

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 15, 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 7:03 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, Justin Pruitt
Council Member, Michelle Mitcham	
Council Member, James Singleton	
Council Member, Jennifer McCrea	

Staff in attendance: Robert Basford, Assistant City Manager; Isabel Kato, Finance Director; Danny Keele, Chief of Police; Mark Bitz, Fire Chief; Abram Syphrett, Director of Innovation; and Laura Capps, Human Resources Manager.

**B. INVOCATION, PLEDGE OF ALLEGIANCE**

- Prayer and Pledge by: Aiden McCrea, Max McCrea, Vivi Wasson, and Andrew Wasson**

**C. ELECTION ITEMS**

- Consider Ordinance No. 2024-13, canvassing the returns and declaring the results of the General Election held on May 04, 2024, for the purpose of electing three City Council Members (Place1, Place 4, and Place 5).**

Mayor, Bobby Warren, called the item and opened the sealed envelope containing the canvass report for the May 04, 2024, General Election for the City of Jersey Village. He instructed the members of Council to open their envelopes containing the canvass report and to review same. A summary follows:

<i>Name of Candidate</i>	<i>Mail</i>	<i>Early</i>	<i>Election Day</i>	<i>Total</i>
<b>Councilmember Place No. 1</b>				
Drew Wasson	45	500	200	745
<b>Councilmember Place No. 4</b>				
Vi Pham	5	4	2	11
Connie Rossi	24	408	126	558
James Fields	29	218	149	396
<b>Councilmember Place No. 5</b>				
Jennifer McCrea	46	484	198	728

Mayor Warren read the returns and announced the following: Drew Wasson, Connie Rossi, and Jennifer McCrea are duly elected to their respective positions.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

Once the Council Members completed their review of the canvass, Mayor Warren called for a motion to approve Ordinance No. 2024-13, canvassing the returns and declaring the results of the General Municipal Election held May 04, 2024.

Council Member McCrea moved to approve Ordinance No. 2024-13, canvassing the returns and declaring the results of the General Municipal Election held May 04, 2024. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2024-13

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON MAY 04, 2024.

After the Ordinance passed, Mayor Warren stated the following:

This concludes the canvass of the election of the General Election held on May 4, 2024 for the City Jersey Village with a total of 966 voters.

*Mayor Warren called the next two items (2 and 3) together.*

**2. Issuance of Certificate of Election to Newly Elected Officials.**

City Secretary, Lorri Coody, delivered Certificates of Election to the newly elected officials Drew Wasson, Council Member, Place 1; Connie Rossi, Council Member, Place 4; and Jennifer McCrea, Council Member, Place 5.

**3. Administer Oath of Office to Elected and newly Appointed Officials.**

City Secretary, Lorri Coody, administered the Oath of Office to newly elected officials Drew Wasson, Council Member, Place 1; James Singleton, Council Member, Place 4; and Jennifer McCrea, Council Member, Place 5.

**4. Recognition and Presentation of Service Award to James Singleton outgoing Council Member – Place 4, for his years of service to the City of Jersey Village.**

Mayor, Bobby Warren, recognized and presented a service plaque to outgoing Council Member James Singleton for his years of service to the City of Jersey Village. Council Member Singleton, accepting the service plaque, gave a few remarks about his service and thanked the residents and City Staff for the experience.

**RECESS** – Take recess at 7:15 p.m. in order that the newly elected members of Council may take their place on the Council dais.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

*Mayor Warren reconvened the meeting at 7:26 p.m. with Council Member Rossi taking her place on the dais. He then called the next item on the agenda as follows:*

**D. PRESENTATIONS**

**1. Presentation of Employee of the Month Award for May 2024.**

Austin Bless, City Manager, presented Gloria Hale with the May 2024 Employee of the Month Award.

**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.

**Rick Faircloth, 16010 Lakeview Drive, Jersey Village, Texas (713) 466-8065** – Mr. Faircloth congratulated those who were elected. He spoke about the discussions had last month concerning the closing of the Golf Course Bridge. He believes that due to safety issues, while it has been a convenience, the best decision is to close this bridge to vehicular traffic and that it only be used for golf carts. He also asked City Council to increase the over 65 exemption for the next budget.

