



Fiscal Year 2024 Report

CITY SECRETARY

1. Elections and Voter Engagement:

- The City canceled the General Election scheduled for 5/4/2024, as all candidates were unopposed. The next General Election is set for 5/3/2025.
- By 10/1/2024, 23 of the approximately 682 registered voters had submitted their applications for Ballots by Mail.

2. City Council and Governance:

- The City successfully held all 12 monthly meetings with a quorum present.
- Notable ordinances passed include:
 - Public tree care regulations alongside the creation of a Tree Board.
 - Extension of the No Parking Zone on Ridgeley Drive for pedestrian safety.
 - Repeal of the juvenile curfew in response to House Bill 1819.
 - New utility rates to address increased city costs.

3. Public Records and Compliance:

- The City processed around 55 open records requests, all completed within the standard 10-day response period.
- Public Notices were issued for:
 1. A Public Hearing on the Spring Branch Food Pantry Expansion.
 2. A variance request for 1326 Ridgeley Drive.
 3. Notice of Intent to issue the Certificate of Obligation 2024 Debt Series.

4. Ordinance and Code Enforcement:

- The City issued 3 fines and 15 warnings related to job site maintenance violations, with remediation achieved within 7 days for the warnings.
- Discussion began with the building official to enhance enforcement of all ordinances, including non-permitted activities. These changes are slated for review and potential contract amendments in the 2025 fiscal year.

5. Citizen Engagement and Community Involvement:

- The City participated in the 7th annual Memorial Villages Recycling Event in October, where over 80 pounds of medication were safely destroyed, 5,120 pounds of electronic waste were properly recycled, nearly 5 tons of paper were securely shredded, 75 trees were given away, and a truckload of donated household items was sent to Memorial Area Ministries. Preparations for the 8th annual event on 10/26/2024 are underway.

- The City held its first Arbor Day on 11/3/2023, distributing over 150 free trees to residents and churches, and the City has been officially recognized as a Tree City USA. Preparations for the second tree giveaway on 11/1/2024 are underway.
- The City continues to see typically low attendance both in-person and virtually at City Council meetings, which is a common trend in local government settings. Efforts have been made to increase awareness and participation, such as enhancing the design of email meeting notices to better capture residents' attention.

6. Document and Recordkeeping Improvements:

- The City is transitioning to digital recordkeeping, retaining permanent records in compliance with the Texas State Libraries and Archives Commission (TSLAC) retention schedule.

7. Public Communications and Website Updates:

- The City launched a new volunteer page and enhanced the layout for finding budget and tax rate information, ensuring compliance with the Texas Tax Code.
- Citizen engagement through mass email notifications has increased, and the Spring Valley Police Department implemented an SMS and email alert system for emergencies.

8. Unexpected Challenges

- June 2024 Derecho: Severe windstorms caused widespread power outages, significant infrastructure damage, and extensive tree loss. The City collaborated with local tree contractors, the Village Fire Department, and Spring Valley Village Police to ensure roadways were cleared and unsafe areas were blocked off. Additionally, Harris County coordinated debris cleanup efforts after the storm.
- August 2024 Hurricane Beryl: Although the City avoided flooding, heavy rains and flooding warnings were issued. The City again coordinated debris cleanup with Harris County and enhanced communication with CenterPoint regarding electrical infrastructure repairs and restoration.
- These events highlighted the importance of continued investment in infrastructure, particularly the City's open ditch drainage system.