

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JANUARY 13, 2025, 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 Bleess
Council Member, Drew Wasson	City Secretary, Lorri Coody
Council Member, Sheri Sheppard	City Attorney, Tommy Ramsey
Council Member, Michelle Mitcham	
Council Member, Connie Rossi	
Council Member, Jennifer McCrea	

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

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 2024 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 Iris Ortiz and the 2024 Employee of the Year Award to Detective Aaron Polster.

2. **Presentation of Employee of the Month Award for January 2025 to Sergeant Devron Limerick.**

Austin Bleess, City Manager, presented Sergeant Devron Limerick with the January 2025 Employee of the Month Award.

D. 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.

Kimberly Henao, 15601 Singapore Lane, Jersey Village, Texas (832) 689-9878 Ms. Henao gave her 40th installment concerning the History of the City of Jersey Village.

E. CITY MANAGER'S REPORT

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City Manager Bless gave the following Monthly Report. He gave information about the recorded breaking year for the City Golf Course. There was a question about the Comp Plan Survey. Some wondered if this survey is still open. City Manager Bless stated he thought the survey was closed.

1. **Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report, General Fund Budget Projections, Utility Fund Budget Projections, and December Quarterly Report.**
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**

F. CONSENT AGENDA

The following items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will not be separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

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

1. **Consider approval of the Minutes for the Regular Session Meeting held on December 16, 2024.**
2. **Consider Resolution No. 2025-01, receiving and approving the Fiscal Year 2024 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;

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- 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 6, 2025, to review this report. They recommended that the City Council receive and approve this report.

RESOLUTION NO. 2025-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING AND APPROVING THE FISCAL YEAR 2024 ANNUAL REPORT FOR TAX INCREMEMNT REINVESTMENT ZONE NUMBER 2.

3. **Consider Resolution No. 2025-02, receiving and approving the Fiscal Year 2024 Annual Report for Tax Increment Reinvestment Zone Number 3.**

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. 2025-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING AND APPROVING THE FISCAL YEAR 2024 ANNUAL REPORT FOR TAX INCREMEMNT REINVESTMENT ZONE NUMBER 3.

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4. **Consider Resolution No. 2025-03, authorizing the City Manager to negotiate a contract with Halff Associates for the completion of a Safe Streets For All Action Plan.**

BACKGROUND INFORMATION:

We recently went out to Request for Proposals (RFP) for services to assist in drafting a Safe Streets For All (SS4A) Action Plan. This initiative is being funded through a grant the city received from the US Department of Transportation (USDOT).

We received four proposals from the following firms:

- Halff Associates
- Kimley-Horn
- TEI Planning + Design
- TJKM Transportation Consultants

As this is an engineering service, we cannot base our award on price alone. State law mandates that we select the most qualified firm and then negotiate a contract with them.

The Final Safety Action Plan must encompass the following eight components, as described in the SS4A Action Plan Component included in the RFP:

- Leadership Commitment and Goal Setting
- Planning Structure
- Safety Analysis
- Engagement and Collaboration
- Equity Considerations
- Policy and Process Changes
- Strategy and Project Selections
- Progress and Transparency

The consultant selected will be responsible for developing a project approach and work plan incorporating these components into the Final Safety Action Plan, which will then be adopted by the City Council and approved/certified by the USDOT to qualify the City for applying for Implementation Grants under the SS4A Program.

Proposals were evaluated based on four criteria by three staff members:

- Firm's experience and expertise in grant administration and environmental consulting
- Understanding of the project requirements and proposed approach
- Qualifications of the project team
- Past performance on similar projects

The rankings of the proposals is as follows:

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Average Ranking	Max Points	Halff Assoc	Kimley-Horn	TJKM Transportation Consultants	TEI Planning and Design
Firm’s experience and expertise in grant administration and environmental consulting.	25	22.0	22.0	19.7	18.7
Understanding of the project requirements and proposed approach.	25	23.7	21.7	22.3	19.0
Qualifications of the project team.	25	23.7	23.7	19.7	18.7
Past performance on similar projects.	25	22.0	21.3	21.0	18.7
Total	100	91.3	88.7	82.7	75.0