**Andrew Mitcham, 15810 Acapulco, Jersey Village, Texas (713) 202-6474** – Mr. Mitcham thanked James Singleton for his service, stating that James is a fantastic dad and always willing to help out in the Community. Please don't be a stranger James. He congratulated Connie Rossi on her win.

**Robert and Linda Ham, 16210 Capri Drive, Jersey Village, Texas (281) 677-1168** – Mr. and Mrs. Ham spoke to City Council about keeping the Golf Course Bridge open. Closing the bridge will be inconvenient. Most everything available to residents is located on Jones Road.

**Ashley Hart, 8602 Red Pheasant, Jersey Village, Texas (302) 465-6834** – Ms. Hart spoke to City Council about the Golf Course Bridge. She wanted to address the safety concerns. It seems most of City Council is leaning toward closing the bridge due to safety concerns. Her solution is to have a one-way street (Rio Grande to Jersey Meadow) to the right of the existing parking lot to create only an egress option for residents. She gave additional details on how this solution would be beneficial for all. She also presented her figures on what this solution would cost. She mentioned that she has previously served on the Comprehensive Plan Update Committee. She encouraged anyone interested in serving on this Committee to apply on-line by June 5.

**David McGuinn, 16508 Village Drive, Jersey Village, Texas (713) 703-9891** – Mr. McGuinn spoke to City Council about traffic on Village Green. He is not in favor of taking the parking away from those residents that live along this roadway. He stated that he does not believe that this solution would resolve the issue.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

**John Hacker, 16414 Cornwall Street, Jersey Village, Texas** – Mr. Hacker spoke to City Council about the Golf Course Bridge. He wants the bridge to remain open. If it is closed, he would like to see this outlet opened for use during emergencies. He does favor Ashley Hart’s solution over closing the bridge entirely.

**Kimberly Henao 15601 Singapore Lane, Jersey Village, Texas (832) 689-9878** – Ms. Henao gave her 32nd installment concerning the history of Jersey Village.

**F. CITY MANAGER’S REPORT**

City Manager Bless gave the following monthly report. In addition to the report, Council had a few questions about MyGov software. There were also questions about Code Enforcement and roofing signs in yards. City Manager Bless explained that there is some concern about the legality of having these signs in yards. There was concern that Code Enforcement is not being carried out properly. City Manager Bless explained the process and mentioned that residents can access the City app to report issues. There were also questions concerning the process and if it is required. City Attorney Pruitt addressed the concerns.

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, General Fund Budget Projections, and the Utility Fund Budget Projections.
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. Items 4 and 5 were pulled from the Consent Agenda for further discussion. Accordingly, Items 4 and 5 contain discussion information as well as Council’s vote, if applicable. The vote for Items 1 through 3, 6 and 7 are found at the end of the Consent Agenda.

1. **Consider approval of the Minutes for the Regular Session Meeting held on April 22, 2024.**

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

2. **Consider Resolution 2024-38, appointing Directors to the Crime Control and Prevention District Board for the term of office beginning May 2024 and ending May 2026.**

**BACKGROUND INFORMATION:**

The Jersey Village Crime Control and Prevention District, organized and existing under Chapter 363, Texas Local Government Code, is governed by a Board of Directors of seven members appointed by the City Council for terms of two years.

The current members of the board of directors and the termination dates of their terms of office are:

- Drew Wasson – Term ending May 2024
- James Singleton – Term ending May 2024
- Jennifer McCrea – Term ending May 2024
- Bobby Warren – Term ending May 2025
- Sheri Sheppard – Term ending May 2025
- Michelle Mitcham – Term ending May 2025
- Austin Bless – Term ending upon separation from the City

This item is to appoint Directors to the Crime Control and Prevention District Board for the term of office beginning May 2024 and ending May 2026.

**RESOLUTION NO. 2024-38**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING DIRECTORS TO THE CRIME CONTROL AND PREVENTION DISTRICT BOARD FOR THE TERM OF OFFICE BEGINNING MAY 2024 AND ENDING MAY 2026.

