

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JULY 20, 2020 AT 6:00 P.M. PURSUANT TO SECTION 418.016 OF THE TEXAS GOVERNMENT CODE.

Pursuant to Section 418.016 of the Texas Government Code, on March 16, 2020, the Governor of the State of Texas granted the Office of the Attorney General's request for the temporary suspension of certain provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people, as a precautionary measure to contain the spread of novel coronavirus COVID-19.

Accordingly, the public was not allowed to be physically present at this Regular Session of the City Council of the City of Jersey Village, Texas, but the meeting was available to members of the public and allowed for two-way communications for those desiring to participate via telephone with the following toll-free number: **346-248-7799 along with Webinar ID: 926 4226 6695**. Those not participating via telephone were encouraged to view the live broadcast of the meeting on YouTube at <https://www.jerseyvillagetx.com/page/city.livestream>. The agenda follows:

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor Mitcham at 6:01 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	City Attorney, Justin Pruitt
Council Member, Bobby Warren	
Council Member, James Singleton	
Council Member, Gary Wubbenhorst	

Staff in attendance: Mark Bitz, Fire Chief; Kirk Riggs, Chief of Police; Isabel Kato, Finance Director; Harry Ward, Director of Public Works; and Bob Blevins, IT Director.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. Prayer and Pledge by: Bobby Warren, Mayor Pro tem

C. 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.

There were no citizens' comments.

D. PUBLIC HEARING

1. **Conduct a public hearing on amendments to the land use assumptions and a capital improvements plan and the imposition of an impact fee.**

Mayor Mitcham opened the public hearing at 6:04 p.m. in order to consider the amendment of land use assumptions and a capital improvements plan and the imposition of an impact fee, and to give any member of the public the right to appear at the hearing

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and present evidence for or against the update.

Mayor Mitcham called upon Consultants from Jones | Carter to summarize the subject of this public hearing. The presentation included information on the following:

- Agenda for Public Hearing Presentation
- System Overview Map depicting Water and Wastewater Facilities
- Future Land Use Plan
- Water Capital Improvements Plan
- Wastewater Capital Improvements Plan
- Maximum Assessable Impact Fees

With no one signing up to speak on the amendments to the land use assumptions and a capital improvements plan and the imposition of an impact fee, Mayor Mitcham closed the public hearing at 6:24 p.m. and called the next item on the agenda.

E. CITY MANAGER'S REPORT

City Manager Bless gave the following Monthly Report. Additionally, City Manager Bless gave an update on the Wall Street/Berm Project and FEMA grant and CDBG grant progress. There was also discussion that work would start quickly after grant approval and will take about one year to construct. There were also updates about the Golf Course revenue. Harry Ward gave an update about his meeting with Harris County and the High Speed Rail Project.

- 1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report - May 2020, General Fund Budget Projections as of June 2020, Utility Fund Budget Projections – June 2020, and Quarterly Investment Report – June 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**
- 6. Golf Course Monthly Report, Golf Course Financial Statement Report, and Golf Course Budget Summary.**

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.

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1. **Consider approval of the Minutes for the Regular Session Meeting held on June 15, 2020.**
2. **Consider Ordinance No. 2020-16, continuing a Mayoral Declaration of Local Disaster due to public health emergency; waiving certain fees during the public health emergency; suspending the disconnection of water services during the public health emergency; providing restrictions on community gatherings; accounting for any potential conflict of laws; providing for a fine in an amount not to exceed five hundred dollars (\$500) for each offense; providing for severability; and providing an effective date.**

ORDINANCE NO. 2020-16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, CONTINUING A MAYORAL DECLARATION OF LOCAL DISASTER DUE TO PUBLIC HEALTH EMERGENCY; WAIVING CERTAIN FEES DURING THE PUBLIC HEALTH EMERGENCY; SUSPENDING THE DISCONNECTION OF WATER SERVICES DURING THE PUBLIC HEALTH EMERGENCY; PROVIDING RESTRICTIONS ON COMMUNITY GATHERINGS; ACCOUNTING FOR ANY POTENTIAL CONFLICT OF LAWS; PROVIDING FOR A FINE IN AN AMOUNT NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500) FOR EACH OFFENSE; PROVIDING FOR SEVERABILITY; AND, PROVIDING AN EFFECTIVE DATE.