Total Points	Max Points	Halff Assoc	Kimley-Horn	TJKM Transportation Consultants	TEI Planning and Design
Firm’s experience and expertise in grant administration and environmental consulting.	75	66	66	59	56
Understanding of the project requirements and proposed approach.	75	71	65	67	57
Qualifications of the project team.	75	71	71	59	56
Past performance on similar projects.	75	66	64	63	56
Total	300	274	266	248	225

Based upon these rankings, staff recommends that the Council select Halff Associates and authorize the city manager to negotiate a contract with Halff Associates. This contract will be presented for Council approval in February. Please note, this action item tonight does not commit the city to spending any funds; it merely directs the negotiation of a contract.

Council engaged in discussion about the Safe Streets for All Action Plan. City Manager Bleess explained what the grant will fund and what the end goal of the Safe Streets Action Plan will be for the City.

With no further discussion on the matter, Council Member Sheppard moved to approve Resolution No. 2025-03, authorizing the City Manager to negotiate a contract with Halff Associates for the completion of a Safe Streets For All Action Plan. Council Member Wasson seconded the motion. The vote follows:

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

Nays: None

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The motion carried.

RESOLUTION NO. 2025-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE A CONTRACT WITH HALFF ASSOCIATES FOR THE COMPLETION OF A SAFE STREETS FOR ALL ACTION PLAN.

Item 4 was removed from the consent agenda. The discussion and vote for the removed item can be found under the appropriate Consent Agenda item. The vote for the remaining items NOT removed from the Consent Agenda are as follows:

Council Member Wasson moved to approve items 1, 2, and 3 on the Consent Agenda. Council Member McCrea seconded the motion. The vote follows:

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

Nays: None

The motion carried.

G. REGULAR AGENDA

- 1. Consider Ordinance 2025-01, (I) ordering a General Election to be held on May 03, 2025, for the purpose of electing a Mayor and electing two (2) Councilmembers for Places 2 and 3; (II) calling a Special Election to be held on May 03, 2025, for the purpose of submitting to the voters Propositions to amend the City of Jersey Village City Charter regarding: (A) Section 3.01 related to elections; and, (B) Section 5.05 related to the Office of the City Secretary; (III) authorizing the Mayor, or designee, to enter into a Joint Election Agreement with Harris County to conduct the elections on behalf of the City of Jersey Village; (IV) designating the places and manner of holding the elections; (V) providing for the posting and publication of Notice; (VI) providing for a Runoff Election if required; (VII) providing a savings clause; (VIII) providing an open meetings clause; and, (IX) providing an effective date.**

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

The general election for the city will be held on May 3, 2025, for the purpose of electing a Mayor and two (2) councilmembers (Place 2 and Place 3).

The deadline for filing for a place on the ballot is February 14, 2025, at 5:00 p.m. and the deadline for ordering an election is also February 14, 2025.

In addition to the General Election, the City is considering ordering a Special Election on May 3, 2025, to submit to the voters, proposed amendments to the City Charter pertaining to the following:

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Proposition A: Amending Section 3.01 of the City Charter related to Regular Elections of the City of Jersey Village.

Proposition B: Amending Section 5.05 of the City Charter related to the Office of the City Secretary.

However, during the December 16, 2024, City Council Meeting, Council had detailed discussions concerning amendments to the Charter at Section 3.01 related to Regular Elections. Because Council was unable to reach a decision concerning this amendment, Council asked Staff to review Charters from other Cities that mention “election integrity.” Accordingly, City Attorney Pruitt conducted a review of other Charters but was unable to find mention of “election integrity” or similar ideas.

Nonetheless, he suggests, based upon comments of the Mayor, a few phrases that could be added to Section 3.01 of the Charter that could get to the “election integrity” issue that the Charter Commission discussed:

“Unless otherwise directed by the council, and only as allowed by applicable law, for all City-run elections, the Election Judge shall not direct the counting of ballots until all polls have closed.”

“The Election Judge shall ensure that for a City-run election, such election shall adhere to all applicable laws protecting the integrity of the election.”

“The council may, by ordinance, in accordance with applicable law for a City-run election, require that the Election Judge shall not direct the counting of ballots until all polls have closed.”

