

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JANUARY 22, 2024, AT 7:00 P.M. IN THE CIVIC CENTER, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor Warren at 7:00 p.m. with the following present:

Mayor, Bobby Warren	City Manager, Austin Bless
Council Member, Drew Wasson	City Secretary, Lorri Coody
Council Member, Sheri Sheppard	City Attorney, Bridgette Begle
Council Member, Michelle Mitcham	
Council Member, James Singleton	
Council Member, Jennifer McCrea	

Council Member James Singleton participated in this meeting via video conferencing. City Attorney, Justin Pruitt was not present at this meeting.

Staff in attendance: Robert Basford, Assistant City Manager; Isabel Kato, Finance Director; Kirk Riggs, Chief of Police; Mark Bitz, Fire Chief; Abram Syphrett, Director of Innovation and Miesha Johnson, Economic Development Manager.

**B. INVOCATION, PLEDGE OF ALLEGIANCE**

- 1. Prayer and Pledge by: Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324.**

**C. PRESENTATIONS**

- 1. Presentation of Police Department Employee of the Fourth Quarter and the 2023 Employee of the Year Award by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324.**

Bobby Warren, Mayor and Commander Stefanie Otto gave the presentation of the Fourth Quarter to Officer Arthur “Art” Moreno and the 2023 Employee of the Year Award to Officer Arthur “Art” Moreno.

- 2. Presentation of Employee of the Month Award for January 2024 - Taryn Modisette.**

Austin Bless, City Manager, presented Taryn Modisette with the January 2024 Employee of the Month Award.

**D. SUBSTANDARD STRUCTURE**

- 1. Conduct a Public Hearing pursuant to Section 34-253 of the Code, so that the owner or the owner’s representatives for the property located at 15830 NW FWY, Jersey Village, Texas may appear and show cause 1) why such buildings or structures should not be declared to be substandard and 2) why the owner should not be ordered to repair, vacate or demolish the buildings or structures.**

Mayor Warren opened the public hearing at 7:08 p.m. pursuant to Section 34-253 of the Code, so that the owner or the owner’s representatives for the property located at 15830

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NW FWY, Jersey Village, Texas may appear and show cause 1) why such buildings or structures should not be declared to be substandard and 2) why the owner should not be ordered to repair, vacate or demolish the buildings or structures.

City Secretary, Lorri Coody, confirmed that posting and notice requirements have been met.

Mayor Warren then called upon Scott Williams from the Building Official's Office to give his report detailing the structural deficiencies and recommending that the structure located at 15830 NW FWY be repaired or demolished. Mr. Williams gave his report that was included in the meeting packet. He provided information about the structural defects to include a bad ceiling requiring much attention to bring it back into compliance. He also stated that according to the City's Codes, the structure is a state of disrepair making it unattractive. Additionally, the building is not locked to prevent entry from unwanted individuals, causing a safety issue.

After completing his report, City Council asked several questions

The Mayor then called upon the lienholders, mortgagees, or owners of the property present giving them an opportunity to be heard and to address the nuisance issues as they relate to the minimum standards, including the scope of the work and financial capability of repairing the structure located at 15830 NW FWY in Jersey Village, Texas.

Donney Shellenbarger, Construction Director for Speedy Stop Stores, was present. He gave background information concerning the structure, stating that is used to be a Chevron Gas Station. He agrees it is in need of repair. He has tried to lease the building as is but has not been able to do so. His business currently has 25 stores in Texas and they have a vested interest in Jersey Village. He gave a handout showing a conceptual design on what they are thinking about doing with the property. He stated that they are financially capable of rehabilitating the structure to include utilities. The intent is to breathe new life into the structure whether it be a coffee shop or office building etc. They are also considering a lease with a build to suit.

The Mayor then called upon everyone else desiring to speak at 7:15 p.m. With no one desiring to speak, Mayor Warren closed the public hearing at 7:15 p.m.

Mayor Warren then called upon the lienholders, mortgagees, or owners of the property for closing comments. With that, Mr. Shellenbarger reiterated his intent to work with the building department to get the permits needed to rehab the structure.

Mayor Warren then called upon City Council for comments. There were questions about how long the property has been in disrepair. It was stated that it has been this way since approximately 2012. There was concern about the rehabilitation of the building and the cost. It seems that there was talk to rehab the structure back in 2012, but nothing has happened since then. Mr. Shellenbarger stated that this property will be rehabilitated but at this point what it will be is still in the works.

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There was discussion about the length of time that this building was in disrepair. It has been quite a while for this building to be in this condition. Some wondered why something was not done sooner. Mr. Shellenbarger stated he cannot speak to this given his tenure. He did state that the company did go through a number of issues and this building was put on the back burner. They are under new leadership. Some members pointed out that in 2021 the lot was cleaned up by residents because the owners were not willing to clean up the property. Given this background, Council has concern about the owner's ability and desire to rehabilitate this property. Mr. Shellenbarger apologized. He stated it was prior to his tenure.

There was concern on how rehabilitation is going to fix this building. The representative was asked if the owner would consider a teardown. He stated NO given the existing setbacks and other city codes that would not accommodate a teardown and rebuild. He did say it would not be a convenience store. He also stated that he has not been inside the building. He said that a maintenance tech has been in the building during the last six months, which has led them to discuss rehabilitation.

There were questions about the time frame he will need to apply for permits and submit a plan to the City concerning the rehabilitation. He stated that he wanted to meet with the building official to discuss the options through a predevelopment meeting before they engage an engineer for design. He stated that he would need at least two to three months.

He stated that he could have the plan ready within 30 to 45 days of completing a predevelopment meeting. There were questions concerning what the estimated costs would be to rehab the structure. Mr. Shellenbarger stated that at this time he does not have an estimate. Currently, HCAD values the structure at \$999.00. With this discussion, it was stated that the current code standards apply to this rehabilitation.

Some wondered if there would be a decision of Speedy Stop to demolish the building and sell the property. Mr. Shellenbarger stated that this is a process that will be discussed once more information is gathered concerning the rehabilitation after the predevelopment meeting. Some members had concerns that if the cost is too great that the rehabilitation may not be aesthetically pleasing in order to cut costs. There was also concern about where the structure would be located on the property.

Council looked to the City Attorney for direction in moving forward. Ms. Begle stated that the motion needs to have two parts. Part one would be a finding as to whether or not the building is substandard and if so, the second part would identify what measure the owner must take to make the property safe. It will need to be a time frame. She also explained the code. If we go over 90 days for the remedy, there will need to be a reporting date set. She recommends that it be a rolling date on each agenda until the property is rehabbed.

