



EST. 1955

**SPRING VALLEY**

V I L L A G E

**Special Called**  
**City Council Meeting**  
**May 17, 2023**  
**6:00 p.m.**



**Notice is Hereby Given of a Special Called Meeting of the City Council City of Spring Valley Village, Texas, 1025 Campbell Road, Spring Valley Village, Texas, in the Council Chambers, Wednesday, May 17, 2023, beginning at 6:00 p.m., For the Purpose of Considering and Acting upon the Following Items of Business:**

The meeting agenda and agenda packet are posted online at [www.springvalleytx.com](http://www.springvalleytx.com).

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

**2. EXECUTIVE SESSION**

- 2.1 Section 551.071. Consultation with Attorney regarding pending or contemplated litigation or a matter in which the duty of the City Attorney requires to be discussed in a closed meeting.
- 2.2 Section 551.074 – Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the City Administrator.
- 2.3 Section 551.074 – Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the Police Chief.

**3. RECONVENE**

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


**5. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Ordinance No. 2022-XX – AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS AMENDING CHAPTER 8 OF ITS CODE OF ORDINANCES, PERSONNEL AND ADMINISTRATION, ARTICLE 8.100, CITY ADMINISTRATOR, SECTIONS 8.103, TERM OF OFFICE, AND 8.105, POWERS AND DUTIES, TO ALLOW A CONTRACT OF EMPLOYMENT WITH THE CITY ADMINISTRATOR AND TO MODIFY THE DUTIES OF THE CITY ADMINISTRATOR; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, and A SAVINGS CLAUSE.**

**6. 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.

I certify that a copy of the May 17, 2023, agenda of items to be considered by the City Council

I certify that a copy of the May 17, 2023, agenda of items to be considered by the City Council was posted on or before the 12<sup>th</sup> day of May 2023 at 11:00 a.m. pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code.

Attest:   
Jashin Torres  
City Secretary



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

**DIVIDER PAGE**

**ORDINANCE NO. 2023-XX**

**AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS AMENDING CHAPTER 8 OF ITS CODE OF ORDINANCES, PERSONNEL AND ADMINISTRATION, ARTICLE 8.100, CITY ADMINISTRATOR, SECTIONS 8.103, TERM OF OFFICE, AND 8.105, POWERS AND DUTIES, TO ALLOW A CONTRACT OF EMPLOYMENT WITH THE CITY ADMINISTRATOR AND TO MODIFY THE DUTIES OF THE CITY ADMINISTRATOR; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND A SAVINGS CLAUSE.**

WHEREAS, the City of Spring Valley Village desires to amend its ordinance regarding the City Administrator's duties and employment with the City;

WHEREAS, the City Council of the City of Spring Valley Village finds that the amendments set forth in this ordinance are in the best interest of the health, safety and welfare of the citizens.

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

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

Section 2. Section 8.103, Term of Office, of Article 8.100, City Administrator, of Chapter 8, Personnel and Administration, is hereby amended by deleting the language struck through below and adding the language underscored below to read as follows:

**“Section 8.103 - Term of Office**

The city administrator shall be appointed for an indefinite term, shall serve at the will and pleasure of the city council, and shall be subject to discharge at any time, with or without cause, by a majority vote of those members of the city council qualified and serving. It is specifically provided that no person appointed to the position of city administrator shall have any entitlement, ~~contractual right,~~ or property right in such position or to continued employment by the city.”

Section 3. Subsection 8.105, Powers and Duties, of Article 8.100, City Administrator, of Chapter 8, Personnel and Administration, is hereby amended by deleting the language struck through below and adding the language underscored below to read as follows:

**“Section 8.105 - Powers and Duties**

The powers and duties of the city administrator shall be as follows:

- (a) Working Time; Office. Devote all of his or her working time and attention to those affairs of the city under his or her supervision. Maintain his or her office at and work from the principal offices of the city, at the city hall.
- (b) Administration. Be responsible to the mayor and city council for the efficient administration of those affairs of the city under his or her supervision.
- (c) Compliance With Laws. See that all applicable state laws and all ordinances of the city are obeyed and enforced.
- (d) Supervision. Exercise supervision and control over all departments of the city, ~~other than the police department,~~ previously or hereafter created by the city council.
- (e) Personnel. Save and except statutory officers and the chief of police and officers in the police department, hire and discharge all department heads and employees of the city, and in addition, promote, demote, discipline, and take any and all other personnel actions. Before taking any action to hire or discharge any employee, the city administrator must consult with the affected department head and the mayor; and before taking any actions to hire or discharge any department head, the city administrator must consult with the mayor and city council.
- (f) Meetings. Attend all open meetings of the city council. Attend executive sessions of the city council only when requested or authorized to do so by the mayor. He or she shall have the right to participate in all discussions at those meetings of the city council, but shall have no right to vote. He or she shall be notified of all meetings of the city council. He or she shall attend other meetings relating to city business when requested to do so by the mayor.

- (g) Franchises. See that all terms and conditions imposed in favor of the city and its inhabitants in any public utility franchise are faithfully kept and performed, and upon knowledge of any violation thereof, bring same to the attention of the mayor.
  
- (h) Budget. Assist the mayor in budget matters and prepare and submit to the mayor prior to each fiscal year a budget of proposed revenues and expenditures for the ensuing fiscal year, in accordance with Chapter 102 of the Texas Local Government Code, as amended, showing in as much detail as practicable the estimated amounts of money required for the efficient operation of the city and each of its departments and the reasons for such estimated expenditures.
  
- (i) Monthly Accounting: Annual Audit.
  - (1) Make a full written report to the city council as soon as possible after the close of each month's accounts showing the operations and expenditures of each department of the city for the preceding month, together with such other financial information and budget expenditure comparisons on the mayor or city council may request. Further, he or she shall keep the city council fully advised at all times as to the financial condition and needs of the city.
  
  - (2) In accordance with Chapter 103 of the Texas Local Government Code, he or she shall have the city's annual audit and annual financial statement prepared by an independent accounting firm approved by the city council.
  
- (j) Depository Contract; Monthly Report. Make a full written report to the city council at least monthly showing the status of the city's accounts, investment funds, and the city's depository contract and the security(ies) posted and pledged under said contract in accordance with state law.
  
- (k) Contracts and Vendors; Quarterly Report. Make a full written report to the city council at least quarterly, or at such other shorter interval as the mayor or city council may request, showing the status of each and every city contract or agreement (private or governmental/interlocal), each and every vendor, contractor, or consultant, and showing expenditures or receipts in accordance with said contracts and agreements.

- (l) Purchasing. Supervise the purchase of all materials, supplies, services, and equipment for which funds are budgeted; propose and supervise those contracts necessary for the operation and maintenance of city services; conduct public bid openings, review all bids and proposals submitted to the city, and present for approval and recommend to the city council those he or she deems most advantageous to the city; and insure compliance with all competitive bidding and/or competitive sealed proposal requirements of state law governing the acquisition or disposal of materials, supplies, services, equipment, and property of the city.
- (m) Compensation of Employees. Recommend to the city council and mayor the salaries to be paid each officer, department head, and subordinate employee of the city.
- (n) Procedures. Recommend to the city council such procedures, practices, and measures that he or she deems necessary or advisable to promote the best interests of the city and its efficient, economical, and responsible operation.
- (o) Notification of Mayor and City Council. Use his or her best efforts to notify the mayor and each member of the city council within forty-eight (48) hours of any alleged violation by the city or any of its officers or employees of a federal, state, or city statute, law, rule, or regulation, or of any cause of action or lawsuit against the city which may subject it to any civil, criminal, or monetary liability.
- (p) Other. Perform such other duties as may be prescribed by the city council, not inconsistent with the laws of the State of Texas governing Type A general law cities.”

Section 4. All provisions of the ordinances of the City of Spring Valley Village, Texas, codified or uncodified, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the ordinances of the City of Spring Valley Village, Texas, codified or uncodified, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 5. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Spring Valley Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.



Section 6. This ordinance shall in no manner amend, change, supplement, or revise any provision of any ordinance of the City, save and except the regulations, restrictions, terms and conditions provided for herein.

Section 7. This Ordinance shall become effective immediately upon its passage and publication as required by law.

DULY PASSED, APPROVED AND ORDAINED on this the 23<sup>rd</sup> day of May 2023.

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Marcus Vajdos, Mayor  
City of Spring Valley Village, Texas

ATTEST:

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Jasmin Torres, City Secretary