3. **Consider Resolution No. 2020-28, accepting all of Volume 1 and the City of Jersey Village's portion of Volume 2 of the Harris County Multi-Hazard Mitigation Action Plan.**

RESOLUTION NO. 2020-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ACCEPTING ALL OF VOLUME 1 AND THE CITY OF JERSEY VILLAGE'S PORTION OF VOLUME 2 OF THE HARRIS COUNTY MULTI-HAZARD MITIGATION ACTION PLAN.

4. **Consider Resolution No. 2020-29, approving the 2020 Flood Insurance Assessment Report.**

RESOLUTION NO. 2020-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE 2020 FLOOD INSURANCE ASSESSMENT.

5. **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 Wubbenhorst moved to approve items 1 through 5 on the consent agenda. Council Member Holden seconded the motion. The vote follows:

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

Nays: None

The motion carried.

G. REGULAR SESSION

- 1. Consider Ordinance No. 2020-17, adopting updated land use assumptions, a capital improvements plan, and impact fees for water and wastewater facilities in accordance with Chapter 395 of the Texas Local Government Code; making certain findings related to the subject; and providing for severability.**

Harry Ward, Public Works Director, introduced the item. Background information is as follows: Jones | Carter has conducted a study concerning amendments to the City's land use assumptions, capital improvements plan and impact fees.

Amendments to the City's land use assumptions, capital improvements plan and impact fees is a seven (7) step process involving the following steps:

- Step 1 -** Identify Service Areas
- Step 2 -** Develop Land Use Assumptions
- Step 3 -** Develop Capital Improvements Plan
- Step 4 -** Impact Fee Calculations & Report Preparation
- Step 5 -** CIAC Presentations
- Step 6 -** Public Hearings & Council Approval
- Step 7 -** Adopt Impact Fee Ordinance

Earlier on this evenings agenda, City Council completed Step 6 by conducting the public hearing, the purpose of which was to consider the amendment of land use assumptions and a capital improvements plan and the imposition of an impact fee, and to give any member of the public the right to appear at the hearing and present evidence for or against the update.

This item is to consider the Ordinance that will adopt updated Land Use Assumptions, a Capital Improvements Plan, and Impact Fees for water and wastewater facilities in accordance with Chapter 395 of the Texas Local Government Code; making certain findings related to the subject; and providing for severability.

Council asked the Consultants about the amount that is charged for the new connections and how this number is calculated. Consultant Alan Moon explained how the numbers are

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calculated concerning the amount of water that passes through a meter. The fee is charged up front. There was discussion about this calculation.

There was also discussion about the fee for larger meters. There was concern about how these higher fees will impact new business. Some wondered how these fees on the higher end compare to what other cities are charging. The consultant stated that all impact fees are escalated in the same manner, so the comparisons given in the report were for the smallest meters. Some members felt that, in the future, the comparison with other cities needs provide information for all meters and should possibly include Municipal Utility Districts' rates.

With no further discussion on the matter, Council Member Wubbenhorst moved to approve improvements plan, and impact fees for water and wastewater facilities in accordance with Chapter 395 of the Texas Local Government Code; making certain findings related to the subject; and providing for severability. Council Member Wasson seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2020-17

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, ADOPTING UPDATED LAND USE ASSUMPTIONS, A CAPITAL IMPROVEMENTS PLAN, AND IMPACT FEES FOR WATER AND WASTEWATER FACILITIES IN ACCORDANCE WITH CHAPTER 395 OF THE TEXAS LOCAL GOVERNMENT CODE; MAKING CERTAIN FINDINGS RELATED TO THE SUBJECT; AND PROVIDING FOR SEVERABILITY.

2. Consider Resolution No. 2020-30, appointing members to the 2020 Charter Review Commission.

Lorri Coody, City Secretary, introduced the item. Background information is as follows: Section 9.14 of the city's Home Rule Charter calls for the appointment of a Charter Review Commission every four years, beginning in July 1996. The last Charter Review Commission was appointed by Council in September of 2016. Council must appoint a Commission for 2020.