3. **Consider Resolution 2024-39, appointing Directors to the Fire Control, Prevention, and Emergency Medical Services District Board for the term of office beginning May 2024 and ending May 2026.**

**BACKGROUND INFORMATION:**

The Jersey Village Fire Control, Prevention, and Emergency Medical Services District, organized and existing under Chapter 344, Texas Local Government Code, is governed by a Board of Directors of seven members appointed by the City Council for terms of two years.

The current members of the board of directors and the termination dates of their terms of office are:

- Drew Wasson – Term ending May 2024
- James Singleton – Term ending May 2024
- Jennifer McCrea – Term ending May 2024

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

- Bobby Warren – Term ending May 2025
- Sheri Sheppard – Term ending May 2025
- Michelle Mitcham – Term ending May 2025
- Austin Bless – Term ending upon separation from the City

This item is to appoint Directors to the Fire Control, Prevention, and Emergency Medical Services District Board for the term of office beginning May 2024 and ending May 2026.

RESOLUTION NO. 2024-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING DIRECTORS TO THE FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD FOR THE TERM OF OFFICE BEGINNING MAY 2024 AND ENDING MAY 2026.

4. **Consider Resolution 2024-40, adopting an Acceptable Use of Information Technology Resources Policy, an Email Policy, and a Security Awareness and Training Policy for the Mayor and City Council Members.**

**BACKGROUND INFORMATION:**

This item is to implement IT User Policies for City Council Members. These policies are designed to provide a clear framework for the safe and responsible utilization of the City's IT resources with the ultimate focus of safeguarding the City's assets and data, as well as protecting the end users.

Council engaged in discussion concerning the policies. Some wanted to clarify how these policies are different from those of employees. Abram Syphrett, Information Technology Director, explained it is basically the same; however, some changes were made to permit City Council to regulate the policies as it applies to Council Members. There were questions on how City Council would make these enforcements. There were also questions about not having the policy if that would affect the City receiving grants. City Manager Bless explained the grant process. City Attorney Pruitt explained the enforcement aspect of the policies. There was discussion about sensitive data on personal devices. This was a concern for some members. Others did not share this concern.

Some members wanted to delay approval of this item until June and would like the policy to be refined as it applies to City Council. Accordingly, no action was taken on this item.

RESOLUTION NO. 2024-40 – NO ACTION TAKEN

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS, ADOPTING AN ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES POLICY, AN EMAIL POLICY, AND A SECURITY AWARENESS AND TRAINING POLICY FOR THE MAYOR AND CITY COUNCIL MEMBERS.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

5. **Consider Resolution No. 2024-41, authorizing the City Manager to enter into an agreement with Project Surveillance, Inc. to perform construction observation services for the Congo Lane Drainage Improvements Project.**

**BACKGROUND INFORMATION:**

The City of Jersey Village has received a proposal from Project Surveillance, Inc. (PSI) to provide professional services for the Congo Lane Drainage Improvements Project. This proposal aims to enlist the expertise of PSI in overseeing construction activities, ensuring adherence to project specifications and drawings.

If approved, Project Surveillance, Inc. will play a crucial role in monitoring daily operations carried out by contractors, guaranteeing compliance with established guidelines. This entails meticulous documentation through accurate daily construction reports, supplemented by photographs and videos. Moreover, PSI will collaborate closely with city staff to oversee critical construction tasks, thereby contributing to the project's success.

Project Surveillance, Inc. is a reputable Texas-based firm specializing in construction inspection services. PSI boasts a team certified inspectors equipped with training in Public Works, Engineering, Construction Inspection and Project Management Basics.

Past collaborations between PSI and the City include notable projects such as the Seattle Street Reconstruction Project and the Emergency Tahoe Sanitary Rehabilitation Project. In these instances, PSI's involvement significantly contributed to project progress and quality. Additionally, staff have uncovered numerous issues with past infrastructure-related projects that lacked dedicated inspection services, highlighting the role that PSI will play in enhancing workmanship and project outcomes.