- 2. Consider Ordinance 2024-01, finding the structure at 15830 NW FWY, Jersey Village, Texas 77040, (legally described as TRS 16B &18D Fairview Gardens Annex**

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**Section 3, HCAD 064-248-000-0039), the “property”, to be substandard and a public nuisance; ordering Speedy Stop Food Stores, LTD or the true owners of the property to abate the substandard and dangerous structure on the property; authorizing the City to demolish the structure on the property if owner fails to abate the substandard and dangerous structure on the property; authorizing the City to assess a lien against the property for the costs of the demolition; and making other findings and provisions related thereto.**

Meisha Johnson, Community Development Manager introduced the item. Background information is as follows:

City Council has heretofore conducted the public hearing in connection with the substandard structure located at 15830 NW FRWY.

City Council must now discuss the evidence presented to determine if the Property and the structure on the Property located at 15830NW FWY are substandard; and if the conditions of the structure on the Property constitute a nuisance and are a hazard to the health, safety, and welfare of the citizens of Jersey Village and likely to endanger persons and property.

Should City Council find that the Property is in violation of the City’s Code and ordinances; a proposed Ordinance is included for consideration. The proposed Ordinance provides:

1. For a finding that the structure located on the property located at 15830 NW FWY is substandard, a nuisance, and a health hazard;
2. That the owners of the property abate the substandard and dangerous structure.
3. For provisions should the owners of the property fail to repair, remove or demolish the substandard structure; and
4. For administrative procedures following passage of the Ordinance.

Ms. Johnson called attention to page two of the Ordinance for the various options that City Council will need to decide.

Council engaged in discussion. Some members felt that the February 12 meeting would be too soon to ask for any definitive work other than a report. However, within two months from now, some members felt that there should be significant progress made on the rehab project. Other members did not agree with this time frame, pointing out how long the property has been in disrepair. There was also mention that the setback is 25 feet on each side of the building. Given this information, some members did not understand how a rebuild is not possible. Other members felt that they should have the time to understand what is needed and submit their plans and permits within 60 to 90 days given that the property owner does have a right to abate the issues. It was pointed out that the assurances we have during the rehab process is the building permitting process, which is overseen by the City’s Building Official.

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Council discussed 60 days to pull a permit and require a report at each Council Meeting moving forward. Reports must be submitted at least seven days prior to the Council Meeting.

The focus at this time needs to be to make the building safe.

The blank to be completed on page two of the Ordinance were discussed. The time frame and the type of fencing was discussed. The building official stated that the fence would be a construction site fence (chain linked). Securing the building was also discussed. The consensus of Council for the time frame for item B was ten (10) days.

Item C – represents the end goal in terms of a time frame. 180 days was discussed. Others felt it should be 90 days and at that point the time frame can be extended given the plan submitted.

Council discussed having the permits, project timeline, and project plan completed by April 22, 2024. Council discussed the various due dates for this project. The building official stated that all dates need to be counted from today, January 22, 2024. He suggested 10 days to fence, 30 days to secure the building and interior demolition, then 45 days to come up with a plan and submit a request for permits. Once the plans are submitted, the Building Official will work with the owner to work through the Codes in order to get the permits issued. Accordingly, this process would take another 45 to 90 days. If the rehab is just a shell than the time frame could be sooner.

Council discussed a time line of having the owners complete the fencing within 10 days, secure the building and demolish the interior within 30 days and submit a request for permits within 45 day, all to be completed by March 8 and will appear on the March 18 City Council Agenda for further review.

City Attorney will update an Ordinance for signature.

With no further discussion on the matter, Council Member Mitcham moved to declare the property to be substandard and that the owner of the property shall within 10 days of the date of Ordinance 2024-01 fence the property, within 30 days of the date of Ordinance 2024-01 secure the building and demolish the interior, and within 45 days of the date of Ordinance 2024-01 submit a request for permits. Council Member Sheppard seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

ORDINANCE NO. 2024-01

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, FINDING THE

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STRUCTURES AT 15830 NORTHWEST FREEWAY, JERSEY VILLAGE, TEXAS 77040 (THE “PROPERTY”), TO BE SUBSTANDARD AND A PUBLIC NUISANCE; ORDERING THE OWNER OF THE PROPERTY TO ABATE THE SUBSTANDARD AND DANGEROUS STRUCTURES ON THE PROPERTY; AUTHORIZING THE CITY TO DEMOLISH THE STRUCTURES ON THE PROPERTY IF THE OWNER FAILS TO ABATE THE SUBSTANDARD AND DANGEROUS STRUCTURES ON THE PROPERTY AS PROVIDED HEREIN; AUTHORIZING THE CITY TO ASSESS A LIEN AGAINST THE PROPERTY FOR THE COSTS OF THE ABATEMENT; AND, MAKING OTHER FINDINGS AND PROVISIONS RELATED THERETO.

**E. 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.

**Jim Fields, 16412 Saint Helier, Jersey Village, Texas (713) 206-1184** – Mr. Fields spoke to City Council about the TIRZ2 discussions had by City Council in Executive Session. He does not understand why these discussions are not held in public. He believes that the residents should be made aware of the Council’s plans for the property on the south side of US HWY 290. He mentioned that at the last meeting held on February 18, 2024, food was served to all attendees to include the consultants. He does not support this. He went on to say that there was a leak at Joe Meyers. He also stated that Code Enforcement is not enforced in our City. He stated that City Council is not interested in addressing the issues. He also addressed the condition of the City pool. He stated that he would like to see the cost of repairs for the pool before he could support replacing it. He also stated that the Red Cross Guide for pools is not being followed by the City.

Council Member Mitcham gave a response that she did respond to his email concerning Code Enforcement issues. She does care about the Codes. Mayor Warren also gave a follow-up response, reading his email communication to Mr. Fields concerning Code Enforcement issues.

**Kimberly Henao** – Ms. Henao gave her 28<sup>th</sup> installment concerning the history of Jersey Village from 1997.

**F. CITY MANAGER’S REPORT**

Mr. Bless reported an additional \$1.52M in grant funding for the Berm Wall Street Project. He thanked Chief Riggs for his service. Tonight is Chief Rigg’s last City Council Meeting with us. It was mentioned that the Golf Course had their best month ever, even with construction. There was an update on the GC construction project. A grand open house is planned for late summer. The new club house will open first and the rehab will follow.

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – November 2023, General Fund Budget Projections as

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- of December 2023, Utility Fund Budget Projections – December 2023, and Quarterly Investment Report – December 2023.
2. Fire Departmental Report and Communication Division’s Monthly Report
  3. Police Department Monthly Activity 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 Status Report
  6. Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary, and Parks and Recreation Departmental Report
  7. Code Enforcement 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.

Each Consent Agenda item appears below with background information. Item 3 and Item 6 were pulled from the Consent Agenda for further discussion. Accordingly, Item 3 and Item 6 contains discussion information as well as Council’s vote, if applicable. The vote for Items 1, 2, 4, 5 and Items 7 through 10 are found at the end of the Consent Agenda.

