b. A report will be developed to document the findings of the study and all data collected throughout the project limits. The report will include all assumptions utilized to derive corridor recommendations. Typical sections are not included. The final deliverable will be a study report in PDF format.
2. *City Review* – City will review and provide comments on the draft traffic study.
3. *Final Traffic Study* – CobbFendley will review and address comments on the draft report. A final report will be developed and submitted.
4. *City Review and Acceptance* – City will review and accept the final report. CobbFendley will assist in presenting the study findings and recommendations at a staff and/or Council Meeting.

EXCLUSIONS FOR THE SCOPE OF SERVICES

The services described above are the identified BASIC AND ADDITIONAL SERVICES for this assignment. Other items that may arise during the course of the project that the City may wish to add to the scope of services shall be deemed as SUPPLEMENTAL ADDITIONAL SERVICES. CobbFendley shall undertake such supplemental additional services as assigned by the City upon written direction from the City. Examples of such items are as follows:

1. Attending or Conducting Public meetings
2. Any other services not specifically included within the description of the Basic Services and Additional Services as described above.

If supplemental services are requested by the City, CobbFendley will provide the City with a separate proposal for the supplemental work.

ATTACHMENT B
BASIS OF COMPENSATION

The BASIC SERVICES rendered under this proposal shall be based on fees for phases of the work as shown below.

BASIC SERVICES

1.	Project Management (<i>Lump Sum</i>).....	\$1,000
2.	Data Collection (<i>Lump Sum</i>) – 6 Intersections x \$1,100.....	\$6,600
3.	Traffic Study (<i>Lump Sum</i>).....	\$11,800
TOTAL, Basic Services		\$19,400

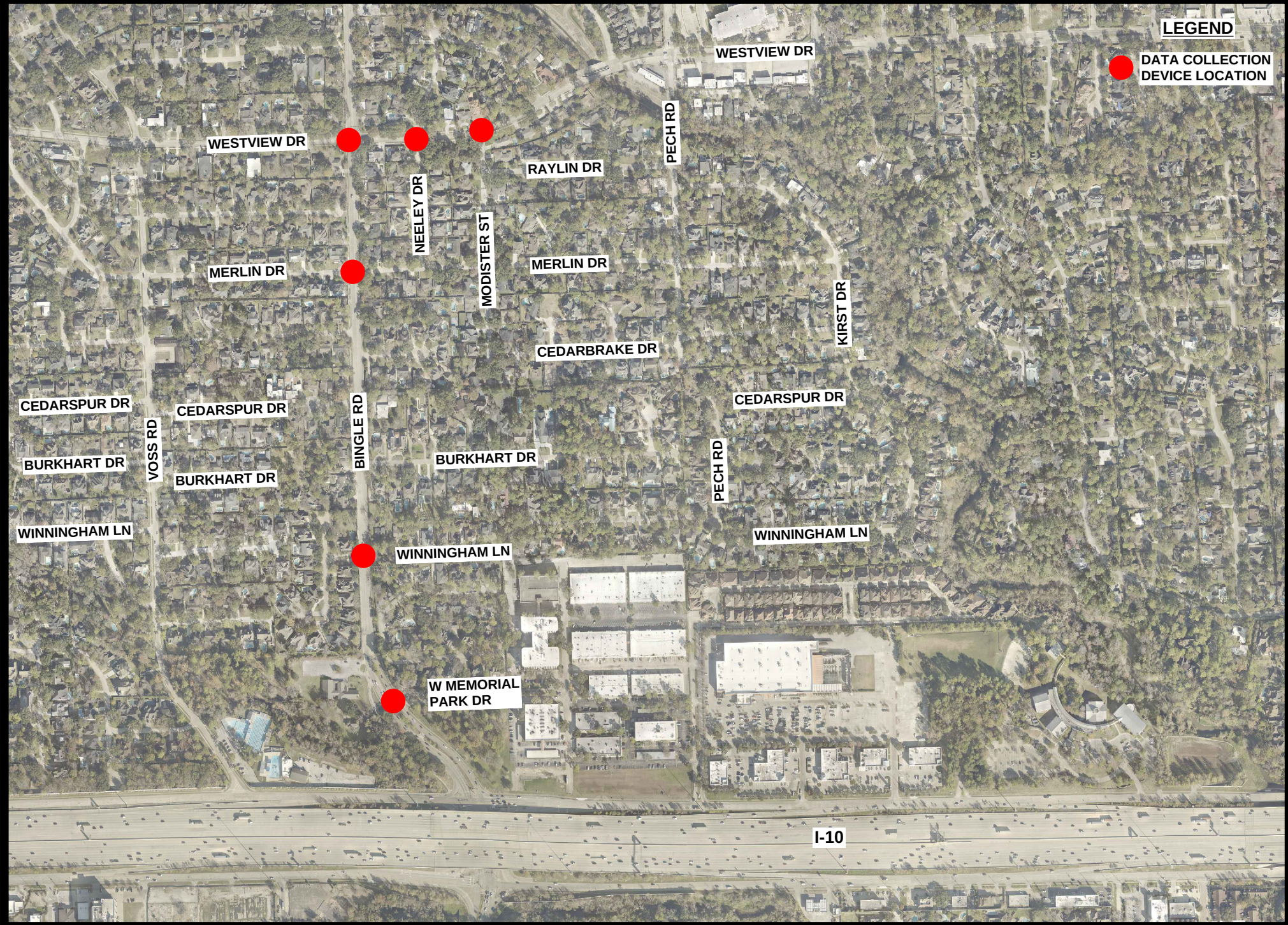
The Compensation to be paid to CobbFendley for providing the SERVICES rendered under this proposal shall be Lump Sum. Mileage is included as part of "Traffic Study" for a maximum of one site visit and one in person meeting with the City. Any additional mileage or other expenses will be paid at cost.

