

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON FEBRUARY 10, 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 Bless
Council Member, Drew Wasson	City Secretary, Courtney Rutherford
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; Jennifer Brown, Finance Director; and Abram Syphrett, Director of Innovation and Technology.

**B. INVOCATION, PLEDGE OF ALLEGIANCE**

1. Prayer and Pledge by: Frank Maher, Former Fire Chief

**C. PRESENTATIONS**

1. None.

**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.

**Jim Fields, 16413 St Helier St, Jersey Village, Texas** Mr. Fields thanked Council and staff for cleaning up the house on Senate Ave. He also thanked the City Manager, Mr. Bless for moving the flags to full staff on January 20<sup>th</sup> for the Presidential inauguration. He spoke to City Council regarding issues with code enforcement and asked people to report issues to code enforcement. He also stated his concern regarding a residence on St Helier that is running a small motor repairs and welding business out of their home. He also reported street issued near Park & Ride.

Mayor Warren asked Mr. Bless if he was aware of business on St. Helier. Mr. Bless responded that Code Enforcement is working on it.

**Will Beazley, 14910 Lakeview Dr., Jersey Village, TX 77040** Mr. Beazley stated that he wasn't surprised to hear the sports field had been put on hold. He thinks Council doesn't see it as an important amenity. He shared his concern regarding the renovation of the newly purchased property on Lakeview Drive. He stated that physical activity is important for children. He also suggested that the City poll the residents to see what is important to the citizens.

Mayor Warren stated that the sports fields are temporarily on hold based on tax revenue.

**Michael Torigian, 8325 Achgill St., Jersey Village, TX 77040** Mr. Torigian stated this he is concerned about how the City represents itself to the community and he feels there is an overall

sloppy look to the City. For example, the mechanic shop on Village Green has vehicles parked in the grass. He is opposed to the houses currently being elevated. He doesn't like garage doors on the second floor, and he believes the stairs with no railings is a safety issue. He asked Council to think about the entrances and what it looks like as people drive into the City. He stated that he feels like City Council feels like the residents voted down the pool because they don't care and that was not the fact. It was more about the cost of the project. He also didn't like the city spent money to buy additional buildings instead of improving the pool.

**Kimberly Henao, 15601 Singapore Lane, Jersey Village, Texas (832) 689-9878** Ms. Henao gave her 41<sup>st</sup> installment concerning the History of the City of Jersey Village.

#### **E. CITY MANAGER'S REPORT**

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 January 13, 2025.**
- 2. Consider Ordinance 2025-04, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning proposed zoning amendment changes so that the area of land formally identified as District D ("Jersey Village Crossing District") is rezoned into two zoning districts identified as Zoning District H**

**(“Industrial District”) and Zoning District K (“Fifth Business District”); and that the zoning distinction for portions of the area of land formally identified as District K (“Fifth Business District”) is rezoned into District F (“First Business District”).**

BACKGROUND INFORMATION:

The City is proposing that the area of land formally identified as District D (“Jersey Village Crossing District”) be rezoned into two zoning districts identified as Zoning District H (“Industrial District”) and Zoning District K (“Fifth Business District”); and that the zoning distinction for portions of the area of land formally identified as District K (“Fifth Business District”) be rezoned into District F (“First Business District”).

On February 3, 2025, the Planning and Zoning Commission met to review the City’s proposal and to prepare a preliminary report containing its findings.

Accordingly, the Planning and Zoning Commission presents its preliminary report in connection with its findings to City Council tonight and asks that it be received, and to proceed with a joint public hearing.

