

MINUTES OF THE SPECIAL SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JULY 16, 2019 AT 6:00 P.M. IN THE CIVIC CENTER, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor Mitcham at 6:35 p.m. with the following present:

Mayor, Andrew Mitcham

City Manager, Austin Bless

Council Member, Drew Wasson

City Secretary, Lorri Coody

Council Member, Greg Holden

Council Member, Bobby Warren

Council Member, James Singleton

Council Member, Gary Wubbenhorst

Staff in attendance: Eric Foerster, Chief of Police; Mark Bitz, Fire Chief; Isabel Kato, Finance Director; Jason Alfaro, Director of Parks and Recreation; Bob Blevins, IT Director; and Trelena Collins, HR Manager.

B. Receive Presentation from Collaborate Architects LLC pertaining to the design of the new City Hall to be located in Village Center.

Dwayne Mollard, Caveh Masum, and Lindsay Doty with Collaborate Architects gave a presentation on the design of the New City Hall to be located in Village Center. It is planned that the final design will be completed by August 2 and the construction documents will be ready by the end of September 2019.

The presentation included a review of the following:

1. Site plan of Village Center and the location of the City Hall within that plan;
2. Site plan of the City Hall Building
3. Floor Plan, First Floor – Public Suites
4. Floor Plan, Second Floor – Private Suites
5. Renderings
6. Furniture Plans
7. Interior Finishes

Council engaged in discussion about the accessibility of the payment clerks. It was pointed out that there are three areas of payment windows, one each for Courts, Public Works, and Cashiers.

The square footage of the building and the cost were discussed. The building is about 34,000 square feet. Some Members of Council wanted to know if the Consultants felt comfortable with the amount currently budgeted for the project at \$8M. They explained that they have had three (3) general contracts look at initial drawings and they feel it will be close.

Council engaged in discussion about the general contractors that will be used on the project. The Consultants explained that contractors are selected according to what they do best. So there are different opportunities for different contractors.

There was discussion about the importance of good acoustics for the Council Chamber and the Lobby area. The Consultants stated that good acoustics is critical. Additionally, the IT component is important.

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The estimated seating for the Council Chamber is approximately 150. The Chamber will double as a Courtroom. The Consultants explained the work space at the back of the Chamber along with the Jury Room and how the wall between both rooms will slide in order to make one large room if needed. The space will be flexible and versatile.

City Manager Bless explained that the plan does accommodate future growth.

Council discussed the accessibility of the rest rooms from the exterior of the building. The Consultants explained that they will be situated at grade level and can be used by the public during events. Most Members liked this idea.

Discussion was had about the chairs for the Council Chamber. These are not permanent and can be stored along with any additional tables at the back of the Chamber.

Council discussed that the building must be good for at least 50 years. Most Members liked the plans/design presented. Most felt that accessibility is good with plenty of parking and it even has a Mayor's Office along with work areas to meet with the public. The design of public accessible suites on the first floor with private suites on the second is desirable.

The shape and seating of the Council dais was discussed. City Manager Bless stated that the design accommodates Council as well as Staff at one table. This setting will also provide enough room for other City Board Meetings, and provides the ability to video tape these meetings with ease.

There was concern about the cost of this building.

Council discussed the furnishings for the building. The lead time to furnish will require six (6) to eight (8) weeks. The systems being considered have movable parts, which provide flexibility for future use.

C. Consider Resolution No. 2019-47, approving amendments to the Village Center Local Government Corporation's Bylaws made by the Village Center Local Government Corporation's Board of Directors.

Austin Bless, City Manager, introduced the item. Back ground information is as follows:

The City Council of the City of Jersey Village on June 17, 2019, under Resolution 2019-39, established the Village Center Local Government Corporation, and adopted the Articles of Incorporation and the Bylaws of the Village Center Local Government Corporation.

These Bylaws provide the following in connection with Amendments: A proposal to alter, amend, or repeal these Bylaws shall be made by the affirmative vote of a majority of the full Board then appointed and serving at any annual or regular meeting, or at any special meeting if notice of the proposed amendment be contained in the notice of said special meeting. However, any proposed change or amendment to the Bylaws must be approved by the Council to be effective.

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The Village Center Local Government Corporation's Board of Directors met on July 16, 2019 to consider amendments to their Bylaws. After discussing the proposed amendments concerning clarifications to the officer terms and method of selection, the Full Board voted to approve Resolution 2019-01, amending the Bylaw for the Village Center Local Government Corporation.

This item is to consider the amendments made by the Village Center Local Government Corporation's Board of Directors to the Bylaws of the Village Center Local Government Corporation and approve Resolution No. 2019-47, in order to effectuate the amendments of the Board.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2019-47, approving amendments to the Village Center Local Government Corporation's Bylaws made by the Village Center Local Government Corporation's Board of Directors. Council Member Warren seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2019-47

A RESOLUTION OF THE JERSEY VILLAGE CITY COUNCIL FOR THE CITY OF JERSEY VILLAGE, APPROVING AMENDMENTS TO THE BYLAW FOR THE VILLAGE CENTER LOCAL GOVERNMENT CORPORATION.