The Compensation for any other Additional or Supplemental Services which the City desires to be added to the work scope of the project shall be negotiated.

ATTACHMENT C

SCHEDULE							
	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27
PROJECT MANAGEMENT (LS)							
I. PROJECT MANAGEMENT							
DATA COLLECTION (LS) - 6 Intersections x \$1,100.00							
I. DATA COLLECTION SETUP							
II. DATA COLLECTION PROCESSING							
III. DATA COLLECTION REVIEW							
TRAFFIC STUDY (LS)							
I. DRAFT TRAFFIC STUDY							
II. CITY REVIEW							
III. FINAL TRAFFIC STUDY							
IV. CITY REVIEW AND ACCEPTANCE							

ATTACHMENT D





Spring Valley Village City Council Agenda Item Data Sheet

MEETING DATE: August 25, 2026
SUBMITTING STAFF: Jasmin Torres, City Secretary

SUBJECT:

CONSIDERATION AND POSSIBLE ACTION CONCERNING: Resolution Number 26-XX — A Resolution of the City Council of the City of Spring Valley Village, Texas, casting the official ballot for Texas Municipal Intergovernmental Risk Pool (TMLIRP) Board of Trustees for a six-year term; and providing an effective date.

BACKGROUND:

The City has received the official ballot for the election of Board of Trustees Places 1 through 4 for the Texas Municipal League (TML) Intergovernmental Risk Pool. The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. City Council may cast a ballot for the nominees or write in a nominee.

In 1973, the Texas Legislature passed legislation mandating that Texas cities provide workers' compensation coverage to their employees and authorized the creation of the first municipal risk pool in the United States, which was the predecessor of the TML Intergovernmental Risk Pool as we know it today. Using contracts called "interlocal agreements," they created the "Texas Municipal League Workers' Compensation Joint Insurance Fund." The Fund began operating on July 1, 1974, with close to 100 members. Today, the Pool provides workers' compensation coverage for almost 200,000 local government employees and is overseen by an 18-member Board of Trustees composed primarily of city officials, which oversees 250 Pool employees who administer the coverage.

ATTACHMENTS:

Resolution 26-XX TML Risk Pool Board of Trustees Election, TML Risk Pool Board Election 2026

FUNDING:

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

RECOMMENDATION:

As Council deems appropriate.

RESOLUTION NUMBER 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, CASTING THE OFFICIAL BALLOT FOR TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL (TMLIRP) BOARD OF TRUSTEES FOR A SIX-YEAR TERM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Spring Valley Village is a member of the Texas Municipal League Intergovernmental Risk Pool which provides workers' compensation coverage for almost 200,000 local government employees, including 34,000 first responders; and

WHEREAS, after legislation in 1973 that mandated Texas cities provide workers' compensation coverage to their employees, TML Intergovernmental Risk Pool (Pool) began operating on July 1, 1974; and

WHEREAS, an 18-member Board of Trustees – composed primarily of city officials – oversees 250 Pool employees who administer the coverages; and

WHEREAS, as members of the Pool, the City may cast a ballot to select representatives to the Board of Trustees; and

WHEREAS, the City Council finds that adoption of this Resolution is in the best interest of the City.