ORDINANCE NO. 2025-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION’S PRELIMINARY REPORT AND CALLING A JOINT PUBLIC HEARING OF THE CITY COUNCIL AND THE PLANNING AND ZONING COMMISSION CONCERNING PROPOSED ZONING AMENDMENT CHANGES SO THAT THE AREA OF LAND FORMALLY IDENTIFIED AS DISTRICT D (“JERSEY VILLAGE CROSSING DISTRICT”) IS REZONED INTO TWO ZONING DISTRICTS IDENTIFIED AS ZONING DISTRICT H (“INDUSTRIAL DISTRICT”) AND ZONING DISTRICT K (“FIFTH BUSINESS DISTRICT”); AND THAT THE ZONING DISTINCTION FOR PORTIONS OF THE AREA OF LAND FORMALLY IDENTIFIED AS DISTRICT K (“FIFTH BUSINESS DISTRICT”) IS REZONED INTO DISTRICT F (“FIRST BUSINESS DISTRICT”); AND BY PRESCRIBING THE NOTICE REQUIREMENTS FOR A PUBLIC HEARING.

- 3. Consider Resolution 2025-05, designating officials to sign documents related to the Texas General Land Office Resilient Communities Program for a Comprehensive Plan Grant.**

BACKGROUND INFORMATION:

In September 2024 the City Council authorized designated signers for financial documents related to the Texas General Land Office (GLO) Resilient Communities Program (RCP) Grant the city received to help us create a Comprehensive Plan.

As part of the grant the GLO requires the city to designate, by resolution, authorized signers for contractual and financial documents. They require at least two people be designated for each item. Whenever there is a change in signers that change needs to be approved by City Council by Resolution. As Isabel Kato has retired from her position as Finance Director, Council should adopt a new resolution naming Jennifer Brown, our new Finance Director, as having signing authority for financial documents related to this grant.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

The other two signers, Austin Bless and Jordan Kettler, Accounting Manager, remain unchanged, but also should be reapproved as part of the change.

To keep the approvals simple and in the same document for ease of review at the GLO the resolution tonight designates Austin Bless and Robert Basford, Assistant City Manager, as authorized signatories for contractual documents from the GLO. This is not a change from what was approved in September.

The resolution before Council this evening authorizes Austin Bless, Jennifer Brown, and Jordan Kettler as designated signers for financial documents. It also authorizes Austin Bless and Robert Basford as designated signers for contractual documents.

RESOLUTION NO. 2025-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, DESIGNATING OFFICIALS TO SIGN DOCUMENTS RELATED TO THE TEXAS GENERAL LAND OFFICE RESILIENT COMMUNITIES PROGRAM FOR A COMPREHENSIVE PLAN GRANT

- 4. Consider Resolution 2025-06, designating Investment Officers and an Investment Program Manager.**

BACKGROUND INFORMATION:

The City's investments are governed by the Public Funds Investments Act (PFIA) under Chapter 2256 of the Texas Government Code.

Section 2256 of the Government Code requires the City to designate one or more investment officers to be responsible for the investment of its funds, consistent with the investment policy adopted by the City Council. This Code also grants authority to the City's investment officers, which is effective until rescinded by the City Council or until the officer's employment with the City terminates.

The Government Code requires a minimum of one Investment Officer be designated to manage investment funds, and Finance recommends the following individuals be designated as Investment Officers: Jennifer Brown, Finance Director and Jordan Kettler, Accounting Manager, with Jennifer Brown designated as Investment Program Manager.

Investment Officers are required to obtain 12 hours of initial training, and then 10 hours of training every two years.

RESOLUTION NO. 2025-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE DESIGNATING INVESTMENT OFFICERS AND AN INVESTMENT PROGRAM MANAGER.

- 5. Consider Resolution 2025-07, approving a change of the individuals authorized to act on behalf of the City in certain transactions in the Texas Local Government Investment Pool (TexPool).**

BACKGROUND INFORMATION:

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

The city invests available funds with the Texas Local Government Investment Pool, otherwise known as TexPool. This request is to designate Jennifer Brown, Finance Director and Jordan Kettler, Accounting Manager as the individuals authorized to conduct transactions with TexPool on behalf of the city.

An additional authorized representative can be designated to perform only inquiry of selected information. This individual will be Austin Bless, City Manager.