Overall, Project Surveillance, Inc. brings extensive experience, expertise, and a track record of success to the table. Their proposed involvement in the Congo Lane Drainage Improvements Project suggests an uphold in city standards and successful project completion.

The costs for this will come from the overall Congo Lane Drainage Improvements Project funding. It is a piece of the overall costs of the project that is factored into the budget.

This is a professional service which means we do not have to go out for public bids for this work. Project Surveillance only need to present a Statement of Qualifications which is included with this item.

Council engaged in discussion about this item. The item was pulled to let the residents know what is happening with the project, especially since this project results from the recent bond monies.

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

Nays: None

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

The motion carried.

RESOLUTION NO. 2024-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PROJECT SURVEILLANCE, INC. TO PERFORM CONSTRUCTION OBSERVATION SERVICES FOR THE CONGO LANE DRAINAGE IMPROVEMENTS PROJECT.

6. **Consider Resolution No. 2024-42, finding that CenterPoint Energy Houston Electric, LLC’s requested increase to its electric transmission and distribution rates and charges within the City should be denied; finding that the City’s reasonable rate case expenses shall be reimbursed by the Company; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and GCCC legal counsel.**

**BACKGROUND INFORMATION:**

On March 6, 2024, CenterPoint Energy Houston Electric, LLC (“CenterPoint” or “Company”) filed an application with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by \$60 million per year. CenterPoint asks the City to approve an increase of \$17 million in retail transmission and distribution rates (an increase of about 1%) and \$43 million in wholesale transmission rates (an increase of about 6.6%). According to CenterPoint, the impact on an average residential customer would be an increase of about \$1.25 per month.

In a prior City action, CenterPoint’s rate request was suspended from taking effect for 90 days, the fullest extent permissible under the law. This time period has permitted the City, through its participation with the Gulf Coast Coalition of Cities (“GCCC”), to determine that the proposed rate increase is unreasonable. Consistent with the recommendations of experts engaged by GCCC, CenterPoint’s request for a rate increase should be denied.

Accordingly, the purpose of the Resolution is to deny the rate change application proposed by CenterPoint. Following is an explanation of each section of the proposed Resolution:

- Section 1. This paragraph finds that the Company’s application is unreasonable and should be denied.
- Section 2. This section requires CenterPoint to maintain its existing rates within the City.
- Section 3. This section states that GCCC’s reasonable rate case expenses shall be reimbursed by CenterPoint within 30 days of presentation of an invoice to CenterPoint.
- Section 4. This section recites that the Resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.



REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

- Section 5. This section provides that the City will notify counsel for CenterPoint and counsel for GCCC of the City’s action by sending a copy of the approved and signed Resolution to each counsel.

RESOLUTION NO. 2024-42

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS FINDING THAT CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC’S REQUESTED INCREASE TO ITS ELECTRIC TRANSMISSION AND DISTRIBUTION RATES AND CHARGES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY’S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND GCCC LEGAL COUNSEL.

- 7. Discuss and take appropriate action concerning the progress being made by the Owners of the property located at 15830 NW FWY, Jersey Village, Texas to correct the substandard structure at this location.**

**BACKGROUND INFORMATION:**

On January 22, 2024, the City Council conducted 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.

After that hearing, City Council passed ordinance 2024-01, finding the structure at 15830 NW FWY, Jersey Village, Texas 77040 to be substandard and a public nuisance.

Since the passage of the Ordinance, the Owner has submitted reports to City Council by way of updating the Council on the progress being made by the owner on the substandard structure.

In accordance with the ordinance, the owner submitted plans to demo out all interior improvements and set up the space for a future build-out. Staff has worked with the owner to get in all completed information for the permit issuance and the 10 days to commence work has begun on May 7, 2024. As of this status report, the owner is still within compliance of the ordinance.

Tonight, the owner submits the 4th update report.

Items 4 and 5 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 Wasson moved to approve Items 1 through 3, 6 and 7 on the Consent Agenda.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

Council Member McCrea seconded the motion. The vote follows:

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

Nays: None

The motion carried.

