

**MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 13, 2022 AT 1:00 P.M AT LITTLE KITCHEN HTX, 16000 DILLARD DRIVE, SUITE A, IN THE CITY OF JERSEY, TEXAS.**

**A. The meeting was called to order by Mayor Warren at 1:00 p.m. with the following present:**

Mayor, Bobby Warren  
Council Member, Drew Wasson  
Council Member, Michelle Mitcham  
Council Member, James Singleton

City Manager, Austin Bless  
City Secretary, Lorri Coody

Council Member Elect, Jennifer McCrea was also present at this meeting. Council Members Sheri Sheppard and Gary Wubbenhorst did not attend this meeting.

Staff in attendance: Mark Bitz, Fire Chief; Kirk Riggs, Chief of Police, Robert Basford, Director of Parks and Recreation; Isabel Kato, Director of Finance; and Bob Blevins, IT Director.

**B. 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.

**Mark Maloy, 7803 Hamilton Circle, Jersey Village, Texas** – Mr. Maloy spoke to the last election cycle, pointing out that it only had one contested race. He stated that during the campaign it was said that the homestead exemption would be increased to 20%. However, the Council has only considered the increase without approval. He is concerned about the non-approval and has pointed out that one Council Member has said that the Council will increase the exemptions and others are saying that they will only consider the increase. Mayor Warren pointed out that no decisions will be made at this meeting concerning an increase in exemptions, but later on in the meeting and in the budget process, discussions will be had concerning such increases.

**Mike Mauriello, 8406 Hawaii, Jersey Village, Texas** – Mr. Mauriello stated his concern about transparency. He felt that having this budget meeting at this location was not proper and that the time was not appropriate as it does not give residents an opportunity to attend the meeting. Additionally, he is opposed to the practice of having public comments on the agenda before Council engages in any discussion. He feels that it should be in the middle or at the end of the meeting. Mayor Warren explained the state statute, which requires that the public comments come before items are called. There was also an explanation made by Council Member Singleton who explained the objective of the state law.

**Debra Mauriello, 8406 Hawaii, Jersey Village, Texas** – Mrs. Mauriello wants the over 65 exemption set at \$165,000. Council Member Singleton was curious about the specific request

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of \$165,000 and wondered how this number came about. Mrs. Mauriello stated she researched the amount and feels that \$165,000 is a good number and is reasonable. Mayor Warren stated that exemptions will be part of the discussion today. He stated that taxes are less today for single family homes in Jersey Village than they were in 2017. The history of raising exemptions was discussed.

Council Member Mitcham pointed out that in connection with the time of meetings, the City is in line with what other cities are doing in the area.

**C. FY 2022-2023 COUNCIL/STAFF BUDGET RETREAT**

**1. Overview and Departmental Information presented by Austin Bless, City Manager**

City Manager, Austin Bless, explained the purpose of this meeting. It is a first blush at ideas for the next budget. He began his presentation on the 2022-2023 budget overview with information on the following items:

- Financial Projections
- Unknowns
- Impacts to FY 23 Revenues
- Impacts to FY 23 Expenses

Council engaged in discussion about overage for the Seattle Street Project. It was explained that there are some monies left from prior street projects that can be used for this project.

With no further discussion, City Manager Bless gave information on the various City Departments for the 2022-2023 Budget. What follows is the description of each along with any Council discussion.

**Impact of Increasing Exemptions**

1. Property Values Update March 2022
2. Homestead Exemption Chart

Council engaged in discussion about the property values. Some wondered if there has been a calculation of revenue we would receive if we kept the tax rate the same as last year considering the increase in valuation. With this number, it was mentioned that we can be better prepared to address these exemptions during the June City Council Meetings.

Staff pointed out that there are 847 homes affected by the over 65 exemption. This is roughly 38% of all single-family homes in Jersey Village.

The various rates were discussed by City Council and how this will affect revenues.

**Reorganization of Parks, Public Works and Recreation**

**Areas of Concern**

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1. There is no Director
  - a. Been a somewhat revolving door for 6+ years
  - b. Is the Department organized for success
2. CIP Projects behind schedule

**Public Works Reorganization**

1. Creation of an Assistance City Manager Position
2. Bring Public Works and Parks and Recreation under one umbrella
3. Create Public Works Manager
4. Create a Project Manager Position
  - a. Assist in all Public Works and Parks Projects
  - b. Potentially other Department Projects if necessary
5. Community Development Manager Position
  - a. This position would also do Economic Development – A Comp Plan Goal

Council engaged in discussion about the proposed reorganization of the Public Works Department. There were questions about the Community Development Manager Position. City Manager Bleess explained this position and what the Manager will do moving forward.

There was also discussion about using BBG for the Building Official service. Members on Council, as well as residents, believe that this is an improvement over what we have had in the past. It is felt that this was a very good move as BBG has good knowledge to guide Staff and the Boards and Commissions.

There was discussion about the reorganization. It was welcomed that we are not adding Staff and that we are retaining knowledge of existing Staff. We do not want to lose our intellectual knowledge. Also, it was noted that bringing in new people causes at least a six-month gap in productivity. It was also pointed out that the job market right now is lacking.