An individual representative may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool account or (2) is no longer employed by the Participant.

The Resolution designates Jennifer Brown, Finance Director, to have primary responsibility for performing transactions and receiving confirmations and statements under the participation agreement. This Resolution amends any prior authorizations granted by the city.

RESOLUTION NO. 2025-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE APPROVING A CHANGE OF THE INDIVIDUALS AUTHORIZED TO ACT ON BEHALF OF THE CITY IN CERTAIN TRANSACTIONS IN THE TEXAS LOCAL GOVERNMENT INVESTMENT POOL.

**6. Consider Resolution 2025-11 of the City Council of the City of Jersey Village, Texas, authorizing the City Manager to enter into a contract for the demolition of the city pool.**

City Manager, Mr. Bless gave a brief background as follows:

As part of the FY2025 budget funding was allocated for the removal of the city swimming pool, in the event the bond for the replacement of the pool did not pass. As the bond was not approved by the voters city staff has solicited quotes from contractors for the demolition of the pool and the pump house. The bath house was not included in the quotes for the demolition.

The work includes the following:

Demolition and removal of approximately 6,500 square feet of pool deck, removal of the pump house at approximately 750 square feet, demolition and removal of the pool at approximately 5,500 square feet, saw cutting the pool deck to for the decking closes to the pool house to remain. The pool area would be backfilled with approximately 1,333 cubic yards of dirt to be compacted in 6" to 8" lifts, to bring the pool area back up to grade.

We received a quote from Q Recycling and Construction Services (QRCS) in the amount of \$49,000, a quote from JRP Demolition Services LLC in the amount of \$65,900, and two quotes from Landmark Custom Pools using different sub contracts. One quote from landmark came in at \$225,000 and the other came in at \$180,000.

This is a widespread for quotes. While each contractor was given the same information to provide a quote, and the quantities are very similar, it's unclear why the large difference in the numbers exists.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

QRCS has done work for the city in the past by demolishing properties in TIRZ 3. They have done a good job with those projects.

Staff feels comfortable with QRCS doing the work for this project.

Council Member Rossi stated that she received an email from Waterscape Consultants, Inc., and would like to consider other options before demolishing the pool. Council engaged in discussion about safety, life expectancy, budget, and demolition of the city pool.

With no further discussion on the matter, Council Member McRea moved to approve Resolution 2025-11 authorizing the City Manager to enter into a contract with Q Recycling and Construction Services for the demolition of the city pool. Council Member Sheppard seconded the motion. The vote follows:

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

Nays: Council Member Rossi

The motion passed by a vote of four (4) to one (1).

RESOLUTION NO. 2025-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE DEMOLITION OF THE CITY POOL.

Council Member Rossi requested that Item 6 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 McRea moved to approve items 1 through 5 on the Consent Agenda. Council Member Wasson seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**G. REGULAR AGENDA**

- 1. Consider Ordinance 2025-05, amending the Capital Replacement Budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025, in the amount not to exceed \$73,900 by increasing expense line item 07-72-6574 (Vehicles Fire Department) approving the proposal from Chastang Ford to acquire a chassis for the ambulance schedule to be replaced in 2027; and authorizing the City Manager to execute all documents with Chastang Ford concerning this purchase.**

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

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

The Jersey Village Fire Department has been providing ambulance services to the community since 1985. Over the years, we have acquired a range of ambulance units from various manufacturers. In 2012, we began purchasing ambulances from Frazer Ambulance, a local company based in Bellaire, Texas. Frazer's ambulance modules are designed for easy maintenance, allowing repairs to be completed locally and promptly to keep the units in service. Many of their components are plug-and-play, meaning broken parts can be replaced quickly without significant delays. These ambulances have proven to be reliable workhorses, capable of withstanding the demands of the most challenging calls and heavy usage.