**H. REGULAR AGENDA**

**1. Consider Resolution No. 2024-43, electing a Mayor Pro Tem.**

With limited discussion, Council Member Sheppard moved to nominate Michelle Mitcham to serve as Mayor Pro Tem. Council Member Rossi seconded the nomination. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2024-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ELECTING A MAYOR PRO TEM.

**2. Consider Resolution No. 2024-44, assigning Council Members to serve as liaison to various city committees and boards.**

Mayor Warren called the item, stating that the only Boards/Committees without a liaison are the Tax Increment Reinvestment Zone Board No. 2 (TIRZ2) and Tax Increment Reinvestment Zone Board No. 3 (TIRZ3). He asked for discussion on the matter, and if there would be any changes in the current assignments. The consensus was as follows:

Planning and Zoning Commission and	
Capital Improvements Advisory Committee	Drew Wasson
Building Board of Adjustment and Appeals	Jennifer McCrea
Parks and Recreation Advisory Committee	Michelle Mitcham
Golf Course Advisory Committee	Sheri Sheppard
Board of Adjustment	Jennifer McCrea
TIRZ2	Connie Rossi
TIRZ3	Connie Rossi

With no further discussion on this item, Council Member McCrea moved to approve Resolution No. 2024-43, assigning Council Members to serve as liaison to various city committees and boards as discussed. Council Member Sheppard seconded the motion. The vote follows:

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

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

Nays: None

The motion carried.

RESOLUTION NO. 2024-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING COUNCIL LIAISONS TO VARIOUS BOARDS AND COMMITTEES.

**3. Consider Resolution No. 2024-45, reviewing and accepting the 2023 Annual Comprehensive Financial Report (ACFR) and the 2023 Single Audit Reports.**

Isabel Kato, Finance Director, introduced the item. She told Council that the City of Jersey Village is required to publish each year a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

She introduced the Consultant Ben Cohen from Belt Harris & Associates LLLP who gave an overview of the audit findings and the financial position of the City. He called the Council's attention to the following pages of the report and explained each page:

Pages 17 through 19

Page 26

Page 42

Page 84

Page 86

Page 88

He also gave information on the Single Audit Reports that pertains to grant funding.

With limited discussion on the matter, Council Member Mitcham moved to approve Resolution No. 2024-45, reviewing and accepting the 2023 Annual Comprehensive Financial Report (ACFR) and the 2023 Single Audit Reports. Council Member McCrea seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2024-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, REVIEWING AND ACCEPTING THE 2023 ANNUAL COMPREHENSIVE FINANCIAL REPORT (CAFR) AND THE 2023 SINGLE AUDIT REPORTS.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

- 4. Consider Ordinance No. 2024-14, amending the Golf Course Budget for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024 in the amount not to exceed \$75,000 by increasing Revenue Line Item 11-80-8551 (Green Fees), and by increasing Expense Line Item 11-81-8515 (Consultant Fees); approving the proposal from Chet Williams Design, LLC to conduct a Golf Course Master Plan; and authorizing the City Manager to execute all documents with Chet Williams Design, LLC concerning these consulting services.**

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

We are seeking a budget amendment to bolster our green fees revenue (11-80-8551) by \$75,000 and increase the consultant fees (11-81-5515) by an equivalent amount. Revenues are doing better than budgeted for this fiscal year, and we are very confident we will see this increase in revenue this year. This additional funding is to initiate a comprehensive Master Plan for the Golf Course, designed to transform and optimize our course. With our new club house and the completion of the convention space in the coming months, we want to make sure we have a solid plan to keep the course in the best possible condition as well.

Chet Williams Design has been selected to deliver a range of services as part of this Master Plan, focusing on several critical areas. First, their team will evaluate the current conditions and aspirations for the golf course. This includes understanding the goals and objectives from the club's perspective, conducting thorough site investigations, and identifying the potential for enhancements. The consultation process will involve ongoing discussions with stakeholders to refine these goals and integrate them into the planning and design framework.

The analysis will cover various physical and functional aspects of the golf course, such as drainage systems, irrigation, soil conditions, bunkers, cart paths, and the overall playability and aesthetic of the course. This will enable a detailed understanding of the existing challenges and opportunities that the redesign can address.

