

Bobby Warren, Mayor
Drew Wasson, Council Position No. 1
Sheri Sheppard, Council Position No. 2
Michelle Mitcham, Council Position No. 3
Connie Rossi, Council Position No. 4
Jennifer McCreary, Council Position No. 5



Austin Bless, City Manager
Courtney Rutherford, City Secretary
Bridgette A. Begle, City Attorney

Jersey Village City Council - Regular Meeting Agenda

Notice is hereby given of a Regular Meeting of the City Council of the City of Jersey Village to be held on Monday, March 17, 2025, at 7:00 p.m. at the Civic Center Auditorium, 16327 Lakeview Drive, Jersey Village, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action. A quorum of the City Council will be physically present at the meeting; however, some Council Members may participate in the meeting via videoconference call. The City Council reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

B. INVOCATION, PLEDGE OF ALLEGIANCE

1. Prayer and Pledge by: Bobby Warren, Mayor

C. PRESENTATIONS

1. Presentation of Employee of the Month Award for March 2025. *Austin Bless, City Manager*
2. TPCA Award Presentation, *Danny Keele, Police Chief*

D. JOINT PUBLIC HEARING

1. Conduct a Joint Public Hearing with the Jersey Village Planning and Zoning Commission for the purpose of receiving oral comments from any interested person(s) 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"). *Bobby Warren, Mayor*

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. *Mayor*

F. CITY MANAGER'S REPORT

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report, General Fund Budget Projections, and Utility Fund Budget Projections.
2. Fire Departmental Report
3. Police Department Monthly Activity Report

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

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
8. 2024 Racial Profiling 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.

1. Consider approval of the Minutes for the Regular Session Meeting held on February 10, 2025 and the Work Session held on February 12, 2025. *Courtney Rutherford, City Secretary*
2. Consider Resolution No. 2025-12, suspending the April 19, 2025, effective date of the proposal by CenterPoint Energy Resources Corp., D/B/A CenterPoint Energy ENTEX and CenterPoint Energy Texas Gas – Houston, Texas Coast, South Texas, And Beaumont/East Texas geographic rate areas, to implement interim GRIP rate adjustments for gas utility investment in 2024 and requiring delivery of this resolution to the company and legal counsel. *Austin Bleess, City Manager*
3. Consider Resolution No. 2025-13 proclaiming April as Fair Housing Month. *Austin Bleess, City Manager*
4. Consider Resolution No. 2025-14 authorizing the Chief of Police and the Chief of Fire to sign a Memorandum of Understand (MOU) with Greater Harris County 911 and TECC for the change in 911 call routing for Fire and EMS emergencies. *Mark Bitz, Fire Chief*

H. REGULAR AGENDA

1. Consider Resolution No. 2025-15, awarding the bid and authorizing the City Manager to enter into a contract with Ballast Point Construction, Inc, for the Australia Street & Solomon Street Reconstruction project. *Robert Basford, Assistant City Manager*
2. Consider Resolution No. 2025-16, awarding the bid and authorizing the City Manager to enter into a contract with John Reed and Company for the Equador Pedestrian Bridge and surrounding sitework project. *Robert Basford, Assistant City Manager*
3. Consider Resolution No. 2025-17 awarding the bid and authorizing the City Manager to enter into a contract with for CMAR. *Austin Bleess, City Manager*
4. Consider Ordinance No. 2025-07 amending the General Fund and Capital Improvement Fund budgets for fiscal year beginning October 1, 2024 and ending September 30, 2025, in the amount not to exceed adjusting various expenditure line items. *Jennifer Brown, Finance Director*
5. Consider Ordinance No. 2025-08 amending the Code of Ordinances of the City of Jersey Village, Texas, Chapter 70, Utilities, Section 77 to provide for amendments to water rate schedules. *Austin Bleess, City Manager*

6. Consider Ordinance No. 2025-09 amending the Jersey Village Code of Ordinances, Chapter 2, Article IV, Division 2, Section 2-142 to amend the Schedule of Fees adding Tow Fees and Wrecker Rotation Program Fees; and providing for repeal. *Danny Keele, Police Chief*
7. Consider Ordinance No. 2025-10 amending the Golf Course Budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025, in an amount not to exceed \$74,000 by increasing revenue line items and expense line items. *Robert Basford, Assistant City Manager*
8. Consider Resolution No. 2025-18, receiving the Planning and Zoning Commission's Final Report 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"). *Courtney Rutherford, City Secretary*
9. Consider Ordinance No. 2025-11 amending Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas authorizing revision to the December 16, 2024 official zoning map as set out in Section 14-82 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 by changing the zoning distinction for portions of the area of land formally identified as District K ("Fifth Business District") to District F ("First Business District"). *Courtney Rutherford, City Secretary*
10. Consider Resolution No. 2025-19 authorizing the City Manager to enter into an agreement with Ron Cox Consulting for a Facilitated Council-Staff Retreat. *Austin Bleess, City Manager*
11. Consider Resolution No. 2025-20 action setting the date and time for the May Budget Meeting. *Austin Bleess, City Manager*
12. Discuss and take appropriate action regarding the City pool. *Bobby Warren, Mayor*

I. MAYOR AND COUNCIL COMMENTS

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

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary 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 salutary 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.

J. RECESS THE REGULAR SESSION

Recess 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.

K. 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*

L. ADJOURN EXECUTIVE SESSION

Adjourn the Executive Session, stating the date and time the Executive Session ended and Reconvene the Regular Session.

M. RECONVENE

- 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*

N. ADJOURN

CERTIFICATION

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at City Hall, 16327 Lakeview, Jersey Village, TX 77040, a place convenient and readily accessible to the general public at all times, and said Notice was posted on March 13, 2025, at 11:30 a.m. and remained so posted until said meeting was convened.

Courtney Rutherford, City Secretary

In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending City Council meetings. Request for accommodation must be made to the City Secretary by calling 713 466-2102 forty-eight (48) hours prior to the meetings. Agendas are posted on the Internet Website at www.jerseyvillage.info.

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025



March 2025 Employee Of The Month

We are pleased to recognize Jason Mahan, Utilities Supervisor, as the March 2025 Employee of the Month. Jason joined the City of Jersey Village in February 2024 and has quickly proven himself to be an invaluable member of the Public Works team. In a short time, he has demonstrated outstanding leadership, dedication, and a willingness to take on any challenge—big or small—to serve the city and its residents.

Jason leads by example, setting a high standard for his team while fostering a culture of collaboration, accountability, and problem-solving. He is not only a role model but also a mentor, ensuring that his team members have the knowledge and support needed to perform at their best. He never hesitates to step in when needed—whether it's working alongside his crew on a repair, troubleshooting an issue in the field, or even responding to an unusual resident request, such as searching for an injured squirrel. His commitment to customer service and problem-solving reflects his dedication to both the city and its residents.

Since joining the team, Jason has taken initiative in identifying operational improvements and helping rebuild the division's culture. His proactive approach has strengthened teamwork and efficiency in the department. Jason consistently goes beyond the requirements of his role, ensuring that the department runs smoothly while stepping in personally when challenges arise. His work ethic was especially evident over a holiday weekend when he set up a sanitary bypass to protect residents' homes from backups, responding without hesitation and ensuring that public health and safety remained a top priority.

His supervisor, Danielle, frequently expresses her appreciation for Jason's contributions, often saying, *"I am truly grateful to have Jason on our team."* His leadership, work ethic, and dedication directly contribute to the department's success, and his ability to remain calm under pressure makes him a vital asset to our city.

Please join us in congratulating Jason Mahan for his exceptional service to the City of Jersey Village. His dedication and professionalism embody the values we strive for in our community, and we are honored to recognize him as Employee of the Month.

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: D

AGENDA SUBJECT: Conduct a Joint Public Hearing with the Jersey Village Planning and Zoning Commission for the purpose of receiving oral comments from any interested person(s) 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”).

Prepared By: Courtney Rutherford, City Secretary

Date Submitted: March 7, 2025

EXHIBITS: EX A – Public Hearing Notice
EX B – P&Z Preliminary Report
EX C – PH Script

BACKGROUND INFORMATION:

The Planning and Zoning Commission met on February 3, 2025, and preliminarily recommended that City Council:

- Rezone the area of land formally identified as District D District (“Jersey Village Crossing District”) 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”).

The preliminary report was submitted to City Council at its February 10, 2025, meeting, and a Joint Public Hearing was ordered for March 17, 2025.

A joint public hearing must be conducted by the City Council and the Planning and Zoning Commission in accordance with the requirements of the Code of Ordinances of the City of Jersey Village - Section 14-84.

The purpose of this hearing is to receive oral comments from any interested person(s) 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”).

RECOMMENDED ACTION: Conduct a Joint Public Hearing with the Jersey Village Planning and Zoning Commission for the purpose of receiving oral comments from any interested person(s) 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”).

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

NOTICE OF JOINT PUBLIC HEARING

NOTICE is hereby given that the City of Jersey Village City Council and the Planning and Zoning Commission of the City of Jersey Village, Texas will conduct a joint public hearing at 7:00 p.m., Monday, March 17, 2025, at the Civic Center Auditorium, 16327 Lakeview, Jersey Village, Texas, for the purpose of receiving oral comments from any interested person(s) 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”).

A copy of the Planning and Zoning Commission’s Preliminary Reports concerning these requests, which are the subject of this public hearing, may be examined online at https://www.jerseyvillagetx.com/page/pz.ags_mins_current_year.

The City of Jersey Village public facilities are wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact ADA Coordinator at (713) 466-2102 or FAX (713) 466-2177 for further information.