The Council asked if there were any other cities that have charters that discuss election integrity in them. The City Manager did some research, including in MuniCode, for any references to election integrity in charters or ordinances. There were no cities found that had references to election integrity in city charters or ordinances. The City Manager also posted on a forum of the International City/County Management Association asking if anyone one knew of cities that similar language in their charters. No one responded saying they did.

There were some city ordinances, not in Texas however, that did spell out the counting of votes. However, no mentions of how ballots should be counted were found in city charters.

As it relates to the potential change to Section 5.05, cities in the region approach the city secretary’s duties and reporting structure in various ways. For example, cities such as West University Place have language similar to what is being proposed, while others, like Deer Park and Bellaire, retain language closer to what we have today. Additionally, cities such as Tomball and Sugar Land have the city secretary appointed by and reporting to the city manager. There are several variations of how duties are assigned to the city secretary in Texas, with cities free to tailor their approach to meet their needs.

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For your review today, three (3) versions of the Ordinance calling a May 3, 2025, election are included in the meeting packet:

- Exhibit A contemplates both proposed Charter amendments and a General Election;
- Exhibit B contemplates only one Charter amendment and a General Election; and
- Exhibit C contemplates only the General Election.

For the Exhibit A version that contemplates both proposed Charter Amendments, it is set up with the language exactly as the Charter Commission recommended. If the Council wants to move forward with adjusted language to the provision related to election integrity, then it can use any language it sees fit, as long as the Ordinance is adjusted to match Council's suggestion. There are no pressing legal issues that would require this amendment. Additionally, the state election laws govern elections and therefore the ballot counting amendment is not necessary.

Council engaged in discussion about calling a general and special election on May 3, 2025. Some members felt that this item has been discussed previously and that amendments to the Charter for election integrity does not belong in the Charter. Additionally, the amendment for the City Secretary is not needed.

Other members stated that they do not believe the amendment is a good idea, but there was a Charter Review Commission that has made this recommendation; and therefore, we should send this to the residents to vote on these proposed changes. It was also pointed out that we will already be having an election on May 3, 2025 to elect Council Members so this would just be an addition to the ballot. However, in response to same, it was pointed out it is possible that should there be no contested race for City Council the General Election could be cancelled.

Others stated that they appreciate the work of the Commission, but these recommendations are only one piece of an intricate decision. Since the Commissions work, the recommendations have been vetted by our legal department, staff, and what other cities are doing. The final piece of the decision-making process is for City Council to weigh in on the information presented and decide if this Charter amendment should be taken to the residents for a vote.

There was discussion about unintended consequences that may result should an amendment pass by the voters. There was concern that the City would not be able to resolve any unintended consequences for two years because a city's Charter can only be amended every two years. Also, the Council does not really understand the full consequences that may arise as a result of such an amendment.

Mayor Warren explained two (2) ways to amend the Charter; (1) by petition and (2) by a Charter Review Commission recommendation. He believes that we set a dangerous precedent if we move forward with the idea that we rubber stamp recommendations by Commission as the City Council has the final part to play in this decision-making process. It is up to the Council to vet the recommendation and decide accordingly. Therefore, the

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Commission brings ideas/recommendations to City Council, but it is City Council that has the final decision on the matter.

One member mentioned that the City only has one (1) Board whose decisions do not go to City Council. In all other areas, the City Council is the gate keeper and final decision maker. It was pointed out that election law is set by the State and Federal governments and given that no other cities in the State have such charter provisions; it would open the City to unnecessary liability should such an amendment be approved.

It was explained that the State has many laws and regulations concerning the conduct of an election. These laws have been vetted over many years, and they are good and right.

Some members do not oppose amendments to Section 5.05 concerning the City Secretary position. Others did not feel the amendment was necessary. This amendment was discussed in detail.