**Potential Policy Changes**

**Getting the Best Employees**

1. Council has made it a priority to hire the best
2. Council has committed to bi-annual salary surveys and being in the top 75%
3. Time off is one area we are slightly below
4. Paid Maternity/Paternity Leave is another area the younger generation is looking at

**Proposed New Time Off Policy**

<b>Current Policy</b>		
	<b>Full Time Employees</b>	<b>Shift Fire Fighters*</b>
<b>0-5 Years</b>	<b>10 days</b>	<b>4.665 days</b>
<b>6-15 Years</b>	<b>15 days</b>	<b>7 days</b>
<b>16 + Years</b>	<b>20 days</b>	<b>9.33 days</b>
<b>Proposed Policy</b>		
	<b>Full Time Employees</b>	<b>Shift Fire Fighters*</b>
<b>0-2 Years</b>	<b>10 days</b>	<b>5 days</b>
<b>2-5 Years</b>	<b>15 days</b>	<b>7 days</b>
<b>5-15 Years</b>	<b>20 days</b>	<b>9 days</b>
<b>16+ Years</b>	<b>25 days</b>	<b>11 days</b>

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**Impacts of the Proposed Time Off Policy**

1. Police, Fire, and Dispatch may require more overtime depending on staffing levels
  - a. Fire would be \$152,000 if all shifts covered at overtime
  - b. Police would be \$96,000 if all shifts covered at overtime
  - c. Dispatch would be \$7,000 if all shifts covered at overtime
2. Other Departments do not have to fill at OT, but this could have some overtime budget impacts
3. Vacation Payout could be impacted when people leave, may need to cap

**Paid maternity/paternity**

1. For employees that have been here less than 1 year – 12 weeks paid time off at 50% of salary
2. For employees that have been here more than 1 year – 12 weeks paid time off at 100% of salary
3. This could require more overtime, but that is tough to predict

Council engaged in discussion about this proposal. Some felt that it is hard to come into a new position with experience and be given less vacation than from your previous employer. With this in mind, some wondered how this would be addressed. Some members felt that these individuals should be given benefits based upon experience, although the experience would need to be verified.

An unlimited policy was discussed. But with this solution, abuse of the policy must be considered. Council also discussed the proposed capping of benefits and did not support such caps. City Manager Bless explained that we do cap vacation at 160 hours; however, the City Manager can give some leeway on the cap. Some members felt that the 160-hour cap is too low and that no cap should be considered.

Sick time was discussed. It was discussed that perhaps it might be a good idea to combine both vacation and sick time into one benefit and call it PTO. City Manager Bless gave input about this on how other cities are handling these benefits. In connection with this, there was discussion on how the accumulations of benefits affect the balance sheet. City Finance Director explained the affect.

Different ideas for the accumulation of benefits were discussed as well as the number of employees. Finance Director Kato explained that the compensated absences if everyone were to leave at once, the payout would be \$367,859.21 for the General Fund, the Utility Fund would be \$14,416.06, and the Golf Course would be \$84,366.30. With this in mind, making these policy changes would not have that great of an affect on the balance sheet given that all employees will not be leaving at once.

The maternity leave policy was discussed. Some members wondered about short term disability; City Manager Bless stated that we do not offer short term disability. Some members felt that we should encourage the use of the sick leave and vacation leave first before the use of maternity

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leave. Other members did not agree. They felt that employees should not have to expend their sick leave so they would have leave when returning to work for sick babies and such. Some felt that we should compare the cost of this benefit with the cost of a short-term disability policy.

**Administration**

**Current Fiscal Year Projects and Status**

1. FY17 Home Elevation Close Out Submitted
2. FY18 Home Elevation Close Out Submitted
3. Berm Project Complete
4. Wall Street should be complete in May (Gas Connection May 2)
5. Entrance Signs – Waiting on Electricity and then Substantial Walk

**Next Fiscal Year Projects and Requests**

1. Upgrade to Executive Session (Maybe U-Shaped Room?) Room for A/V - \$5,000
2. New Table and Chairs in Exec Session Room for \$6,000
3. Reduction in Election Line Item to \$9,500 (From \$21,000)
4. Wearing Apparel \$500
5. Food Line Increase by \$1,000
6. Employee Engagement Committee – Increase by \$3,000
7. Random Drug and Alcohol Testing - \$7,000 or \$1,500 for only DOT
8. Flood Mitigation
  - a. Home Elevations – Anticipate applying for 15 homes
  - b. Potentially nearing the end of home elevations
9. Congo Street Reconstruction
10. Decorative Street Light Cost Increases
11. E127 Final Design
12. New Poles and Signs (Like Speed Limit, etc.) – Use Remainder set aside for gateways

**Next Fiscal Year Projects and Requests – Comp Plan Projects**

1. Conduct a full-service analysis for annexation of ETJ
2. Pedestrian Mobility Study – In House and/or doing surveys with volunteers
3. Visual Assessment Survey of City Corridors
4. Consider Creation of Municipal Management District
5. Marketing Material for the City

**Administration In 2-5 Years**

1. Home Elevations – Interest is Waning
2. Town Center – Stadium?
3. E127 Project is in this time frame for completion
4. Comp Plan in 2025

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5. Business Owner Council
6. Economic Development Consultant
7. Redevelopment sites
8. Potential Part time person for Human Resources

Council engaged in discussion about the cost of the proposed chairs. There was also discussion about election costs. City Secretary Coody explained how the services with Harris County work considering even and odd numbered years. Voting under the services of Harris County were discussed. Most members felt that this service was worthwhile.