1. **Consider approval of the Minutes for the Regular Session Meeting held on December 18, 2023.**
2. **Consider Ordinance No. 2024-02, ordering a General Election to be held on May 04, 2024, for the purpose of electing three (3) councilmembers for places 1, 4 and 5; providing for ballots; designating the time and place of holding such election; providing appointment of election officials and their compensation; providing for notices; providing for publication; providing for a runoff election, if required; providing for severability; and, providing an effective date.**

**BACKGROUND INFORMATION:**

The general election for the city will be held on May 4, 2024, for the purpose of electing the following officials of the City:

Councilmember, Place 1  
Councilmember, Place 4  
Councilmember, Place 5

The deadline for filing for a place on the ballot is February 16, 2024, at 5:00 p.m. and the deadline for ordering an election is also February 16, 2024.

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ORDINANCE NO. 2024-02

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON MAY 04, 2024, FOR THE PURPOSE OF ELECTING THREE (3) COUNCILMEMBERS FOR PLACES 1, 4 AND 5; PROVIDING FOR BALLOTS; DESIGNATING THE TIME AND PLACE OF HOLDING SUCH ELECTION; PROVIDING APPOINTMENT OF ELECTION OFFICIALS AND THEIR COMPENSATION; PROVIDING FOR NOTICES; PROVIDING FOR PUBLICATION; PROVIDING FOR A RUNOFF ELECTION, IF REQUIRED; PROVIDING FOR SEVERABILITY; AND, PROVIDING AN EFFECTIVE DATE.

- 3. Consider Ordinance No. 2024-03, amending the Capital Replacement Fund Budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024, in the amount not to exceed \$200,000 by increasing revenue line item 07-72-6574 (Fire Department Vehicle and Equipment) for the purchase of tools and equipment for the new fire and tower truck.**

**BACKGROUND INFORMATION:**

Fire Department is requesting a budget amendment to line item 07-72-6574 - Fire Department Vehicle and Equipment replacement line item. This request is a housekeeping measure to move the monies from a revenue line item to an expense line item.

This past budget session, \$200,000 dollars was moved out of the Fire Control District Budget for the purchase of tools and equipment for the new fire and tower truck on order. This funding was to begin purchasing tools and equipment to beat obvious increases in cost of equipment and to get ahead of already long lead times of the equipment we needed to order.

The money was moved into a revenue account and not actually moved into a working expense line-item account for this fiscal year.

Since we have already begun ordering equipment, we need the funding to be in expense account 07-72-6574 so we can pay for these ordered items. We cannot pay for the equipment from a revenue account.

Council engaged in discussion. This item was approved during budget discussions. Outfitting the truck is necessary. The lead time on ordering the truck was 36 months. Chief Bitz stated that ordering the equipment takes 12 to 16 months depending upon what is being ordered.

With no further discussion on the matter, Council Member Wasson moved to approve Ordinance No. 2024-03, amending the Capital Replacement Fund Budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024, in the amount not to exceed \$200,000 by increasing revenue line item 07-72-6574 (Fire Department Vehicle and Equipment) for the purchase of tools and equipment for the new fire and tower truck. Council Member McCrea seconded the motion. The vote follows:



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Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CAPITAL REPLACEMENT FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024 IN THE AMOUNT NOT TO EXCEED \$200,000 BY INCREASING REVENUE LINE ITEM 07-72-6574 (FIRE DEPARTMENT VEHICLE AND EQUIPMENT) FOR THE PURCHASE OF TOOLS AND EQUIPMENT FOR THE NEW FIRE AND TOWER TRUCK.

**4. Consider Resolution No. 2024-01, receiving and approving the Fiscal Year 2023 Annual Report for Tax Increment Reinvestment Zone Number 2.**

**BACKGROUND INFORMATION:**

The Tax Increment Financing Act requires all cities or counties that designate a tax increment reinvestment zone to file an annual report with the Comptroller's office and the chief executive officer of each taxing unit that levies property taxes on real property in a reinvestment zone. The report must include:

- the amount and source of revenue in the tax increment fund established for the zone;
- the amount and purpose of expenditures from the fund;
- the amount of principal and interest due on outstanding bonded indebtedness;
- the tax increment base and current captured appraised value retained by the zone; and
- the captured appraised value shared by the municipality or county and other taxing units, the total amount of tax increments received, and any additional information necessary to demonstrate compliance with the tax increment financing plan adopted by the governing body of the municipality or county.

The TIRZ Board met on January 8, 2024, to review this report. They recommended that the City Council receive and approve this report.

RESOLUTION NO. 2024-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING AND APPROVING THE FISCAL YEAR 2023 ANNUAL REPORT FOR TAX INCREMEMNT REINVESTMENT ZONE NUMBER 2.

**5. Consider Resolution No. 2024-02, receiving and approving the Fiscal Year 2023 Annual Report for Tax Increment Reinvestment Zone Number 3.**

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**BACKGROUND INFORMATION:**

The Tax Increment Financing Act requires all cities or counties that designate a tax increment reinvestment zone to file an annual report with the Comptroller's office and the chief executive officer of each taxing unit that levies property taxes on real property in a reinvestment zone. The report must include:

- the amount and source of revenue in the tax increment fund established for the zone;
- the amount and purpose of expenditures from the fund;
- the amount of principal and interest due on outstanding bonded indebtedness;
- the tax increment base and current captured appraised value retained by the zone; and
- the captured appraised value shared by the municipality or county and other taxing units, the total amount of tax increments received, and any additional information necessary to demonstrate compliance with the tax increment financing plan adopted by the governing body of the municipality or county.

The TIRZ 3 Board met recently and reviewed this report. They are recommending the City Council receive and approve this report.

**RESOLUTION NO. 2024-02**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING AND APPROVING THE FISCAL YEAR 2023 ANNUAL REPORT FOR TAX INCREMEMNT REINVESTMENT ZONE NUMBER 3.

- 6. Consider Resolution 2024-03, authorizing the City Manager to enter into agreements for the FMA Program Home Elevation Grant Administration and Project Management Services for Grant 1 and Grant 2 with Jeffrey S. Ward & Associates.**

**BACKGROUND INFORMATION:**

The two grant applications for home elevations submitted as part of the FY22 FEMA Flood Mitigation Assistance (FMA) were identified for further review by FEMA. I believe this review will be wrapping up over the next few months and we should receive contracts on both grants in the spring of 2024.

As part of the home elevation grant, funds were included in the grant to pay for a third-party grant administrator. As we are anticipating final award notification on the grant in the coming months, we have gone out to RFQ for the grant administration.

The RFQ was posted on our website and Bidnet Direct on December 6, 2023. Advertisements were run in the Houston Chronicle on December 6 and December 13, 2023.