With no further discussion on the matter, Council Member McCrea moved to approve Ordinance 2025-01, (I) ordering a General Election to be held on May 03, 2025, for the purpose of electing a Mayor and electing two (2) Councilmembers for Places 2 and 3; (II) calling a Special Election to be held on May 03, 2025, for the purpose of submitting to the voters Propositions to amend the City of Jersey Village City Charter regarding Section 5.05 related to the Office of the City Secretary; (III) authorizing the Mayor, or designee, to enter into a Joint Election Agreement with Harris County to conduct the elections on behalf of the City of Jersey Village; (IV) designating the places and manner of holding the elections; (V) providing for the posting and publication of Notice; (VI) providing for a Runoff Election if required; (VII) providing a savings clause; (VIII) providing an open meetings clause; and, (IX) providing an effective date. Council Member Rossi seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2025-01

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS: (I) ORDERING A GENERAL ELECTION TO BE HELD ON MAY 03, 2025, FOR THE PURPOSE OF ELECTING A MAYOR AND ELECTING TWO (2) COUNCILMEMBERS FOR PLACES 2 AND 3; (II) CALLING A SPECIAL ELECTION TO BE HELD ON MAY 03, 2025, FOR THE PURPOSE OF SUBMITTING TO THE VOTERS PROPOSITIONS TO AMEND THE CITY OF JERSEY VILLAGE CITY CHARTER REGARDING SECTION 5.05 RELATED TO THE OFFICE OF THE CITY SECRETARY; (III) AUTHORIZING THE MAYOR, OR DESIGNEE, TO ENTER INTO A JOINT ELECTION AGREEMENT WITH HARRIS COUNTY TO CONDUCT THE ELECTIONS ON BEHALF OF THE CITY OF JERSEY VILLAGE; (IV) DESIGNATING

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THE PLACES AND MANNER OF HOLDING THE ELECTIONS; (V) PROVIDING FOR THE POSTING AND PUBLICATION OF NOTICE; (VI) PROVIDING FOR A RUNOFF ELECTION IF REQUIRED; (VII) PROVIDING A SAVINGS CLAUSE; (VIII) PROVIDING AN OPEN MEETINGS CLAUSE; AND, (IX) PROVIDING AN EFFECTIVE DATE.

2. Discuss the progress of permits issued and work completed at 8401 Rio Grande Street.

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

This agenda item is to discuss the completion of work related to the permits issued to the owner of 8401 Rio Grande. The property located at 8401 Rio Grande has been undergoing extended renovations, with multiple permits issued over the past two years for various improvements, including siding replacement and structural repairs.

Our current code states that a building permit may be renewed for “a period of time equal to that provided by the original permit. The fee for renewal of a permit shall be two times the fee for the original permit. The fee for each and every subsequent renewal of a permit after the first renewal shall be four times the fee for the original permit”. It also states that “a building permit shall terminate if the permitted work is not commenced within 60 days from its issuance or if the permitted work is stopped for 60 days”.

8401 Rio Grande currently has one new permit application received on January 2, 2025, and two renewed permits. The permit renewals applications have been turned in timely and as follows:

- For Permit #22-000673 (Replace Siding on House), the first permit was issued on August 5, 2022, and subsequent permits were issued on April 17, 2023; January 22, 2024; and July 17, 2024. The initial inspection was passed on December 4, 2023, and the permit is set to expire on January 12, 2025.
- For Permit #22-000927 (Replace Rotten Wood, Make Minor Window Changes, Rough in New Front Door), the first permit was issued on December 16, 2022. Since then, additional permits were issued on July 10, 2023; December 11, 2023; June 10, 2024; and December 5, 2024. This permit will expire on June 3, 2025, but no inspections have been requested to date.

In reviewing the construction permit regulations of Spring Valley Village, Hunters Creek Village, West University, and Bunker Hill, it is evident that our current code is comparatively more stringent. If a construction permit expires in our jurisdiction, the renewal fee is double the original permit cost and for each subsequent renewal after the first, the fee increases to four times the original permit fee.

In contrast, the aforementioned cities allow the building official to extend the permit for up to two years without mentioning additional fees. If the permit is not extended,

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applicants must reapply, presumably at the same fee rate. Additionally, these cities have similar or longer timeframes for permit expiration compared to our regulations.