Medic 102 is scheduled for replacement in 2027. To ensure the new ambulance is ready on time, we need to secure the chassis well in advance. Once we acquire the chassis, Frazer Ambulance will place our order in their production queue, which currently has a 24-month build time. We will place the order with Chastang Ford for the chassis and expect delivery within 5-10 months after the order is placed. Chastang Ford is an approved state contract dealership. Funding for vehicle replacement is in Fund 07-72-6574. This agenda item seeks authorization to use those funds for the chassis purchase.

This request includes a budget amendment from 07-72-6574, which has already been reviewed and approved by both the finance department and the city manager.

In Summary, in the 2026-2027 budget, our 2016 ambulance will be replaced. It is roughly a 24-month build and we have to have the chassis in our possession before we can order the ambulance module. We will purchase the ambulance through a state contract with Chastang Ford. The ambulance chassis cost \$73,900 and will be paid out of fund 07-72-6574.

Council Member Wasson moved to approve Ordinance 2025-05, amending the Capital Replacement Budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025, in the amount not to exceed \$73,900 by increasing expense line item 07-72-6574 (Vehicles Fire Department) approving the proposal from Chastang Ford to acquire a chassis for the ambulance schedule to be replaced in 2027; and authorizing the City Manager to execute all documents with Chastang Ford concerning this purchase. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**2. Consider Resolution 2025-08, authorizing the City Manager to enter into an agreement for FMA Program Home Elevations Grant Administration and Project Management Services with Jeffrey S. Ward & Associates.**

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

The grant application for home elevations submitted as part of the FY23 FEMA Flood Mitigation Assistance (FMA) was identified for further review by FEMA. I believe this review will be finished over the next few months and we should receive an agreement in the spring of 2025.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

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 for RFQ for the grant administration.

The RFQ was posted on our website and on Bidnet Direct on December 11, 2024. Advertisements were run in the Houston Chronicle on December 11 and December 18, 2024. Proposals were opened on January 21, 2025. We received two proposals back. One from Jeffrey S. Ward & Associates Inc. and one from Grant Works Inc. The two proposals were ranked by Laura Capps, Danny Keele, and myself. The summary of those rankings is as follows:

Totals	Jeffery S Ward & Assoc.	Grant Works
Experience (40 pts max)	120	45
Work Performance (20 pts max)	59	41
Performance Capacity (20 pts max)	58	40
Proposed Cost (20 pts max)	44	60
<b>Total Points (100 max)</b>	<b>281</b>	<b>186</b>

Averages	Jeffery S Ward & Assoc.	Grant Works
Experience (40 pts max)	40	15
Work Performance (20 pts max)	20	14
Performance Capacity (20 pts max)	19	13
Proposed Cost (20 pts max)	15	20
<b>Total Points (100 max)</b>	<b>94</b>	<b>62</b>

We would not enter into any contract, or spend any money on this, until the grant has been officially awarded. At this point in time we believe this funding will still be awarded. However, there is some uncertainty in that with actions taken in late January 2025 by the President as it relates to grants.

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



REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

- 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
- 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.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

- Facilitate the establishment and recordation of FEMA required post elevation deed restrictions.

Council Member McRea moved to approve Resolution 2025-08, authorizing the City Manager to enter into an agreement for FMA Program Home Elevations Grant Administration and Project Management Services with Jeffrey S. Ward & Associates. Council Member Sheppard seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**3. Consider Resolution 2025-09 selecting contractors to complete home elevation work in relation to the FY2023 FEMA Flood Mitigation Assistance Grant.**

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

The grant application for home elevations submitted as part of the FY23 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 late spring of 2025.

As part of this we went out for RFQ for home elevation contractor services. The RFQ was posted on our website and Bidnet Direct on December 11, 2024. Advertisements were run in the Houston Chronicle on December 11 and December 18, 2024. Proposals were opened on January 21, 2025.

The RFQ was downloaded by 11 companies. We received responses from 2 different contractors.