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

Section 1. **Findings of Fact.** The foregoing recitals are incorporated into this resolution ("Resolution") by reference as findings of facts as if expressly set forth word-for-word herein.

Section 2. The City Council has selected the following individuals to fill Places 1-4 of the TML Intergovernmental Risk Pool Board of Trustees Election:

Place 1 – _____
Place 2 – _____
Place 3 – _____
Place 4 – _____

Section 3. The City Secretary is directed to prepare the Ballot for the Mayor's signature and send the Official Ballot to TMLIRP Board Secretary no later than September 30, 2026.

Section 4. All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provisions of this Resolution are hereby repealed to the extent of such conflict, and the provision of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 5. This Resolution shall be in full force and effect from and after its passage.

Section 6. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that

such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Texas Open Meetings Act, Chapter 551 Texas Government Code, as amended.

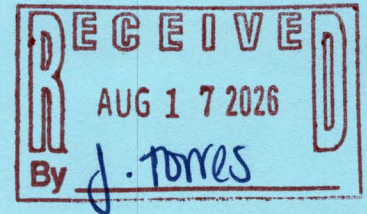
DULY PASSED AND APPROVED on this the ____ day of _____, 2026.

David Dominy, Mayor
City of Spring Valley Village, Texas

ATTEST:

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

OFFICIAL BALLOT



Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 1 through 4 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. The Governing Body of each Member of the Pool is entitled to vote for members of the Board of Trustees. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You may vote for only one candidate for each Place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

About Write-In Candidates. A write-in candidate is a person who is **not** listed on this ballot. The write-in line for each Place is provided only for a governing body that wishes to vote for someone other than the candidates printed on this ballot. If you vote for a candidate whose name is printed on the ballot, mark the square beside that candidate's name and leave the write-in line for that Place blank. **Do not also write that candidate's name on the write-in line.** A ballot that shows both a marked square and a name on the write-in line for the same Place has two votes recorded for that Place, and no vote can be counted for that Place. Marking a square and writing the same name does not strengthen the vote. Write in a name only if you are voting for a person not listed. A write-in candidate must meet the same eligibility requirements as the nominated candidates.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2026. Ballots received after September 30, 2026, cannot be counted. **The ballot must be properly signed and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**

PLACE 1

- ☐ **Kevin Clark.** Council Member for the City of Gladewater (Region 15) for eight years. He has also served as the City Council's Ex Officio representative to the Board of Adjustments, Planning and Zoning Commission, and Parks and Recreation Board. During his tenure, he spearheaded the restructuring of the Gladewater Fire Department. Prior to his municipal service, Kevin retired after a distinguished 20-year career in the United States Marine Corps, attaining the rank of Gunnery Sergeant and serving during Operation Desert Storm. He then earned a degree in Speech Communication with a minor in English and spent 23 years as a teacher and coach at Gladewater High School. He has more than four decades of public service.
- ☐ **J.W. 'Buzz' Fullen** (*Incumbent*). Commissioner for the Henderson Housing Authority (Region 15) from 2012 to 2018 and from 2024 to present. Formerly, Mayor of the City of Henderson from 2004 to 2012 and from 2018 to 2024. He currently serves on the Henderson Civic Center Board (2003–present), the Henderson ETMC Hospital Diabetes Board (2009 – present), the Texas Eastern 911 Board for Rusk and Harrison Counties as Chair (2024 – present) and the Keep Henderson Beautiful Board (2008 – present). He has been a Board member of the TML Intergovernmental Risk Pool since 2010, during which time he served as Chair (2018 – 2020) and Vice Chair (2016 – 2018).
- ☐ **John Kinnaird.** Chairman of the McLennan Central Appraisal District (Region 9). He was a four-term member of the Waco City Council and served in various leadership roles with the National League of Cities. He also provides governance and oversight for several non-profits within the community, engaging in areas ranging from workforce and economic development to arts, beautification, and culture. He is a Baylor University graduate, CFA charterholder, and is an SVP and lead investment officer of a local wealth management firm. Mr. Kinnaird has more than a decade of public and municipal government service, complemented by over two decades of professional experience in the financial services sector.
- ☐ **Carey D. Neal, Jr.** City Manager for the City of Seagoville (Region 13). Previously, he served as Deputy City Manager for the City of Lancaster. Mr. Neal holds a Master of Public Administration from American University and a Bachelor of Science from the University of Texas at Arlington. He is currently pursuing a PhD in Public Policy at Liberty University. He is an active member of the International City/County Management Association, the Texas City Management Association, and serves as Director at Large for the North Texas City Management Association. He has served on several governing boards, including the Texas Coalition for Affordable Power Board and the North Texas Housing Finance Corp. Board.