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The following companies downloaded the RFQ:

Enterprise Pals, Inc.	Shay Enterprise
true flood risk	Allied Solutions
Arkitektura Development Inc	CSA Consulting Group LLC
ICF Consulting, Inc.	Construction Journal
Data Entry Outsourcing Services LLC	BDO USA, P.A.
Hagerty Consulting, Inc.	Jeffrey S. Ward & Associates, Inc.
Tetra Tech, Inc.	North America Procurement Council, Inc. PBC

We received one proposal, which was from Jeffrey S. Ward & Associates Inc. They have clearly demonstrated their expertise and ability to manage all aspects of the grant.

We would not enter into any contract until the grant has been officially awarded. There would be two contracts, one for each grant.

For Grant Number 1, the total contract amount would be \$252,000. Of that amount the city cost share is \$12,419. The total project cost for this grant is \$4,824,911 with the grant funding in the amount of \$4,587,137 and our cost share being \$237,774.

For Grant Number 2 the total contract amount would be \$252,000 and our cost share would be \$10,174. The total grant amount for this grant is \$4,678,969 with the grant amount being \$4,490,070 and our total cost share is \$188,899.

The cost split is based upon the number of homes in the grant that are Insured, Repetitive Loss, or Severe Repetitive Lost. For insured homes the cost split is 75/25, for Repetitive Loss the split is 90/10, and for Severe Repetitive Loss FEMA covers the cost at 100%.

The duties they will be responsible for as part of the grant administration include:

**General Grant Administration**

- Fully administer all aspects of grant according to the contractual agreement with TWDB and the Flood Mitigation Assistance Grant Agreement with FEMA
- Report to local officials on the grant process
- Prepare required reports to the State
- Prepare requests for payment from the City to the property owners or contractor (as determined).
- Prepare requests for reimbursement from the City to the State
- Assist the City in evaluating options for procurement of qualified contractors in accordance with 2 CFR Part 200 and State of Texas procurement standards
- Assist the City in developing an agreement between the City and the Homeowners that passes along the relevant terms of the grant. This agreement will also establish Homeowner obligations that must be followed during the elevation of their home

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- Coordination of inspection, structure requirement, and bid/contract process for elevation contractor procurement
- Coordinate and facilitate meetings with Homeowners to outline the project's scope of work requirements. Work closely with the Homeowners throughout the duration of the project and respond to their questions in a timely manner
- Prepare reconciliation with State on all grant funds
- Prepare all reports and forms required for grant closeout
- Participate in any review or audit of grant by TWDB, FEMA or their assignee, and address any questions, findings, or deficiencies noted

**Per Parcel Project Management Services for Elevation projects**

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

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

Council engaged in discussion on how the funding and reimbursement will work concerning the grant funds. City Manager Bless explained the process.

With no further discussion on the matter, Council Member McCrea moved to approve Resolution 2024-03, authorizing the City Manager to enter into agreements for the FMA Program Home Elevation Grant Administration and Project Management Services for Grant 1 and Grant 2 with Jeffrey S. Ward & Associates. Council Member Wasson seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

RESOLUTION NO. 2024-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS FOR THE FMA PROGRAM HOME ELEVATION GRANT ADMINISTRATION AND PROJECT MANAGEMENT SERVICES FOR GRANT 1 AND GRANT 2 WITH JEFFREY S. WARD & ASSOCIATES.

**7. Consider Resolution No. 2024-04, selecting contractors to complete home elevation work in relation to the FY2022 FEMA Flood Mitigation Assistance Grant.**

**BACKGROUND INFORMATION:**

The two grant applications for home elevations submitted as part of the FY22 FEMA Flood Mitigation Assistance (FMA) were identified for further review by FEMA. I believe this review will be wrapping up over the next few months and we should receive contracts on both grants in the spring of 2024.

As part of the home elevation grant funds were included in the grant to pay for a third party grant administrator. As we are anticipating final award notification on the grant in the coming months we have gone out to RFQ for the grant administration.

The RFQ was posted on our website and Bidnet Direct on December 6, 2023. Advertisements were run in the Houston Chronicle on December 6 and December 13, 2023. Bids were opened on January 10, 2024.

The RFQ was downloaded by 15 companies. We received responses from 5 different contractors.

All of the responses were judged on the following categories:

Item:	Scoring. Percentage

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Qualifications of firm	35%
Demonstrated ability to perform building elevation services as requested in the Scope of Services	40%
Ability to efficiently provide building elevation services at project sites within Jersey Village	25%
Total	100%

Here is a summary of our rankings:

	Total Points	Average Points
Arkitektura	300	100
Allied Foundation	270	90
Excello	298	99
Brizo Construction	255	85
Comal Design Group	280	93

There was a submittal from a sixth company, P3, but they were disqualified.

In discussions with our Grant Administrator, he recommends the city select three contractors to do the work for the home elevations. The top three contractors have experience in elevating homes, and doing so according to the grant standards set out by FEMA and TWDB. Staff feels confident these three contractors would do a good job on this project.

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

RESOLUTION NO. 2024-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SELECTING CONTRACTORS TO COMPLETE HOME ELEVATION WORK IN RELATION TO THE FY2022 FEMA FLOOD MITIGATION ASSISTANCE GRANT.

**8. Consider Resolution No. 2024-05, authorizing applications for the US DOT FY24 RAISE Grant for a Planning Grant.**

**BACKGROUND INFORMATION:** The Rebuilding American Infrastructure with Sustainability and Equity, or RAISE Discretionary Grant Program, provides a unique opportunity for the US DOT to invest in road, rail, transit and port projects that promise to achieve national objectives. Congress has dedicated nearly \$14.3 billion for fifteen rounds of National Infrastructure Investments to fund projects that have a significant local or regional impact. These grants are awarded on a competitive basis for planning or constructing surface transportation

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infrastructure projects that will improve safety; environmental sustainability; quality of life; mobility and community connectivity; economic competitiveness and opportunity including tourism; state of good repair; partnership and collaboration; and innovation.

We are proposing to apply for a planning grant to study how mobility and community connectivity may be improved to allow for better economic competitiveness and opportunity including tourism. The proposal would be to look at how the railroad crossing could be improved or eliminated for vehicles at the crossing on Jones Road and at Taylor Road, as well as how a multimodal (walking and biking) crossing could be implemented along the E127 branch of the White Oak Bayou.

The end goal of the grant would be to have a completed report with proposed projects that could be completed to improve the transportation to and around those areas. If the report identifies projects that could be completed that puts us in a position to apply for a construction grant to help fund the construction projects, if we chose to move forward with them. There would be no obligation to proceed with any projects that are identified.