All of the responses were judged on the following categories:

Item:	Scoring. Percentage
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 Possible Points	Total Points	Total Average Points Possible	Average Points
Arkitektura	200	193	100	96.5
Allied Foundation	200	162	100	81

In discussions with our Grant Administrator, he recommends the city select two contractors to do the work for the home elevations. Since we have only received two

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

proposals and both contractors submitted responsive proposals and appear to be able to do the work, staff is recommending both of these contractors.

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.

No money would be spent on this until the grant has been officially awarded. We would not enter into any contract, or spend any money on this, until the grant has been officially awarded. At this point in time we believe this funding will still be awarded. However, there is some uncertainty in that with actions taken in late January 2025 by the President as it relates to grants.

Council Member Sheppard moved to approve Resolution 2025-09 selecting contractors to complete home elevation work in relation to the FY2023 FEMA Flood Mitigation Assistance Grant. Council Member Rossi seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**4. Consider Ordinance 2025-06, amending the golf course budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 in the amount not to exceed \$26,000 by increasing Revenue Line Item 11-80-8551 (Green Fees), and by Increasing Expense Line Item 11-87-7010 (Capital Improvement); approving the proposal from Facility Solutions Group to provide lighting at the driving range; and authorizing the City Manager to execute all documents with Facilities Solutions Group for these Services.**

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

This year the golf course budget held \$120,000 in their Capital Improvement line item for the purchase of greens covers and the driving range lighting project. The final pricing for both projects came in \$25,825.35 more than originally estimated. The golf course is currently ahead of their revenue for the first quarter by a significant amount and expects to exceed the targeted revenue for this fiscal year.

Staff are requesting a budget amendment with net zero impact, adjusting the green fee's revenue line item to offset the adjustment to our capital improvement line item for the purchase of the driving range lights.

- The contractor performing the work on the project, Facility Solutions Group, is a member of Buyboard (contract #677-22 Sports lighting and Installation services) and was also the lowest of three quotes.
- Their scope involves the following:
- FSG will install (8) 30' direct burial poles w/ a total of (7) 2-light tenon mounts and (1) 3-light tenon mount. (8 mounts total).
- FSG will install (2) Keystone LED Sport Lights on (7) poles (14 total).

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

- FSG will install (3) Keystone LED Sports Lights on (1) pole (3 total).
- FSG will install (1) weatherproof enclosure per pole to house the new Keystone Drivers. (8 total).
- FSG will run up to 1200' of THHN wiring from the provided power location to the location of the (8) new poles.
- FSG will haul dirt and debris off site.

Staff has expressed significant importance pertaining to minimal lighting pollution for our residents and the contractor designed a lighting layout to ensure a 0 footcandle output outside of the property, referenced in page 6 of exhibit A. With the temporary lights that have been put up to prove the concept of if this would work or not, we have had a bit of light pollution. These new lights would have shields to keep the light pointed down and not to be a visible ball of light in the neighborhood.

We also believe it is best to move forward with the alternate provide in the quote that includes boring and installing 1200 feet of conduit for this project which brings the total project cost to \$92,807.

Council Member Rossi moved to approve Ordinance 2025-06, amending the golf course budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 in the amount not to exceed \$26,000 by increasing Revenue Line Item 11-80-8551 (Green Fees), and by Increasing Expense Line Item 11-87-7010 (Capital Improvement); approving the proposal from Facility Solutions Group to provide lighting at the driving range; and authorizing the City Manager to execute all documents with Facilities Solutions Group for these Services. Council Member McRea seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**5. Consider Resolution 2025-10, authorizing the City Manager to enter into a contract with Halff Associates Inc. for the completion of a Safe Streets for All Action Plan.**

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

In January 2025, the City Council authorized the City Manager to negotiate a contract with Halff Associates Inc. for the creation of a Safe Streets for All Action Plan. This was done after going out for RFP for contractors to do the work.