To comply with this provision, Council must appoint a Charter Review Commission to review the City Charter for possible amendments. The Charter Review Commission must consist of seven (7) members and three (3) alternate members. In the past, in lieu of the Council liaison, Council has appointed Council Members to serve as alternate members on the Commission. The term of service of the Charter Review Commission is to be six months. This can be extended by Council.

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In order to prepare for this item the following actions were taken to inform residents about the Charter Review process and extend invitation for consideration of applications:

1. A notice was placed in the June and July 2020 JV Star;
2. A notice was placed on the City's website; and
3. Notices were posted to the City's Facebook page.

The applications of those qualified candidates who have expressed interest in serving on this Commission were included in the meeting packet for Council's review. Council will need to appoint 7 regular members and 3 alternate member.

Council engaged in discussion about the appointments. Council Member Singleton suggested the following slate as Regular Members:

Ashley Brown
Erik Robertson
Rick Faircloth
Sheri Sheppard
V. Kay Vaccaro
Annabelle Silva
Denise Reaneau

There was discussion about perhaps adding Karie Lawrence on this Commission as a Regular Member. There was also discussion about who should serve on this Commission.

It was consensus that the slate of seven regular members should be:

Ashley Brown
Erik Robertson
Karie Lawrence
Sheri Sheppard
V. Kay Vaccaro
Annabelle Silva
Denise Reaneau;

and the slate of Alternates should be:

Rick Faircloth – A1
John Kenna – A2
Sonja Tijerina – A3

With no further discussion on the matter, Council Member Singleton moved to approve Resolution No. 2020-30, appointing members to the 2020 Charter Review Commission as discussed. Council Member Warren seconded the motion. The vote follows:

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

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Nays: None

The motion carried.

RESOLUTION NO. 2020-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING MEMBERS TO THE 2016 CHARTER REVIEW COMMISSION.

3. Consider Resolution No. 2020-31, appointing an Alternate Committee Member to the 2020 Comprehensive Plan Update Committee and re-establishing the position number of the three (3) Alternates serving on this Committee.

Lorri Coody, City Secretary, introduced the item. Background information is as follows: A provision in the Comprehensive Plan requires that City Council appoint a Comprehensive Planning Update Committee at least every four years with the first Committee appointments to be no later than July 2020. Appointed members shall serve a six (6) month term, unless extended by City Council.

Council made the first appointments to the 2020 Comprehensive Plan Update Committee (CPUC) on May 11, 2020 for the term ending November 11, 2020. Since then, effective May 26, 2020, Frank Maher, who was to serve in position A1 for this Committee, tendered his resignation. Accordingly, on June 15, 2020, City Council appointed Karie Lawrence to fill the vacant A1 position. However, on June 16, 2020, she tendered her resignation, leaving the A1 position vacant.

The current membership of the CPUC is as follows:

	Alternate Designation
1. Debra Mergel	_____
2. Jennifer McCrae	_____
3. Courtney Standlee	_____
4. Ashley Hart	_____
5. Brittany Davies	_____
6. Peter Jessup	_____
7. Amy M. Weyer	_____
8. Vacant	A1
9. Judy Tidwell	A2
10. Gabriella Cole	A3

This item is to fill the vacant alternate position and re-establish the position number of the three (3) Alternates serving on this Committee.

The applications of those qualified candidates who have expressed interest in serving on this Committee were included in the meeting packet for Council’s review.

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Council engaged in discussion about this appointment. Council Member Singleton suggested Anthony Martin as A3, with Judy Tidwell as A1, and Gabriella Cole as A2.

With no further discussion on the matter, Council Member Singleton moved to approve Resolution No. 2020-31, appointing an Alternate Committee Member to the 2020 Comprehensive Plan Update Committee and re-establishing the position number of the three (3) Alternates serving on this Committee as discussed. Council Member Wubbenhorst seconded the motion. The vote follows:

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

Nays: None

Abstain: Council Member Warren

The motion carried.

RESOLUTION NO. 2020-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING AN ALTERNATE COMMITTEE MEMBER TO THE 2020 COMPREHENSIVE PLAN UPDATE COMMITTEE AND RE-ESTABLISHING THE POSITION NUMBER OF THE THREE (3) ALTERNATES SERVING ON THIS COMMITTEE.

