

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – September 17, 2018

Council Member Warren: Aye
Council Member Singleton: Aye
Council Member Wubbenhorst: Aye

Mayor Ray, although present, did not vote.

The motion carried.

ORDINANCE NO. 2018-18

AN ORDINANCE APPROVING AND ADOPTING THE BUDGET OF THE CITY OF JERSEY VILLAGE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018; MAKING APPROPRIATIONS AS REFLECTED IN SAID BUDGET; MAKING CERTAIN FINDINGS AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING FOR SEVERABILITY.

4. Consider Resolution No. 2018-53, receiving the Jersey Village Tax Assessor's statutory certifications, submissions, and calculations under Section 26.04 of the Tax Code.

Isabel Kato, Finance Director, explained that Section 26.04 of the Tax Code requires that the Jersey Village Tax Assessor:

- Submit the appraisal roll showing the total appraised, assessed, and taxable values of all property and the total taxable value of new property for the City of Jersey Village;
- Certify the current year estimated collection rate and the amount of debt taxes collected in previous year in excess of the current year's anticipated amount of collections; and
- Calculate and submit the effective tax rate and rollback tax rate.

She explained that this item accomplishes these tasks.

Council Member Mitcham moved to approve Resolution No. 2018-53, receiving the Jersey Village Tax Assessor's statutory certifications, submissions, and calculations under Section 26.04 of the Tax Code. Council Member Singleton seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Singleton, and Wubbenhorst
Nays: None

The motion carried.

RESOLUTION NO. 2018-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE JERSEY VILLAGE TAX ASSESSOR'S STATUTORY

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CERTIFICATIONS, SUBMISSIONS, AND CALCULATIONS UNDER SECTION 26.04 OF THE TAX CODE.

E. PRESENTATIONS

1. Presentation of Employee of the Month.

This item was not called. Presentation for the September Employee of the Month will be awarded during the October City Council Meeting.

F. CITIZENS' COMMENTS

Citizens who have signed a card and wish to speak to the City Council 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 prevented from discussing the subject and may respond only with statements of factual information or existing policy. Citizens are limited to five (5) minutes for their comments to the City Council.

Jo Hewett, 15917 Lakeview Drive, Jersey Village, Texas (713) 806-8453 – Ms. Hewett represents Jersey Village Senior Outreach (JVSO). She gave City Council an update of the activities being conducted by this group. She explained that JVSO is a 501(c)(3) non-profit with a mission to enhance the lives of Jersey Village residents who are 55 years of age and older. The group currently has 105 members. They have social and educational programs. Some of the events/programs conducted this past year included walking club, book club, dominoes, yoga, cooking, dinner out, etc. The group also took two (2) bus trips this year. Ms. Hewett explained the basic membership. She told City Council that most of the basic members are active, but there are some who need more assistance. Accordingly, there is a need for a premium membership level. To answer this need, JVSO is implementing a premium membership pilot program. It will start small and offer eight (8) scholarships to eight (8) residents. The service will include transportation and small home repairs. If the pilot program runs well, they will launch this premium membership level with more services and assistance.

Merrilee Beazley, 14910 Lakeview Drive, Jersey Village, Texas – Ms. Beazley spoke to City Council about the land purchased recently by the City south of US Highway 290. She was not in favor of this purchase and to prove this disfavor she read a few quotes from a book she is reading. Ms. Beazley also made comments about the Mayor's Special Newsletter. She does not agree with some of the statements made by the Mayor and explained her reasoning.

Cheryl Desforges, 16309 Lakeview Drive, Jersey Village, Texas (713) 816-9202: Ms. Desforges spoke to City Council about the May 5, 2018 election process. She gave background information about her voting experience as a poll watcher. She told City Council that she has filed a complaint about the process with the Texas Secretary of State. She presented the City Secretary with a copy of this complaint. She explained to City Council the basis for her complaint.

