

**MINUTES OF THE REGULAR CITY COUNCIL MEETING  
CITY OF SPRING VALLEY VILLAGE, TEXAS  
TUESDAY, JUNE 23, 2020 AT 6:00 P.M.  
IN THE COUNCIL CHAMBERS OF CITY HALL  
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

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

With a quorum of the Council Members present, the Regular Meeting of the Spring Valley Village City Council was called to order by Mayor Vajdos at 6:19 p.m.

Members Present:

Mayor Marcus Vajdos (by video conference)

Mayor Pro-Tem Allen Carpenter

Council Member Bo Bothe

Council Member David Dominy (by video conference)

Council Member Tom Donaho (by video conference)

Council Member Joy McCormack

Members Absent:

None.

**2. INTRODUCTIONS**

Julie M. Robinson, City Administrator

Loyd Evans, Police Chief

Roxanne Benitez, City Secretary

Pat Riley, Public Works Director

Michelle Yi, City Treasurer

Zachary Meadows, Director of Community Development

Matthew Hitt, Assistant to the City Administrator

David Dixon, Police Commissioner

Loren Smith, City Attorney

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

**3.1 Administer Oath of Office to Bo Bothe**

City Secretary Roxanne Benitez administered the oath of office to Council Member Bothe prior to the commencement of the June 23 Special Called City Council meeting.

**3.2 Recognition to Eagle Scout Cameron Ahmed in Appreciation of his Contributions to the City of Spring Valley Village.**

Director of Public Works Pat Riley acknowledged Mr. Ahmed's contributions to the City.

**4. PUBLIC COMMENTS**

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

None.

**5. CONSENT AGENDA**

All matters listed under consent agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

5.1 Minutes for City Council Meeting on May 19, 2020

5.2 Resolution No. 20-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, RATIFYING THE ACTIONS OF THE MAYOR IN AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM TO THE OFFICE OF THE GOVERNOR ON BEHALF OF THE CITY; PROVIDING FOR INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

Council Member Carpenter made a motion to approve all items on the Consent Agenda, and Council Member McCormack seconded the motion. Motion carried 5-0.

**OLD BUSINESS**

**6. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** May 2020 Police Department Staff Report Regarding Activities Related to Response to COVID-19. (Chief Evans)

Chief Evans briefed the Council on the Department's activities concerning the response to COVID-19 and added that there were no major incidents. He also advised that they have returned to issuing citations as there have been several vehicles speeding on the City's major thoroughfares and has been an increase in crime, which is at an all-time high.

**7. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Activities of the Village Fire Department Commissioners Meeting on May 27, 2020 and Any Special Meetings That May Have Occurred Since May 27, 2020. (Mayor Pro Tem Carpenter / Council Member Bothe)

Mayor Pro Tem Carpenter advised that there was one vacancy at the Village Fire Department. He also advised that there were twenty (20) positive COVID-19 reported cases in all of the Memorial Villages. Mayor Pro Tem Carpenter advised that antibody tests were made available to employees of the Memorial Villages, the Village Fire Department, and Spring Valley Village Council Members as well as their families. He also advised that they should receive an update on the Village Fire Department building remodel at the next Commissioners meeting, and that an item would be discussed concerning the Fire Department retaining annual ambulance reimbursement funds so that requests would not need to be sent to each Village each year.

**8. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** City Update Concerning COVID-19.

City Administrator Julie Robinson advised that City Hall employees were back onsite full-time. She also advised that the Municipal Court would be back in session on Thursday, June

25, and added that, prior to the Municipal Court re-opening, the Court's re-opening plan was approved by the Harris County Health Authority and Administrative District Judge as required. Ms. Robinson advised that how this court setting goes logistically would determine how future Municipal Court settings would be held.

9. **DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Possible Options and Impacts for Converting Cul-de-sacs on Traweek and Lariat to Green Space as Part of the Loeser, Traweek, Lone Star, Lariat and West Tex Paving and Utility Improvement Project.