4. Consider Resolution No. 2020-32, authorizing action for the 2020-2021 Health Insurance Plan Year by renewing health insurance plans with Texas Municipal League Intergovernmental Employee Benefits Pool.

Austin Bless, City Manager, introduced the item. Background information is as follows: We recently received our 2020-2021 health insurance rerate quote. Our rerate came in with a 7% increase in our current rates, without any changes to our current plan.

The City has been with TML Health since 2009. Since that time our rates, including this 7% increase, have gone up by 36%, which is an average of 2.7% annually. This year we have had some high claims that are impacting our renewal rates.

TML Health is also looking at doing rebates to member entities, because as a whole they are doing very well. For the current fiscal year the city received a premium credit of \$25,614. For the upcoming fiscal year we will receive a renewal credit of \$1,856 per month or \$22,268 for the year. That effectively brings our increase down to approximately 4.8%.

Staff is recommending renewing health insurance plans with Texas Municipal League Intergovernmental Employee Benefits Pool with the current plans.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2020-32, authorizing action for the 2020-2021 Health Insurance Plan Year by renewing health insurance plans with Texas Municipal League Intergovernmental

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Employee Benefits Pool. 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. 2020-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING ACTION FOR THE 2020-2021 HEALTH INSURANCE PLAN YEAR BY RENEWING HEALTH INSURANCE PLANS WITH TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL.

5. Consider Resolution No. 2020-33, authorizing the City Manager to enter into a contract for CDBG-MIT Grant Application and Administration with Project Management.

Austin Bless, City Manager, introduced the item. He explained that recently the Texas General Land Office announced \$6.875 billion in grants in response to disasters in 2015, 2016, and 2017. This Community Development Block Grant – Mitigation (CDBG-MIT) funding is a unique opportunity for Jersey Village to seek grant assistance for projects.

To assist the city in applying for the grant and in administering a grant award, if one is received, City staff has done an RFQ for Grant Administrators. We received 4 responses from firms. Each response was graded against a standard matrix. Public Management received the most points.

Public Management also is handling the grant administration work for the CDBG-DR grant for the Berm/Wall Street. Their assistance in navigating the requirements for that have been extremely helpful.

We are anticipating applying for funds to do infrastructure projects in the ETJ, but that could change if other needs are identified that would be a better fit for the grant. The grant requires a 1% match from the city if we are awarded it. An agenda item requesting approval to apply for the grant would come to the Council at a later point. Applications are due in October.

The various services to be provided by Public Management were included in the meeting packet.

With limited discussion on fees and the other submissions received, Council Member Singleton moved to approve Resolution No. 2020-33, authorizing the City Manager to enter into a contract for CDBG-MIT Grant Application and Administration with Project Management. Council Member Wubbenhorst seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2020-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR CDBG-MIT GRANT APPLICATION AND ADMINISTRATION WITH PROJECT MANAGEMENT.

6. Consider Resolution No. 2020-34, authorizing the City Manager to enter into a contract for CDBG-MIT Grant Engineer/Architectural/Surveying Services with Huitt-Zollars, Inc.

Austin Bless, City Manager, introduced the item. Background information is as follows: Recently the Texas General Land Office announced \$6.875 billion in grants in response to disasters in 2015, 2016, and 2017. This Community Development Block Grant – Mitigation (CDBG-MIT) funding is a unique opportunity for Jersey Village to seek grant assistance for projects.

To assist the city in applying for the grant and providing the engineering/architectural/surveying services required if one is received, City staff has done an RFQ for these services to meet the requirements for 2 CFR 200. We received 8 responses from firms. Each response was graded against a standard matrix. Huitt-Zollars is the engineering firm that received the most points.

They have a lot of great experience in doing similar projects that involved grant projects, especially in our area. The experience of their staff and the recommendations we received also played into their ranking.

The duties they will provide for the city include:

Pre-Funding Services

Engineering/architectural/surveying firm will develop project scope, budget, project map(s), as well as define proposed project service/impact areas. The provider will work with the local government and Administrator, if applicable, to provide concise information needed for the submission of one or more complete disaster recovery/mitigation funding applications and related documents. The required information shall be submitted in a format to be described by the GLO.