If the report were to find that improvements to create a multimodal crossing at the E127 bayou would be beneficial, that would have other positive impacts as well. Any improvements to the railroad crossing at the E127 branch would also potentially provide flood mitigation benefits to the city. One large cost of the E127 project that is being studied right now is the railroad bridge over the bayou. If that bridge could be replaced utilizing DOT funding, that would reduce the overall project costs of the E127 project. Reducing those costs would give the E127 project a better Benefit Cost Ratio and could make that project eligible for FEMA funding to complete.

If the crossings at Jones Road and Taylor Road are improved, that would offer better economic development opportunities for those areas. It would allow for better traffic flows and provide more safety for vehicles and trains.

As flood mitigation, improving community connectivity, and economic development are all goals in our Comprehensive Plan, this grant application aligns well with those three goals.

The cost share of the project would be 80% from DOT and 20% from the city. Right now, we are estimating the cost of the project to be about \$800,000, but as of this writing we are still waiting for a formal cost estimate from an engineer. If the project is \$800,000 then our cost share would be \$160,000. It is unlikely grant awards would be made until at least summer 2024. Applications are due to the US DOT on February 28, 2024.

RESOLUTION NO. 2024-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING APPLICATIONS FOR THE FY24 DOT RAISE GEANT FOR A PLANNING GRANT.

- 9. Consider Resolution No. 2024-06, authorizing the Fire Chief to apply for a grant through FEMA for Staffing for Adequate Fire and Emergency Response (SAFER) and, if approved and funded, authorizing the City Manager to add six (6) new firefighters into the Fiscal Year 2024-2025 Budget.**

**BACKGROUND INFORMATION:**

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Jersey Village Fire Department is seeking approval to apply for the SAFER grant to add six firefighters to our staffing. We currently have six firefighters per shift. We are looking to add two more per shift to bring our total number of firefighters per each shift to eight firefighters.

We can do this with the assistance of the government through a FEMA program called SAFER (Staffing for Adequate Fire and Emergency Response).

There is no share cost in this. The grant pays 100% of a firefighter's salary, benefits and overtime for the first three years. Year four moving forward is 100% the responsibility of the city to pay for Salary, Benefits and Overtime. The program does not pay for protective equipment, uniforms or incentives.

I have recommended to the city manager to add six more fulltime firefighters through this program. The SAFER Grant program opens soon in the first quarter of 2024. If awarded the grant, we can expect notification towards the end of this fiscal budget year.

This request is for council to consider authorizing the fire chief to move forward with applying for the SAFER Grant and, if awarded and funded, authorize the city manager to add six (6) new firefighters in the Fiscal Year 2024-2025 Budget.

RESOLUTION NO. 2024-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE FIRE CHIEF TO APPLY FOR A GRANT THROUGH FEMA FOR STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) AND, IF APPROVED AND FUNDED, AUTHORIZING THE CITY MANAGER TO ADD SIX (6) NEW FIREFIGHTERS INTO THE FISCAL YEAR 2024-2025 BUDGET.

**10. Consider Resolution No. 2024-07, selecting firms for Professional Services related to Public Works and Utility Projects and authorizing the City Manager to negotiate with such firms.**

**BACKGROUND INFORMATION:**

During the November 2023 election, the City of Jersey Village placed propositions on the ballot that pertained to water/wastewater improvements as well as street/road improvements as the City has identified the need for a handful of projects.

As staff prepares for improvements, we sent out a request for qualifications (RFQ) to engineering firms to gather their qualifications as they relate to street reconstruction, wet utilities (water/wastewater/stormwater), surveying, H&H studies and drainage work, ground penetrating Radar and construction administration/management.

The request was published on November 14 on Bidnet Direct. Newspaper notices were published on November 14 and November 21. Proposals were due on December 19, 2023. The RFQ Document was downloaded by 106 people. By going out to RFQ like this, we were able to follow all of the 2 Code of Federal Regulations (CFR) Part 200 requirements,



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and also state procurement requirements that may come in to play if we are able to utilize any grant funding for the engineering and construction of projects.

We received 20 timely responses, and those responses were evaluated by Tim Nguyen, Project Manager, Danielle Cordova, Public Works Manager, Robert Basford, Assistant City Manager and Austin Bleess, City Manager.

Each response was ranked on four criteria items. Those items include Design Team Qualifications (Max 25 points), Similar Project Experience (max 35 points), Knowledge of the City of Jersey Village (max 25 points), and Compliance with the RFQ components (max 5 points).

After a careful review of the proposals the team is recommending the following firms be on our approved vendor list for the indicated services below:

<b>Street and Drainage</b>	<b>Surveying</b>	<b>Water, Wastewater and Storm Sewer</b>	<b>H&amp;H Studies related to Street Drainage Improvements</b>	<b>Ground Penetrating Radar</b>	<b>Construction Admin/Mgt Services</b>
IDS Engineering Group	IDS Engineering Group	IDS Engineering Group	WGA Consulting Engineers	Quiddity Engineering	GarzaEMC
Westwood Professional Services, Inc.	GarzaEMC	Westwood Professional Services, Inc.	Westwood Professional Services, Inc.	GarzaEMC	Gauge Engineering
GarzaEMC	Quiddity Engineering, LLC	GarzaEMC	GarzaEMC	Colliers Engineering & Design, Inc.	Quiddity Engineering, LLC
Gauge Engineering	KSA	Gauge Engineering	Gauge Engineering		IDS Engineering Group
Quiddity Engineering	PGAL	Quiddity Engineering			

It is the intention for these firms to be utilized for city projects as they come up. We will be able to work with any of these firms to negotiate a contract for their services on a given project. Those contracts would come back to Council for approval if applicable for the project type, in accordance with our purchasing policy.

RESOLUTION NO. 2024-07

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SELECTING FIRMS FOR PROFESSIONAL SERVICES RELATED TO PUBLIC WORKS AND UTILITY PROJECTS AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE WITH SUCH FIRMS.

Item 3 and Item 6 were removed from the consent agenda. The discussion and vote for the removed items can be found under the appropriate Consent Agenda item. The vote for the remaining items NOT removed from the Consent Agenda is as follows:

Council Member McCrea moved to approve Items 1, 2, 4, 5 and Items 7 through 10 on the Consent Agenda. Council Member Wasson seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

## **H. REGULAR AGENDA**

### **1. Discuss and take appropriate action regarding water and sewer rates.**

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

During the workshop on water and sewer rates during December 2023 the City Council requested staff explore having a maximum usage for sewer rates.

If the Council wanted to do a maximum usage of 12,000 gallons for sewer rates that would be approximately a \$600,000 impact to the utility fund. If it was a 10,000-gallon maximum, that would be approximately a \$730,000 impact to the utility fund.

The main driver of this is lawn irrigation. In 2024 we had drought conditions for a long time. In years where there is average rainfall there is less irrigation that occurs.

