

**MINUTES OF THE SPECIAL CALLED CITY COUNCIL MEETING  
CITY OF SPRING VALLEY VILLAGE, TEXAS  
TUESDAY, JULY 27, 2021 AT 5:00 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 Special Called Meeting of the Spring Valley Village City Council was called to order by Mayor Vajdos at 5:02 p.m.

Members Present:

Mayor Marcus Vajdos (by videoconference) (left at 5:49 p.m.)

Mayor Pro-Tem Allen Carpenter

Council Member David Dominy (by videoconference)

Council Member Tom Donaho (by videoconference)

Council Member Joy McCormack

Members Absent:

Council Member Bo Bothe

**2. PRESENTATION, DISCUSSION, AND DIRECTION CONCERNING: Draft Budget for Fiscal Year 2021-2022.**

City Administrator Julie Robinson presented the Fiscal Year 2021-2022 Draft Budget. There was discussion concerning the Draft Budget, the historical appraised values and property tax rates, the license plate reader program, the drone program, installation of additional showers, FEMA reimbursements from Hurricane Laura, new permitting software, and a 2.5% salary budget increase. Following the discussion, it was the consensus of the Council that the proposed tax rate of \$.4150 and the Draft Budget as presented were acceptable, and no further budget workshops were needed.

**3. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING PROPOSAL FOR THE SMARTGOV SOFTWARE SYSTEM BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND DUDE SOLUTIONS, INC.; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH PROPOSAL; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Vajdos read the Resolution by caption only. After a brief discussion, Council Member McCormack made a motion to approve Resolution No. 21-25, and Council Member Carpenter seconded the motion. Motion passed 4-0.

**4. DISCUSSION AND DIRECTION CONCERNING: Creation and Hiring of New Court Clerk II Position in FY 2021 and Approval of Placement in Adopted Job Alignment and Salary Ranges for All City Positions.**

City Administrator Julie Robinson briefed the Council on the situation occurring in the Municipal Court as a result of staff attrition and timing of new staff coming onboard, the high volume of citations and violations being issued in 2021, the deficit in clearing cases

from 2020, and what is being required of all City Hall staff in order for the Municipal Court to continue functioning. Based on a comparison of staffing levels and citation volumes from 17 area cities, it is critical for the City to hire a new Court Clerk II position. Ms. Robinson requested that the Council approve the creation of a new Court Clerk II position and authorize the recruitment and hiring of this position in this fiscal year (FY 2021). . Additionally, based on the job description and the minimum qualifications, she recommended placement in the City's approved structure at Grade 5.

After discussion, it was the consensus of the Council to proceed with the creating and hiring of the Court Clerk II position as requested in FY 2021 and to include funding for the position for FY 2022 in the Draft Budget. Ms. Robinson advised that she would prepare an amendment to the Job Alignment and Salary Ranges Ordinance to include the new position for presentation to the Council at the August 24 City Council meeting.

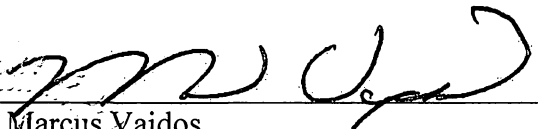
**5. DISCUSSION AND DIRECTION CONCERNING: Proposed Modification of City Hall Business Hours for the Public and City Staff Work Hours to Address Workflow Issues.**

City Administrator Julie Robinson advised that the current business hours are Monday through Friday, from 7:30 a.m. to 4:30 p.m. and often there are customers coming in right until closing which does not leave enough time for Staff to perform the end of day close-out processes. Ms. Robinson proposed that the business hours be modified to be Monday through Thursday from 7:30 a.m. to 4:30 p.m. with employees working from 7:30 a.m. to 5:00 p.m. on those days. She also proposed that on Fridays, business hours be from 7:30 a.m. to 2:00 p.m., with employees working from 7:30 a.m. to 2:30 p.m. After a brief discussion, it was the consensus of the Council to give Ms. Robinson discretion on choosing the business hours and staff work hours for City Hall and that the Council was in agreement with these modifications.


**6. ADJOURNMENT**

Council Member McCormack made a motion to adjourn the meeting at 5:51 p.m., and Council Member Donaho seconded the motion. Motion carried 4-0.

Signed:

  
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Marcus Vajdos  
Mayor

Attest:

  
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Roxanne Benitez, TRMC, CPM, CMCC  
City Secretary