The Employee Engagement Committee was discussed. Some members felt that this is a good thing. City Manager Bless stated that it has been well received.

There was discussion about the disinterest in home elevations. City Manager Bless stated that some reasons for the disinterest, stating that some residents do not like the way it looks or that they do not feel it is needed with the other flood improvements that have been made.

Landscaping and beautification were discussed in terms of how often these elements are checked and monitored. Some felt that maintenance offers great curb appeal and at a reasonable cost.

*Mayor Warren called for a recess at 2:05 p.m. and reconvened the meeting at 2:21 p.m.*

**Legal / Other Services**

**Next Fiscal Year Projects and Requests**

1. Approximately 5% Increase in Vehicle Insurance (\$17,000 Impact)
2. Approximately 15% Increase for Property Insurance (\$7,500)
3. Approximately 1% Increase in Liability Insurance (\$200)

Council engaged in discussion about providers of these type of insurances.

**IT Department**

**Current Fiscal Year Projects and Status**

1. \$86,857 in Software Increase
2. IT Helpdesk Contract Service – Signed
3. Golf Course Fiber – Complete
4. PW Taylor Road Security Cameras – in Progress
5. Replenish Capital Reserve
6. Computer Replacement - \$200,000 in Equipment Replacement

**Areas of Concern**

1. IT Director Retirement / Transition
2. Equipment Replacement - \$200,000 – Supply Chain Issues

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**Next Fiscal Year Projects and Requests**

1. Microsoft Virtual Agents / Chat BOTS - \$20,000/Yearly
2. Net Motion - \$3,600/Yearly
3. SCADA Software Maintenance - \$2,800
4. Carry Over of Computer Replacements due to Supply Chain Issues
5. Security Information and Event Management (Security Event Logs) \$10,000
6. Imprivata Single Sign-On
7. POTS Line Replacements - \$3,000
8. Dual Monitor Effort - \$4,000

**IT Department – 2-5 Years**

1. Innovation
2. Automation
3. New Facilities
4. Redundant Internet Connection
5. Improve Network Security and vulnerability/Pen Test
6. Backup of “CLOUDDATA”
7. Additional Intrusion Prevention Systems

Council engaged in discussion about the Help Desk Service Contract. We will use Blue Iron. They specialize in Municipal governments. They will provide first level support.

There was discussion about security and event management services. IT Director Blevins explained how this will work. There was also discussion about potential technology for public works meter readers. The benefits of such a system were discussed. There was discussion about adding a mobile version to TPAR. City Manager Bless explained that this company does not offer a mobile version. With this information, other companies were discussed that may offer a mobile version. Some wanted to know the cost of including this capability.

**Finance**

**Areas of Concern**

1. Audits Contracts/Studies 01-15-5501 – Increase in audit fees and bank fees

**Next FY Projects and Requests**

1. Increase Audits Contracts/Studies by \$30,000 due to increase in bank and audit fees
2. Request Food Line Item

**Finance Department – 2-5 Years**

1. New City Facilities

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**Police Department**

**Current FY Projects and Status**

1. Hire Full-time Evidence/Crime Scene Technician – Complete
2. Remodel Evidence Room – Complete
3. Bike Patrol Unit – Complete
4. Executive Leadership Training for Supervisors – Lt. Keele Attend his first Module of LEMIT Leadership Command College at Texas A&M in March – On-going
5. Establish the Jersey Village Police and Clergy Partnership Program – On-going
6. Implement a Departmental Wellness Program – On-going

**Areas of Concern**

1. Increase in Harris County Violent Crime
2. No or Low Bonds being a contributing Factor in the Increase Crime Rate in Harris County
3. Continuing to Combat Crime and Provide High Level of Police Services Investigating Offenses that Occur in our City
4. Improve Our Ability to Effectively Process Future Major Crime Scenes

**Police Department – 2-5 Years**

1. Implement the Texas Police Chief Staffing Model
2. Drone Program
3. Become a TPCA Best Practices Recognized Agency
4. Implement a Property Identification Program
5. Executive Leadership Training for Supervisors, I.E. LEMIT, ILEA or FBINA

**Salary Wages and Benefits**

<b>SALARY WAGES AND BENEFITS</b>	
<b>CATEGORY</b>	<b>BUDGETED</b>
<b>01-21-3001 Detective Sergeant</b>	<b>\$ 136,500 Salary/Benefits</b>
<b>Vehicle Cell Phone</b>	<b>\$48,000 \$600</b>
<b>TOTAL</b>	<b>\$185,100</b>