WRITE IN CANDIDATE (complete only if you did not mark a square above):

PLACE 2

- ☐ **Adam Benefield.** Council Member for the City of Lago Vista (Region 10). He has served as the City Council liaison to the Building and Standards Commission and has been actively involved in matters related to municipal operations, budgeting, infrastructure, development, public safety, and risk management. Mr. Benefield has extensive experience as a business owner and operator in the construction, irrigation, landscaping, and water-related service industries. He is licensed through the Texas Commission on Environmental Quality as a Licensed Irrigator, Backflow Prevention Assembly Tester, Water Treatment Specialist, Customer Service Inspector, and Irrigation Inspector. He is committed to responsible local government and fiscal discipline.
- ☐ **Emily Crawford** (*Incumbent*). City Manager for the City of Abilene (Region 6) since June 2025. Previously, she was City Manager of Brownwood, Texas, for 10 years where she led numerous transformational initiatives including downtown revitalization, a countywide 911/dispatch center, and major investments in infrastructure and public facilities. She serves as Immediate Past President of the Texas City Management Association (TCMA). Ms. Crawford holds a Master of Science in Organizational Development from Abilene Christian University, a bachelor's degree in Health and Wellness Promotion from Texas State University, and has completed the Executive Training Institute at the LBJ School of Public Affairs, University of Texas at Austin.
- ☐ **Anthony DeFrancis.** Mayor Pro Tem for the City of Bertram (Region 10). He has a Bachelor of Science degree from Pennsylvania State University, an MBA from Point Park University, and an M.Ed. from Lamar University. He served as a school administrator, domestically and internationally, for 6 years, a secondary mathematics educator for 20 years, and as a mentor and evaluator of incoming educators for various school districts. Previously, he was a member of the Zoning Board of Adjustment for the City of Hutto. He is a member of the Ancient Free & Accepted Masons and the Ben Hur Shriners. He has a strong commitment to public service and sound local governance.

WRITE IN CANDIDATE (complete only if you did not mark a square above):

PLACE 3

- ☐ **Corby Alexander.** City Manager for the City of La Porte (Region 14). He is a native of Henderson, Texas, and has guided other Texas cities in previous management roles and administrative positions. Corby Alexander holds a bachelor's degree in political science from Texas A&M University and a master's degree in public administration from the George Bush School of Government and Public Service at Texas A&M. He is involved with the International City/County Management Association, the Texas City Management Association, and Rotary International. Corby and his wife are proud parents who enjoy spending quality time with their family, participating in church activities, and engaging in community events.
- ☐ **Jim Holgersson.** City Manager for the City of Corsicana (Region 9). He previously served as City Manager for the Texas cities of Waco and Arlington and has held municipal management positions in four additional states. He is a member of the International City/County Management Association (ICMA), where he has served on three committees, and is a past president of both the North Texas City Management Association and the Tennessee City Management Association. He holds a master's degree in public administration from the University of Arkansas.
- ☐ **Cecil A. Hutson, Jr.** Mayor Pro Tem for the City of Combine (Region 13) since May 2022 and served on the City Council since May 2018. Mr. Hutson and his wife, Barbie, moved to Combine in September of 2016 after raising their family in Mesquite, Texas. They have three adult children and eleven grandchildren. Currently, he is the branch owner of TWFG – Hutson Insurance Services in Mesquite, and Barbie is a retired educator. He and his wife are active in their local church and in the community. Mr. Hutson states his experience in the insurance industry, serving as a risk advisor, would be invaluable as he further serves Texas communities as a Board member of the TML Risk Pool.
- ☐ **Andy Joslin.** City Manager for the City of Beeville (Region 11). Previously, he served as City Manager for the City of Floresville from 2021 to 2024. Mr. Joslin also served as City Manager and Finance Director for the City of Alice. Earlier in his public service career, he held multiple leadership roles with the City of Floresville, including Interim City Manager, Assistant Chief of Police, and Narcotics Task Force Commander. Mr. Joslin earned a Bachelor of Occupational Education degree with a specialization in Law Enforcement from Wayland Baptist University and is a graduate of the FBI National Academy, Session 219. He has served as President of the Floresville Lions Club and held board positions on other governing boards.
- ☐ **Ronda Perez.** City Manager for the City of Anna (Region 13) since March 2026. She notes her accomplishments are built upon a strong foundation, and her years of experience in servant leadership speak volumes regarding her keen understanding of local government and its purpose. She also states she is deeply dedicated to the cities she serves with vision, execution, development and consensus building. Ms. Perez earned a master's degree in criminal justice from California State University, Long Beach, as well as dual bachelor's degrees in political science and criminology, law and society from the University of California, Irvine. She is also a recent graduate of the Harvard Kennedy School of Government for local and state officials.
- ☐ **Garrett Spradling.** City Manager for the City of Borger (Region 2). He began his public service career on the Borger City Council. His background includes service as Deputy Fire Marshal/Emergency Management Coordinator and multiple supervisory and command roles with the Borger Police Department. He also served as President and Vice President of Spradling Oil, LP, where he oversaw safety programs, DOT and regulatory compliance, spill prevention planning, commercial vehicle operations, OSHA-related documentation, and workers' compensation. Mr. Spradling holds a Master of Public Administration and a Bachelor of Arts in Political Science from Texas Tech University and is a Certified Public Manager.