Courtney Rutherford, City Secretary
City of Jersey Village

Posted: City Website and Bulletin Board – March 4, 2025 Time: 11:30 AM



CITY OF JERSEY VILLAGE – PLANNING & ZONING COMMISSION PRELIMINARY REPORT – ZONING CHANGE

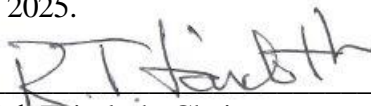
The Planning and Zoning Commission has met in order to review the request for zoning amendment changes so that the area of land formally identified as District D (“Jersey Village Crossing District”) is rezoned into two zoning districts identified as Zoning District H (“Industrial District”) and Zoning 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”).

After review and discussion, the Commissioners preliminarily propose that Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas be amended by authorizing revision of the official zoning map as set out in Section 14-82 so 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”).

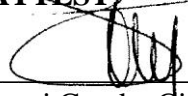
These preliminary changes to the City’s comprehensive zoning ordinance are more specifically detailed in the proposed ordinance attached as Exhibit “A.”

The next step in the process as required by Section 14-84(c)(2)(b) of the Jersey Village Code of Ordinances is for Council to call a joint public hearing with the Planning and Zoning Commission.

Respectfully submitted, this 3rd day of February 2025.



Rick Faircloth, Chairman

ATTEST:


Lorri Coody, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

EXHIBIT A
TO THE
PLANNING AND ZONING
COMMISSION'S
PRELIMINARY REPORT
FEBRUARY 3, 2025

ORDINANCE NO. 2025-xx

AN ORDINANCE AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY AUTHORIZING REVISION TO THE DECEMBER 16, 2024 OFFICIAL ZONING MAP AS SET OUT IN SECTION 14-82 SO THAT THE AREA OF LAND FORMALLY IDENTIFIED AS DISTRICT D (“JERSEY VILLAGE CROSSING DISTRICT”) BE REZONED FROM ZONING DISTRICT D (“JERSEY VILLAGE CROSSING DISTRICT”) INTO TWO ZONING DISTRICTS IDENTIFIED AS ZONING DISTRICT H (“INDUSTRIAL DISTRICT”) AND ZONING DISTRICT K (“FIFTH BUSINESS DISTRICT”); AND BY CHANGING THE ZONING DISTINCTION FOR PORTIONS OF THE AREA OF LAND FORMALLY IDENTIFIED AS DISTRICT K (“FIFTH BUSINESS DISTRICT”) TO DISTRICT F (“FIRST BUSINESS DISTRICT”); CONTAINING OTHER FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR REPEAL; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Jersey Village, Texas, determines it in the best interest of the health, safety, and welfare of the citizens of the City to amend the Zoning Ordinance; and

WHEREAS, the Planning & Zoning Commission has issued its report and has recommended amendment to the Zoning Ordinance by authorizing revision to the December 16, 2024 Official Zoning Map as set out in Section 14-82 so that the area of land formally identified as District D (“Jersey Village Crossing District”) be rezoned from Zoning District D (“Jersey Village Crossing District”) into two zoning districts identified as Zoning District H (“Industrial District”) and Zoning District K (“Fifth Business District”); and by changing the zoning distinction for portions of the area of land formally identified as District K (“Fifth Business District”) to District F (“First Business District”); and

WHEREAS, the Planning & Zoning Commission and City Council have conducted, in the time and manner required by law, a joint public hearing on such amendments to the zoning ordinance and find that the adoption of this ordinance is in the best interest of the citizens of Jersey Village; **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS THAT:

Section 1. The City Council hereby finds and determines that the statements set forth in the preamble of this Ordinance are true and correct and are incorporated herein for all purposes.

Section 2. The area of land formally identified as District D (“Jersey Village Crossing District”) be rezoned from Zoning District D (“Jersey Village Crossing District”) into two zoning districts identified as Zoning District H (“Industrial District”) and Zoning District K (“Fifth Business District”) as more specifically outlined in Exhibit A; and by changing the zoning distinction for portions of the area of land formally identified as District K (“Fifth Business District”) to District F (“First Business District”) and more specifically outlined in Exhibit B attached hereto and made a part hereof. The terms and conditions for any and all Specific Use Permits previously granted for properties located in the zoning change area will not be affected and are considered grandfathered under the terms of this zoning change.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

Section 3. The Official Zoning District Map of the City shall be revised and amended to show the change in zoning classification of the property with the appropriate references thereon to the number and effective date of this ordinance.

Section 4. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 4. Repeal. All other ordinances or parts of ordinances in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed.

Section 5. Penalty. Any person who shall violate any provision of this Ordinance shall be guilty of a misdemeanor and subject to a fine as provided in Section 1-8.

Section 6. Effective Date. This ordinance shall be in full force and effect from and after its passage.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ 2025.

ATTEST:

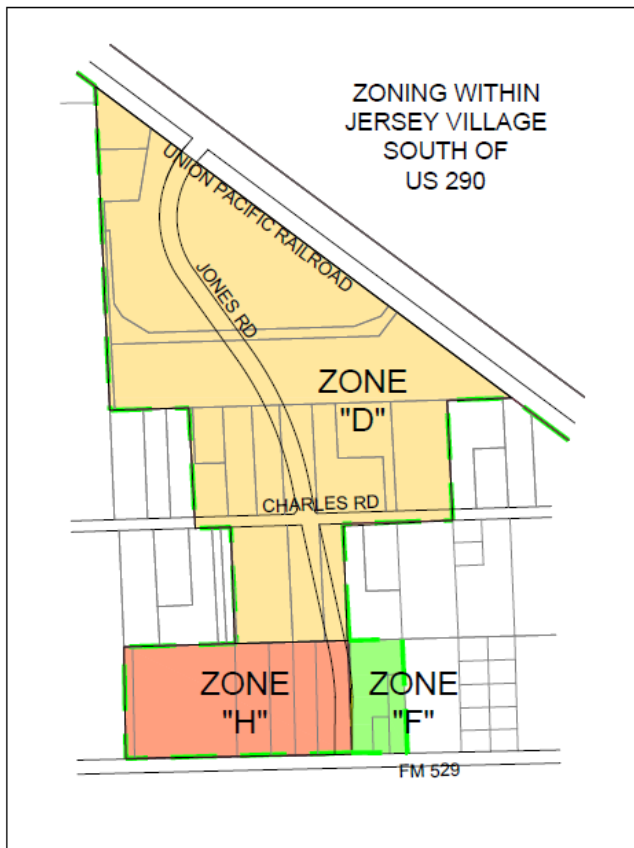
Bobby Warren, Mayor

Lorri Coody, City Secretary



Exhibit A

District D as of December 16, 2024



District D Rezoned to District H and District K

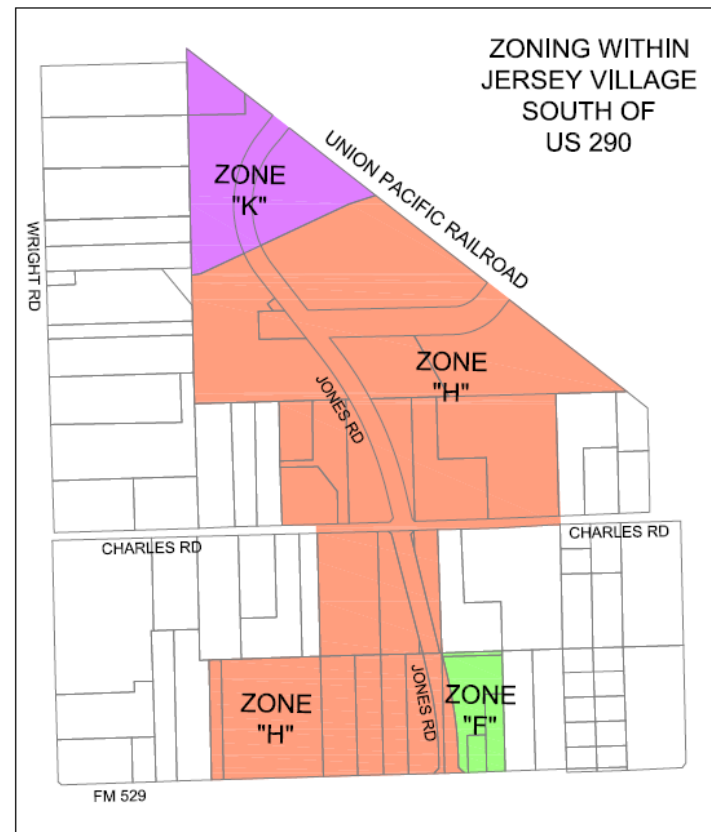
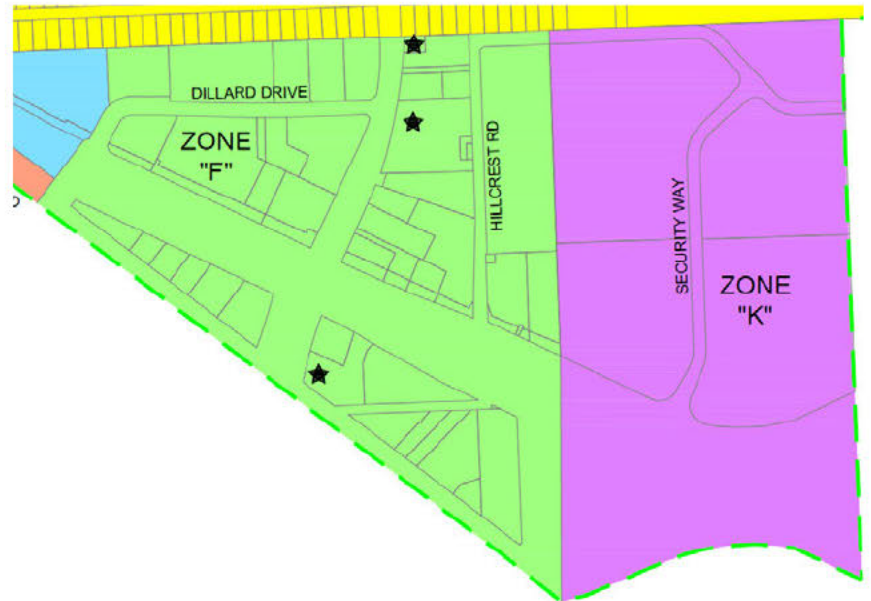


Exhibit B

District K as of December 16, 2024



District K Partially Rezoned to District F



MAYOR OR MAYOR PRO tem

Script for Joint Public Hearing on March 17, 2025

Announce the Item on the Council Agenda - then:

**ACKNOWLEDGE P&Z CHAIRMAN / VICE CHAIRMAN
CONFIRM QUORUM OF P&Z**

CONFIRM THAT ALL POSTING REQUIREMENTS HAVE BEEN MET then say:

I now call to order this joint public hearing with the Planning and Zoning Commission at ____ p.m. Everyone desiring to speak should complete a public hearing comment card and present the card to the City Secretary. Each speaker will be given 5 minutes to present information concerning:

- the rezoning of the area of land formally identified as District D (“Jersey Village Crossing District”) 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”).

