

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON FEBRUARY 17, 2020 AT 7:00 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 7:00 p.m. with the following present:

Mayor, Andrew Mitcham	City Manager, Austin Bless
Council Member, Drew Wasson	City Secretary, Lorri Coody
Council Member, Bobby Warren	City Attorney, Justin Pruitt
Council Member, James Singleton	
Council Member, Gary Wubbenhorst	

Council Member Greg Holden was not present at this meeting.

Staff in attendance: Mark Bitz, Fire Chief; Isabel Kato, Finance Director; Kirk Riggs, Interim Chief of Police; Christian Somers, Building Official; Jason Alfaro, Director of Parks and Recreation; and Harry Ward, Director of Public Works.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. Prayer and Pledge by: Pulpit Minister, John Gooch, Jersey Village Church of Christ.

C. PRESENTATIONS

1. Presentation of Employee of the Month.

The Employee of the Month Program was developed to encourage recognition of Jersey Village employees who show exemplary individual achievement, contribution, and performance in their jobs. These individuals consistently exhibit a positive and supportive attitude and make contributions beyond the usual expectations of their employment.

City Manager Austin Bless presented the January employee of the month award to Dennis Taylor.

D. CITIZENS' COMMENTS

Any person who desires to address City Council regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and City Council Members are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments to the City Council.

Michael Stembridge, 15422 Jersey Drive, Jersey Village, Texas (713) 983-8647 – Mr. Stembridge spoke to City Council about his desire to be included in the next round of home elevations.

Mark Maloy, 7803 Hamilton Circle, Jersey Village, Texas (713) 461-1430 – Mr. Maloy spoke to City Council about spending. He told the Council that in response to comments made at last month's meeting about the Golf Course revenues, he wanted to point out that he has looked at the revenues versus expenses for the course and has found that it is currently operating at a loss of \$26,000 and that number does not take into consideration depreciation costs or the payment of loan interest. He went on to express his concern about trails being placed along White Oak Bayou

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as part of the Parks Master Plan. He does not support these trails. Mr. Maloy expressed his desire that City Council set the maximum tax exemptions for homestead and over-65 tax payers. He told Council that over the course of the last several years City Council has “stock piled” funds and is now spending the funds on projects that are not approved by the residents. He told Council of his efforts to have a petition signed in order to support his desire that projects should be approved by the voters. He closed by stating that he feels that the golf course should be converted into usable green space that will help mitigate flooding.

Scott Schubring, 15814 Tenbury, Jersey Village, Texas (713) 829-2972 – Mr. Schubring expressed his concern to City Council that the City must move forward, it cannot remain stagnant. Keeping the status quo is not good. He wants City Council to attract young families to the City. He stated that Council can do that by increasing the City’s amenities to include trails, pools, parks, event centers, and the like. Young families want good restaurants, coffee shops, craft beer establishments, yoga and cross fit businesses, and much more. He feels that Jersey Village is playing catchup when it is compared to other nearby communities. He did state that many of these communities have HOA fees that help with supporting the cost of amenities. He closed by saying that City Council and other members that serve on Boards are volunteers. They do not get paid. They should be given good feedback about the desires of the community and not verbal abuse. He agreed that there are not very many people in the community that want to step up and volunteer their service. He stated that we need to encourage more people to volunteer.

E. CITY MANAGER’S REPORT

City Manager Bless gave the following monthly report. In making the report some Council Members expressed that over the last couple of months, the Golf Course revenues have been the best that they have ever been and it is winter time. The best months have been during the summer and are still to come. It was also noted that the course is currently under maintenance and still the revenues are good. It was noted that Sales Tax Revenue is up. City Manager Bless stated that he expects the upward trend to continue, but is monitoring. Before moving on to the next item on the agenda, the Public Works Department was recognized for its work and the cost saving measures being taken by that department.