CITY MANAGER'S REPORT

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City Manager Bless gave his monthly report as follows:

1. **Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – July 2018, General Fund Budget Projections as of August 2018, and Utility Fund Budget Projections – August 2018.**
2. **Open Records Requests – Non-Police**
3. **Fire Departmental Report and Communication Division’s Monthly Report**
4. **Police Activity Report, Warrant Report, Investigations/Calls for Service Report, Staffing/Recruitment Report, and Police Open Records Requests**
5. **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**
6. **Public Works Departmental Report and Construction and Field Projects Update**
7. **Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary; Golf Course Social Media Summary Report, and Parks and Recreation Departmental Report**
8. **Report from Code Enforcement**
9. **City Social Media Summary Report**

G. 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 August 20, 2018.**
2. **Consider Resolution No. 2018-54, reviewing and approving the investment policy and investment strategies used for city funds in compliance with the Texas Government Code.**

RESOLUTION NO. 2018-54

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS, REVIEWING AND APPROVING THE INVESTMENT POLICY AND INVESTMENT STRATEGIES USED FOR CITY FUNDS IN COMPLIANCE WITH THE TEXAS GOVERNMENT CODE.

3. **Consider Resolution No. 2018-55, appointing Humberto Ramirez as Municipal Court Clerk for the City of Jersey Village to complete the unexpired term that began on January 1, 2018 and will expire on December 31, 2019, a term that runs concurrently with that of the Municipal Court Judges.**

RESOLUTION NO. 2018-55

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING HUMBERTO RAMIREZ AS MUNICIPAL COURT CLERK FOR THE CITY OF JERSEY VILLAGE TO COMPLETE THE UNEXPIRED TERM THAT BEGAN ON JANUARY 1, 2018 AND WILL EXPIRE ON DECEMBER 31, 2019, A TERM THAT RUNS CONCURRENTLY WITH THAT OF THE MUNICIPAL COURT JUDGES.

4. **Consider Resolution 2018-56, adopting a policy permitting consideration of applications for depository services from banks, credit unions, or savings associations that are not doing business within the city.**

RESOLUTION NO. 2018-56

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS, ADOPTING A POLICY PERMITTING CONSIDERATION OF APPLICATIONS FOR DEPOSITORY SERVICES FROM BANKS, CREDIT UNIONS, OR SAVINGS ASSOCIATIONS THAT ARE NOT DOING BUSINESS WITHIN THE CITY.

5. **Consider Resolution No. 2018-57, authorizing the City Manager to enter into a contract with Deer Oaks EAP Services to provide an Employee Assistance Program.**

RESOLUTION NO. 2018-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH DEER OAKS EAP SERVICES TO PROVIDE AN EMPLOYEE ASSISTANCE PROGRAM.

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

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

Nays: None

The motion carried.

I. REGULAR SESSION

1. **Consider Resolution No. 2018-58, designating a city representative and an alternate representative to the Houston-Galveston Area Council's 2019 General Assembly.**

Lorri Coody, City Secretary, introduced the item. Background information is as follows: Houston Galveston Area Council (HGAC) has requested the City's participation in selecting a City representative for the Houston Galveston Area Council 2019 General Assembly.

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Councilmember Andrew Mitcham was the designated representative and Councilmember Gary Wubbenhorst was the designated alternate representative for the Houston Galveston Area Council 2018 General Assembly.

This item is to designate a city representative and alternate representative to the Houston Galveston Area Council 2019 General Assembly.

With limited discussion on the matter, Council Member Warren moved to approve Resolution 2018-58, designating Andrew Mitcham as the City representative and Gary Wubbenhorst as the alternate representative to the Houston-Galveston Area Council's 2019 General Assembly. Council Member Wubbenhorst seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, DESIGNATING A CITY REPRESENTATIVE AND AN ALTERNATE REPRESENTATIVE TO THE HOUSTON-GALVESTON AREA COUNCIL'S 2019 GENERAL ASSEMBLY.

- 2. Consider Resolution No. 2018-59, selecting individuals to serve on the TML Intergovernmental Risk Pool Board of Trustees – Places 11, 12, 13, and 14 (Workers' Compensation, Property and Liability Benefits).**

Lorri Coody, City Secretary, introduced the item. Background information is as follows:

The Texas Municipal League Intergovernmental Risk Pool Board of Trustees Term of Office for Places 11, 12, 13, and 14 will expire. The term of office for these positions is six years. A slate of interested candidates appears on the official ballot for election. Along with each name is a brief summary of qualifications for each candidate. The ballot must be received by the Board Secretary no later than September 30, 2018 and the official ballot must be properly signed and all pages of the ballot must be mailed in accordance with the instructions in order for the City of Jersey Village's vote to be counted.

The Risk Pool is comprised of some 2600 members. While all are eligible to vote, they are not required to vote. Of course, if a voting member fails to vote, that members vote cannot be counted. Since the Risk Pools Board of Trustee Elections are not governed by any rules that a minimum number of its members must vote, the candidates will be elected based upon the votes received and the candidate that gets the most votes for his/her respective position will be elected to the new term of office.