To encourage timely project completion, several options are available:

1. Maintain the current approach, where individuals pay two or four times the original permit fee to keep the permit active. This cost escalator could be increased to provide a greater financial incentive for project completion. For example, a siding permit costing \$50 would only amount to \$200 at four times the fee, whereas a building permit costing \$4,000 would have a significant financial impact at the two or four times increase.
2. Allow applicants to reapply for the permit at the current permit rate.
3. Discontinue the renewal of permits or the reapplication process, necessitating the initiation of the substandard structure process. Based on the two cases that have occurred within the past seven years, the Council has granted additional time to complete the work, which requires standard permit fees. Owners or representatives of the property have also been required to provide progress reports at each Council meeting until the work was determined complete.

The City Council will discuss this item to address concerns regarding the prolonged renovation timeline and advise staff of any necessary actions to ensure compliance and timely project completion.

Council engaged in discussion about the progress made on permits issued and the work completed at 8401 Rio Grande Street. There was discussion about why there is a problem with construction taking this amount of time. City Manager Bleess explained that Jersey Village is not unique in this instance. Every city experiences these delays, which come about for many reasons such as legal issues, loss of a contractor, divorce, etc.

At this point there is no other action that can be taken to speed up this process. City Attorney Ramsey confirmed same.

The cost of extending a project was discussed. Also, substandard structure procedures were discussed.

The Building Official addressed City Council and stated that a substandard structure is an unsafe structure. The house in questions has siding issues, door frame issues, and other cosmetic issues. It is not substandard. There really are no other measures/options for the City at this point aside from working with the owner to finalize the project.

Deed restrictions were discussed. The City does not enforce deed restrictions.

With no further discussion on the matter, it was the consensus of City Council for the City to keep communications open with the home owner in an effort to complete the project.

- 3. Consider Ordinance 2025-02, amending the Communications and Fire Department Budgets for the fiscal year beginning October 1, 2024, and ending September 30,**

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2025, in the amount not to exceed \$78,706 by decreasing line items 1-23-3001 and 1-23-3055 and transferring those funds to increase line item 1-25-5515 Consulting Services; and authorizing the City Manager to execute all documents with Texas Emergency Communications Center concerning Fire Dispatch Services.

Mark Bitz, Fire Chief, introduced the item. Background information is as follows:

Executive Summary

This agenda requests the transfer of funds previously allocated for a peak dispatch position from the Communications Division and seeks authorization for the City Manager to enter into an agreement with Texas Emergency Communications Center (TECC) for fire and EMS dispatching services. The proposed changes aim to improve dispatch operations, reduce human error, and enhance efficiency.

Background

The agenda item before you requests the transfer of funds previously allocated for a peak dispatch position from the Communications Division. The total funding in the FY25 budget for that position is just approximately \$98,800 including salary and benefits. The intention of outsourcing fire dispatch services seeking authorization for the City Manager to enter into an agreement with Texas Emergency Communications Center (TECC) for fire and EMS dispatching services.

These possible changes have been discussed at the staff level since July 2024. Staff have given this a lot of thought and believe this is the best way forward to outsource fire and EMS dispatching.

Challenges

In recent years, we have faced multiple challenges in dispatch operations affecting both the Police and Fire Departments. These challenges include but are not fully encompassing misdirected calls and delays in dispatching, due to the complexity of managing both divisions within a single center. While efforts have been made to improve dispatcher training and streamline processes, challenges continue to persist.

For the past 16 years, the Fire Department has overseen the dispatch center, which has been managed by a communications supervisor. This supervisor, who has served the city for 15 years, retired on January 3, 2025. With this retirement, there is an opportunity to make changes that we believe will benefit both the Fire and Police Departments.

Effective January 4, 2025, the Police Department assumed responsibility for overseeing the dispatch center. Given that the overwhelming majority of the dispatch workload is related to police calls, this transition will streamline police operations. The change will also enable the Police Department to hire a dedicated supervisor focused exclusively on police dispatch, improving training and quality control. This new structure will allow dispatchers to receive targeted training and oversight, addressing ongoing challenges in police dispatching.

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The current role of communications supervisor has proven difficult, as it requires balancing the management of two separate agencies, which at times has led to overwhelming demands and forgotten opportunities. By consolidating dispatch under the Police Department, we expect to foster a more focused and efficient environment for dispatch operations. Additionally, as recently purchased buildings for a new city campus undergoes renovations, a new dispatch center could be created, further improving operational efficiencies.