As directed by the Council during the May 19 City Council meeting, City Administrator Julie Robinson advised that she, Director of Public Works Pat Riley, and Director of Community Development Zachary Meadows had met with Village Fire Department to discuss the Village Fire Department's needs related to access from Lariat to the commercial development at 9090 Katy Freeway. Mr. Kattner confirmed that fire access from Lariat was accounted for in the 9090 Katy Freeway development, and he advised that the City only needed to install 150 feet of pavement south from W. Tex to meet the Fire Code requirements and provide adequate fire access to the 9090 Katy Freeway structure. Additionally, Mr. Kattner advised that, since Lariat Road and Traweek Drive are dead-end streets, the City install up to 150 feet of pavement in the reconstruction of Lariat and eliminate the cul-de-sac completely. Based on the Fire Code, the City could install 125 feet of pavement in the reconstruction of Traweek which would still allow access by the residents and eliminate the cul-de-sac completely.. There was discussion concerning how often the cul-de-sacs are used by residents, notification of the residents of the proposed changes, and the cost savings that would be experienced as a result of eliminating the cul-de-sacs and returning those areas to greenspace. Following discussion, it was the direction of the Council to proceed with installing 150 feet of pavement on Lariat Road, installing approximately 125 feet of pavement on Traweek Drive, and eliminating the cul-de-sacs on both Lariat Road and Traweek Drive and convert those areas to greenspaces.

There was also a discussion concerning the type of curbing to be used for this project, and it was the direction of the Council to install curbing that is consistent with the surrounding area which is a 6" monument curb. Based on the discussion, Ms. Robinson advised that she would place a policy discussion item concerning the types of curbing to be used for future street reconstruction projects on a future Council agenda.

10. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Draft Policy for Sponsorships for City Projects.

City Administrator Julie Robinson advised that Council Member McCormack, Assistant to the City Administrator Matthew Hitt, and she had discussed the policy and made revisions to the policy, and the changes as directed by the Council during the April 28 City Council meeting were incorporated into the revised draft policy. . After discussion, the Council had no further revisions. Ms. Robinson advised that the final policy would be on the agenda for the July 14 City Council meeting for approval.

### **NEW BUSINESS**

11. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Notice of Sale and Preliminary Official Statement for Tax and Revenue Certificates of Obligation, Series 2020.

Drew Masterson, with Masterson Advisors LLC, advised that approval of the Notice of Sale and Preliminary Official Statement for Tax and Revenue Certificates of Obligation by the Council was required in order to proceed with issuing certificates of obligation and presenting the notice of sale at the July 14 City Council meeting. Council Member Dominy made a motion to approve the notice of sale and preliminary official statement for tax and revenue certificates of obligation, Series 2020, and Council Member McCormack seconded the motion. Motion carried 5-0.

12. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2020-XX – AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS AMENDING CHAPTER 3, BUILDING CONSTRUCTION, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE BY AMENDING SECTION 3.1503(g), MINIMUM PIPE SIZES; AMENDING SECTION 3.1503(h), PIPE CONNECTIONS TO CITY FACILITIES; AMENDING SECTION 3.1504(g), DRAINAGE AREA MAP; AND AMENDING SECTION 3.1505(c), EXCEPTIONS; PROVIDING FOR THE INCORPORATION OF PREAMBLE; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR EACH VIOLATION OF THIS ORDINANCE WITH EACH DAY OF VIOLATION CONSTITUTING A SEPARATE VIOLATION; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, A SAVINGS CLAUSE, AND AN EFFECTIVE DATE.

Mayor Vajdos read the Ordinance by caption only. Charles Eastland, with Cobb Fendley, briefed the Council on the purpose of the proposed revisions to the drainage criteria and advised that the recommended amendments would benefit future drainage reviews and allow for efficiency. Council Member Bothe made a motion to approve Ordinance No. 2020-19, and Council Member McCormack seconded the motion. Motion carried 5-0.

13. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution No. 20-XX – A RESOLUTION OF THE CITY COUNCIL OF CITY OF SPRING VALLEY VILLAGE, TEXAS, ADOPTING THE HARRIS COUNTY MULTI-HAZARD MITIGATION ACTION PLAN UPDATE IN ITS ENTIRETY AND SPECIFICALLY SECTION 23, SPRING VALLEY VILLAGE, OF VOLUME II – PLANNING PARTNER ANNEXES; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

Mayor Vajdos read the Resolution by caption only. Following a brief discussion. Council Member McCormack made a motion to approve Resolution Number 20-19, and Council Member Dominy seconded the motion. Motion carried 5-0.

14. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2020-XX - AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 11 TO THE PERSONNEL MANUAL, TO ADOPT A NEW SECTION 18.12, TEMPORARY EMERGENCY INCIDENT TELECOMMUTING POLICY, OF CHAPTER 18, EMERGENCY OPERATIONS PROCEDURES; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

Mayor Vajdos read the Ordinance by caption only. City Administrator Julie Robinson

briefed the Council on the purpose and provisions of the proposed emergency telecommuting policy. Following discussion, Council Member Carpenter made a motion to approve Ordinance No. 2020-20, and Council Member McCormack seconded the motion. Motion carried 5-0.

- 15. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2020-XX – AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, AMENDING THE CITY PERSONNEL MANUAL, AS ADOPTED BY ORDINANCE NUMBER 95-05 DULY PASSED AND APPROVED ON MARCH 29, 1995, BEING AMENDMENT NO. 12 TO THE PERSONNEL MANUAL, TO ADOPT A NEW CHAPTER 19, INFORMATION SYSTEMS ACCEPTABLE USE POLICY; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

Mayor Vajdos read the Ordinance by caption only. Council Member Carpenter made a motion to approve Ordinance No. 2020-21, and Council Member Bothe seconded the motion. Assistant to the City Administrator Matthew Hitt briefed the Council on the purpose and provisions of the proposed information systems acceptable use policy and advised that, in order to be eligible for additional cybersecurity insurance coverage, the City must adopt a formal policy. City Administrator Julie Robinson advised that employees would be required to sign an acknowledgement form annually as well as receive training each year. Following discussion, Council Member Carpenter amended his motion to approve Ordinance No. 2020-21, with additional language requiring employees to sign an acknowledgement form annually, and Council Member Bothe seconded the amended motion. Motion carried 5-0.

- 16. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Briefing by City Administrator:

1. Status of Hilldale, Bade & Cardwell Paving and Utility Improvements Project

Public Works Director Pat Riley provided an update for the Council and advised that the work was almost complete. City Administrator Julie Robinson advised the Council that she and Mr. Riley have been reviewing the final Change Order submitted by Triple B Services with Binkley & Barfield, and she anticipates that there will be an agenda item related to the final Change Order on the July 14, 2020 Council agenda.

2. Status of New Production Well

Public Works Director Pat Riley advised that the design of the CMU (concrete masonry unit) building had been submitted, and Staff was currently working on design comments.

3. Status of Development of City Mobile App

Assistant to the City Administrator Matthew Hitt advised that the app was currently being tested internally by Staff and would be provided to the Council for review and comment following completion of the Staff testing.

4. Update on Community Development Block Grant – MIT Grant Program

City Administrator Julie Robinson advised that the grant program was a result of Hurricane Harvey and would be given in two disbursements. Ms. Robinson also advised that the City would apply for the second disbursement as a majority of the funds from the first disbursement were allocated to the City of Houston and Harris County, and

added that Patrick Wilshire, with Grant Management, would be assisting with the grant application process.

5. Update on City Events

City Administrator Julie Robinson advised that the June 12 Movie Night was a success and added that there were three (3) additional Movie Night events scheduled between now and September. Ms. Robinson also advised that there would not be a Fall Festival for this year as a result of COVID-19, and Staff was looking at other event options. Ms. Robinson advised that the October 24 Villages recycling event and Snow Day in January were still on schedule.

**17. 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:

17.1 Section 551.074 – Personnel Matter – Discussion to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of the City Administrator.

Council adjourned into the Executive Session at 7:37 p.m.

**18. RECONVENE**

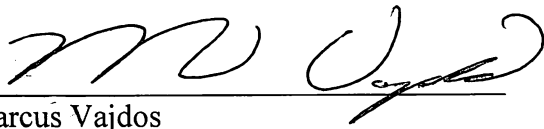
The City Council meeting reconvened at 8:10 p.m.


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

No action was taken.

**20. ADJOURNMENT**

Council Member Donaho made a motion to adjourn the meeting at 8:11 p.m., and Council Member Dominy seconded the motion. Motion carried 5-0.

Signed:   
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Marcus Vajdos  
Mayor

Attest:   
\_\_\_\_\_  
Roxanne Benitez, TRMC, CPM, CMCC  
City Secretary