- 1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – December 2019, General Fund Budget Projections as of January 2020, and Utility Fund Budget Projections – January 2020.**
- 2. Fire Departmental Report and Communication Division’s Monthly Report**
- 3. Police Activity Report, Warrant Report, Investigations/Calls for Service Report, Staffing/Recruitment Report, and Police Open Records Requests**
- 4. Municipal Court Collection Report, Municipal Court Activity Report, Municipal Court Courtroom Activity Report, Speeding and Stop Sign Citations within Residential Areas Report, and Court Proceeds Comparison Report**
- 5. Public Works Departmental Summary and Public Works Departmental Status Report**

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6. **Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary, and Parks and Recreation Departmental Report**
7. **Report from Code Enforcement**
8. **2019 Racial Profiling Report**

F. CONSENT AGENDA

The following items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will not be separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

1. **Consider approval of the Minutes for the Regular Session Meeting held on January 20, 2020 and the Special Session Meeting held on January 30, 2020.**
2. **Consider Resolution No. 2020-10, appointing Ernesto Rios as Interim Municipal Court Clerk of the City of Jersey Village for the unexpired term that began on January 1, 2020 and will expire December 31, 2021.**

RESOLUTION NO. 2020-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING ERNESTO RIOS AS INTERIM MUNICIPAL COURT CLERK OF THE CITY OF JERSEY VILLAGE.

3. **Consider Resolution No. 2020-11, authorizing the City Manager to enter into an Interlocal Agreement with Harris County, Texas transferring the ownership of the 2017 grant funded grace accountability items known as Electronic Personal Accountability Systems (EPAS) from Harris County to the City of Jersey Village.**

RESOLUTION NO. 2020-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY, TEXAS TRANSFERRING THE OWNERSHIP OF THE 2017 GRANT FUNDED GRACE ACCOUNTABILITY ITEMS KNOWN AS ELECTRONIC PERSONAL ACCOUNTABILITY SYSTEMS (EPAS) FROM HARRIS COUNTY TO THE CITY OF JERSEY VILLAGE.

4. **Receive the progress report from the Owners of the property located at 16884 NW FWY, Jersey Village, Texas concerning the progress on the performance of the permitted work required under Ordinance 2019-11, which found the structures on the Property to be substandard and a public nuisance; ordered JERSEY VILLAGE LODGING, LLC to abate the substandard and dangerous structures on the Property within 180 days; authorized the repair or demolition of the structures on the Property if the owners fail to abate the substandard and dangerous structures; authorized a**

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lien against the Property for the costs of repair or demolition; and made other findings and provisions related thereto.

Council Member Warren moved to approve items 1 through 4 on the consent agenda. Council Member Wubbenhorst seconded the motion. The vote follows:

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

Nays: None

Abstain: Council Member Singleton for item F3 only.

The motion carried.

G. REGULAR SESSION

- 1. Consider Resolution No. 2020-12, authorizing the City Manager to enter into an agreement with Jeffery S. Ward & Associates for FMA Program Home Elevation Grant Administration & Project Management Services.**

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

Since part of the home elevation grant funds were included in the grant to pay for a third party grant administrator and final award notification on the grant is anticipated within the next few months, the City has gone out to RFQ for the grant administration.

Two qualified proposals were received, one from Jeffery S. Ward & Associates Inc. and one from IBTS.

Jason Alfaro, Mark Bitz and Austin Bless have reviewed the proposals and have ranked the proposals with the following ratings:

	Jeffery S Ward & Assoc.	IBTS
Average	92	88

Based on these rankings, Jeffery S. Ward & Associates is recommended for the work. They have clearly demonstrated their expertise and ability to manage all aspects of the grant. The duties they will be responsible for as part of the grant administration include:

General Grant Administration

- Fully administer all aspects of grant according to the contractual agreement with TWDB and the Flood Mitigation Assistance Grant Agreement with FEMA
- Report to local officials on the grant process
- Prepare required reports to the State
- Prepare requests for payment from the City to the property owners or contractor (as determined).