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The Pool offers various insurance and risk coverage including Workers' Compensation, Liability Insurance, Property Insurance and Special Risk Coverage.

With limited discussion on the matter, Council Member Warren moved to appoint Randy Criswell to Position 11, Jana Traxler to Position 12, Byron Black to Position 13, and David J. Harris to Position 14. Council Member Singleton seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-59

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SELECTING INDIVIDUALS TO SERVE ON THE TML INTERGOVERNMENTAL RISK POOL BOARD OF TRUSTEES – PLACES 11, 12, 13, AND 14.

- 3. Consider Resolution No. 2018-60, appointing members to the Planning and Zoning Commission (P&Z) and the Capital Improvements Advisory Committee (CIAC), the Board of Adjustment (BOA), the Building Board of Adjustment and Appeals (BBOAA), the Recreation and Events Committee (R&E), and the Golf Course Advisory Committee (GCAC).**

City Secretary, Lorri Coody, presented the item. She explained that the terms for members serving on various Boards, Commissions, and Committees have expired, requiring that new appointments be made by the Council at this time.

The applications of those qualified candidates who have expressed interest in serving on these Boards and Commissions were included in the Council meeting packet.

Council reviewed the openings on each of the following boards and commissions in order to make the appropriate appointments. After the review, Council Member Warren moved to approve Resolution No. 2018-60, appointing members to the various boards and commissions as follows:

Planning & Zoning Commission and the Capital Improvements Advisory Committee

Debra Mergel to Position 5, Ty Camp to Position 6, and Rick Faircloth to Position 7.

The Board of Adjustment

Ken Nguyen to Position 4, M. Reza Khalili to Position 5, and Joyce Berube to Position A2.

The Building Board of Adjustment and Appeals

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Henry Hermis, Jr. Position 1, Frank Gullo to Position 2, William Berger to Position 3, and Robert Bonagurio to Position 4.

The Recreation and Events Committee

Susan Raimond to Position 5, Doris Michalk to Position 6, and Travis Coggin to Position 7.

The Golf Course Advisory Committee

Vance Burnham to Position 1, Greg Fair to Position 2, Jane Arnett to Position 3, David L. Lock to Position 4, Ronald Schielke to Position 5, Robert Karlin to Position 6, and Ceri Davies to Position 7.

Council Member Wubbenhorst seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-60

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING MEMBERS TO THE PLANNING & ZONING COMMISSION, THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE, THE BOARD OF ADJUSTMENT, THE BUILDING BOARD OF ADJUSTMENT AND APPEALS, THE GOLF COURSE ADVISORY COMMITTEE; AND THE RECREATION AND EVENTS COMMITTEE.

- 4. Consider Resolution No. 2018-61, authorizing the City Manager to enter into an agreement with Brooks & Sparks, Inc. to perform engineering services for drainage improvements to the Wall Street Subdivision including Wall Street, Carlsbad Street, Capri Drive, Tahoe Drive and Crawford Drive.**

Kevin T. Hagerich, Public Works Director, introduced the item. Background information is as follows:

In the Jersey Village Long-term Flood Recovery Plan study conducted last year, Dannenbaum Engineering was contracted to determine several possible solutions to alleviate chronic flooding issues in the City. The study included an in-depth analysis of the existing Wall Street storm sewer system. One of the cost-effective solutions recommended was to redesign the existing storm sewer system in the Wall Street neighborhood to improve mobility and reduce ponding for more frequent storm events.

This item is to authorize the City Manager to enter into an agreement with Brooks & Sparks, Inc. to perform engineering services for drainage improvements to the Wall Street

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Subdivision including Wall Street, Carlsbad Street, Capri Drive, Tahoe Drive and Crawford Drive.

The Basic Services to be provided will consist of the acquisition of existing utility information, preparation of construction plans and specifications, and securing bids for the project.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2018-61, authorizing the City Manager to enter into an agreement with Brooks & Sparks, Inc. to perform engineering services for drainage improvements to the Wall Street Subdivision including Wall Street, Carlsbad Street, Capri Drive, Tahoe Drive and Crawford Drive. Council Member Singleton seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BROOKS & SPARKS, INC. TO PERFORM ENGINEERED DESIGN SERVICES FOR DRAINAGE IMPROVEMENTS TO THE WALL STREET SUBDIVISION INCLUDING WALL STREET, CARLSBAD STREET, CAPRI DRIVE, TAHOE DRIVE AND CRAWFORD DRIVE.