Proposed Changes

The Fire Department has researched outsourcing fire and EMS dispatch to independent centers in the Houston area and recommends partnering with TECC. TECC currently serves five fire departments and handles over 30,000 fire and EMS calls annually. Their dispatchers are specifically trained in fire and EMS protocols, and they meet the national standard of dispatching calls within 60 seconds, 90% of the time. In contrast, our current average dispatch time is approximately 4 minutes.

When a person in Jersey Village calls 911 the phone call will be answered by our communications department. The caller will be asked if they need police, fire or EMS. If they need fire or EMS the dispatcher will transfer them to TECC, and TECC will take the call from that point. This transfer should not take more than a few seconds.

TECC uses an automated dispatch system that enhances efficiency and reduces human error. As calls are received, their system automatically identifies the address, call type, and appropriate agency, dispatching the correct units promptly while the dispatcher continues gathering additional information. The current Tyler CAD system in Jersey Village lacks automation. Furthermore, since the Fire Department already utilizes compatible software used by TECC, no additional software costs will be required.

There is a one-time implementation fee in the amount of \$21,106.00. This fee covers the cost of system setup, radios and radio programming, and integration. Ongoing costs will be \$30.00 per call on a quarterly basis, with an estimated total annual cost of \$57,600.00 based on 2024 fire department call volume data. Year one costs will be approximately \$78,706 and future year costs are estimated to be \$57,600 at the proposed rate per call.

As a reminder, staff believes this would eliminate the need for the peak dispatch position which was budgeted at just approximately \$98,800 for FY2025. That position was budgeted but has not yet been filled. No current employees would lose their positions because of this change.

Benefits

Contracting with TECC for fire and EMS dispatch offers several benefits, these include:

- **Dedicated Police Dispatch:** Jersey Village dispatchers will focus exclusively on police activities, improving response times and efficiency during major incidents. This was a key reason behind the proposal for a peak dispatch position.
- **Reduced Human Error:** TECC's automated system ensures that fire and EMS calls are dispatched correctly and promptly, minimizing the risk of

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miscommunication and delays. TECC has the ability to utilize “text-to-speech” dispatch, which will help ensure the consistency and accuracy of fire and EMS calls being dispatched.

- **Cost Savings:** Outsourcing eliminates the need for ongoing certifications and the high cost of maintaining fire and EMS-related software. This shift will reduce both operational and training expenses.
- **Dedicated Fire/EMS Dispatchers:** During normal operations if there is an active large scale or major fire/EMS incident, TECC dedicates a dispatcher to that incident. The assigned dispatcher no longer focuses on taking and dispatching other calls, which can be critical to the safety of first responders and our citizens. Reference a lifesaving award a TECC dispatcher received for giving such good information to firefighters a rescue was effected saving a civilian from a residential fire.
- **Full Responder 360 Integration/Utilization:** Currently the Fire Department utilizes the web-based program Responder 360 (R360). We use this program for pre-incident planning, hydrant mapping, and AVL for our units and the majority of our mutual-aid units. We are currently not able to utilize it to its full capability. Moving to TECC will allow for full integration with R360 without any costly interface builds. This is a 2-fold benefit, allowing us to in-turn eliminate the use of Tyler Fire Mobile and its related software and maintenance costs along with network and GPS issues caused by the requirement for these computers to run through the CJIS secure network.
- **Mutual-Aid Dispatch Efficiency:** Currently when mutual-aid units are requested Jersey Village Dispatchers have to call multiple different dispatch centers to request units, which can be timely and are not always guaranteed. TECC already dispatches for 5 of our mutual aid partners, cutting down on critical dispatch and response times better affecting service to our community.

Stakeholder Involvement

Staff from several levels have been involved in the discussion on this. The Fire Chief, Assistant Fire Chief, and Captains have been consulted. The Police Chief and police lieutenants have been consulted as well. The current dispatchers and the former dispatcher supervisor were also consulted. All of these stakeholders were in agreement that this is the best option for us.

Contingency Plan

The Fire Chief and Assistant Fire Chief will closely monitor the performance of the contract with TECC. They will hold regular meetings with the contractor to discuss any necessary changes or improvements. If it becomes necessary to terminate the contract, it can be done in accordance with the terms outlined in the agreement. TECC's facility is equipped with redundant power and communication systems, ensuring continuity of dispatch services. In the extremely unlikely event of a disruption, our dispatch department is prepared to take over dispatching duties for fire and EMS services if needed.

