

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON AUGUST 24, 2015 AT 6:00 P.M. IN THE CIVIC CENTER MEETING ROOM AT 16327 LAKEVIE DRIVE, JERSEY VILLAGE, TEXAS 77040.

**A. The meeting was called to order by Mayor Ray at 6:01 p.m. with the following present:**

Mayor, Justin Ray	City Manager, Mike Castro, PhD
Council Member, Andrew Mitcham	City Secretary, Lorri Coody
Council Member, Greg Holden	
Council Member, C. J. Harper	
Council Member, Sheri Sheppard	
Council Member, Tom Eustace	

Staff in attendance: Mark Bitz, Fire Chief; Eric Foerster, Chief of Police; Mitch Grant, Interim Director of Public Works; Isabel Kato, Director of Finance; and Kimberly Terrell, Director of Parks and Recreation.

*Mayor Ray called the next item out of order.*

**C. Consider Resolution No. 2015-77, authorizing the City Manager to enter into an agreement with Emergency Services District No. 48 for the loan of Jersey Village Reserve Engine (3530) and all equipment with the truck for the next 30 days.**

Mark Bitz, Fire Chief, introduced the item. Background information is as follows: Harris County Emergency Services District No. 48 (ESD 48) is requesting temporary use of a City of Jersey Village reserve fire truck for up to 30 days.

ESD 48 is in a dispute with its service provider, the Board of Directors of West I-10 Volunteer Fire Department (VFD), over the ownership of various assets. Presently, the VFD is in possession of many of the District's assets, i.e. trucks, equipment, some fire stations. The Board of Directors of the VFD have refused to allow ESD 48 to peaceably have ESD 48's assets back at this time.

ESD 48 expects this dispute to be resolved within the 30 day period. ESD 48 will assume and accept full responsibility and liability for the apparatus and equipment being provided by the City of Jersey Village. Furthermore, ESD 48 agrees to save, indemnify, and hold harmless the City of Jersey Village, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, including all expenses of litigation, court costs, including reasonable attorney's fees, for injury to or death to any person, or for damages to any property, arising out of or in connection with ESD 48's use and possession of the City's reserve fire truck as set forth herein. We will within 3 days of receipt of the truck provide you with written confirmation that the truck has been added to the ESD 48 insurance and that the City of Jersey Village has been added as a loss payee under our policy.

Jersey Village Reserve Engine (3530) is ready and will give ESD 48 all the necessary tools and equipment to perform and provide vital emergency services to the citizens of their district.

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This item is to authorize the City Manager to enter into an agreement with Emergency Services District No. 48 for the loan of Jersey Village Reserve Engine (3530) and all equipment with the truck for the next 30 days.

Council engaged in discussion about the item. They wondered if the City had participated in any other loaner programs or if any of our neighboring cities had such experiences. Chief Bitz explained that the City of Jersey Village is under a mutual aid contract and has assisted other departments and other departments have help us, but this would be the first time for the Fire Department to make such a loan of equipment and apparatus. Council then engaged in a brief discussion about the size of District No. 48 and their needs as well as other equipment being promised by other cities. They ended the discussion in receiving information from the Fire Chief that the City's insurance carrier, Texas Municipal League, has "okayed" the loan of this equipment and apparatus.

With no further discussion on the matter, Council Member Eustace moved to approve Resolution No. 2015-77, authorizing the City Manager to enter into an agreement with Emergency Services District No. 48 for the loan of Jersey Village Reserve Engine (3530) and all equipment with the truck for the next 30 days. Council Member Holden seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Eustace

Nays: None

The motion carried.

RESOLUTION NO. 2015-77

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH EMERGENCY SERVICES DISTRICT NO. 48 FOR THE LOAN OF JERSEY VILLAGE RESERVE ENGINE (3530) AND ALL EQUIPMENT WITH THE TRUCK FOR THE NEXT 30 DAYS.