The City Manager has negotiated a contract that is here for Council review and approval tonight. The contract amount is \$120,000. This leaves \$5,000 in the total project cost for grant administration costs the city will incur.

Based on the contract the work will begin in March 2025 and the plan will be completed in October 2025. This plan will allow us to seek future funding from US DOT to help implement any of the strategies that are identified.

Here is a brief summary of the contract and how they will go about creating the plan:

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

- Plan Components: The plan includes eight components: leadership commitment, planning structure, safety analysis, engagement and collaboration, equity considerations, policy and process changes, strategy and project selections, and progress and transparency.
- Phase 1: Initiation & Administration: This phase involves project initiation activities such as a kickoff meeting, project management plan, request for information, coordination meetings, progress reports, quality control, leadership commitment, and goal alignment.
- Phase 2: Existing Conditions: Halff will work with the city to analyze existing conditions, including data collection, safety analysis, demographic snapshot, equity review, and policy and process review.
- Phase 3: Community & Stakeholder Engagement: This phase focuses on engaging the community and stakeholders through the formation of a Technical Advisory Committee, developing a communications and outreach strategy, public open houses, pop-up community appearances, and project website support.
- Phase 4: Recommendations & Implementation: This phase includes developing emphasis areas, strategies and countermeasures, priority location profiles, and methods for progress and transparency.
- Phase 5: Final Plan & Approval: Halff will compile the final Safety Action Plan, present it to the public and City Council, and incorporate feedback for final approval.
- Planning Process Parameters: The planning process is expected to take eight months, starting from the notice to proceed, and includes specific parameters for data usage, deliverables, and meeting schedules.

The full methodology of how they will create the plan is included in the contract.

Mr. Bless has been in contact with our contact at the Federal US DOT for this program and has been assured that this grant funding is secure as it has already been obligated to the city for this project.

Council Member Sheppard moved to approve Resolution 2025-10, authorizing the City Manager to enter into a contract with Halff Associates Inc. for the completion of a Safe Streets for All Action Plan. Council Member McRea seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**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;

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – FEBRUARY 10, 2025

- 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 wished everyone a Happy Valentines Day. She suggested that residents make reservations at Little Kitchen for their Valentine's Day special. She also welcomed the new City Secretary, Courtney Rutherford, and Finance Director, Jennifer Brown. She shared that she was happy to see that Golf Course revenue is up.

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

**Council Member Wasson**: Council Member Wasson welcomed the new City Secretary, Courtney Rutherford, and Finance Director, Jennifer Brown. He also thanked the Police Department.

**Council Member Rossi**: Council Member Rossi welcomed the new City Secretary, Courtney Rutherford, and Finance Director, Jennifer Brown. She stated that summer camp registration is open to residents. She also reminded residents that there will be Work Session on Wednesday and encouraged residents to review the packet and attend. She then wished everyone a Happy Valentines Day.

**Council Member McCrea**: Council Member McCrea said happy birthday to her baby brother.

**Bobby Warren**: Mayor Warren welcomed the new City Secretary, Courtney Rutherford, and Finance Director, Jennifer Brown. He also encouraged residents to come to the Work Session.

**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, and Section 551.071 Consultations with Attorney, a closed meeting to deliberate the potential and possible purchase, exchange, sale, or value of real property at 8:15 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 Bless, City Manager***

**K. ADJOURN EXECUTIVE SESSION**

Mayor Warren adjourned the Executive Session at 8:38 p.m., stating no official action or vote was conducted during the closed session. He then reconvened the Regular Session as follows.

**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 Bleess, City Manager*

With limited discussion on the matter, Council Member Mitcham moved to authorize the City Manager to negotiate a contract per the terms discussed in the Executive Session. Council Member McRea seconded the motion. The vote follows:

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

Nays: None

The motion passed unanimously.

**M. ADJOURN**

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

\_\_\_\_\_  
Courtney Rutherford, City Secretary