- D. Consider Resolution No. 2019-48, setting the 19th day of August 2019 at 7:00 p.m. in the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas 77040 as the time, date, and place for the public hearing on the adopted 2019-2020 Crime Control and Prevention District's Budget.**

Council Member Wubbenhorst moved to approve Resolution No. 2019-48, setting the 19th day of August 2019 at 7:00 p.m. in the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas 77040 as the time, date, and place for the public hearing on the adopted 2019-2020 Crime Control and Prevention District's Budget. Council Member Singleton seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2019-48

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SETTING A DATE, TIME AND PLACE FOR A PUBLIC HEARING ON THE ADOPTED FISCAL YEAR 2019-2020 CRIME CONTROL AND PREVENTION DISTRICT BUDGET; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

E. Consider Resolution No. 2019-49, setting the 16th day of September 2019 at 7:00 p.m. in the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas 77040 as the date, time, and place for a public hearing on the proposed fiscal year 2019-2020 municipal budget.

Council Member Wasson moved to approve Resolution No. 2019-49, setting the 16th day of September 2019 at 7:00 p.m. in the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas 77040 as the date, time, and place for a public hearing on the proposed fiscal year 2019-2020 municipal budget. Council Member Warren seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2019-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SETTING A DATE, TIME AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2019-2020 MUNICIPAL BUDGET; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

F. Review and discuss the proposed fiscal year 2019-2020 municipal budget.

Before continuing with the review of the 2019-2020 proposed budget, Finance Director Isabel Kato called attention to the corrections made to the budget from last night's meeting as follows:

Additional revenue accounts:
01-10-8503 – Pool Fees \$20,000
01-10-8504 – Swim Lessons \$4,000
01-10-8505 – Pool Rentals \$4,000
01-10-8506 – Recreation Programs \$1,000
01-10-8517 – Park Rentals \$750
01-33-3002 – Wages line item correction \$24,000
Wages line item correction decrease to \$59,000

Ms. Kato reported that she had contacted the City's Financial Advisor, John Robuck, from BOSCO concerning the transfer of the \$8M for the City Hall Project from the General Fund into the CIP Fund for budget year 2019-2020. He stated that as long as we follow our accounting policies we should not have any problems with our credit ratings. According to our policy the City should maintain an unassigned fund balance in the General Fund equal to 25% or 90 days of the current year's operating requirements. Accordingly, he suggested transferring all of the

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\$8M at one time as long as the unassigned fund balance is equal or more than the 90 days requirement. The consensus of Council was to make this move.

With no further questions of Finance Director Kato, City Council continued their review of the 2019-2020 proposed budget, after a 5 minute recess as follows:

Capital Improvements Program (CIP)

Sanitary Sewer

Council discussed line 7 concerning the White Oak Bayou (WOB) Treatment Plant and why the projections only cover five (5) years as opposed to ten (10). City Manager Bless explained that the WOB CIP plan is only five (5) years. Thus years 2024 to 2029 on our plan are blank.

Water

Council discussed the water towers and how they are filled. City Manager Bless explained that the towers are filled by the City of Houston water. The water is circulated and used from these towers. Well water is only used for the Golf Course and in cases of emergency.

Streets and Drainage

Council discussed the Golf Course Berm and Wall Street Projects. City Manager Bless reported that the design is 100% complete. It has been submitted to FEMA to see if we can get funding. This led to discussion about the FEMA grants and the timelines for receiving funding.

The E127 improvements were discussed. This project is a 50/50 share with Harris County, Texas. Council also discussed the E-100 project. The design is 100% complete. Construction should begin early next year.

The trails for the E127 improvements were discussed. Connectivity is expected along Rio Grande to Village Center along the E127.

Elevation Buyouts were discussed. City Manager Bless reported that one (1) developer is interested in the project. However, he wants to build single family custom homes. Ten (10) residents are interested in the program. The City has received no response from the other 19 residents. City Manager Bless pointed out that back in May the plan for this project was to have as many residents interested as possible; however, with going the single family home route, it is no longer necessary to have all residents on board with the project. Some Members felt it is a good idea to move forward with the ten (10) residents interested as it may spur others to join as the project moves forward. City Manager Bless reported that given the Developer's price point to purchase and demo existing homes, the City may have to contribute \$50K per home, but the new homes will sell for more than \$750K. There was limited discussion on where to draw the line on what areas of the City would be permitted to join the program. Most felt that the area designated for this project should be addressed first. It was the consensus to move forward with the ten (10) homes first.

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General Community Improvements

It was the consensus of Council to transfer \$8M from the General Fund into the CIP Fund for year 2019-2020.

Some Members inquired about the Basket Ball Hoops at Clark Henry Park. These were removed years ago because of trouble from individuals using the facility. Parks and Recreation Director Alfaro told the Council that he does not anticipate any issues. The new goals will be new and improved.