Post-Funding Services

Engineering/architectural/surveying will manage and implement complete infrastructure, utilities, and eligible projects approved for disaster recovery/mitigation funding. The

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selected engineering/architectural/surveying firm must follow all requirement of the HUD CDBG-MIT program as administered by GLO.

- Initial Engineering and Design Support
- Engineering and Final Design Support
- Contract Procurement (Bid and Award) Support
- Contract Management and Construction Oversight
- Specialized Services

There was discussion about the fee schedule in the contract being blank. Because there was concern about these blanks, it was the consensus of Council that this item should be reset for consideration at the August 17, 2020 City Council Meeting.

Accordingly, the Resolution failed for lack of a motion.

RESOLUTION NO. 2020-34 – FAILED – NO MOTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR CDBG-MIT GRANT ENGINEER/ARCHITECTURAL/SURVEYING SERVICES WITH HUITT-ZOLLARS, INC.

7. Discuss and take appropriate action regarding recent emails and public comments regarding sidewalks and parking as they relate to Section 14-88(a)(2) of the Code of Ordinances.

Greg Holden, Council Member, introduced the item. He stated that this item is to speak about this issue so the residents know they are not being ignored. He would like to discuss the regulations for parking over sidewalks.

City Attorney Pruitt explained our Code in connection with State law. He stated that State law will typically refer to City Code in terms of parking. He suggests that if we are having problems with interpretation we can make our Code more clear and make updates to the Code for street parking. Additionally, there could be permitting for parking on the streets in certain neighborhoods.

There was discussion that for many homes in Jersey Village, when parking just one vehicle in the drive way it obstructs the sidewalk.

The Mayor asked each Council Member to give input:

Council Member Singleton stated that the intent of our Code is not clear. However, the State Transportation Code states clearly that you cannot block a sidewalk with your car. As far as enforcement, it seems that the City is enforcing on a complaint basis. He believes we should be enforcing our ordinances and not waiting for a complaint to be made.

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There was also discussion about the definition of a sidewalk as well as what other cities have for their codes concerning parking in driveways and sidewalks.

The problem in Jersey Village is that these homes can only park one car in their drive and it is blocking the sidewalk. City Attorney Pruitt stated that it seems that these homes may be violating setback requirements. There was also concern that if some of these residents park on the street, there may be a problem with parking too close to a stop sign or a crosswalk.

Some members felt that if State law states you cannot block the sidewalk with your vehicle, then we should be enforcing this law. Blocking sidewalks is a safety issue. Some suggested that these homes can park their vehicles in their garages.

The problem affects some 70 homes, so some members wanted to know what the options are for updating our Code. It was also pointed out that the lack of enforcement has gone on for quite some time and has added to confusion and frustration. Educating our residents on the law is important. Most members felt that we need to enforce the law. Most members did not favor the complaint as an enforcement mechanism.

As far as our ordinances, in moving forward, it was the consensus of Council that staff will prepare educational materials about enforcing State law and blocking sidewalks as well as the rules for parking vehicles on streets. Staff should also identify the problem areas and make suggestions for a parking permitting program. Council will revisit the issue if needed.

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 salutary 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 salutary 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.

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Council Member Warren: Council Member Warren wants everyone to stay safe with COVID-19. The numbers seem to be flattening, but do not let down your guard. Wash your hands, wear your mask and stay safe.

Council Member Wubbenhorst: Council Member Wubbenhorst stated that he has been to several Emergency Rooms, and they look like a war zone because of COVID. Nonetheless, healthcare workers take precautions to protect themselves from getting sick. We must follow the CDC guidelines. Masks really help. It is a small thing to ask to prevent the spread of this disease.

Council Member Holden: Council Member Holden had no comments.

Council Member Singleton: Council Member Singleton cautioned everyone that the virus is real, but those cities with a high death rate have overloaded their medical system. In the Houston area we have a great health care system. We need to protect our system and prevent deaths.

Council Member Wasson: Council Member Wasson wants everyone to wear masks, be respectful, and keep safe. He also mentioned that there are some weather systems in the gulf, so please keep informed and be aware of these storms.