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Supplies

<b>SUPPLIES</b>	
<b>CATEGORY</b>	<b>BUDGETED</b>
01-21-3502 Postage/Freight	\$700
01-21-3505 Crime Prevention Supplies	\$5,000
01-21-4508 Crime Scene Supplies	\$34,000
01-21-3523 Tools Equipment/ Supplemental	Axon Taser \$1,700
<b>TOTAL</b>	<b>\$41,400</b>

Services

<b>SERVICES</b>	
<b>CATAGORY</b>	<b>BUDGETED</b>
01-21-5022 Rental of Equipment	\$1,000 Program Fee
01-21-5030 Maintenance Agreement	Flock Annual \$130,000  Vigilant Software \$4,250  Tyler/New World Annual \$130,275  Power DMS Annual \$7,842 (1 time start up fee \$3,750)
<b>TOTAL</b>	<b>\$277,117</b>

Capital Outlay

<b>CAPITAL OUTLAY</b>	
<b>CATEGORY</b>	<b>BUDGETED</b>
01-21-6571 Remodel Dispatch Center and kitchen	TBD
01-21-6571 CID Furniture	TBD
<b>TOTAL</b>	

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**Total Increase - \$503,617**

**Five Year Strategic Plan**

1. Body Worn Cameras – Completed
2. Hire a Full-Time Evidence/Crime Scene Technician – Completed
3. Establish Jersey Village Police and Clergy Partnership Program – On-going
4. Implement a Departmental Wellness Program – On-going
5. Bike Patrol Unit – Completed
6. Become a TPCA Best Practices Recognized Agency – in Progress – 2023
7. Drone Program – 2023
8. Implement a Property Identification Program – 2024
9. Executive Leadership Training for Supervisors, I.E., LEMIT, ILEA, or FBINA – 2021-2025

Chief of Police Riggs gave statistical information about increased crime in the City and how to address this increase. He stated that increased crime requires added Detective time to address this increase. Therefore, he is asking for an additional Detective Sargent position to help address this increase in Crime.

Council engaged in discussion about information that the Chief presented, including issues with the District Attorney accepting cases and Judges dismissing cases for probable cause. The Detective Sargent position being requested will be a new position. Chief explained the logistics of this addition.

Youth Officers were discussed. Chief explained that for our Police Department there is not a need because the schools offer this program. Th Flock Camera Program was discussed. Chief explained that a few of the cameras were moved to get better coverage. The money spent on this program is well spent and provides an additional 52 pairs of eyes to protect the City.

Placing cameras on the service road was discussed. It was felt this was not needed because typically these cars do not enter into our City and if they do, they will be caught by the currently placed cameras.

The Property Identification Program was discussed. Chief explained that this program is for both residents and businesses in Jersey Village.

Catalytic converter theft was discussed and ways to prevent this theft.

**Fire & Communication Departments**

**Current FY Projects and Status**

1. CAD
2. Ambulance
3. SCBA

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4. Exhaust System
5. Storage Room
6. Copy Room
7. Asst. Chief Office
8. Dispatch
9. Captain's Office
10. Floors
11. Computer for Apparatus

**Areas of Concern**

1. Staffing – Full Time and Part Time / Staffing Maternity Leave
2. Volunteers – Activity, Training, How Many Responding
3. ISO Rating – Response and Apparatus
4. Accreditation Completion / Policy Review
5. Span of Control
6. Succession Planning
7. Weather Sirens
8. Salaries of Staff / Salaries of Staff
9. Training / Training

**Next FY Project and Requests**

1. Six New Firefighters Paramedics – Roughly \$100,000 Each or \$600,000
2. FEMA Safer Grant has been submitted
3. Should Consider 6 New Ones Above and Beyond Grant Funded Ones if Approved
4. Tower Truck – Estimated Cost of \$1.7 Million
5. Would Replace Two Trucks We Currently Have
  - a. Currently Have \$1.6 Million Set Aside to Replace these Two Trucks
6. 14 Month Build Time – Means We Would Have about \$1.8 Million on Hand to Buy the Truck
7. Trade In or Sell the Two Trucks We Currently Have Would also Offset the Purchase Price
8. CAD Maintenance – Budget Increase Potential
9. Firefighter / Paramedics
10. Incentives Increase
11. CIP – List Changed
12. UTV With Skid
13. Command Trailer
14. Arson Trailer

**Fire & Communications Departments - 2-5 Years**

1. Apparatus Changes
2. Response Changes

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3. Adding Firefighters
4. Additional Rank Structures
5. Succession Planning – Paid Assistant Chief
6. Radio Replacement / CAD Maintenance
7. Gear Extractor
8. Gear Dryer
9. Training Props / Burn Conex Box
10. Blocking Truck
11. Third Dispatcher on Shift during Peak Hours (Two Additional People)
12. CIP Items
  - a. Upstairs Showers
  - b. Covered Parking
  - c. Replace Upstairs A/C
  - d. Replace Overhangs around Station

Council engaged in discussion about the six new firefighters/paramedics and the logistics of how to staff these positions. There was discussion about the purchase of the new tower truck. Chief Bitz explained how the purchase would work considering the lead time and the trade-in on two of our existing vehicles (rescue truck and older model fire truck). Chief explained that we have two fire trucks and a rescue truck. Currently we do not have the manpower to man these trucks. Chief explained that we need to build the department now for the future.