PLACE 3 CANDIDATES CONTINUE ON THE FOLLOWING PAGE

CANDIDATES FOR PLACE 3 (CONTINUED)

- ☐ **Isaac Tawil.** City Manager for the City of McAllen (Region 12). He has over 25 years of dedicated service to Texas municipalities. As City Manager, he oversees a budget exceeding \$650 million. Before his appointment as City Manager, he served in the City Attorney's Office for 13 years, most recently as City Attorney where he gained experience in municipal law, governance, risk management, insurance, and regulatory compliance. Mr. Tawil also serves as a Trustee of the Texas Municipal Retirement System (TMRS). He states his combined executive leadership, fiduciary oversight, and legal expertise provide a strong foundation for advancing sound governance, fiscal responsibility, and effective risk management on behalf of Texas cities.
- ☐ **Alun Thomas.** City Administrator for the City of Rollingwood (Region 10) since March 2025. Previously, he served the City of Santa Fe where he began as City Secretary and advanced to City Manager. In that role, he reports he used his emergency management experience to mitigate the effects of Hurricane Beryl through proactive hardening of City-owned facilities, employee training, and extensive pre- and post- event community outreach and education. Mr. Thomas holds a bachelor's degree in political science, and a master's degree in both political science and public administration from the University of Houston. He is a member of the Texas City Management Association and the Government Finance Officers Association.

WRITE IN CANDIDATE (complete only if you did not mark a square above):

PLACE 4

- ☐ **Austin Bleess** (*Incumbent*). City Manager for the City of Jersey Village (Region 14) since 2017. He has served on the TML Risk Pool Board since 2022, and as Vice Chair of the Board since 2025. Previously, he served as City Administrator in Winnebago, MN and City Manager in Caribou, ME. Mr. Bleess holds a BA in Political Science from Bethel University and a Master of Public Administration from Walden University. He is a Credentialed Manager through ICMA. He is a member of TCMA and served on the TCMA Board from 2024 to 2026. As a part of the America 250 celebration, he was named as one of 250 Government Champions who exemplify “democracy at the doorstep” through dedication, innovation, and the highest sense of public service.
- ☐ **James Hotopp**. City Manager for the City of Weatherford (Region 8) since November 2018. He began his career with the City of Weatherford in 2007 and advanced through a series of positions, including Utility Engineer, City Engineer, Director of Water Utilities, Director of Planning and Development, Assistant City Manager, and Deputy City Manager. Mr. Hotopp is a member of the International City/County Management Association, the Texas City Management Association, the North Central Texas City Management Association, and the Tarrant Regional Transportation Coalition. He also serves on the Parker County Economic Development Board, the Parker County Transportation Safety Committee, and the Texas Public Power Association Board.

WRITE IN CANDIDATE (complete only if you did not mark a square above):

BALLOT MUST BE SIGNED TO BE COUNTED

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this _____ day of _____, 2026.

Signature of Authorized Official

Title

Printed Name of Authorized Official

Printed Name of Public Entity