Mayor Mitcham: Mayor Mitcham stated it is interesting to see how Texas has responded to this latest spike in COVID, but our focus is on Jersey Village. Our numbers are relatively low. Staff has made difficult decisions in opening our parks and pool. He thanked staff for making good decisions on these openings. He stated that he has seen many getting out in the neighborhood and walking. This is good to see. He looks forward to a vaccine and for Council to meet again in person. He pointed out that Jersey Village is doing well during this COVID experience, and he credits our good position to the actions of Staff as well as past and present Council leadership. He encouraged all to follow the CDC guidelines and to be kind.

Mayor Mitcham recessed the meeting for 10 minutes at 7:57 PM. He reconvened the meeting at 8:11 PM.

I. BUDGET WORK SESSION AGENDA

Review and discuss the proposed fiscal year 2020-2021 municipal budget.

Austin Bleess, City Manager, introduced the 2020-2021 budget work session stating that this budget represents many hours of work by Staff in coming up with a reasonable budget that continues funding the priorities of the community.

Overall the city looks to be in good shape. Even as we grapple with a pandemic and economic uncertainty, our budget funds our priorities. Currently we are not projecting any increase in revenue from sales tax from the current fiscal year. With the pandemic we do not know how that will impact shopping habits.

The biggest change to the budget is adding four (4) new full time fire fighter positions. We have not heard if we will receive the grant that we applied for to fund these positions. The grant funding

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will certainly ease the financial burden for the first three (3) years. But whether or not we get the grant the discussion on adding more full time positions is needed.

A few things in the budget report look slightly different than previous years. The CCPD Fund is being presented the same way we present the rest of the budget, rather than maintaining separate documents or spreadsheets. Also the salary projections are now being done using INCODE10 and the Position Based Budgeting module. Both of these changes saved several hours of staff time in preparing the budget. A 3% increase was factored in across the board.

Another change is the proposal to separate out Parks and Recreation into two separate departments for the budget. This will allow for easier tracking of expenses in the department and for each individual budget area.

Staff has kept budget requests down this year and there are less than 30 supplementals for review. While our overall fund balance dipped last year that is due to the purchase of the land on the south side of US HWY 290. Once we sell that property those funds will go back into the fund balance. Overall Jersey Village remains on solid financial footing and will remain that way for the foreseeable future.

City Manager Bless walked the Council through the proposed budget beginning with a review of projected revenues. Council discussed the various areas presented where adjustments have been made. It was suggested that the line item for political sign permits should be eliminated. Total revenues are estimated at \$17.2 million.

City Manager Bless then moved on to explain the various expenses, department by department. Following are the various discussions had by the Council concerning these expenses.

Department 11 - Administration

There was discussion about the increase in election costs. City Secretary Coody explained the costs as it relates to conducting three (3) elections – one (1) general and two (2) special elections. The general election is for council positions. The special elections are for charter amendments and sales tax allocations.

There was discussion about the projections for the golf course inter-fund activity.

Department 13 – Information Technology

There was discussion about the request for permitting software. Director Ward explained that this system will replace the manual system and it is currently being vetted by Staff. Before a recommendation will be brought to City Council, Staff wants to see this software in action. Once that happens, Staff will bring City Council up to date on the purchase.

Department 15 – Accounting Services

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There was discussion about the increase of health insurance and the credits that were being issued. City Manager Bless stated that the credits are not included in the budget since these credits are not guaranteed.

Council also discussed why some department salary line items are larger than 3%. City Manager Bless explained why this is happening. Council asked for Staff to prepare an example of how these numbers are calculated in order to better understand the process.

Department 19 – Municipal Court

Discussion was had about any savings realized as a result of implementing INCODE10. City Manager Bless explained how ICODE10 has helped. He stated that we are only one (1) year into using INCODE10 and he feels that more benefits are realized as we move forward. Savings can especially be seen in the Parks and Recreation Department.

Council mentioned that the interface for the checkbook on the City website is so much more advanced than what we had in the past. It was also mentioned that while savings may not be seen in terms of salaries, there are increased results in terms of efficiency and what can be accomplished with the new software.

Department 21 – Police

The step expense was discussed. City Manager Bless and Chief Riggs explained how these funds are used. It was noted that this year all funds may not be used because of COVID.

Tools/Equipment increases were discussed. Some members wanted to know if there are any grant funds for this equipment. Chief Riggs stated that we do have a grant to replace the vests. There will be \$8,000 given back on that grant for the vests.

