



# Regular Council Meeting Minutes

Tuesday, July 15, 2025 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**1. CALL TO ORDER** Mayor Pro Tem Carey called the meeting to order at 6:30 PM.

**1.A. Invocation** was given by Council Member Schwarz.

**1.B. Pledge of Allegiance**

**1.C. PRESENT**

Mayor Pro Tem Andy Carey  
Council Member Mike Gordy  
Council Member Justin Crawford  
Council Member David Schwarz  
Council Member Matthew Butts

Also Present: City Attorney Hayes, Olson & Olson, Spring Valley Police Department Sgt. Spriggs, HDR Engineers Moylan & Peterson, Village Fire Department Deputy Chief Witt, City Secretary Stephens and Assistant City Secretary Ray.

**ABSENT:**

Mayor Bob Buesinger

**2. CITIZEN'S COMMENTS**

Bill Bristow, of Pine Chase Drive, addressed the Council regarding speakers not using the microphone effectively, making it difficult to hear proceedings from the back of the room. Secondly, Mr. Bristow referenced information regarding the responsibilities of elected officials in general A-type law cities and provided for the Council to review and consider.

**3. REPORTS TO COUNCIL**

**3.A. Spring Valley Police Report**

During the month, officers conducted 751 business checks and 50 residential checks. One theft investigation was initiated involving a contractor's truck; no leads or camera footage were available. Officers engaged in 42 public relations interactions, including responses to suspicious activity reports involving solicitors and individuals displaying unusual behavior. Nineteen citations were issued, two welfare checks were performed, and assistance was provided in one vehicle lockout. No incidents were reported in connection with the Fourth of July holiday.

**3.B. Fire Commissioner's Report**

Deputy Chief Dewitt reported that one firefighter is out due to injury and another is on extended medical leave. The department is in the process of acquiring a new

truck, with the contract returned to the Board for review. Seven incidents occurred during the reporting period, consisting of four EMS calls and three fire-related calls.

Ongoing projects include preparations for 2026 FIFA-related events, a request for proposal to renovate the training tower, and replacement of a generator. Regarding the World Cup, the Deputy Chief noted the department expects to serve primarily in a support role to the City of Houston and other regional partners, with increased traffic and activity anticipated.

The Deputy Chief shared a recent success in which a cardiac arrest patient survived and later visited the responding crew, underscoring the importance of early CPR intervention.

Deputy Chief Dewitt also introduced Jose Montalvo, CPR Coordinator, who presented on the department's CPR education and outreach efforts, which he has led for approximately eight years. The program offers classes to residents, employees, churches, and various organizations, with the goal of teaching technical CPR skills and building confidence to act during emergencies. Classes are free; certificates cost \$35. Mr. Montalvo encouraged interested parties to contact him for scheduling.

The next regular Fire Commission meeting is scheduled for June 23.

### **3.C. City Engineer's Report**

**1209 Pine Chase Drive Easement Improvements** –Work was delayed due to weather and material issues. The contractor is now expected to start this Friday, with completion anticipated early next week. HDR will be on-site to ensure compliance with approved plans and keep residents informed.

**1307 Ridgeley** – Surveying is underway, and the City is awaiting the final document for review.

**Hilshire Green Paving & Utility Improvements** – Final walkthrough occurred July 9, resulting in a short punch list including drain cleaning, sealing, water box adjustments, and painting. The contractor did not replace the 24-inch sanitary sewer manhole rings with 36-inch rings as detailed in the plan. Since the project was a rehabilitation rather than a full replacement, the City remains in compliance with TCEQ requirements. Retaining 24-inch covers allows for ease of access and reduced injury risk. The contractor will not be paid for this unperformed work. A leaking valve owned by the City of Houston was also discussed; coordination with Houston is ongoing.

**Wirt Road Sidewalk Safety Project** – Sidewalk easement dedication documents from The School of the Woods were submitted to the City of Houston on July 10. Receipt has been confirmed; comments are pending. The City will investigate a possible loss of a parking space near church property and report back at the next meeting.