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Conclusion

While we deeply value the hard work of our dispatchers, we must prioritize safety and efficiency for both our staff and the citizens we serve. By ensuring timely and accurate responses, we aim to provide the best possible outcomes in emergency situations.

We believe that these changes will enhance our dispatch operations, and we are confident that the Police Department's focused oversight will lead to improvements in dispatching for their services.

Council engaged in discussion about the budget transfer and the proposal to outsource dispatching services for the Jersey Village Fire Department.

Council wondered if at any time will a resident's call be put on hold or placed in a call queue. In response to same, Chief Bitz and a TECC representative explained how calls are handled within the TECC platform.

There were questions about calls and how often the Jersey Village Fire Department (JVFD) and the Jersey Village Police Department (JVPD) are called to the same incident. Chief Bitz explained that most traffic accidents involve both departments. The sharing of calls was discussed further and how these calls are handled. Chief Bitz recommends this dispatching solution.

Chief Keele gave input concerning his support for this recommendation. From a standpoint of interoperability, this platform will not change our how both departments operate. In fact, he pointed out that both departments gain a lot more ground at less cost to the City.

With no further discussion on the matter, Council Member Sheppard moved to approve Ordinance 2025-02, amending the Communications and Fire Department Budgets for the fiscal year beginning October 1, 2024, and ending September 30, 2025, in the amount not to exceed \$78,706 by decreasing line items 1-23-3001 and 1-23-3055 and transferring those funds to increase line item 1-25-5515 Consulting Services; and authorizing the City Manager to execute all documents with Texas Emergency Communications Center concerning Fire Dispatch Services. Council Member McCrea seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2025-02

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE COMMUNICATIONS AND FIRE DEPARTMENT BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025 IN THE AMOUNT NOT TO EXCEED \$78,706 BY DECREASING LINE ITEMS 1-23-3001

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AND 1-23-3055 AND TRANSFERRING THOSE FUNDS TO INCREASE LINE ITEM 1-25-5515 CONSULTING SERVICES; AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS WITH TEXAS EMERGENCY COMMUNICATIONS CENTER CONCERNING FIRE DISPATCH SERVICES.

- 4. Consider Ordinance No. 2025-03, finding that the structure at 15830 NW FWY, Jersey Village, Texas 77040, legally described as TRS 16B &18D Fairview Gardens Annex Section 3, HCAD 064-248-000-0039, has been repaired to the extent the property is not substandard; and making other findings and provisions related thereto.**

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

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 progress reports to City Council at every meeting since February 2024 through December 2024. The reports updated the Council on the progress being made by the owner on the substandard structure.

At the December 16, 2024, Council Meeting, Council directed staff to prepare for the closeout of the property's substandard status by submitting a report of the building's current conditions.

As a result of the repairs and changes made to the property, the Building Official of the City reports that the property is no longer substandard and unfit for human habitation, or a hazard to the public health, safety and welfare. The Building Official's Report is included in the meeting packet.

This item is to consider an Ordinance finding that the structure at 15830 NW FWY, Jersey Village, Texas 77040, legally described as TRS 16B &18D Fairview Gardens Annex Section 3, HCAD 064-248-000-0039, has been repaired to the extent the property is not substandard; and making other findings and provisions related thereto.

Council engaged in discussion about finalizing the substandard structure action pertaining to the property located at 15830 NW FWY. The Building Official addressed the issue and confirmed that the project is complete and is no longer substandard.

With no further discussion on the matter, Council Member Mitcham moved to approve Ordinance No. 2025-03, finding that the structure at 15830 NW FWY, Jersey Village,

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Texas 77040, legally described as TRS 16B &18D Fairview Gardens Annex Section 3, HCAD 064-248-000-0039, has been repaired to the extent the property is not substandard; and making other findings and provisions related thereto. Council Member McCrea seconded the motion. The vote follows:

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

Nays: None

The motion carried.