This purchase will have a huge impact on residents because it will improve our ISO rating which ultimately affects insurance costs. We need this tower truck because Cy-Fair used to provide this service, but they have relocated their tower truck to another location which is outside our service area.

The relationship between the City and Cy-Fair Fire Department was discussed. The ISO rating was discussed further. Chief Bitz explained that if we were to be rated today, we would be rated at a 3 as opposed to our current 2 rating. Response times were discussed and how the response time affects the ISO rating. Locating the fire department on the other side of the City would not be feasible in meeting ISO requirements.

The Fire Department remodel was discussed. These improvements are impressive and very nice.

*Mayor Warren called for a recess at 3:18 p.m. and reconvened at 3:27 p.m.*

### **Public Works Department**

#### **Current Fiscal Year Projects and Status**

1. Sidewalks - \$1,500 Linear Feet to be Replaced
2. Lift Station Road – in Design
3. PW Building Parking Lot – in Design
4. White Oak Bayou Sewer Plan ReHab – on Hold

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5. Water Valve Exercise and Repair – RFQ AD out May 18
6. Seattle Street Project – Bids Came Back 50% Higher than Estimated
7. Decorative Streetlights – Scheduled for Late May Delivery, Summer Install
8. Congo Street Design – Design Contracts Signed

**Areas of Concern**

1. Street Project Costs are Way Up
2. CIP Projects behind Schedule

**Next Fiscal Year Projects and Requests**

1. Water Rates up 5.6% for Next Year – Should Fit in Current Budget
2. Electricity Renewal Rates are Up as Well – About \$30,000 Increase
3. Fleet – May Need to Look at Adding Another Person
4. Fleet – Outsourced Cost Needs about \$30,000 Increase
5. Water and Sewer Main Breaks – Adding \$50,000 for Water and \$30,000 for Sewer
6. Automatic Water Meter Reading

**Public Works Department 2-5 Years**

1. CIP Is Full of Street Rehab Projects – But the Price has Gone Up Substantially
2. Need a Solid Measuring of What Condition our Sewer Pipes are in
3. Fleet May Need Additional Help
4. Village Center Build Out May Necessitate Additional Staff in Streets and Utilities

Council engaged in discussion about the sidewalk program status. City Manager Bless explained the status. We have completed all those rated one and most of those rated two.

There was discussion about the White Oak Bayou Project and when this project was added to the CIP. City Manager Bless explained that it has been in the CIP since at least 2017, but at some point, this plant will need to be repaired. There was discussion about the City's responsibility being 40% of costs. The White Oak Board was discussed and the make-up of the Board.

There was discussion about the increased costs for street projects and the reasons for same. City Manager Bless explained that some of the reason is the shortage of supplies. Inflation was also discussed.

The Automatic Meter Reading Project was discussed in terms of cost and how it has decreased from when this project was originally researched.

The solid measuring of the condition of our sewer pipes was discussed.

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There was discussion about the walking bridge. When built, it should be doubled in width. There is an example in Hunters Valley. Greater width ensures safety, especially with bikers.

**Community Development**

**Current Fiscal Year Projects and Status**

1. BBG is Working on our Chapter 14 Zoning Ordinance – Will Wrap Up Late 2022
2. No Major Concerns for this Fiscal Year

**Next Fiscal Year Projects and Requests**

1. Creation of Community Development Manager Position
  - a. Oversee Building Official Contract, Permits, and Code Enforcement
  - b. Take on the Community Rating System Project to get Greater Deductions in Flood Insurance Rates
  - c. Handle Economic Development Outreach and Marketing

Council engaged in discussion about the reworking of the Code of Ordinances. City Manager Bless explained that they are looking at the Code section by section to make sure all are up to date.

The Flood Insurance Rates were discussed.

**Parks and Recreation**

**Current Fiscal Year Projects and Status**

1. PMP Carol Fox Restroom – In Manufacturing, Set for Early June Install
2. Golf Course Driving Range Nets – Install Date May
3. PD LED Lighting Retrofit – Complete
4. Civic Center Roof Repair – Complete
5. Golf Course Rio Grande Fence – Complete
6. Golf Course Tee Signs and Markers – Complete
7. Rock Wall Pool Amenity – Complete
8. Pool Restroom Fixtures – Complete
9. Jersey Meadow Trail Site Furnishings – Postponed to add Potential Pavilion that will Match the Golf Course Clubhouse
10. Jersey Meadow Dog Park – Postponed One Year due to Cost Increase and to Gather Additional Stakeholder Input