There was discussion about internal training. Some members wanted to know how internal training is being handled. Chief Riggs stated that some training is done in house but some training is also done outside. For example some required training is 40 hours (CIT Training). This type of training is difficult to get and as a result we may try to conduct this training in house and offer it to other agencies for a small fee. Chief Riggs went on to explain the other types of training that is really needed in terms of leadership and other training. He also pointed out that many training opportunities were cancelled this year due to COVID-19 and will need to be made up in the coming budget year.

The Flock Cameras were discussed. It was pointed out that these cameras are really helpful in clearing cases. Additionally, there has been positive input from the residents concerning these cameras.

The total cost for the police department was discussed. Council commended the restraint. The increase is only 2% even though additional funds are available from the CCPD fund.

Mayor Mitcham called for a short recess at 9:18 PM for 10 minutes. He reconvened the meeting at 9:28 PM.

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There was further discussion about the police budget. It was mentioned that one (1) officer was removed from the General Fund and moved to the CCPD Fund.

Department 23 – Communications

Training was discussed. Some members wanted to know how positions are covered when staff is out for training. Chief Bitz explained how he handles training and staff coverage. Council commended the Communications staff for their work.

Department 25 – Fire Department

There was discussion about the SAFER Grant. The budget presented does not include any grant funds. City Manager Bless explained the grant funding for four (4) firefighters. Chief Bitz also gave additional information about the addition of firefighters to the budget. The consensus was that the Council wants to move forward on adding the firefighters, grant or no grant. Council hopes that we can still recruit volunteers, but understands the commitment needed to be a volunteer. Council wanted to know the impact on the budget if we get the grant. City Manager Bless stated that it could be about \$486,000. The way it works, we budget for the expense and the grant reimburses. It was mentioned that the grant is only three (3) years, so after the initial three (3) years it becomes a permanent expense to be covered by the City.

Vehicle replacements were discussed. Chief Bitz stated that an ambulance needs to be replaced as well as the Chief's vehicle. Disposal of the ambulance was discussed. Chief Bitz explained that the ambulance will be used as a trade-in or it may be sold at auction depending upon where the City can get the most money.

Department 31 – Community Development

Moving the inspection position to consulting services was discussed. City Manager Bless explained that it is difficult to hire inspectors, so moving the expense to consulting makes sense.

Department 32 – Streets

City Manager Bless explained the need for increasing the overtime budget. He stated that there have been many issues wherein contractors are causing damage to City property. When this happens, City Staff has to come behind them and fix the issues. While some monies are recouped from the contractors, it still requires City Staff to work overtime to fix the problem. Harry Ward, Director of Public Works explained the issues he is encountering. He explained that he is evaluating the problems and is working on a solution that will tighten up the permitting process. Council engaged in discussion about the contractors causing the problems.

There was discussion about sidewalks and vacant lots. It was explained that sidewalks become a requirement once the property is developed. The number of lots without sidewalks was discussed. Some wanted to know the cost to put sidewalks on these vacant lots in order to address breaks in sidewalks. Director Ward estimates the cost at about \$40 to \$50 a linear foot. Some members

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wanted to see this as a project in a future budget, especially if Staff has a program to do the work in house. City Manager Bless will pull some numbers together for Council's consideration.

Department 33 – Building Maintenance

City Manager Bless explained that many of the changes in this Department are re-allocating funds so expenses are better tracked. Council discussed how capital expenditures are tracked. It was noted that there are two line items for Pest Control Services. City Manager Bless will review.

Department 38 – Recreation

City Manager Bless stated that this is a new Department to better track expenses. There will only be one Department Head for Parks and Recreation. Discussion was had concerning how his salary will be allocated. City Manager Bless stated that the salary will come out of Department 39. Council agreed that creating this new Department in the budget will be very helpful.

Department 39 – Parks

City Manager Bless explained that many of the decreases in this Department are due to moving these expenses into the newly created Recreation Department – 38. Discussion was had about the rock wall for the pool as opposed to the diving board.

That completes the general fund budget for a total of \$16.9 million. There was discussion about the total.

J. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 10:24 p.m.



Lorri Coody, City Secretary