*In completing this item, Mayor Ray resumed the regular order of the agenda and called the next item as follows:*

**B. Discuss and take appropriate action regarding implementation of the City of Jersey Village Comprehensive Plan.**

Background information on this item is as follows: In March of 2014, the City entered into a professional services agreement with Freese and Nichols, Inc. to prepare a Comprehensive Plan for the City of Jersey Village. Freese and Nichols, Inc. has substantially completed their effort. A draft Comprehensive Plan has been transmitted by the Comprehensive Plan Advisory Committee (CPAC) through the Planning and Zoning Commission, to City Council.

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It is now incumbent upon City Council to review the draft plan and determine its suitability for adoption. At their July 20, 2015 meeting, City Council elected to undertake an in-depth review of the draft Comprehensive Plan, highlighting the following areas as a basis for their review:

- Financial viability of proposed initiatives.
- Elimination of impracticable initiatives.
- Integration of the plan into the ongoing operations of the City.
- Development of methods to insure the long-term sustainability / viability of the plan.
- Identification of a process to prioritize initiatives.

A primary goal of the review is to edit / revise the plan to ensure it is consistent with City Council's original guidance. In this regard, City Council will provide the final review of the plan prior to adoption. An additional goal is to provide sufficient guidance for staff to develop a more robust Implementation Section within the Plan.

Mayor Ray explained the process for the review to include but not be limited by the following:

1. Identify recommendations and language to be removed.
2. Identify potential additions to the list of Priority Recommendations.
3. Identify missing initiatives or broad areas where the Plan is silent.
4. Discuss funding options going forward.
5. Discuss Prioritization of initiatives and annual workload.
6. Discuss the process to institutionalize the comprehensive planning effort.
7. Additional points of discussion and/ or action

Council began the review on page 9.6 of the Draft Comprehensive Plan Document with the twenty-one (21) Priority Recommendations. Each priority recommendation was discussed in detail by the Council. In completing the discussion/review, it was the consensus of Council to make changes/edits to the list of Priority Recommendations. The changes are more fully detailed in Exhibit A, which is attached to and made a part of these minutes.

In completing the review of the Priority Recommendations, and considering the hour, Mayor Ray suggested the Council meet at a later date to complete the review. Accordingly, the City Secretary will coordinate another meeting in order to continue the review.

**D. Adjourn.**

With no other items to be addressed by the Council, the meeting was adjourned at 9:10 p.m.

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Lorri Coody, City Secretary

<b>Priority Recommendations</b>		
<b>STRATEGY</b>	<b>DESCRIPTION</b>	<b>RECOMMENDTION TYPE</b>
Improve the City's entrances with landscaping and monumentation.	Prepare a landscape master plan for the design of City corridors and entrances with a consistent, identifiable character.	Plan/Study
Reduce visual clutter.	Prepare a visual assessment survey of City corridors to identify problem areas that negatively impact community character-, <u>and identify remedies/action plans available to address concerns.</u>	Plan/Study <u>(change also the entry on pg. 9.25)</u>
Upgrade City's logo and branding.	Explore potential logo application to proposed city entrance signage.	Capital Improvements
Create a sense of place and maximize the visual appeal of the <u>Highway 290 corridor</u> city.	Review existing development codes <del>for</del> <u>to identify in</u> compatibility with <u>the vision and</u> desired uses (higher quality restaurants, services, and entertainment.)	Policy/Ordinance <u>(change also the entry on pg. 9.11)</u>
Invest in infrastructure that supports the revitalization of the Highway 290 corridor.	Encourage development of desired office, retail, service, and entertainment venues through the use of tax abatement, TIRZ, or 380 agreements.	Coordination/Partnerships
Ease the processes encountered by business expansions and relocations.	<del>Prepare a job description for a full-time economic development coordinator</del> <u>Procure an Economic Development Consultant</u> to be considered by city management and the City Council.	Administrative <u>(change also the entry on pg. 9.20)</u>
<del>Encourage housing and property maintenance to maintain neighborhood integrity.</del>	<del>Institute an annual program for assessing quality and useful life of neighborhood amenities, and allocate funds for replacement, additions, or remodels as needed.</del>	<del>Capital Improvements</del> <u>(change also the entry on pg. 9.26)</u>
Provide pedestrian connections within the neighborhoods.	Develop neighborhood pedestrian connections through a trail system. Acquire/secure land needed for initial paths of trail system. Utilize existing bayous and conveyance channels to help expand the trail system <u>if necessary</u> .	Capital Improvements <u>(change also the entry on pg. 9.16)</u>
Create a consistent, identifiable signage design throughout the city.	Conduct a wayfinding signage master plan to explore potential thematic signs unique to the City to include street signs, directional, and facility signs.	Plan/Study
		Page 9.7