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, FINDING THAT THE STRUCTURE AT 15830 NW FWY, JERSEY VILLAGE, TEXAS 77040, LEGALLY DESCRIBED AS TRS 16B &18D FAIRVIEW GARDENS ANNEX SECTION 3, HCAD 064-248-000-0039, HAS BEEN REPAIRED TO THE EXTENT THE PROPERTY IS NOT SUBSTANDARD; AND MAKING OTHER FINDINGS AND PROVISIONS RELATED THERETO.

H. MAYOR AND COUNCIL COMMENTS

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

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or 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 thanked and extended gratitude to Lorri Coody for her service to the City as City Secretary. She pointed out that this is her last Council Meeting. Lorri has served the city for almost two decades. She also recognized Isabel Kato for her 19 years of service to the City. Both will be missed.

Council Member Sheppard: Council Member Sheppard is excited for both Lorri Coody and Isabel Kato on their retirement. She has enjoyed working with both. She too is looking forward to her own retirement.

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Council Member Wasson: Council Member Wasson thanked Lorri Coody for all her support and hand holding over the years. He feels sad for the next City Secretary that Lorri will not be here to hold her hand. He also recognized Isabel for her service. He said that the City will miss both of these women. He closed by mentioning the award that the Parks and Recreation Department received for the berm project and the accreditation that the Jersey Village Police Department (JVPD) received from the Texas Police Chief’s Association.

Council Member Rossi: Council Member Rossi recognized the Officers receiving awards tonight. She recognized the JVPD for the award from the Texas Police Chief’s Association. She is sad to see Lorri Coody and Isabel Kato go. She thanked them for their service and is happy for their retirement.

Council Member McCrea: Council Member McCrea also thanked Lorri Coody and Isabel Kato for their service. Their experience will be missed. She congratulated the JVPD on their accreditation and the Golf Course on having the best year ever.

Bobby Warren: Mayor Warren has enjoyed being Mayor. However, he did not like having to move seats away from Lorri to take the seat as the Mayor at the dais. He said that Lorri was especially helpful during the early years of his career on Council. He thanked Lorri for her service and expressed that she will be missed. He also recognized Isabel Kato for her service and how she has explained the City budget process through the years, stating that because of Isabel, the City has come a long way in the budget process. He also expressed that Isabel’s expertise will be missed.

I. RECESS THE REGULAR SESSION

Mayor Warren recessed the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.072 – Deliberations about Real Property, Section 551.071 – Consultations with Attorney, and Section 551.074 – Personnel Matters at 8:42 p.m.

J. EXECUTIVE SESSION

- 1. Pursuant to the Texas Open Meetings Act Section 551.072 Deliberations about Real Property, and Section 551.071 Consultations with Attorney, a closed meeting to deliberate the potential and possible purchase, exchange, sale, or value of real property. Austin Bleess, City Manager**
- 2. Pursuant to the Texas Open Meetings Act Section 551.074 - Conduct an Executive Session in order to deliberate the appointment of public officers to the Board of Adjustment (BOA). Bobby Warren, Mayor**

K. ADJOURN EXECUTIVE SESSION

Mayor Warren adjourned the Executive Session at 9:07 p.m., stating no official action or vote was conducted during the closed session. He then reconvened the Regular Session as follows.

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L. RECONVENE REGULAR SESSION

- 1. Discuss and take appropriate action on items discussed in the Executive Session regarding the potential and possible purchase, exchange, sale, or value of real property. Austin Bless, City Manager.**

There was not discussion on this item and no action was taken.

- 2. Consider Resolution No. 2025-04, appointing a Vice Chair for the Board of Adjustment.**

Lorri Coody, City Secretary, introduced the item. She told City Council that this item is to appoint a Vice Chair for the Board of Adjustment to a term that began on October 1, 2024, and will terminate September 25, 2025.

With limited discussion on the matter, Council Member McCrea moved to approve Resolution No. 2025-04, appointing Scott McCarthy as Vice Chair for the Board of Adjustment. Council Member Rossi seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2025-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING A VICE CHAIR FOR THE BOARD OF ADJUSTMENT (BOA).

M. ADJOURN

There being no further business on the agenda the meeting was adjourned at 9:08 p.m.

Lorri Coody, TRMC, City Secretary