(Call the first person signing up to speak).

(After everyone has spoken . . . or if no one desires to speak, finish the meeting with the following)

There being no one (else) desiring to speak, I now close this joint public hearing concerning the rezoning of the area of land formally identified as District D (“Jersey Village Crossing District”) 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”) at ____ p.m.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

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
Council Member, Drew Wasson
Council Member, Sheri Sheppard
Council Member, Michelle Mitcham
Council Member, Connie Rossi
Council Member, Jennifer McCrea

City Manager, Austin Bless
City Secretary, Courtney Rutherford
City Attorney, Tommy Ramsey

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 20th 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 41st 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.

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:

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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.

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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:

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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.

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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
Total Points (100 max)	281	186

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
Total Points (100 max)	94	62

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

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- 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.

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- 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

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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).

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- 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:

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- 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;

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- An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutory recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

Council Member 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 Bless, 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



MINUTES OF THE WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON FEBRUARY 12, 2025, AT 6:00 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 6:01 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 (<i>Arrived at 6:07 p.m.</i>)	
Council Member, Michelle Mitcham	
Council Member, Connie Rossi	
Council Member, Jennifer McCrea	

Staff in attendance: Robert Basford, Assistant City Manager; Jennifer Brown, Finance Director; Abram Syphrett, Director of Innovation and Technology; Taryn Modisette, Jordan Kettler, and Laura Capp, Human Resources.

Mayor Warren stated that he was going to allow Merriman, Holt, Powell Architects to give their presentation on the City Campus before taking Citizen Comments.

Jose Fernandez with Merriman, Holt, Powell Architects then gave a presentation on the City Campus concept options.

He gave a brief presentation on a master plan with different options for the City Campus located at Jersey Drive and Rio Grande Street. They first met with staff to understand their needs, goals, and how to improve the building for maximum use for staff and residents. The goal is to provide a consolidated facility for City Hall Offices, Public Works, Dispatch, and Emergency Operations Center. Provide an easily accessible Community Gathering Space separate from the Council Chambers and Court. The City would also like indoor and outdoor recreational spaces for the Community.

They also met with staff to see what their needs are and would be in the space including offices, meeting spaces, and storage.

He presented three options Option A, B, and Option C, which would include completing the campus in two (2) phases. Both options maintain the outside pavilion.

Option A

This concept would see Building A converted into municipal offices. It would house administration, court, finance, community development, and IT. We would have some hoteling space. Hotelling space in this context refers to a flexible workspace arrangement where employees do not have assigned desks or offices. Instead, they reserve workspaces as needed, similar to booking a hotel room. This approach would be helpful for staff, like the police or fire chief or golf course staff, that need a place to dock their computer to get things done between meetings in City Hall.

Building B and C would be demolished and new buildings constructed along with a plaza area that would help frame the entrance to the buildings. A new building would be constructed to house Council Chambers and Municipal Court. A lobby area would have direct access to the Council Chambers and the Administrative offices.

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There would also be a large conference room, like the municipal meeting room today, and an EOC room that would do dual duties as a conference room and executive session room. There would also be smaller conference rooms and storage rooms here.

Building D would be turned into a parks and recreational space with Emergency Dispatch on the second floor. We could have a 5,000 sq foot gym (similar to what exists currently). This could be used for community events as well, similar to what our civic center is used for today. There would be 3 meeting rooms that could be rented out. These rooms could also be used for recreational programming. Offices for parks and recreation staff and recreation storage would be here as well. To meet ADA requirements an elevator would be put in as well.

Building G would be turned into public works, parks and recreation, and utilities. Having the public works in this building would allow for access to the building from Tiny Lane, which would keep the equipment out of site of the residential area as it goes in or out of the buildings. Building I would be demolished and fenced in yard space would be there for some outside storage. The fence would be a nice picket fence or masonry to block the views.

This option has approximately 41,000 square feet of renovated space and approximately 8,420 square feet of new construction. The schematic layouts for this option are on the next pages along with a 3D rendering.

Option B

This option would see building A converted into community space. There could be a 5,000 square foot space that could be divided into quadrants for smaller groups. This building could also keep the existing classrooms that are there, making 5 additional rooms for various civic groups and recreation activities to utilize throughout the week.

Building B and C would be demolished and new buildings constructed along with a plaza area that would help frame the entrance to the buildings. A new building would be constructed to house Council Chambers and Municipal Court. A lobby area would have direct access to the Council Chambers and the Administrative offices.

There would also be a large conference room, like the municipal meeting room today, and an EOC room that would do dual duties as a conference room and executive session room. There would also be smaller conference rooms and storage rooms here.

Building D would be turned into the main city hall buildings. This would include utility payments, building permits, along with finance, community development and parks and recreation offices on the first floor. On the second floor there would be offices for the city manager, city secretary, assistant city manager, IT department, HR, Dispatch, and the EOC. A breakroom for the building would also be on this floor.

For building D there would likely be foundation work required and some other structural items that could be necessary. The costs of this, while still unknown, could be quite large. If that is the case, it could make the proposal for this building unfeasible.

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Building G would be turned into public works, parks maintenance, and utilities. Having the public works in this building would allow for access to the building from Tiny Lane, which would keep the equipment out of site of the residential area as it goes in or out of the buildings.

The schematic layouts for this option are on the next pages along with a 3D rendering.

Option C

Option C is very similar to Option A, but with a phased approach. Phase 1 is proposed to be the following:

This concept would see Building A converted into municipal offices. It would house administration, court, finance, community development, and IT. We would have some hoteling space. Hotelling space in this context refers to a flexible workspace arrangement where employees do not have assigned desks or offices. Instead, they reserve workspaces as needed, similar to booking a hotel room. This approach would be helpful for staff, like the police or fire chief or golf course staff, that need a place to dock their computer to get things done between meetings in City Hall.

Building B and C would be demolished and new buildings constructed along with a plaza area that would help frame the entrance to the buildings. A new building would be constructed to house Council Chambers and Municipal Court. A lobby area would have direct access to the Council Chambers and the Administrative offices.

There would also be a large conference room, like the municipal meeting room today, and an EOC room that would do dual duties as a conference room and executive session room. There would also be smaller conference rooms and storage rooms here.

Building G would be turned into public works, parks and recreation, and utilities. Having the public works in this building would allow for access to the building from Tiny Lane, which would keep the equipment out of site of the residential area as it goes in or out of the buildings.

Building I would be demolished and fenced in yard space would be there for some outside storage. The fence would be nice picket fence or masonry to block the views.

Phase 2 would be building D. Building D would be turned into a parks and recreational space with Emergency Dispatch on the second floor. We could have a 5,000 sq foot gym (similar to what exists currently). This could be used for community events as well, similar to what our civic center is used for today. There would be 3 meeting rooms that could be rented out. These rooms could also be used for recreational programming. Offices for parks and recreation staff and recreation storage would be here as well. To meet ADA requirements an elevator would be put in as well.

In this phased approach the current civic center could remain and used for community events as it is today.

Cost estimates

For cost estimates we assume a cost of remodeling at \$300 - \$350 per square foot (with the cost going down for the larger spaces).

Building G for example has a cost estimate of \$60 per square foot, as we don't need to do a lot to that building.

Construction of new space is estimated at \$650 a square foot for a 4,250 square foot new council chambers.

If we put a second story across all of building D that will require some reinforcement of the slab that currently only has 1 story. The estimated cost for that is \$200 per square foot, at 5,000 square feet for a total of \$1,000,000.

If we were to look at construction of a new 20,000 square foot building the architects suggest a price point of \$500 per square foot. That would be \$10,000,000. If that idea was considered we would recommend demolition of building B, C, and D. City offices and Council chambers would be in the new building, and parks and recreational activities along with extra classrooms and meeting space would be in building A.

It's important to note that those costs are construction costs only. There are also soft costs such as the architecture fees, allowances for things like Mechanical, Electrical, and Plumbing, civil engineering and site work. There are things like Audio Visual systems, IT cabling, and furniture. All of those items are estimated to be about 15% of the construction costs. A more detailed breakdown for each option is attached. It is important to note that these are just projections, and we would need to get a contractor on board to help us come up with an accurate price.

B. CITIZENS' COMMENTS

Citizens who have signed a card and wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information or existing policy. Citizens are limited to five (5) minutes for their comments to the City Council.