The need for Wi-Fi at the pool was discussed. Mr. Alfaro explained that it is needed in order to accept electronic payments. The Wi-Fi will basically serve as an interface with INCODE. Alternate solutions were discussed.

The shade structures for two playscapes were discussed. They are currently set for years four (4) and five (5) of the CIP. One of the structures is for the Boat at Carol Fox Park. The other will be placed over the new playground that will be built in year two (2) at Clark Henry Park. It was the consensus to move one (1) of the shade structures for \$40K to year one (1) and the other to year two (2) to be installed with the improvements to the playground at Clark Henry Park.

In completing the CIP, Council engaged in discussion about the next steps in the budget process. City Manager Bless explained that Staff will plug in all the numbers discussed and distribute the final proposed budget.

Council engaged in discussion about salaries/compensation. At the May budget meeting, Council had expressed concern about the staff salaries and asked to look at doing better than average. City Manager Bless explained that if we were to take the average of the comparison communities used in the most recent salary study and utilize number as the starting point, it would certainly make our wages more attractive than our competition communities.

In doing so, it would require another \$107,000 from the general fund and \$89,000 from the enterprise funds for a total impact of \$196,000.

If the Council wanted to be the best when it comes to salaries, we could implement the highest salaries as our baseline. If we did that it would require \$518,000 from the general fund above what is currently factored into the budget. It would also require \$208,000 from the enterprise funds above what is currently factored into the budget. The total budgetary impact would be \$726,000.

In discussing this information, some felt a gradual process is needed, and setting salaries so that they are above average is the way to move forward. The impact would be \$196,000, which is over and above the 3% already built into the proposed budget.

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Council engaged in discussion about how the dollars over and above the 3% would be distributed among the employees. City Manager Bless pointed to the graph on page 355 of the proposed budget as example, explaining that for each position, the average salary would be determined according to the recent salary study and dollars would be allocated for each position below the average in order to bring them in line with the study.

Council discussed the methodology. Some felt that the distribution should be made by the Department Heads, awarding employees based upon many determinants. Others felt the distribution should be made according to the number of years of service.

It was the consensus of Council to move forward with the \$196,000 and let the Department Heads make decisions for distribution based upon many determinants.

In completing the discussion on salaries, Council then discussed the Supplemental Process. City Manager Bless explained that it has been the practice to bring to City Council a supplemental for any line item increase over and above \$1,000. Mr. Bless stated that with the recent changes to the purchasing policy, Staff can make purchases without approval for up to \$3,000. With this as the basis, Mr. Bless recommended that the threshold for a supplemental during the budget process should be \$3,000. The consensus of Council agreed with the \$3,000 threshold.

Council Comments

Council Member Warren: Council Member Warren stated that this is his third budget, and it gets easier with each time. He found the new format very helpful since all of the numbers are in one place, making this the best budget process yet. He congratulated Staff on the smooth rollout and felt it was a great process encouraged by planning with clear depth.

Council Member Singleton: Council Member Singleton appreciates the hard work that went into this budget process. He is happy to increase salaries. He puts emphasis for the distribution on longevity and productivity. He is happy about moving the shade structures in the parks and with the dollars that have been allocated to flood mitigation. He appreciates the “out-of-the-box” solution for Jersey Village buyouts.

Council Member Wasson: Council Member Wasson echoed the comments of Council Members Warren and Singleton. In terms of salaries, he felt some employees are underpaid and the distribution of the \$196,000 should go towards these areas. He felt the budget process went well and he appreciates the time and dedication it takes to put this information together so that Council can be fiscally responsible with tax payers’ dollars.

Council Member Holden: Council Member Holden agreed that the process this year went very smooth, and it speaks to the experience of Department Heads and the leadership of Austin Bless and his wealth of knowledge. He is pleased. He believes that the City is spending wisely and is innovative in its approach to solving problems.

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Council Member Wubbenhorst: Council Member Wubbenhorst stated that the biggest improvement is in City Staff. We have quality people working for the City. He also mentioned the upgrade to INCODE 10 and that it was very helpful during this budget process. The information provided gives support and credibility to making wise decisions. He spoke to the Golf Course Fund and how transfers work, and stated that he is extremely happy with the Golf Course operations.

Mayor Andrew Mitcham: Mayor Mitcham stated that this is his first year in the budget process as Mayor, but Staff made the process very easy. With this year, he has a total of four (4) years in budget experience. He agreed that it was much easier having the numbers and the supplementals all on one page. He believes the leadership in the City is strong. He asked that Department Heads pass along to Staff that City Council supports them. He is happy about the push for flood mitigation. He is excited to increase the salaries of Staff, and recommended that Department Heads reward those employees that execute well. Their hard work benefits the residents of Jersey Village. He thanked City Council for all that they give up to take a place on City Council and he looks forward to working with all in the future.

G. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 8:53 p.m.



Lorri Coody, City Secretary