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- Prepare requests for reimbursement from the City to the State
- Assist the City in evaluating options for procurement of qualified contractors in accordance with 2 CFR Part 200 and State of Texas procurement standards
- Assist the City in developing an agreement between the City and the Homeowners that passes along the relevant terms of the grant. This agreement will also establish Homeowner obligations that must be followed during the elevation of their home
- Coordination of inspection, structure requirement, and bid/contract process for elevation contractor procurement
- Coordinate and facilitate meetings with Homeowners to outline the project's scope of work requirements. Work closely with the Homeowners throughout the duration of the project and respond to their questions in a timely manner
- Prepare reconciliation with State on all grant funds
- Prepare all reports and forms required for grant closeout
- Participate in any review or audit of grant by TWDB, FEMA or their assignee, and address any questions, findings, or deficiencies noted

Per Parcel Project Management Services for Elevation projects

- Meet with Homeowners to overview / explain the process and detail the owner's and elevation contractor's responsibilities
- Provide an overview of the budget the Homeowners must stay within for their individual elevation. This data will come from the grant award documents
- Manage budget to ensure that all 18 homes are completed within the available Federal funding
- Assist the City in ensuring that the elevation contract specifications meet the FEMA grant requirements
- Develop process to ensure that construction is performed in compliance with engineering specifications.
- Ensure that professional engineer reviews all construction specifications
- Solicit elevation contractors in accordance with Federal and State procurement standards
- Provide list of qualified elevation contractors and describe the process for selection, review and approval
- Ensure Homeowner selects among the qualified contractors in the manner and method prescribed and supports the selection
- Prepare and present mitigation offer. Review details of mitigation offer and have offer signed by Homeowner
- Prepare and present Homeowner/City agreement for elevation. This agreement will provide the details of the Homeowner responsibility for hiring the elevation contractor and will have language indemnifying the City and their contractors from liability associated with the physical elevation. Have Homeowner sign the agreement
- Submit owner signed agreement to City for review and signature
- Facilitate payments to contractors from the City
- Meet with each Homeowner and review and concur with Elevation Contractor. Confirm bid is within grant limits and detail any/all costs that will not be reimbursable under the grant.

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- Review work schedules and specifications to ensure that the elevation is completed in a timely manner and in compliance with the terms of the Grant. If problems are encountered, the Contractor will seek resolution from the City and the State.
- Facilitate the establishment and recordation of FEMA required post elevation deed restrictions.

Based upon the grant funding for this portion of the project and the extensive work this outside company will do, it seems like a valuable use of funds to use this company.

The City will not enter into any contract until the grant has been officially awarded. The grant amount is \$761,016 and the City's cost share is \$117,034 for a total project cost of \$878,050.

With limited discussion on the matter, Council Member Warren moved to approve Resolution No. 2020-12, authorizing the City Manager to enter into an agreement with Jeffery S. Ward & Associates for FMA Program Home Elevation Grant Administration & Project Management Services. Council Member Singleton seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2020-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR FMA PROGRAM HOME ELEVATION GRANT ADMINISTRATION & PROJECT MANAGEMENT SERVICES

2. Consider Resolution No. 2020-13, selecting contractors to complete home elevation work in relation to the FY 2018 FEMA Flood Mitigation Assistance Grant.

Austin Bless, City Manager, introduced the item. Background information is as follows: City staff has gone out for RFQ for Home Elevation Contractors to complete the work for elevating 4 homes utilizing the grant funding the City is anticipating. Responses from 4 different contractors were received.

All of the responses were judged on the following categories:

Item:	Scoring. Percentage
Qualifications of firm	35%

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Demonstrated ability to perform building elevation services as requested in the Scope of Services	40%
Ability to efficiently provide building elevation services at project sites within Jersey Village	25%
Total	100%

The team that reviewed these proposals included Mark Bitz, Christian Somers, and Harry Ward. Below is a summary of the rankings:

Company	Total	Average	Median
Arkitektura	270	90	96
Ducky Johnson	274	91	89
Excello	287	96	95
Planet Three	292	97	98

Given there are only 4 homes to be elevated in this round, two companies are sufficient to select to do the work. The top two contractors have extensive experience in elevating homes, and doing so according to the grant standards set out by FEMA and TWDB, including work for Jersey Village as part of the FY18 FMA Home Elevations.

The companies would contract directly with the homeowners to do the work, the City will not be involved with that contract. This list simply narrows down the companies that can do the work, making sure it stays a manageable project for the City.

The City will be hosting a meeting with the grant administrator, the selected contractors, and the homeowners after the final grant award to explain the process, and to allow the contractors and homeowners a chance to meet.