**Areas of Concern**

1. Recreation

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- a. Aging Pool Facility – Need to Expand Pool Pump House, Resurface Pool, Continue to Upgrade/Replace Equipment Each Year, Consider Splash Pad Expansion
  - b. Lack of Labor Supply
  - c. Outdoor Rental Numbers Have Plateaued, Civic Center has become Book Full (AUD/MCMR used 250/300 Times in 5 Months).
2. Parks
- a. Tree Maintenance Backlog
  - b. Carol Fox Community Built Playground
  - c. Maintenance Facility
3. Golf Course
- a. Progress Towards Self Sustainability
  - b. Outdated Greens, Cart Paths & Tee Boxes
  - c. Lack of Labor Supply
  - d. Clubhouse Burnout
  - e. POA Annua
  - f. Rounds Vs. Price Balance Compared to Golf Course Condition
  - g. Diluted VERP Equipment List

**Next Fiscal Year Projects and Requests**

1. Staffing Adjustments – Fund 11 Budget Impact - \$61,000 to \$66,000
  - a. Addition of an Assistant Golf Course Professional - \$56,000 (Total w/Benefits)
  - b. 11-81-3002 Wages - \$10,000 (Increasing PT Marshals, Starters, Cart Attendants .50/HR and PT Pro Shop Attendants 1.50/HR)\*
    - i. \*Assistant Golf Course Professional Would Reduce the Wage Increases by \$5,000
2. Recreation & Events – Budget Impact - \$300,000 to \$313,000
  - a. Holiday in the Village and Light Parade
    - i. The Addition of 29 Foot Christmas Tree - \$40,000
    - ii. Clark Henry Pavilion Ice Rink & Chiller Rental (Open 2024)
      1. 44X68 Foot Ice Rink - \$180,000
      2. Chiller Rental - \$22,000 Annually, Renting Skates and Selling Sponsorships Would Aim to Cover Labor Costs and Chiller Rental
      3. Electric Upgrade for Chiller Operations - \$15,000
  - b. Founder's Day
    - i. Option A – Increasing Line Item \$48,000 and Making the Annual Event 100% Free. Budget Impact Reduction is Determined on Sponsorship Only.
    - ii. Option B – Increasing Line Item \$35,000 and Charging (\$10.00 & \$20.00) For Use of Rides and Inflatables with Increased Wristband

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Monitoring. Budget Impact Reduction is Determined on Sponsorship  
and Ticket Sales

- c. July 4<sup>th</sup>
  - i. Increasing Line Items for Quality Musical Acts - \$8,000
  - ii. Fireworks Still Dependent on Securing Sponsorship
3. Golf Course – Budget Impact - \$350,000
  - a. Net Project Phase II - \$80,000
  - b. Relocating Slues Gate - \$22,000
  - c. Automatic Range Picker - \$31,000 & \$7,000 Annual
  - d. Dredge Pump - \$30,000
  - e. VFD & Irrigation Pump Station Control - \$50,000
  - f. Standing Aerator - \$10,000
  - g. Grinder - \$50,000
  - h. Additional VERP Funds for Golf Cart Fleet - \$70,000
4. Parks – Budget Impact \$270,000
  - a. Carol Fox Sandbox Levy & Mini City Renovations - \$150,000
  - b. Wood Chipper - \$50,000
  - c. Pool Filter Bulkhead Replacement & Sand Change - \$10,000
  - d. Dog Park Parking Lot - \$15,000
  - e. Utility Tractor - \$50,000 (Using Existing Unallocated VERP Funds)
5. Line Item Increases – Budget Impact \$61,000 to \$76,000 – Fund 11 - \$44,000
  - a. 01-38-3002 Wages - \$30,000 to \$45,000 (PT Pool Salary)
  - b. 01-39-3506 Chemicals - \$5,000 (Fertilizing Parks 3X Per Year, Stronger Treatment for Sandspurs)
  - c. 01-39-353 Landscaping Materials - \$7,500 (Moving to Planting Twice a Year with Mulch Refresh)
  - d. 01-39-4007 Pool Maintenance - \$5,000 (Maintenance Trends)
  - e. 01-39-4038 Tree Maintenance - \$3,500 (Tree Root Fertilizer)
  - f. 01-39-6516 Parks and Landscaping Projects - \$44,000 (Outsourcing the Spraying of the Pre Emergent 3X a Year for 3 Years to Balance Workload and Place Additional Focus on Weeds and POA Annua

**Parks and Recreation Department – 2 to 5 Years**

1. Parks Master Plan Execution and Update
2. Pool Pump House Expansion
3. Pool Resurfacing
4. Splash Pad Expansion
5. Philippine Park Play Structure / Ropes Course
6. Carol Fox Custom Built Playground
7. Golf Course Clubhouse and Community Center & JMNT Pavilion

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8. Clark Henry Multipurpose Fields and Concession
9. Park Lighting