John Hacker, 16414 Cornwall St., Jersey Village, Texas stated that he was impressed with options A,B and C and likes that the city is considering keeping the gym and rec center. He would like to see Pickle Ball incorporated in the outside space. He does like the plans presented.

Rachel Beazley, 14910 Lakeview Drive, Jersey Village, Texas stated that she agrees and thinks the designs look great. She is here to represent the children and is concerned that other projects like the pool and park are being out on hold for this facility. She doesn't think this is a priority at this time.

Mayor Warren stated that due to property tax income coming in this is the time of the year that city needs to be fiscally smart and wait for that revenue to come in. Some projects are on hold temporarily due to revenue.

James Singleton, 16522 DeLozier St, Jersey Village, Texas stated that he is interested in the multiple phase project. He has also been in this current building over the last 22 years and knows that staff need new office space. He would suggest developing the Community Center and Council Chambers at a later date. He would prioritize community space over Public Works, but he understands that financially it is better to do it now.

Mayor Warren asked about the difference in cost for the renovations. Christ explained that it is based on renovation versus new construction.

C. City Campus Concept Designs. *Austin Bleess, City Manager*

City Manager, Austin Bleess, briefly reviewed funding for the project.

Funding

Funding for this project will come from a combination of the sale of the land on the south side of US 290, and the sale of the current public works building (if we move them to this campus). We would want to keep an estimated \$1,000,000 to \$2,000,000 from the sale of properties to help replenish our reserves.

We can also allocate some funding for this project in the FY26 budget.

If we move Dispatch and EOC operations over to this new building, we could use some Crime Control Prevention District funding for those portions as well. This could cover about \$1,000,000.

There is possibly grant funding that is an option for some of this, but the timing of grants may not line up well with the timing of the construction. There is also no guarantee for grant funding.

Action Items

Mr. Bleess explained that tonight, staff needs City Council to provide guidance on which option they like and want to pursue further. We will take the feedback and make refinements to the proposals and begin the process of finalizing the concepts.

We are currently looking for a contractor to help us with the Construction Manager At Risk (CMAR) method of this project. Getting this group on board as we get into the design stages and construction drawings will help us in the process refine the prices and value engineer the project as we go along. A contract for these services will be to Council at the March meeting.

Conclusion

Each of the options has pros and cons. But each option works to achieve the goals that have been set for this project. Our new campus is more than just a building, it's a cornerstone of the community's future. It's an opportunity to craft a space that embodies our shared values and aspirations, where creativity, connection, and pride thrive. This project isn't just about walls and windows; it's about creating a legacy that invites people to come together, work with passion, and experience a city that feels alive and full of possibility. By designing a space that sparks joy and innovation, we're not just shaping a place, we're shaping the stories that will unfold here for generations to come.

There was discussion among City Council and staff regarding the different options, the possibility of selling the property and tearing down the current city hall and rebuilding it there. Some of the concerns with rebuilding in the current location is that there isn't room to bring over Public Works or add additional recreational space.

Mr. Bleess asked Council which option they would prefer staff to move forward with.

Council Member Rossi is leaning towards Option A.

Council Member McRea stated that she likes Option A. She thinks it is better with the gym.

Council Member Mitcham is leaning towards Option A keeping the gym and she likes the layout best. She would like to look at additional lighting for the outside pavilion for pickle ball and outside recreational use.

Council Member Wasson supports Option A with a phased approach. He likes the thought and design that went into the presentation.

Mayor Warren stated that he agrees and prefers Option A. He also has concern about adding a second story over the gym. He stated that it looks like it will be a better use of space versus the current City Hall. He would like to focus on getting staff moved to the new facility.

Council Member Sheppard stated that she is in favor Option A. She likes that the design has a cohesive look for the outside and ties all the buildings together.

Mayor Warren recessed the Work Session at 7:20 p.m. and reconvened at 7:28 p.m.

D. Discuss water meter fees and provide direction to staff for possible changes to be considered at a later date. *Austin Bless, City Manager*

City Manager, Austin Bless, gave some background information as follows:

The City Council has expressed interest in doing away with meter fees for second meters. Currently each meter is charged a \$15 fee. A fee for each meter has been the standard practice in Jersey Village for a long time. We currently have approximately 1,480 residential homes that have one meter and 750 that have a home meter and an irrigation meter. Currently each meter has a fee of \$15 per month.

Our utility fund handles all water and sewer-related expenses. Our budget for the current fiscal year has a budget of \$6,551,000 for revenues, and an operations expense budget of \$5,730,119 and a Capital Improvement expense budget of \$2,318,000.

Some cities have a base fee for water usage. Spring Valley Village for example has a base fee for all users. Some cities have a base fee and include some amount of water usage in that base fee, Deer Park is an example of this. For several other cities it is not immediately clear if their base fee is for all meters or if each meter has its own base fee.

Possible Changes

The Council asked me to look at some options that could be implemented if a move away from a meter fee for each meter was implemented. There are four options that have been looked at and found to be the easiest.

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One option is to change from a meter fee and call it a base fee with the base fee going to \$20.05. This would mean every residential property would have a base water fee of \$20.05 no matter how many meters they have. Currently each meter is \$15. In this scenario approximately 1,480 would see a monthly increase and 750 would see a decrease.

Another option that was looked at was to increase the usage rates for water used for irrigation. This would keep the costs that are being decreased still being paid by those that are seeing the decrease from the monthly meter fee. These rates would keep the annual revenue essentially flat.

Irrigation Use	Current Price per thousand	Price per thousand with irrigation increase only
0—6,000 Gallons	\$9.60	\$12.62
6,001—19,000 Gallons	\$12.02	\$15.62
Over 19,000 Gallons	\$18.01	\$22.62

If the rates for residential only water usage were to increase, with no change in the base fee, each category would have to go up by 80 cents. Rates for residential use only would go up 80 cents in each category. Here is what those changes would look like:

Usage Rate	Current Price per thousand	Price per thousand with 80 cent increase
0-3,000 Gallons	\$6.29	\$7.09
3,001—6,000 Gallons	\$7.87	\$8.67
6,001—12,000 Gallons	\$9.60	\$10.40
12,001—25,000 Gallons	\$12.02	\$12.82
Over 25,000 Gallons	\$18.01	\$18.81

If the rate amounts were split evenly between residential use and irrigation use all rate levels would have to go up 64 cents each. If you split it up between both usage rates all of them would have to go up 64 cents.

Residential Use	Current Price per thousand	Price per thousand with 64 cent increase
0-3,000 Gallons	\$6.29	\$7.09
3,001—6,000 Gallons	\$7.87	\$8.67
6,001—12,000 Gallons	\$9.60	\$10.40

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12,001—25,000 Gallons	\$12.02	\$12.82
Over 25,000 Gallons	\$18.01	\$18.81

Irrigation Use	Current Price per thousand	Price per thousand with 64 cent increase
0—6,000 Gallons	\$9.60	\$10.24
6,001—19,000 Gallons	\$12.02	\$12.66
Over 19,000 Gallons	\$18.01	\$18.65

Examples of Impacts

Included as exhibits to this are how 10 different households would have been impacted based on their usage over the past 12 months. The tables show what they paid over the last 12 months and what those same 12 months payments would be at the options presented. Five of the homes have irrigation water meters and five do not.

The homes that do not have an irrigation meter would pay more under each scenario, except where only irrigation water rates are increased.

For the homes that do have an irrigation meter three homes see a decrease in every scenario, but two see an increase in scenario where only irrigation water rates are increased.

Other Considerations

A concern that has been expressed is that people were unaware that a base fee would be applied to their irrigation meter. The application form states that the basic monthly service fee applies if there is water usage or not. The webpage for the FAQ on water rates and the benefits of irrigation meters lists the monthly fee on there as well. City staff have done what we can to give people all of the information they need to make an informed decision about how an additional meter would impact them.

As Council will recall from the budget discussions back in July 2024, we have approximately \$20,500,000 in CIP projects on the horizon for FY25-FY28. I’ve been working hard to find grants that we can go after for water and sewer projects. We do anticipate \$1,000,000 from the Congressional Community Project Funding by working with Congressman Hunt. But that federal budget needs to be approved. When the opportunity comes to ask for more funding, we will certainly ask for more.

I have submitted a letter of interest for Community Development Block Grant (CDBG) funding for projects at the Castlebridge wastewater treatment plant. But as of this writing I have not heard if we will be invited to submit a full application for that project.

We have approximately \$5,185,000 in water and sewer funding bonds that have not yet been issued but was approved by the voters in the fall of 2023. That amount was earmarked for water and sewer projects in the ETJ. However, since the city has moved away from a mixed-use

development in that area it is unlikely that expansion into the ETJ would be worth the costs the city would incur. That debt could be issued for water and sewer projects in the city limits.

Next Steps

No formal action is required tonight, but Council needs to provide direction for what they want us to do next. It is imperative that any changes to our water rate structure be revenue neutral at worst. Our utility fund is the backbone of our water and sewer services, and a decrease in revenue is not a viable option. We must ensure that our decisions today do not compromise the financial stability of our utility fund, which is necessary for the ongoing maintenance and improvement of our infrastructure.

We face many challenges coming at us over the next few years. As we look to the future, we must meet these challenges head on. The decisions we make now will shape the future of our community and how we are able to keep up with the pressing needs that are ahead.

There was discussion that there is not one solution that will benefit everyone. The base fee is to help maintain the system that provides the water and sewer services and are based on the cost to maintain the water and sewer system.

There was discussion regarding the base rate and if the base fee should be removed from the irrigation meter and then increase the base rate on all accounts.

Council directed staff to bring an ordinance to the March 17th Council meeting to change the water base fee of \$20.05 per household and remove the base fee of \$15 on the irrigation meters with an effective date of April.