As noted in the Rate Study there are some cities that have a maximum. Conroe has a maximum of 10,000 gallons, Lake Jackson has a maximum of 15,000 gallons, Memorial Villages Water Authority has a maximum of 30,000 gallons.

Making this change would to 12,000 gallons which is a \$600,000 impact, without increasing water rates, is projected to keep the utility fund below the three-month operating reserve through Fiscal Year 2027, and possibly meeting the three-month operating reserve in Fiscal Year 2028.

Staff is planning on looking at the rate study in March for a possible presentation to Council in April for future planning purposes to ensure the rates are meeting the current and projected needs of the city.

Council engaged in discussion. Some wanted to know how many homes have irrigation meters. City Manager Bless stated it is around 30%. Some wondered if more residents got an irrigation meter would it affect the fund's balance. City Manager Bless stated that in order to affect the fund balance due to increased irrigation meters, the number of

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irrigation meters would need to be in the 1,000's. Other members wanted to know if we do something to the sewage rates, would we need to increase water rate fees to compensate? City Manager Bless confirmed that it would be necessary to increase the water rates. That being said, some members felt that there really is not a good solution to this problem. Some felt that irrigation water should not incur a sewage fee. However, residents should pay for what they use. Some believe a cap is fair. There needs to be a way to make this work, but there is no clear-cut path to make it fair for everyone.

Some felt that wherever the higher costs are coming from should bear those costs. The City Manager explained the different rates and how they affect the utility fund. Water and Sewer Rates were discussed in detail.

Some felt a rate study will give more detailed information on solutions. There was concern about the new fees that were implemented and how it will affect those residents that do not have an irrigation meter.

Grants to address this issue were discussed. The timeline to address the rate issues was discussed. Some felt that a solution needs to be in place for the April billing cycle.

City Manager Bless does not recommend adjusting water rates at this point. He does not believe a rate cap for sewer is a long-term solution but could work for the short haul.

Various solutions were discussed. Staff is to bring back an Ordinance in February with a cap for wastewater usage. Any cap will decrease the fund and require an increase in water rates to recoup lost revenues. Some felt that the cap could be a short term fix.

With no further discussion on the matter, Mayor Warren called the next item on the agenda as follows:

- 2. Consider Ordinance No. 2024-04, amending the Jersey Village Code of Ordinances at Chapter 14 “Building and Development,” Article VIII “Public Utilities,” Section 14-208 “General Criteria” by adding a new subsection (g) titled “Irrigation Meter Installation;” providing a penalty; providing for severability; providing for publication; and providing an effective date.**

Robert Basford, Assistant City Manager, introduced the item. The Public Works Department has received numerous requests for alterations to the current irrigation meter installation process, particularly from property owners whose water mains are located on the opposite side of the street. In response, the City has considered input from the public and aims to enhance services for both current and future utility customers.

The proposed policy change is aimed at streamlining the process for homeowners who wish to tap into an existing service line when the water main is situated on the opposite side of the street. At present, a separate tap is required, often involving the costly and complex task of boring underneath the street.

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To initiate this change, residents can now submit requests for service line taps through the permits process. Upon receiving a request, the utility division will thoroughly evaluate the homeowner's current service, taking into account factors such as the existing line's capacity to accommodate the additional connection. This assessment ensures that any modifications will not have adverse effects on neighboring properties or the overall integrity of the city's water supply system.

If the utility division determines that the existing service line can support the additional connection without causing harm, the homeowner will be granted formal permission to proceed with the tap.

This approach not only simplifies the process for residents but also contributes to the City's commitment to efficient and utility customer-friendly policies in water management. Jersey Village strives to strike a balance between meeting the needs of property owners and ensuring the sustainability and reliability of its water supply infrastructure.

With limited discussion on the matter, Council Member Micham moved to approve Ordinance No. 2024-04, amending the Jersey Village Code of Ordinances at Chapter 14 "Building and Development," Article VIII "Public Utilities," Section 14-208 "General Criteria" by adding a new subsection (g) titled "Irrigation Meter Installation;" providing a penalty; providing for severability; providing for publication; and providing an effective date. Council Member Sheppard seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

ORDINANCE NO. 2024-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE JERSEY VILLAGE CODE OF ORDINANCES AT CHAPTER 14 "BUILDING AND DEVELOPMENT," ARTICLE VIII "PUBLIC UTILITIES," SECTION 14-208 "GENERAL CRITERIA" BY ADDING A NEW SUBSECTION (G) TITLED "IRRIGATION METER INSTALLATION;" PROVIDING A PENALTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

- 3. Consider Ordinance No. 2024-05, amending the Impact Fee Fund Budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024, in the amount not to exceed \$298,000 by increasing Line Item 04-45-5515 (Impact Fee Consultant), approving the proposal from Quiddity Engineering, LLC to conduct a Water and Wastewater Master Plan; and authorizing the City Manager to execute all documents with Quiddity Engineering, LLC concerning these consulting services.**

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Austin Bless, City Manager, introduced the item. Background information is as follows: One of the recommendations from the Impact Fee Study that was adopted by the City Council in December 2023 was a water and wastewater master plan study. City staff is recommending we proceed ahead with the master planning so we can stay ahead of the curve when it comes to any potential projects that may happen.

The development of a comprehensive water and wastewater master plan is essential for ensuring a sustainable and reliable water supply for current and future generations. As our city has the potential for growth the demand for clean, potable water increases. A master plan addresses these challenges by assessing current water resources and identifying necessary improvements in infrastructure and technology. This proactive approach ensures the continuous availability of high-quality water, which is fundamental for public health and economic development.

Effective wastewater management is another critical component of a water and wastewater master plan. Properly treating and disposing of wastewater is vital for protecting water bodies from pollution, thereby preserving ecosystems and preventing health hazards. A master plan outlines strategies for the collection, treatment, and discharge of wastewater, ensuring that these processes comply with environmental regulations and standards.

The water and wastewater infrastructure—comprising pipelines, treatment facilities, pumping stations, and wells—is the backbone of our water supply and sanitation systems. A master plan guides the development, maintenance, and upgrading of this infrastructure to meet current and future needs efficiently. It helps in prioritizing investments, identifying funding sources, and planning for the long-term sustainability of infrastructure.

The Engineer will assess the existing three (3) water plants (WPs), two (2) elevated storage tanks (ESTs), one (1) Wastewater Treatment Plant (WWTP) at Castlebridge, one (1) WWTP at White Oak Joint Powers Board, six (6) lift stations (LS), and approximately 257,000 linear feet of water distribution system and 205,000 linear feet of wastewater collection system. The City is a stakeholder with the White Oak Bayou Joint Powers Board and owns a portion of the White Oak Bayou Wastewater Plant. This scope of work does not include recommendations for facility improvements to White Oak Bayou WWTP. However, the Engineer will evaluate the projected hydraulic capacity wastewater available to the City at the White Oak Bayou WWTP based on the current agreement. The City's historical records will be utilized as part of the assessment. The Engineer will make assumptions for information not available or provided by the City when proposing infrastructure improvements. The City's storm sewer system, roadways, reclaimed water, or any other utilities except for potable water and wastewater are not included in the scope of work.