**Pine Chase Grove Improvements** – ICS has experienced delays due to weather and a shortage of rubber mulch, which is expected to arrive tomorrow for installation by week's end. Fence options are awaiting resident selection before ordering. The City of Houston requested a different green paint shade for their portion of the project, but the City requested adherence to the original shade. Concerns were raised regarding two dead bushes, irrigation needs, and visual alignment of

landscaping along both sides of the vaults. The City will review these items during a site visit with the contractors and neighboring citizens.

**Citywide Ditch Cleaning Project** – Contract awarded; HDR is finalizing the scope of work with the contractor. Start date is expected within the next few weeks, pending weather-related delays.

**3.D. Building Official's Report:**

Projects continue to progress toward completion. The new homes at the Archley and Ridgeley intersections appear to be on track with final inspections underway.

**3.E. Mayor Buesinger's Report:** (none)

**3.F. City Secretary's Report:**

Recent follow-up on pending call log items confirmed that one of the two houses that had hanging utility wires from last year's storms had been re-pinned. Several street signs are showing wear, including fading, peeling, and reduced reflectivity, and may require maintenance or replacement. A resident reported observing someone stripping and resealing signs; Secretary Stephens will explore whether this method can be applied more broadly to preserve existing signs.

Efforts to find a vendor to relocate no parking signage have been unsuccessful, as the original contractor is unresponsive. Alternative options are being pursued, with suggestions from Council and attendees to contact general contractors or other local resources. Leads shared during the meeting are being followed up, including outreach to Spring Valley and existing City contractors.

**3.G. City Treasurer's Report**

Secretary Stephens directed the Council's attention to the finance reports included in their packets. She noted that the overall fund balance is approximately \$300,000 lower than the previous quarter, which is typical for this time of year due to a seasonal slowdown in property tax revenue. Interest earnings for the quarter totaled just under \$60,000, and projections suggest additional gains by the end of the next quarter. Monthly financial reports were also included in the packet.

**4. CONSENT AGENDA**

Motion made by Mayor Pro Tem Carey, Seconded by Council Member Gordy.

4.A. Approve Disbursements

4.B. Approve Minutes from the Regular Council Meeting June 17, 2025

4.C. Approve Check Registers June 2025

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Schwarz, Council Member Butts

Motion passed 4-0.

**5. BUDGET WORKSHOP #1**

**5.A. Fiscal Year 2025-2026 Budget Cycle Presentation**

Secretary Stephens opened the budget workshop with an overview of the fiscal year process, noting that municipal budgeting follows a structure distinct from standard business finance. The City's fiscal workflow consists of four phases: preparation, legislative adoption, execution, and reporting. This year's cycle includes two public hearings, one on the tax rate which is being held voluntarily for transparency, along with multiple discussions on capital improvement projects, utility rates, and tax considerations.

Secretary Stephens reviewed the operating and capital components of the budget. A chart of FY 2024 figures showed 68 percent of revenue from property taxes (M&O and I&S), 18 percent from utility income, and the remainder from court fines, Metro contributions, and other sources. No federal grants were received. Expenditures were allocated as follows: 39 percent to emergency services, 34 percent to utilities, and the balance to general operations and administration.

#### **5.B. Evaluate Capital Infrastructure Projects and Debt Position**

Secretary Stephens noted that capital improvement projects are not included in the operating expenditure charts because they are separately financed, usually through bonds. She explained that the interest and sinking (I&S) portion of the tax rate supports infrastructure improvements. Three tax rates were reviewed: the no new revenue rate, the voter approval rate, and the de minimis rate, the last of which would require an election. Final rate calculations are pending updated data from Spring Branch ISD.

She reviewed the debt schedule and infrastructure prioritization chart, noting that most Tier 1 projects are completed or in progress. Secretary Stephens stated the City is well-positioned to begin addressing Tier 2 projects. While work will not begin immediately, the City is financially ready to design and implement in the coming years.

Secretary Stephens concluded that the budget workshop will continue in August with updated figures and a focus on utility rates, tax adoption, and final capital planning discussions.

### **6. FUTURE AGENDA TOPICS**

Budget Workshop #2

### **7. ADJOURNMENT**

Mayor Pro Tem Carey adjourned the meeting at 7:23 P.M.

ATTEST:

  
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Cassie Stephens, City Secretary

  
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Andy Carey, Mayor Pro Tem