**Comment [MC1]:** I don't recall the "if necessary" part

<b>Priority Recommendations</b>		
<b>STRATEGY</b>	<b>DESCRIPTION</b>	<b>RECOMMENDTION TYPE</b>
Update existing parks and open spaces.	Update City’s pool facility with new equipment, slides, a potential splash pad, and buildings.	Capital Improvements
<del>Develop strategic partnerships among schools, community groups, businesses, and individuals in order to maximize resources and opportunities.</del>	<del>Identify potential corporate sponsorships to provide additional recreational opportunities.</del>	<del>Coordination/Partnerships (change also the entry on pg. 9.22)</del>
<del>Encourage programs and events that engage the community.</del>	<del>Continue to target park grants funding sources.</del>	<del>Coordination/Partnerships (change also the entry on pg. 9.23)</del>
Market Jersey Village to targeted businesses.	<del>Expand marketing of the golf course for tournaments and other special events.</del> Develop and implement an expanded Marketing Plan for the Jersey Meadows Golf Course.	Administrative (change also the entry on pg. 9.20)
Analyze annexation options for the ETJ property.	Conduct a full cost of service and revenue generation analysis for annexation of the extraterritorial jurisdiction (ETJ).	Plan/Study
Encourage development and investment in the Jersey Crossing district, and surrounding areas.	Consider mixed use development, combining residential and nonresidential uses, <del>based principally on 1) how the various types of land uses relate to one another within the development, and 2) how the overall development relates to the existing land uses surrounding it.</del>	Policy/Ordinance (change also the entry on pg. 9.13)
Increase access to ono-motorized transportation options to promote healthy living.	Prioritize sidewalk improvement areas based upon propensity to generate pedestrian traffic, with safe routes to schools and safe routes to transit of highest priority. <del>Solicit available funding for these types of pedestrian mobility accommodations.</del>	Capital Improvements and Coordination/Partnerships (change also the entry on pg. 9.17)
Ensure that all storm runoff is handled in a safe and efficient manner, and that streets and neighborhoods are properly drained.	<del>Continue to coordinate with the flood control district to ensure potential flood risk are minimized by creating a flood reduction committee (city staff, citizens, experts) appointed by City Council to liaison with Harris County Flood Control, to advocate for the continuation and completion of flood reduction projects that benefit the City. The City’s Mayor will continue to coordinate meetings with Harris County Flood Control District.</del>	<del>Coordination/Partnerships (change also the entry on pg. 9.14)</del>
		Page 9.8

**Comment [MC2]:** Singular – Jersey Meadow

**Comment [MC3]:** They were kind of vague on this one. I don’t think they settled on any language. Maybe we work on this.

	<b>Priority Recommendations</b>		
<b>STRATEGY</b>	<b>DESCRIPTION</b>	<b>RECOMMENDATION TYPE</b>	
Ensure that all utilities serving city residents are of the same high standards.	<del>Ensure all new development is served by city utilities or by utilities with equivalent levels of service. This will</del> Ensure a fire service rating equivalent to the city's <u>current rating is maintained.</u>	Capital Improvements (change also the entry on pg. 9.15)	
Maintain, replace, or improve the quality of city-owned structures.	Conduct a comprehensive study to evaluate, upgrade or replace all city facilities where employees work, with an emphasis on city hall, to bring them to a standard of quality that is appropriate for the community.	Plan/Study and Capital Improvements	
Provide the necessary and appropriate technology, buildings, equipment and people for delivery of quality services now and in the future.	Develop a long-term maintenance program to ensure adequate maintenance of existing and proposed facilities.	Program Development	
Encourage housing and property maintenance to maintain neighborhood integrity.	Educate citizens on code enforcement requirements. Communicate status reporting of violations and corrections to the community. Information shared could be related to general types of violations, clearance rates, average time to contact, etc.	Community Outreach	
			Page 9.9