Quiddity Engineering could begin this plan shortly after approval and they would look to have it completed by the end of September 2024. This study would be paid for from the

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Impact Fee Fund and would not impact the General Fund. This item is to approve the budget amendment and authorize the consulting services agreement to complete the Master Plan.

Council engaged in discussion about the time frame that the plan will cover. City Manager Bless explained the parameters for the study. This study digs into the details wherein the Impact Fee Study was more high-level.

With no further discussion on the matter, Council Member Sheppard moved to approve Ordinance No. 2024-05, amending the Impact Fee Fund Budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024, in the amount not to exceed \$298,000 by increasing Line Item 04-45-5515 (Impact Fee Consultant), approving the proposal from Quiddity Engineering, LLC to conduct a Water and Wastewater Master Plan; and authorizing the City Manager to execute all documents with Quiddity Engineering, LLC concerning these consulting services. Council Member McCrea seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

ORDINANCE NO. 2024-05

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE IMPACT FEE FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024 IN THE AMOUNT NOT TO EXCEED \$298,000 BY INCREASING LINE ITEM 04-45-5515 (IMPACT FEE CONSULTANT), APPROVING THE PROPOSAL FROM QUIDDITY ENGINEERING, LLC TO CONDUCT A WATER AND WASTEWATER MASTER PLAN; AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS WITH QUIDDITY ENGINEERING, LLC CONCERNING THESE CONSULTING SERVICES.

**4. Discuss and take appropriate action on bond issuance and consider Resolution No. 2024-08, a Resolution expressing intent to finance expenditures to be incurred.**

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

With resident approval of bonds at the November Election, the next steps for the City Council are to consider the issuance of the bonds. Attached to this memo as Exhibit A is a Tentative Schedule of Events for a bond issuance. The first step in that process is tonight when the Council will review the plan and the schedule of events for the General Obligation (GO) Bonds.

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According to John Robuck, our Financial Advisor, the City should issue bonds for any projects that we would need to finance within the next two years. By selling one bond issue, instead of two, we are able to reduce the overall issuance costs required to sell/market the bond. Also, the increased bond size will assist in selling the bonds, as most investors are now looking for larger “blocks” of bonds to purchase. For example, a \$1,000,000 maturity will generate more attention from investors than a \$400,000 maturity. Historically, when a maturity receives more attention, we are usually able to secure a lower interest rate, since investors are willing to buy the block size they need for their portfolio at a slightly lower rate of return. The lower interest rate will reduce the City’s total interest cost and hopefully minimize the affect on the tax rate.

As such City Staff is recommending that the City Council authorize bonds for the following projects in the following amounts:

Item	Debt Service Fund	Utility Fund	Total
Congo Street Project	\$3,430,834	\$815,493	\$4,246,327
Singapore Street Project (Senate to Solomon)	\$2,520,768	\$402,502	\$2,923,270
Australia	\$1,637,100	\$241,075	\$1,878,175
Seattle (Solomon to Senate)	\$1,637,100	\$363,786	\$2,000,886
Solomon	\$ 3,130,157	\$1,361,995	\$4,492,152
WOB Plant		\$6,000,000	\$6,000,000
Sewer Pipe Replacement (all pre-1980 pipes)		\$3,700,000	\$3,700,000
Equador Bridge	\$500,000		\$500,000
Totals	\$12,855,959	\$12,884,851	\$25,740,810

The Equador Bridge would be a walking and bicycle bridge only. It would not be one that accommodate cars.

The next steps for our Financial Advisor will be to do a First Draft of Preliminary Official Statement (POS). The POS is an informational disclosure document released prior to the sale that describes the proposed new issue of bonds prior to final determination of the maturity amounts, interest rates and offering prices/yields. The POS contains preliminary information on the terms and conditions of the bond sale including the purpose, security features, and discloses economic, financial and legal information applicable to the issue.

If we hold to the schedule that is outlined in Exhibit A we should close on the bonds and take delivery of the funds by the end of April.

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Our plan for the Congo Street Project is to be out to bid in February and award bids in March of April. Work would not commence until the bond sale closes. Staff is working with Cy-Fair ISD on this as well as there will be impacts to the schools and bus routes.

The other street projects would begin the design phase in late April. We would utilize engineering firms that were identified in the other agenda item before the Council this evening to get proposals from them for the various street and pedestrian bridge projects. We would bring those proposals back to the Council for approval in March or April.

Currently staff has identified a sewer main issue on Wall Street near Rio Grande. The section of pipe Starting at Rio Grande running along Wall Street, up Crawford Street and to Tahoe Street is a section of pipe that was slated to be fixed with the bond funds. Given this issue it is imperative that we fix the problem sooner rather than later. With that Staff is recommending that the City Council approve the proposed resolution stating our intention to pay ourselves back with the bond revenues for the expenses occurred on this fix. If the Council were to approve the resolution staff would immediately begin to mobilize the contractors to fix this problem as an emergency expenditure.

During the summer of 2023 the expected impact to our tax rate, if all \$33,855,959 in General Fund bonds were to be sold, the tax rate impact would have been approximately 10.5 cents. As this is requested amount to be issued is about 38% of what the total amount, we expect the tax rate impact to be approximately 4 cents. But we will not know a firm tax rate impact until bonds are sold.

Council engaged in discussion. Some members spoke to the Golf Course Bridge, wanting it to accommodate two vehicles to pass at the same time. City Manager Bless stated that the discussion for tonight concerning this bridge should not be project related, rather it should be do we want to add an additional \$2.5M to the total. Some wondered if we issue the bonds and don't spend the funds what will happen. City Manager Bless stated that we could use the money in the future for these type projects. John Robuck, our financial advisor, gave information about the bonds, stating that the larger the bond the better the interest rates. There was reference to the finance plan included in the packet concerning the terms of the bonds. Mr. Robuck explained the plan and how it works. The timeline for the sale of the bonds was discussed and what the Federal Reserve will do with interest rates. That being said, how much will those decisions affect our bonds. Mr. Robuck gave information concerning same.

City Manager Bless stated that Council can increase the numbers, but the amount proposed is what Staff is recommending.

With no further discussion on the matter, Council Member Sheppard moved to approve Resolution No. 2024-08, a Resolution expressing intent to finance expenditures to be incurred. Council Member Wasson seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea



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Nays: None

The motion carried.