**Parks and Recreation 10 Year CIP Plan**

City of Jersey Village Parks and Recreation Department											
10 Year Capital Improvement Projects											
Project or Item	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-2026	FY 2026-27	FY 2027-2028	FY 2028-29	FY 29-30	FY30-31	
PMP Jersey Meadow Nature Trail Site Furnishings & Water Fountains	\$ 50,000.00		\$ 50,000.00	Updated/extended to ensure the vision aligns with the clubhouse							
PMP Dog Park Improvements	\$ 35,000.00	\$ 15,000.00									
PMP Clark Henry Baseball field		\$ 120,000.00	\$ 120,000.00	\$ 100,000.00							
PMP Clark Henry Open Field			\$ 75,000.00	\$ 75,000.00	\$ 100,000.00						
PMP Clark Henry Concession Stand							\$ 70,000.00				
PMP Clark Henry Pavilion Improvements			\$ 120,000.00								
PMP Clark Henry Exterior Lighting & Water Fountains									\$ 200,000.00		
PMP Carol Fox Exterior Lighting						\$ 180,000.00					
PMP Jersey Meadow Nature Trail Exterior Lighting			\$ 180,000.00								
PMP Phillip Inne Park Play			\$ 80,000.00	Moved to Gather more research							
PMP Recreation at Civic Center? Parks and Recreation & Golf Course Maintenance 12k-15ksqft facility			\$ 1,500,000.00								
Golf Course Clubhouse		\$ 5,600,000.00									
PMP Center Point Easement Trail											
Driving Range Nets	\$ 60,000.00	\$ 80,000.00									
Carol Fox Mini City & Levy		\$ 150,000.00									
Carol Fox Community Built Playground replacement			\$ 75,000.00	\$ 75,000.00	\$ 100,000.00	\$ 100,000.00					
Christmas Tree		\$ 40,000.00									
Ice Rink		\$ 195,000.00									
Automatic Pass through Gates		\$ 30,000.00									
VFD & Pump Station Control		\$ 50,000.00									
		\$ 6,280,000.00	\$ 2,200,000.00	\$ 250,000.00	\$ 200,000.00	\$ 280,000.00	\$ 70,000.00	\$ -	\$ 200,000.00	\$ -	
										\$ 9,480,000.00	

Council engaged in discussion about the lifeguard shortage and the current rate of pay. Parks and Recreation Director Robert Basford explained the shortage. He also mentioned that we are not necessarily losing lifeguards to other lifeguard positions, we are losing them to other companies paying more per hour. The pool schedule was discussed in connection with this shortage. Currently we have eight lifeguards, but obviously need more to service the pool for this season which is 679 hours of service. If we do not get anymore, we could strategically schedule breaks and have intermittent adult swims, but there is a liability with this solution. Some members wanted to know if we raised the rate of pay for lifeguards, would we get more applicants. Director Basford thought it would help.

Lifeguard training costs were discussed. Some members felt that we need to pay more than resorting to strategically scheduled breaks. Incentive programs were discussed. There will be an item on the May 18, 2022 agenda to discuss the lifeguard issue further.

Pool Maintenance was discussed. Also, the services included if we were to contract out for lifeguards.

There was discussion about staffing at the Golf Course and the requested additions.

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There was discussion about the ice rink. There is one in Fredericksburg. Some members wondered if we could reach out to see what the profits are for such an operation. The ice rink would only operate during the months of December, January, and February. Some Council Members wanted more information about expected revenues. Suggestions were the Woodlands and Conroe; both have these rinks.

The Christmas Tree was discussed. Most members did not favor this and felt it would be better to use this money on the ice rink. City Manager Bleess explained that the tree would be a one-time cost since the tree being proposed is artificial so it can be used over and over. With this explanation, the idea received more support.

Council discussed the options for Founder’s Day. Some members felt that offering a free event prevents you from knowing how many will show up for the event. Also, it was pointed out that security training for events does not recommend offering free events. Attendance at the last event was discussed. Most wanted to continue wrist bands with increased monitoring.

The cost of the fireworks was discussed. The total for both the Founder’s Day and Fourth of July events is \$20,000.

Council appreciated that the Parks and Recreation Department has put together a 10-year CIP. It helps to make better decisions.

**Capital Improvements Plan**

Item No.	Dept	Projects by Type	Year 1 Proposed FY23
<b>SANITARY SEWER TREATMENT AND COLLECTION IMPROVEMENTS</b>			
1		Rehabilitation/Repair Sanitary Sewer Lines	250,000
2		Lift Station Rehabilitation/Repair	500,000
3		Castlebridge Diffusers	250,000
4		Sewer System Pipe Analysis	\$250,000
5		White Oak Bayou Treatment Plant (40.63% City Share)	490,000
		<b>Total for Sanitary Sewer Improvements</b>	<b>\$ 1,740,000</b>
<b>WATER PRODUCTION/DISTRIBUTION IMPROVEMENTS</b>			
2		Water Meter centralized remote/continuous reading	110,000
3		Water Valve, Exercise, repair	500,000
5		Hydrant and Valve Survey	100,000
20		Seattle Well - Capping/Permit Modification	20,000
		<b>Total for Water Improvements</b>	<b>\$ 730,000</b>
		<b>Total Utility Fund Improvements</b>	<b>\$ 2,470,000</b>