The deliverables of the Master Plan will include a graphical representation of the proposed improvements, a detailed, hole-by-hole description of these changes, and a prioritized list of work items. This prioritization will be developed in collaboration with the club to ensure that it aligns with the most pressing needs and available resources. Additionally, Chet Williams Design will provide a preliminary cost estimate for each proposed improvement, ensuring that the council can make informed decisions about the allocation of funds and the project's overall feasibility.

Chet Williams Design has designed over 16 courses across the world. He has done Houston Oaks Country Club, Royal Oaks Country Club in Dallas and Horseshoe Bay Resort – Summit Rock Course just to name a few. Chet also worked for Nicklaus Design, the golf course design company of Jack Nicklaus, for 24 years, completing 25 golf

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

courses. Golf course design, remodeling, renovation, and master planning are some of the services provided. He knows the golf course industry well and we believe will provide a quality Master Plan for us.

This strategic investment in the Golf Course Master Plan is designed to enhance the value and appeal of our golf course, ensuring the course meets the expectations of our community and visitors alike. We believe this plan will pave the way for significant improvements that will benefit all stakeholders involved.

The Plan is estimated to take 3-4 months to complete. That would put completion at the end of September. We would use this plan to start improvements this upcoming fiscal year.

Council engaged in discussion about the request. It was mentioned that these monies are coming from Golf Course Revenues and not the General Fund. City Council Member Sheppard gave information that was recently discussed at the Golf Course Advisory Committee wherein the Committee discussed this plan and believe that it is necessary to understand the upcoming needs of the course.

With no further discussion on the matter, Council Member Mitcham moved to approve Ordinance No. 2024-14, amending the Golf Course Budget for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024 in the amount not to exceed \$75,000 by increasing Revenue Line Item 11-80-8551 (Green Fees), and by increasing Expense Line Item 11-81-8515 (Consultant Fees); approving the proposal from Chet Williams Design, LLC to conduct a Golf Course Master Plan; and authorizing the City Manager to execute all documents with Chet Williams Design, LLC concerning these consulting services. Council Member Sheppard seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2024-14

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GOLF COURSE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024 IN THE AMOUNT NOT TO EXCEED \$75,000 BY INCREASING REVENUE LINE ITEM 11-80-8551 (GREEN FEES), AND BY INCREASING EXPENSE LINE ITEM 11-81-8515 (CONSULTANT FEES) APPROVING THE PROPOSAL FROM CHET WILLIAMS DESIGN, LLC TO CONDUCT A GOLF COURSE MASTER PLAN; AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS WITH CHET WILLIAMS DESIGN, LLC CONCERNING THESE CONSULTING SERVICES.

**I. MAYOR AND COUNCIL COMMENTS**

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – May 15, 2024

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

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutory recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; 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 Mitcham**: Council Member Mitcham welcomed Connie Rossi to the dais. The Youth Triathlon will be held on May 26. She encouraged all those interested to attend this event.

**Council Member Sheppard**: Council Member Sheppard had no comments.

**Council Member Wasson**: Council Member Wasson welcomed Connie Rossi to the dais. He thanked James Singleton for his service to the Community. He is an incredible man, and we are blessed to have him serving the Community. He also pointed out that there is a feedback form on the City website for residents to comment about the Golf Course Bridge and the City Pool. He mentioned that there is an opportunity to get involved as the City is looking for volunteers to serve on the Charter Review Committee and the Comprehensive Plan Update Committee.

**Council Member Rossi**: Council Member Rossi thanked all for the faith in her abilities to serve as Council Member. She is honored and will carry out her duties.

**Council Member McCrea**: Council Member McCrea welcomed Connie Rossi to the dais and she thanked James Singleton for his service. She is happy for this year's graduates.

**Bobby Warren** – Mayor Warren welcomed Connie Rossi to the dais. He also encouraged those interested to apply for appointment to the Charter Review Committee and the Comprehensive Plan Update Committee.

**I. ADJOURN**

There being no further business on the agenda the meeting was adjourned at 8:39 p.m.

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Lorri Coody, TRMC, City Secretary