E. ADJOURN

There being no further business on the agenda, the meeting was adjourned at 8:53 p.m.

Courtney Rutherford, City Secretary

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: G2

AGENDA SUBJECT: Consider Resolution 2025-12 suspending the April 19, 2025, effective date of the proposal by CenterPoint Energy Resources Corp., D/B/A CenterPoint Energy ENTEX and CenterPoint Energy Texas Gas.

Department/Prepared By: Courtney Rutherford, City Secretary **Date Submitted:** March 6, 2025

EXHIBITS: Resolution No. 2025-12

BACKGROUND INFORMATION:

February 18, 2025, CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas (CenterPoint or the Company) made an Interim Rate Adjustment or “GRIP” filing with the cities in the Company’s Houston, Texas Coast, South Texas, and Beaumont/East Texas geographic rate areas. The Company is seeking recovery of \$654,119,475 in invested capital. The current filing will increase rates for residential customers by \$2.88 per month. This will increase the current residential customer charge from \$19.50 to \$22.38 per month in the Houston and Texas Coast Geographic Rate Areas and \$25.00 to \$27.88 per month in the South Texas and Beaumont/East Texas Geographic Rate Areas.

The increase is currently scheduled to go into effect on April 19, 2025.

Under the GRIP statute, cities may not challenge the Company’s request. The only action we may take is to suspend the effective date of the rate increase by 45 days. The City has until April 19, 2025, to adopt a resolution suspending the date the rate increase would otherwise go into effect.

RECOMMENDED ACTION:

Motion: Approve Resolution 2025-XX suspending the April 19, 2025, effective date of the proposal by CenterPoint Energy Resources Corp., D/B/A CenterPoint Energy ENTEX and CenterPoint Energy Texas Gas.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

RESOLUTION NO. 2025-12

A RESOLUTION BY THE CITY OF JERSEY VILLAGE, TEXAS SUSPENDING THE APRIL 19, 2025 EFFECTIVE DATE OF THE PROPOSAL BY CENTERPOINT ENERGY RESORUCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TEXAS GAS – HOUSTON, TEXAS COAST, SOUTH TEXAS, AND BEAUMONT/EAST TEXAS GEOGRAPHIC RATE AREAS, TO IMPLEMENT INTERIM GRIP RATE ADJUSTMENTS FOR GAS UTILITY INVESTMENT IN 2024 AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Jersey Village, Texas (“City”) is a gas utility customer of CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas – Houston, Texas Coast, South Texas, and Beaumont/East Texas geographic rate areas (CenterPoint or Company) and is a regulatory authority with an interest in the rates and charges of CenterPoint; and

WHEREAS, CenterPoint made filings with the City and the Railroad Commission of Texas (“Railroad Commission”) on February 18, 2025, proposing to implement interim rate adjustments (“GRIP Rate Increases”) pursuant to Texas Utilities Code § 104.301 on all customers served by CenterPoint, effective April 19, 2025; and

WHEREAS, it is incumbent upon the City, as a regulatory authority, to examine the GRIP Rate Increases to determine its compliance with the Texas Utilities Code.

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, THAT:

SECTION 1. The April 19, 2025, effective date of the GRIP Rate Increases proposed by CenterPoint is hereby suspended for the maximum period allowed by Texas Utilities Code § 104.301(a) to permit adequate time to review the proposed increases, analyze all necessary information, and take appropriate action related to the proposed increases.

SECTION 2. A copy of this Resolution shall be sent to CenterPoint, care of Keith L. Wall at 1111 Louisiana Street, CNP Tower 19th Floor, Houston, Texas 77002, and to Jamie Mauldin, legal counsel to the City, at Lloyd Gosselink, 816 Congress Ave., Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED this 17th day of **March**, A.D., **2025**.

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary



February 18, 2025

CenterPoint Energy
1111 Louisiana Street
Houston, TX 77002-5231
P.O. Box 2628
Houston, TX 77252-2628

Mayor and City Council
City of Jersey Village
Jersey Village, Texas

Hand-Delivered

Re: CenterPoint Energy 2025 Annual GRIP Adjustment for the Houston, Texas Coast, South Texas and Beaumont/East Texas Geographic Rate Areas

Dear Madam or Sir:

CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas (“CenterPoint” or the “Company”), files the tariffs and supporting documents, in electronic form, with the City of Jersey Village (“City”) consistent with Section 7.7101 of the Railroad Commission of Texas (“Commission”) Gas Services Division Rules and Section 104.301 of the Texas Utilities Code to establish the annual gas reliability infrastructure program (“GRIP”) interim rate adjustment (“IRA”) for the Company’s Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas, which includes the City. The proposed IRA will affect rates for natural gas service customers located in the City. Simultaneously with this filing, CenterPoint makes the same GRIP filing with the Commission for customers located in the City’s environs and cities of the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas that have ceded original jurisdiction to the Commission.

CenterPoint consistently supplies its customers in the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas with safe and dependable natural gas service by prudently investing in additions and upgrades to its delivery system. The Company will continue to prudently invest in its infrastructure in order to improve its natural gas service to its customers and to anticipate and meet their needs under all operating conditions. The GRIP program enables a gas utility such as CenterPoint to begin recovery of its incremental capital investment in the system, subject to a prudence review in its next rate case. This reduces regulatory lag and incentivizes needed investment. Consistent with Section 104.301 of the Texas Utilities Code and Commission precedent, the City’s review of this GRIP filing is limited to a ministerial review to ensure compliance with the GRIP statute.

Pursuant to applicable law, the proposed IRA will become effective on April 19, 2025, unless the City suspends that date for a period of no longer than forty-five (45) days. The approved IRA will be applied to the monthly customer charge and will remain in effect until superseded by the earlier of (1) the effective date of the Company’s next annual GRIP adjustment for the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas; or (2) the issuance of

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

a final order in a rate setting proceeding for the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas.

As detailed in the attached schedules and supporting material, the Company invested \$654,119,475 in its Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas from October 2023 through December 2024 and the applicable IRA is:

TABLE 1 - Houston and Texas Coast Geographic Rate Areas

Rate Schedule	Current Customer Charge	Proposed 2025 Interim Rate Adjustment	Adjusted Charge	Increase Per Bill
R-2099-I-GRIP 2025; R-2099-U-GRIP 2025 Residential	\$19.50 per customer per month	\$2.88 per customer per month	\$22.38 per customer per month	\$2.88 per customer per month
GSS-2099-I-GRIP 2025; GSS-2099-U-GRIP 2025 General Service Small	\$30.00 per customer per month	\$5.14 per customer per month	\$35.14 per customer per month	\$5.14 per customer per month
GSLV-630-I-GRIP 2025; GSLV-630-U-GRIP 2025 General Service Large Volume	\$390.00 per customer per month	\$61.20 per customer per month	\$451.20 per customer per month	\$61.20 per customer per month

TABLE 2 – South Texas and Beaumont/East Texas Geographic Rate Areas

Rate Schedule	Current Customer Charge	Proposed 2025 Interim Rate Adjustment	Adjusted Charge	Increase Per Bill
R-2099-I-GRIP 2025; R-2099-U-GRIP 2025 Residential	\$25.00 per customer per month	\$2.88 per customer per month	\$27.88 per customer per month	\$2.88 per customer per month
GSS-2099-I-GRIP 2025; GSS-2099-U-GRIP 2025 General Service Small	\$48.00 per customer per month	\$5.14 per customer per month	\$53.14 per customer per month	\$5.14 per customer per month
GSLV-630-I-GRIP 2025; GSLV-630-U-GRIP 2025 General Service Large Volume	\$230.00 per customer per month	\$61.20 per customer per month	\$291.20 per customer per month	\$61.20 per customer per month

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

Along with and in support of the proposed IRA, CenterPoint includes the following:

- (a) An earnings monitoring report showing the Company's earnings for the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas during the 2024 calendar year (under the "Earnings Monitoring Report" section of the enclosed filing).
- (b) An Interim Rate Adjustment Application containing accounting schedules and project reports for the GRIP Adjustment Period including a description of (i) the projects undertaken during the GRIP Adjustment Period (ii) the investment to provide utility service in the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas, which were both completed and placed in service during the GRIP Adjustment Period, (iii) the Company's prior utility investments in the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas that were either retired or abandoned during the GRIP Adjustment Period, and (iv) the cost, need and customers benefited by those investments and retirements located in IRAs 12, 13, 14 and 15 which are voluminous and are being provided in electronic form only.
- (c) The Company's calculations of the GRIP Adjustment amount to go into effect on the later of the Planned Effective Date or the end of any suspension period imposed (under the "Interim Rate Adjustment Application" section of the enclosed filing).
- (d) Affidavits by Kristie Colvin, Terri Wilson Lester and Brad Tutunjian (under the "Affidavits" section of the enclosed filing).
 - Ms. Colvin's affidavit verifies (i) that the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas' books and records are kept in accordance with the rules of the Commission and (ii) that the reports enclosed accurately reflect the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas' books and records related to the information in those reports.
 - Ms. Lester's affidavit verifies the notice of the GRIP filing through customer bill inserts.
 - Mr. Tutunjian's affidavit concerns the reimbursement of relocation expenses.

In addition, the source documentation and workpapers supporting the data and calculations contained in the foregoing reports is maintained in CenterPoint's electronic databases which are available for review. To schedule an opportunity to review the electronic databases or any hardcopy project files related to the new investment or retirements, please contact me at (713) 207-5946.

Notice of this proceeding will be provided to affected customers in the Houston, Texas Coast, South Texas and Beaumont/East Texas geographic rate areas by bill insert or by separate mailing within 45 days after the date of this filing in accordance with the applicable law.