- 5. Consider Resolution No. 2018-62, authorizing the City Manager to negotiate a contract with Clark Condon for the design and construction management of the gateway and wayfinding signage for the City.**

Jason Alfaro, Director of Parks and Recreation, introduced the item. Background information is as follows: In February, City Council approved a gateway and wayfinding master plan that was prepared by Clark Condon. The approved master plan has identified areas throughout the City that require new or enhanced gateway and wayfinding signage. The gateway and wayfinding master plan went through a public input process and through that process a basic design of the signs and materials were provided. Through this master plan City Council has identified areas in the City where new entrance and wayfinding signs are needed, and have allocated funds for this upcoming fiscal year to construct signs at those locations. For us to stay consistent with the type of materials and size of the signs, we will need to have construction documents and a material list for contractors to bid on the project.

Clark Condon can assist the City with the process of final design, working through the interagency relationships that will be necessary with TxDOT and the County for anything

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that will be located on their right of way. They can do the construction drawings, bidding, and the construction administration for the project.

Clark Condon has provided good work for the City, and has been easy to work with. Their statement of qualifications show they are very qualified for this work. The next step is for us to negotiate a contract with them for the work proposed and bring that back to the Council for approval. If Council authorizes us to negotiate a contract tonight it is our goal to bring a contract to Council for approval in October.

Council engaged in discussion about this item. Some wondered if the bid process would be included in this contract and, if so, there was concerned that the City may not get the best results having one contractor handle the whole process. City Attorney Hayes advised Council that, regardless of who would handle the bidding process, the competitive bidding process would be followed as a matter of law. This process is designed to get competitive bidding.

With no further discussion on the matter, Council Member Holden moved to approve Resolution No. 2018-62, authorizing the City Manager to negotiate a contract with Clark Condon for the design and construction management of the gateway and wayfinding signage for the City. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2018-62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN CONTRACT WITH CLARK CONDON FOR THE DESIGN AND CONSTRUCTION MANAGEMENT OF GATEWAY AND WAYFINDING SIGNAGE FOR THE CITY.

J. 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;

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- 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; and
- 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 Wubbenhorst: Council Member Wubbenhorst encouraged all to come out and join your neighbors for National Night Out.

Council Member Singleton: Council Member Singleton agreed with Council Member Wubbenhorst.

Council Member Mitcham: Council Member Mitcham thanked Jo Hewett for the update and all that she does for Jersey Village Seniors. It is a great program.

Council Member Holden: Council Member Holden had no comments.

Council Member Warren: Council Member Warren had no comments.

Mayor Ray: Mayor Ray had no comments.

K. RECESS THE REGULAR SESSION

Mayor Ray recessed the Regular Session at 7:57 p.m. to convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters and Section 551.087 – Economic Development Negotiations.

L. EXECUTIVE SESSION

1. Pursuant to the Texas Open Meetings Act Section 551.074 - Personnel Matters, conduct an Executive Session in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Manager.
2. Pursuant to the Texas Open Meetings Act Section 551.074 - Personnel Matters, conduct an Executive Session in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Secretary.
3. Pursuant to the Texas Open Meetings Act, Section 551.087, conduct deliberations regarding Economic Development Negotiations to locate a Retail Service Center within Jersey Village.

M. ADJOURN EXECUTIVE SESSION

Mayor Ray adjourned the Executive Session at 9:22 p.m., and reconvened the Regular Session, stating that no final actions, decisions, or votes were had during the Executive Session.

N. RECONVENE REGULAR SESSION

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1. Consider setting the City Secretary’s compensation for budget year 2018-2019.

In consideration of this item, Council Member Warren moved to set the City Secretary’s compensation for budget year 2018-2019 at \$103,600.00. Council Member Wubbenhorst seconded the motion. The vote follows:

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

Nays: None

The motion carried.

2. Consider setting the City Manager’s compensation for budget year 2018-2019.

In consideration of this item, Council Member Warren moved move to set the City Manager’s compensation for budget year 2018-20198 at \$163,000.00. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

3. Discuss and take appropriate action regarding items discussed in Executive Session concerning Economic Development Negotiations to locate a Retail Service Center within Jersey Village.

No discussion was had on this item. No action was taken.

O. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 9:24 p.m.



Lorri Coody, City Secretary