RESOLUTION NO. 2024-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, EXPRESSING INTENT TO FINANCE EXPENDITURES TO BE INCURRED.

**5. Discuss and take appropriate action on Ordinance No. 2024-06, creating the GO Bonds Series 2024 Fund Budget for the Fiscal Year Beginning October 1, 2023, and ending September 30, 2024.**

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

With the upcoming issuance of bonds, and the need for some projects to get started more quickly with the city being reimbursed by the bond proceeds, as discussed in the earlier agenda item, we need to create the Fund 16 GO Bonds Series 2024 Fund Budget for the upcoming year. This new fund will allow us to properly track the revenue and expense from the bonds. The debt service used to pay back these bonds would come from our current debt service bond.

The budget amounts are as follows:

Account Number	Revenues	Amounts
16-90-9891	Bond Proceeds	\$25,740,810

	Expenses	Amounts
16-91-7213	Congo Street Project	\$4,246,327
16-91-7214	Singapore Street Project (Senate to Solomon)	\$2,923,270
16-91-7215	Australia	\$1,878,175
16-91-7216	Seattle (Solomon to Senate)	\$2,000,886
16-91-7217	Solomon	\$4,492,152
16-91-7218	WOB Plant	\$6,000,000
16-91-7219	Sewer Pipe Replacement (all pre-1980 pipes)	\$3,700,000
16-91-7220	Equador Bridge	\$ 500,000
	<b>Totals</b>	<b>\$25,740,810</b>

The Equador Bridge would be a walking and bicycle bridge only. It would not be one that accommodate cars.

With limited discussion on the matter, Council Member McCrea moved to approve Ordinance No. 2024-06, creating the GO Bonds Series 2024 Fund Budget for the Fiscal

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Year Beginning October 1, 2023, and ending September 30, 2024. Council Member Sheppard seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

ORDINANCE NO. 2024-06

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, CREATING THE GO BONDS SERIES 2024 FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024.

**6. Discuss and take appropriate action on the possible formation of a Bond Committee.**

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

After the November 2023 Bond Election, the City Council expressed some interest in creating a bond committee, made up of residents, to look at the possibility of doing a bond referendum at the November 2024 election.

If the City Council wants to consider a committee the staff would like some direction on that. We could advertise for interested residents to submit an application and bring those applications to the City Council in February or March. The February meeting is scheduled for February 12, which means we would only have 2 weeks for people to submit their application. If Council feels that is not enough time, we could bring it back in March.

If the only possible bond items to be explored are the pool and park options, we have a lot of that work done already. The committee could help us refine the scope of the project and we could use that to bring back a better cost estimate for the Council to discuss.

If there are other possible items, the Council may want to look at for bonds the committee could vet those ideas as well. Staff has no specific projects in mind at this time.

There is no formal action required by the Council tonight, just direction on if the Council would like a bond committee; and if so, how the Council would like staff to proceed for the timing of applications.

Council engaged in discussion. Most wanted to go out for applications and bring them back to City Council in March for review.

**7. Consider Resolution No. 2024-09, authorizing the City Manager to enter into an Agreement with Little Kitchen HTX for Concessionaire Services for the Jersey Meadow Golf Course.**

Robert Basford, Assistant City Manager introduced the item. Background information is as follows:

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As the completion of the new golf course clubhouse approaches, staff solicited RFP’s for concessionaire services in the new clubhouse. At the December 2023 Council meeting, staff authorized the City Manager to begin negotiating an agreement with Little Kitchen HTX.

Over the past month we have worked with Little Kitchen to create a new concessionaire agreement that works better for the City and for them. Our agreement compares to previous agreements with some changes.

The highlights of the agreement are as follows:

- 5-year, 9-month agreement (ending December 31 2030) with four 1 year extensions.
- The Concessionaire pays the City 12% of gross monthly sales for the first \$50,000 earned, 4% for the next \$25,000 earned and then 7% of all gross monthly sales above \$75,000.
- Concessionaire will continue to produce “turn food” for more grab and go options for golfers.
- There will be 3 special events on a monthly basis (same as previous agreements).
- There will be special promotions for things like happy hour, food specials, etc. in addition to the special events (same as previous agreements).

With limited discussion on the matter, Council Member Mitcham moved to approve Resolution No. 2024-09, authorizing the City Manager to enter into an Agreement with Little Kitchen HTX for Concessionaire Services for the Jersey Meadow Golf Course. Council Member McCrea seconded the motion. The vote follows:

Ayes: Council Members Wasson, Sheppard, Mitcham, Singleton, and McCrea

Nays: None

The motion carried.

RESOLUTION NO. 2024-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LITTLE KITCHEN HTX FOR CONCESSIONAIRE SERVICES FOR JERSEY MEADOW GOLF COURSE.

**I. 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;

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- An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutory recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; 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 McCrea**: Council Member McCrea did not have any comments.

**Council Member Singleton**: Council Member Singleton did not have any comments.

**Council Member Wasson**: Council Member Wasson wished everyone a Happy New Year.

**Council Member Sheppard**: Council Member Sheppard wished Chief Riggs the best. We will miss you.

**Council Member Mitcham**: Council Member Mitcham did not have any comments.

**Mayor Warren**: Mayor Warren wished everyone a Happy New Year. He wished Chief Riggs all the best. We appreciated having you here in our City.

**J. RECESS THE REGULAR SESSION**

Mayor Warren recessed the Regular Session at 9:28 p.m. to convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.087 Deliberation Regarding Economic Development Negotiations, Sections 551.072 – Deliberations about Real Property, and 551.071 – Consultations with Attorney.

**K. EXECUTIVE SESSION**

- 1. Pursuant to the Texas Open Meeting Act Section 551.087 Deliberation Regarding Economic Development Negotiations, Section 551.072 Deliberations about Real Property, and Section 551.071 Consultations with Attorney a closed meeting to deliberate information from a business prospect that the City seeks to locate in Jersey Village TIRZ Number 2 and economic development negotiations, including the possible purchase, exchange, or value of real property, related thereto.**

**L. ADJOURN EXECUTIVE SESSION AND RECONVENE REGULAR SESSION**

Mayor Warren adjourned the Executive Session at 10:06 p.m., and reconvened the Regular Session, stating that no final actions, decisions, or votes were had during the Executive Session.

**M. RECONVENE REGULAR SESSION**

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- 1. Discuss and take appropriate action on items discussed in the Executive Session regarding information from a business prospect that the City seeks to locate in Jersey Village TIRZ Number 2 and economic development negotiations, including the possible purchase, exchange, or value of real property, related thereto.**

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

**N. ADJOURN**

There being no further business on the agenda the meeting was adjourned at 10:07 p.m.



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Lorri Coody, TRMC, City Secretary