With limited discussion concerning the review team and the reason that only four (4) homes are included in this round of elevations is because the E127 and teardown and rebuilds are also a part of the grant application, Council Member Wubbenhorst moved to approve Resolution No. 2020-13, selecting contractors to complete home elevation work in relation to the FY 2018 FEMA Flood Mitigation Assistance Grant. Council Member Wasson seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2020-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SELECTING CONTRACTORS TO COMPLETE HOME ELEVATION WORK

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IN RELATION TO THE FY2018 FEMA FLOOD MITIGATION ASSISTANCE GRANT.

3. Consider Resolution No. 2020-14, authorizing the City Manager to execute a contract with Burditt Consultants, LLC for a Parks Master Plan.

Jason Alfaro, Director of Parks and Recreation, introduced the item. Background information is as follows:

City Council allocated \$70,000 this fiscal year to complete a parks master plan to guide the department for the next eight to ten years. On January 20, 2020 City Council approved Resolution 2020-07, authorizing the City Manager to negotiate a contract with Burditt Land | Place to gather information and create the city's parks master plan.

The contract outlines the amount and type of meetings that will take place in order to gather community input. The team will conduct the following stakeholder engagements:

1. Conduct one (1) Public Workshop.
2. Host a booth at one (1) City-sponsored event such as Spring Fling, Farmer's Market, etc. to gather input from residents attending the event.
3. Attend (4) City Staff/Official Meetings. This may include Parks Board, City Council, or other parties as directed by the City Project Manager.
4. Host one (1) Open House event to present draft recommendations.

Involving the public early in the process will allow the consultants to gather the needs and wants of the community so they can incorporate that information into the plan. The recreation and events committee will act as the steering committee during this process and citizen comment and engagement will be encouraged. This would allow for community input throughout the entire process. The project would take roughly 6 months to complete if work commenced in March, pending the approval of the contract execution. A few key elements that will emerge from this plan will be recommended improvements to the parks, programming changes, opportunities for expanded quality of life programs, partnership opportunities, recommendations to ordinances and policies, and parks conceptual renderings.

City staff recommended that City Council authorize the City Manager to execute a contract with Burditt Land | Place to create a Parks Master Plan for the City of Jersey Village's Parks and Recreation Department.

Council engaged in discussion about the contract agreement. Some felt that it might be helpful to include the Comprehensive Plan Update Committee during the Parks Master Plan process. It was noted that the Parks Master Plan will be more in depth in terms of parks and resident input is important.

With no further discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2020-14, authorizing the City Manager to execute a contract with Burditt

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Consultants, LLC for a Parks Master Plan. Council Member Wasson seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2020-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH BURDITT CONSULTANTS, LLC FOR A PARKS MASTER PLAN.

H. MAYOR AND COUNCIL COMMENTS

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make a reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutory recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality;
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

Council Member Warren: Council Member Warren thanked everyone for coming to the meeting. He encouraged all to stay engaged and be sure to email with any questions.

Council Member Wasson: Council Member Wasson stated that he recently attended the Jersey Village Senior Outreach Annual Meeting. He stated that this is a great organization. They have accomplished so much in just two (2) years. In closing, he encouraged everyone to get out and vote in the Primary Election. Early voting begins on February 18.

Council Member Singleton: Council Member Singleton congratulated Chief Riggs on taking the Chief position for the Police Department effective March 1. He also stated that the Jersey Village Senior Outreach is run by a group of neighbors/volunteers who have devoted themselves to this cause. It is manned by many of the same peopled that you see volunteering for other organizations. He encouraged more people to volunteer their time to help others.

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Council Member Wubbenhorst: Council Member Wubbenhorst also recognized Chief Riggs. He encouraged people to volunteer and thanked everyone for coming to the meeting.

Mayor Mitcham: Mayor Mitcham welcomed Chief Riggs and he thanked everyone for coming and for their comments. He thanked all of those who volunteer their time to various organizations. He told everyone that we are looking for help with the Parks Master Plan and we are looking for residents interested in serving on the Comprehensive Plan Update Committee. Please volunteer.

I. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 7:36 p.m.



Lorri Coody, City Secretary