Please accept for filing the above-mentioned tariffs, filing package and enclosures and return the enclosed copy of this letter with your file mark thereon to acknowledge such filings for our records. Instead of a binder with a hard copy of the filing, the Company has provided the equivalent in electronic form in the folder called Electronic Copy of Filing.

Although only the incorporated tariffs are applicable to the City, the Company has also included in its filing package both incorporated and unincorporated tariffs.

If the City takes any action regarding this filing, please send signed documents, such as, ordinances, resolutions and minutes to the following address:

Keith L. Wall
1111 Louisiana Street
CNP Tower 19th Floor
Houston, Texas 77002

Please do not hesitate to contact me with any questions you may have regarding this filing.

Sincerely,



Keith L. Wall
Director of Regulatory Affairs

Attachments

cc: Mr. Brad Tutunjian
Mr. Darrell Williams
Ms. Gracy Rodriguez

DELIVERED TO:

Courtney Rutherford, City Secretary of
NAME OFFICE (Mayor, City Secretary, etc.)

the City of Jersey Village on this 18th day of February 2025.

Courtney Rutherford
SIGNATURE

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: G3

AGENDA SUBJECT: Consider Resolution 2025-13 proclaiming April as Fair Hosing Month in connection with the City of Jersey Village, Texas participation in federally funded Community Development Block Grant (CDBG) projects.

Department/Prepared By: Austin Bless, City Manager **Date Submitted:** March 6, 2025

EXHIBITS: Resolution No. 2025-13

BACKGROUND INFORMATION:

The City has applied for and been awarded grant funds for the Comprehensive Plan Project from CDBG-MIT. As part of this the City is required to conduct at least one activity during the contract period of the CDBG contract, to affirmatively further fair housing.

One of those things we need to do is approve a resolution proclaiming April as Fair Housing Month. The attached Resolution does that for the requirements of the grant.

RECOMMENDED ACTION:

Motion: To approve Resolution 2025-13 proclaiming April as Fair Hosing Month in connection with the City of Jersey Village, Texas participation in federally funded Community Development Block Grant (CDBG) projects.

RESOLUTION NO. 2025-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, PROCLAIMING APRIL AS FAIR HOUSING MONTH

WHEREAS, Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS, The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS, The National Fair Housing Law, during the month of April provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS AS FOLLOWS:

SECTION 1. The City Council of the City of Jersey Village proclaims April as Fair Housing Month in the City of Jersey Village and hereby urges all the citizens of this locality to become aware of and support the Fair Housing law.

PASSED AND APPROVED this 17th day of **March**, A.D., **2025**.

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: 03/17/2025

AGENDA ITEM: G4

AGENDA SUBJECT: Resolution No. 2025-14 establishing an MOU between Jersey Village, TECC and GHC 911

Department/Prepared By: Mark Bitz, Fire Chief

Date Submitted: 03/07/2025

EXHIBITS: MOU

BUDGETARY IMPACT:	Required Expenditure:	\$ 0
	Amount Budgeted:	\$ 0
	Appropriation Required:	\$ 0

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Greater Harris County 911 (GHC911) is the dedicated 911 supplier for the Harris County Area. The primary mission is to provide the 911 system and support to all communities within Harris County. Jersey Village Dispatch is the current Primary PSAP (Public Safety Answering Point) for Police, Fire and EMS for Jersey Village and the ETJ for Jersey Village Fire and EMS.

With Fire and EMS moving to TECC (Texas Emergency Communications Center) for emergency dispatching, Greater Harris County 911 requires an MOU (Memorandum of Understanding) by each affected department to program the change and make sure the 911 calls are received and routed to the correct call center.

In the attached memorandum, two 911 districts are noted. 064 and 065. 064 is our city limits. 065 is our ETJ. All 911 calls within our city limits will continue to route to Jersey Village PSAP and if the call is for fire and EMS, Jersey Village Dispatch will forward that call to TECC. If the 911 call originates in the 065 ETJ, the call will go to Harris County Sheriffs Department and then if the call is for Fire and EMS the Sheriffs department will now route the call to TECC.

This memorandum requires a signature from the PSAP director which is the Chief of Police, Danny (Arthur) Keele, Fire Chief Mark Bitz, TECC Director Lori Broadrick and GHC911 Manager Brenda Fitch-Pope.

Once this document is signed by all parties, GHC911 can make the necessary changes within their system to allow for these 911 calls to properly be transferred to the correct agency for Fire and EMS emergencies.

RECOMMENDED ACTION:

Motion: To approve Resolution No. 2025-14 authorizing the Chief of Police and the Chief of Fire to sign a Memo of Understand (MOU) with Greater Harris County 911 and TECC for the change in 911 call routing for Fire and EMS emergencies.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

RESOLUTION NO. 2025-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH GREATER HARRIS COUNTY 9-1-1 EMERGENCY NETWORK DOCUMENTING THE AGREEMENT BETWEEN THE CITY OF JERSEY VILLAGE AND TEXAS EMERGENCY COMMUNICATIONS CENTER CONCERNING FIRE AND EMS DISPATCH SERVICES.

WHEREAS, staff identified multiple challenges including misdirected calls and delays in dispatching, due to the complexity of managing both the police and fire divisions within a single call center; and

WHEREAS, on January 13, 2025, the City of Jersey Village City Council approved Ordinance No. 2025-02 authorizing an agreement with Texas Emergency Communications Center (TECC) for Fire and EMS dispatching services; and

WHEREAS, Greater Harris County 911 (GHC 9-1-1) is the dedicated 911 supplier for the Harris County area and Jersey Village Dispatch is the current Primary Public Safety Answering Point (PSAP) for Police, Fire and EMS for the City of Jersey Village and the ETJ; and

WHEREAS, this Memorandum of Understanding (MOU) with GHC 9-1-1 will provide written documentation of the agreement between the City and TECC.

NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

That City Council hereby authorizes staff to execute this Memorandum of Understanding with Greater Harris County 9-1-1 Emergency Network marked as “Exhibit A” and is attached hereto and made a part hereof.

PASSED AND APPROVED this 17th day of **March 2025**.

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary

MEMORANDUM OF UNDERSTANDING

STATE OF TEXAS §
§
HARRIS COUNTY §

This Memorandum of Understanding (MOU) is prepared at the request of Greater Harris County 9-1-1 Emergency Network (GHC 9-1-1) in order to provide written documentation of the agreement between the

- Jersey Village PSAP will be relinquishing Fire and EMS call handling for Jersey Village Fire and EMS dispatch as indicated in Exhibit A.
- Beginning **April 8st 2025**, Texas Emergency Communications Center (TECC), will be providing Fire and EMS call handling and interrogation for dispatch as indicated in Exhibit A. GHC reserves the right to change the date or call handling agency if future, unknown circumstances place the 9-1-1 system at risk or if the ability of the public to receive public safety service is put in jeopardy. Any change will be communicated to all involved parties.

Provision of 9-1-1 emergency communications to the area indicated in Exhibit A requires that the Parties agree on boundaries for the identified public safety services. Representatives of the named Parties agree to abide by the boundaries shown on the attached Exhibit A (prepared by GHC 9-1-1).

By virtue of agreeing to the boundaries as shown on the attached Exhibit A, the Parties acknowledge that they have reviewed and approve Exhibit A and they agree that 9-1-1 calls shall be dispatched by the named Agency, Texas Emergency Communications Center (TECC) for Fire and EMS. *****Note – Jersey Village is the PSAP.**

PSAP/SSAP provisioning is subject to policies of GHC911 Board of Managers. Any changes to the boundaries or to the Exhibit or to this MOU must be made in writing with immediate notice to GHC 9-1-1 to be effective. Failure to notify shall nullify any attempted modification.

This MOU is entered into this 8th day of April, 2025 as attested to by the following officials of the represented agencies.

[Name of Agency Relinquishing Fire and EMS call handing and dispatching]
Jersey Village PSAP

By _____

Printed Name: Arthur Keele

Title: Chief of Police

[Name of Agency Providing Fire and EMS call handing and dispatching]
Texas Emergency Communications Center (TECC)

By _____

Printed Name: Lori Broadrick

Title: Executive Director

[Name of Agency Providing Fire and EMS response]
Jersey Village Fire and EMS

By _____

Printed Name: Mark Bitz

Title: Fire Chief

Accepted by
Greater Harris County 9-1-1 Emergency Network

By _____

Brenda Fitch-Pope

Manager

EXHIBIT A - Boundary Maps and Street Data:

Current Responders:

ESN 064
PSAP = Jersey Village
LAW = Jersey Village Police
FIRE = Jersey Village Fire (Jersey Village dispatch)
EMS = Jersey Village EMS (Jersey Village dispatch)

****Effective April 8, 2025, the responders will reflect:**

ESN 064
PSAP = Jersey Village
LAW = Jersey Village Police
FIRE = Jersey Village Fire (Texas Emergency Communications Center (TECC) dispatch)
EMS = Jersey Village EMS (Texas Emergency Communications Center (TECC) dispatch)

Current Responders:

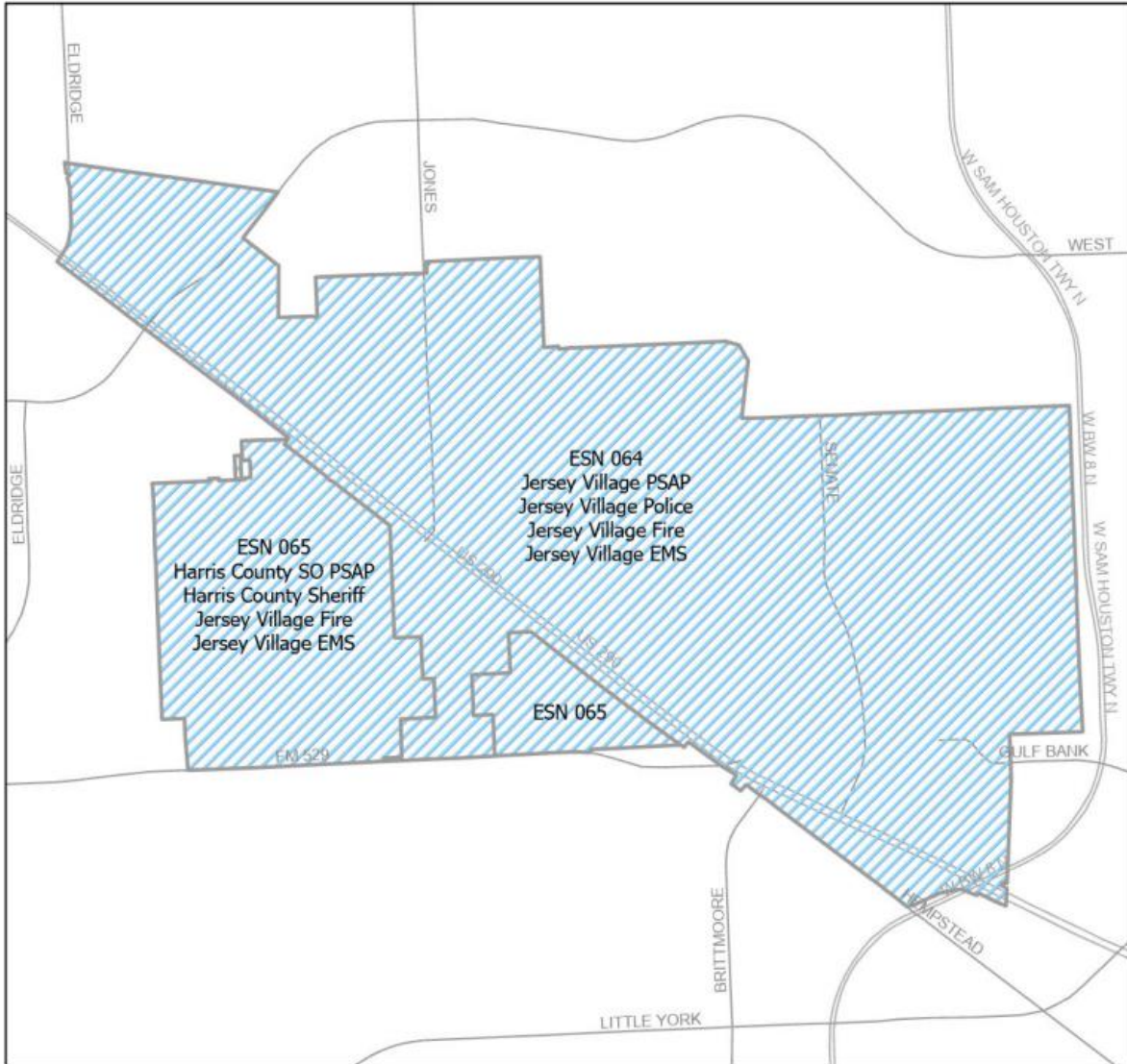
ESN 065
PSAP = Harris County SO
LAW = Harris County Sheriff
FIRE = Jersey Village Fire (Jersey Village dispatch)
EMS = Jersey Village EMS (Jersey Village dispatch)

****Effective April 8, 2025, the responders will reflect:**

ESN 065
PSAP = Harris County SO
LAW = Harris County Sheriff
FIRE = Jersey Village Fire (Texas Emergency Communications Center (TECC) dispatch)
EMS = Jersey Village EMS (Texas Emergency Communications Center (TECC) dispatch)

Exhibit A - MAP OF BOUNDARIES:

Jersey Village Fire and EMS Dispatch Change



- Current**
 ESN 064 - Jersey Village PSAP, Jersey Village Police, Jersey Village Fire, Jersey Village EMS
To Be Changed
 ESN 064 - Jersey Village PSAP, Jersey Village Police, Jersey Village Fire (TECC), Jersey Village EMS (TECC)
- Current**
 ESN 065 - Harris County SO PSAP, Harris County Sheriff, Jersey Village Fire, Jersey Village EMS
To Be Changed
 ESN 065 - Harris County SO PSAP, Harris County Sheriff, Jersey Village Fire (TECC), Jersey Village EMS (TECC)



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

The below streets will be changed to route to Texas Emergency Communications Center (TECC) for Fire and EMS dispatch:

Prefix	Street Name	Suffix	Post	Low	High	Side	Community	ESN
	ACAPULCO	DR		15700	16399	B	JERSEY VILLAGE	00064
	ACHGILL	ST		8300	8499	B	JERSEY VILLAGE	00064
	ARGENTINA	ST		7900	8699	B	JERSEY VILLAGE	00064
	ASHBURTON	DR		15300	15499	B	JERSEY VILLAGE	00064
	AUGUSTA	CT		1	20	B	JERSEY VILLAGE	00064
	AUSTRALIA	ST		15600	15899	B	JERSEY VILLAGE	00064
	CAPRI	DR		15900	16399	B	JERSEY VILLAGE	00064
	CASTLEBRIDGE	DR		12100	12599	B	JERSEY VILLAGE	00064
	CASTLEBRIDGE	LN		100	299	B	JERSEY VILLAGE	00064
	CASTLEGATE	LN		100	299	B	JERSEY VILLAGE	00064
	CHARLES	RD		11400	11710	E	JERSEY VILLAGE	00064
	CHARLES	RD		11517	11699	O	JERSEY VILLAGE	00064
	CHERRY HILLS	DR		1	125	B	JERSEY VILLAGE	00064
	CHICHESTER	LN		15300	15599	B	JERSEY VILLAGE	00064
	CLEVEDON	LN		15300	15499	B	JERSEY VILLAGE	00064
	COLWYN	LN		15300	15399	B	JERSEY VILLAGE	00064
	CONGO	LN		15400	16399	B	JERSEY VILLAGE	00064
	CORNWALL	ST		16400	16599	B	JERSEY VILLAGE	00064
	COUNTRY CLUB	CT		16000	16099	B	JERSEY VILLAGE	00064
	CRAWFORD	ST		16000	16499	B	JERSEY VILLAGE	00064
	DE LOZIER	ST		16100	16599	B	JERSEY VILLAGE	00064
	DILLARD	DR		16000	16299	B	JERSEY VILLAGE	00064
N	ELDRIDGE	PKWY		8700	8899	B	JERSEY VILLAGE	00064
	ELWOOD	DR		15600	15999	B	JERSEY VILLAGE	00064
	EPERNAY	PL		1	99	B	JERSEY VILLAGE	00064
	EQUADOR	ST		7600	7899	B	JERSEY VILLAGE	00064
	FM 529	RD		11500	11514	E	JERSEY VILLAGE	00064
	FM 529	RD		11516	11998	E	JERSEY VILLAGE	00064
	GINGER	LN		15600	15799	B	JERSEY VILLAGE	00064
	GLAMORGAN	DR		15300	15499	B	JERSEY VILLAGE	00064
W	GULF BANK	RD		10436	10699	B	JERSEY VILLAGE	00064
	HAMILTON	CIR		7800	7899	B	JERSEY VILLAGE	00064
	HANLEY	ST		8300	8499	B	JERSEY VILLAGE	00064
	HAWAII	LN		8200	8699	B	JERSEY VILLAGE	00064
	HEMPSTEAD	HWY		15600	16198	E	JERSEY VILLAGE	00064
	HEMPSTEAD	HWY		16200	16298	E	JERSEY VILLAGE	00064
	HEMPSTEAD	HWY		16300	17499	B	JERSEY VILLAGE	00064
	HEMPSTEAD	HWY		18000	18099	B	JERSEY VILLAGE	00064
	HEMPSTEAD	HWY		18100	19048	E	JERSEY VILLAGE	00064