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STREET AND DRAINAGE IMPROVEMENTS			
3	FL	E127 Improvements	1,200,000
9	FL	Elevations FY22 Grant	500,000
14	PW	Street Panels Replacement (2)	105,000
15	PW	Side walk replacements and additions	100,000
17	Street	Congo Street Project	3,400,000
		<b>Total for Street Improvements</b>	<b>\$ 5,305,000</b>
GENERAL COMMUNITY IMPROVEMENTS			
1	FD	Covered Parking area for high water truck, bus	\$ 50,000
2	FD	FD Upstairs Restroom Shower Remodel	\$ 80,000
3	Gen	New City Hall	\$ 10,500,000
4	Gen	Facility Improvements	\$ 50,000
5	PD	Police Bay Door Replacement	\$ 21,000
6	PR	Christmas Tree	\$ 40,000
7	PR	Park Improvements	\$ 50,000
8	PR	Ice Rink	\$ 195,000
9	PR	PMP Dog Park Improvements	\$ 15,000
10	PR	VFD and Pump Station Control	\$ 50,000
11	PR	Carol Fox Mini City and Levy	\$ 150,000
14	PR	PMP Clark Henry Baseball field	\$ 120,000
15	PW	Decorative Street Lights	\$ 300,000
		<b>Total General Community Improvements</b>	<b>\$ 11,801,000</b>
		<b>Total General Fund Costs</b>	<b>\$ 16,908,000</b>
GOLF COURSE IMPROVEMENTS			
	GC	Driving Range Nets	\$ 80,000
		<b>Total Golf Course Fund Costs</b>	<b>\$ 80,000</b>

Council engaged in discussion about water leaks and water loss. There was discussion about the CIP in connection with a new City Hall and where it will be located.

**Long Term Flood Recovery Plan**

**Historical Background**

1. Long Term Flood Recovery Plan Completed in September 2017
2. Structural Alternatives Recommended
  - a. Berm Around Jersey Meadow Golf Course
  - b. E100 Channel Improvements
  - c. Wall Street Storm Sewer Improvements
3. Non-Structural Alternatives
  - a. Home Elevations
  - b. Implementation of CRS

**Next Fiscal Year Projects and Requests**

1. Anticipate Applying for 15-20 Homes in Fall of 2022
2. Anticipated Only 4-5 More Applications Based Upon Interest (60-100 Homes)

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3. New Flood Maps Effective in 2023 Potentially (HCFCD Project Not Jersey Village)
  - a. Flood Way Reduced
  - b. 100-Year Flood Plain Minimal Changes
  - c. 500-Year Flood Plain Expanded

Council engaged in discussion about the Plan and how having the Plan has enabled the City to get some \$15M in federal funds for flood projects.

In closing the presentation, there was discussion about the Congo Street Project and how these costs are increasing, which led to discussion on how increased costs will affect the building of a new City Hall. Council discussed increased costs. Some members felt we must be proactive and do the projects as planned. The planning for projects were also discussed. Streets are streets, but buildings can be designed differently to reduce costs. Not so much for streets. Therefore, the logic of moving forward with projects varies from project to project.

Pricing was discussed further. Some members felt pricing is pricing. Regardless, the various projects being planned need to be discussed in order to make decisions about the cost of the project and what is driving costs.

The flood project was discussed further in terms of the TIRZ3 projects. There was also discussion about the Dog Park and the need for dog waste bags. These bags should be available at all City Parks.

Some members wanted to know if Staff has an approximation for on-going operation costs for next budget year. City Manager Bleess went over these costs. He pointed out that staffing is the largest part of operational costs.

There was discussion about sales tax increases. City Manager Bleess stated he anticipates some \$350K more in sales taxes and \$750K more in property taxes.

The calendar for tax activities was discussed. For exemptions, any changes must be reported to HCAD by July 1. But the tax rate for budget year 2022-2023 must be done by the August City Council Meeting. Setting the rate and that process was discussed.

With no further discussion on the budget presentation, Mayor Warren called upon each City Council Member for final comments as follows:

Council Member Singleton thanked Staff for their hard work. He congratulated Bob Blevins on his retirement. He did not see anything in the presentation that was unexpected.

Council Member Mitcham stated that she is happy with the numbers. She did state that what we saw today was just a wish list that will later be refined.

Council Member Elect McCrea had no comments.

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Council Member Wasson thanked Bob for his work. He also thanked Staff for all the hard work put into this meeting. He is impressed with the ideas from Staff to keep our City moving forward. Innovation is great and is appreciated.

Mayor Warren stated this is his fifth budget meeting. The process is smooth and he appreciates the efforts of Staff. He thanked Staff for their ideas to do more with less, which results in keeping taxes down for residents. He looks forward to the July budget meetings.

**ADJOURN**

With no further discussion, the meeting was adjourned at 4:40 p.m.

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Lorri Coody, City Secretary