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

HILLCREST	RD	7000	7499	B	JERSEY VILLAGE	00064
HONOLULU	ST	15605	15909	B	JERSEY VILLAGE	00064
IVY FALLS	CT	8500	8599	B	JERSEY VILLAGE	00064
JERSEY	DR	15300	16699	B	JERSEY VILLAGE	00064
JERSEY HOLLOW	DR	16300	16499	B	JERSEY VILLAGE	00064
JERSEY MEADOWS	DR	17200	17499	B	JERSEY VILLAGE	00064
JONES	RD	7300	8499	B	JERSEY VILLAGE	00064
JONES	RD	8500	8601	B	JERSEY VILLAGE	00064
JONES	RD	8602	8899	B	JERSEY VILLAGE	00064
JUNEAU	LN	15700	16099	B	JERSEY VILLAGE	00064
KARI	CT	8500	8699	B	JERSEY VILLAGE	00064
KEVINDALE	LN	16000	16099	B	JERSEY VILLAGE	00064
KOESTER	ST	16200	16499	B	JERSEY VILLAGE	00064
KOESTER	ST	8300	8399	B	JERSEY VILLAGE	00064
KUBE	CT	16000	16099	B	JERSEY VILLAGE	00064
LAKEVIEW	DR	14900	16499	B	JERSEY VILLAGE	00064
LEEDS	LN	15300	15499	B	JERSEY VILLAGE	00064
LEWIS	ST	16200	16399	B	JERSEY VILLAGE	00064
MAUNA LOA	LN	15300	15599	B	JERSEY VILLAGE	00064
MEADOW VIEW	CT	8600	8699	B	JERSEY VILLAGE	00064
NORTHWEST	FWY	15400	15498	E	JERSEY VILLAGE	00064
NORTHWEST	FWY	15500	15598	E	JERSEY VILLAGE	00064
NORTHWEST	FWY	15600	15699	B	JERSEY VILLAGE	00064
NORTHWEST	FWY	15702	16199	B	JERSEY VILLAGE	00064
NORTHWEST	FWY	16200	16598	E	JERSEY VILLAGE	00064
NORTHWEST	FWY	16600	18099	B	JERSEY VILLAGE	00064
NORTHWEST	FWY	18100	19098	E	JERSEY VILLAGE	00064
OAKMONT	CT	1	99	B	JERSEY VILLAGE	00064
PARKWAY	PL	1	80	B	JERSEY VILLAGE	00064
PEACH TREE	CT	1	26	B	JERSEY VILLAGE	00064
PEBBLE BEACH	DR	1	60	B	JERSEY VILLAGE	00064
PHILIPPINE	ST	15200	15499	B	JERSEY VILLAGE	00064
PINEHURST	CT	1	20	B	JERSEY VILLAGE	00064
PLEASANT COLONY	DR	11011	11111	O	JERSEY VILLAGE	00064
RAUCH	CT	8600	8699	B	JERSEY VILLAGE	00064
RED PHEASANT	CT	8600	8699	B	JERSEY VILLAGE	00064
RIO GRANDE	ST	8000	8599	B	JERSEY VILLAGE	00064
RUFFIAN	DR	11301	11399	B	JERSEY VILLAGE	00064
SADDLE	DR	100	299	B	JERSEY VILLAGE	00064
SAINT HELIER	ST	16100	16599	B	JERSEY VILLAGE	00064
SAINT JOHN	CT	16000	16099	B	JERSEY VILLAGE	00064
SAVILLE	LN	9000	9439	B	JERSEY VILLAGE	00064

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

	SEATTLE	ST		15600	16299	B	JERSEY VILLAGE	00064
	SEATTLE SLEW	DR		12600	12699	B	JERSEY VILLAGE	00064
	SECURITY	WAY		7300	7420	B	JERSEY VILLAGE	00064
	SENATE	AVE		7210	8618	B	JERSEY VILLAGE	00064
	SHANGHAI	ST		15400	15699	B	JERSEY VILLAGE	00064
	SIERRA	DR		15700	15799	B	JERSEY VILLAGE	00064
	SINGAPORE	LN		15600	16299	B	JERSEY VILLAGE	00064
	SMITH	ST		16200	16499	B	JERSEY VILLAGE	00064
	SOLOMON	ST		7600	7699	B	JERSEY VILLAGE	00064
	SPYGLASS	CT		1	20	B	JERSEY VILLAGE	00064
	STEEPLEWAY	BLVD		12550	12999	B	JERSEY VILLAGE	00064
	TAHOE	DR		15801	16314	B	JERSEY VILLAGE	00064
N	TAHOE	DR		8200	8499	B	JERSEY VILLAGE	00064
	TENBURY	ST		15700	15899	B	JERSEY VILLAGE	00064
	VILLAGE	DR		16500	16600	B	JERSEY VILLAGE	00064
	VILLAGE GREEN	DR		17100	17499	B	JERSEY VILLAGE	00064
	WALL	ST		16000	16499	B	JERSEY VILLAGE	00064
	WATERCRESS	CIR		100	199	B	JERSEY VILLAGE	00064
	WELWYN	DR		15301	15341	B	JERSEY VILLAGE	00064
	WEST	RD		12100	12299	B	JERSEY VILLAGE	00064
	WIND ROSE	CT		100	199	B	JERSEY VILLAGE	00064
	WINDCREST	CT		100	199	B	JERSEY VILLAGE	00064
	WYNDHAM	CT		8500	8599	B	JERSEY VILLAGE	00064
	WYNDHAM VILLAGE	DR		8500	8799	B	JERSEY VILLAGE	00064
	YAMPA	LN		15600	15699	B	JERSEY VILLAGE	00064
	ZILONIS	CT		7800	7899	B	JERSEY VILLAGE	00064

Prefix	Street Name	Suffix	Post	Low	High	Side	Community	ESN
	CHARLES	RD		11200	11399	B	HOUSTON	00065
	CHARLES	RD		11401	11515	O	HOUSTON	00065
	CHARLES	RD		11701	11711	O	HOUSTON	00065
	CHARLES	RD		11712	11899	B	HOUSTON	00065
	CHARLES	RD		7000	7005	B	HOUSTON	00065
	FAIRVIEW	ST		7000	7999	B	HOUSTON	00065
	FM 529	RD		11200	11498	E	HOUSTON	00065
	FM 529	RD		12000	12512	E	HOUSTON	00065
	MUSGROVE	LN		8000	8199	B	HOUSTON	00065
	TAYLOR	RD		12000	12248	E	HOUSTON	00065
	TAYLOR	RD		12001	12549	O	HOUSTON	00065
	TAYLOR	RD		12424	12424	E	HOUSTON	00065
	WRIGHT	RD		7100	7999	B	HOUSTON	00065

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H1

AGENDA SUBJECT: Consider Resolution 2025-15 awarding the bid and authorizing the City Manager to enter into a contract with Ballast Point Construction, Inc for the Australia Street & Solomon Street Reconstruction project

Department/Prepared By: Austin Bless, City Manager **Date Submitted:** March 6, 2025

EXHIBITS: Resolution No. 2025-15

BACKGROUND INFORMATION:

Recently we went out to bid for the reconstruction projects of Australia Street and Solomon Street. These projects are a part of the 2023 Bond Program that the city is undertaking.

After reviewing all of the bids city staff is recommending Ballast Point Construction, Inc. (BPC) as the contractor for the Solomon St. and Australia St. Improvements project, despite their bid being \$178,761 higher than the lowest bidder, Environmental Allies (EA). After reviewing EA's performance on past projects, staff and our engineering consultant Gauge Engineering have identified multiple concerns that could impact the successful completion of this project. Based on these concerns, staff recommends awarding the contract to BPC.

Evaluation of Environmental Allies (EA)

Although EA submitted the lowest bid at \$5,070,669, their past performance issues raise concerns about their ability to complete the project successfully. Some key issues identified include:

1. Quality of Work and Project Management Deficiencies:
 - o EA has demonstrated a pattern of poor workmanship and inadequate project oversight on the Congo Street project.
 - o High turnover within EA has led to communication challenges, scope misinterpretations, and project delays.
2. Pavement Issues on Prior Projects:
 - o EA's urgency to meet project deadlines, particularly with school-related construction, resulted in cracked concrete surfaces and weather-related defects.
 - o Concrete was poured despite imminent rain, leading to quality concerns on Congo Lane.
 - o A structural evaluation and punch list will be required to address these deficiencies.
3. Stormwater Management Compliance:
 - o EA has failed to follow the City's stormwater management requirements without repeated intervention by staff.
 - o Implementation of the stormwater pollution prevention plan has been inconsistent and reluctant.
4. Resident Disruptions and Inefficient Construction Sequencing:
 - o Instead of completing one section at a time, EA has worked inefficiently across multiple sections, causing prolonged disruptions.
 - o Issues reported by residents include construction mud, incomplete sidewalks, water pressure problems, leaks, dust, and traffic congestion.
5. Inadequate Budget Allocation for Critical Work:

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

- EA allocated only \$5,000 for diversion pumping to replace Solomon’s sanitary sewer system, while BPC allocated \$100,000.
- This significant underfunding raises concerns about unforeseen costs, delays, and potential change orders during the project.

Given these factors, staff recommends awarding the contract to Ballast Point Construction, Inc. (BPC), whose bid was \$5,249,430. Although slightly higher than EA’s, BPC has:

- A proven track record of delivering high-quality work.
- Stronger project management and adherence to required specifications.
- Appropriate budget allocations to complete the project without the risk of significant change orders.

This recommendation is supported by Gauge Engineering’s reference checks and evaluation of EA’s performance. Based on their assessment and the City’s own experience with EA, staff believes that awarding the contract to BPC is in the best interest of the City to ensure a high-quality, efficiently executed project with minimal risk.

If Council approves this recommendation, staff will finalize the contract with BPC for the Solomon St. and Australia St. Improvements project.

RECOMMENDED MOTION:

To approve Resolution 2025-15 awarding the bid and authorizing the City Manager to enter into a contract with Ballast Point Construction, Inc for the Australia Street & Solomon Street Reconstruction project

RESOLUTION NO. 2025-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AWARDING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BALLAST POINT CONSTRUCTION, INC, FOR THE AUSTRALIA STREET & SOLOMON STREET RECONSTRUCTION PROJECT.

WHEREAS, the City of Jersey Village solicited bids for the Solomon St. and Australia St. Improvements Project, receiving competitive proposals from multiple contractors; and

WHEREAS, Environmental Allies (EA) submitted the lowest bid at **\$5,070,669**, and Ballast Point Construction, Inc. (BPC) submitted the second-lowest bid at **\$5,249,430**, a difference of **\$178,761**; and

WHEREAS, after a thorough evaluation of contractor performance, staff and Gauge Engineering identified multiple concerns regarding EA’s past project execution, including quality control deficiencies, noncompliance with stormwater management requirements, ineffective construction sequencing, disruptions to residents, and inadequate budget allocations for critical work; and

WHEREAS, staff determined that BPC, despite a slightly higher bid, provides a more reliable and experienced approach to the project, with proper resource allocation, strong project management, and a proven track record of successful municipal infrastructure projects; and

WHEREAS, Gauge Engineering has conducted a reference check and supports awarding the contract to BPC to ensure the project is completed efficiently and in accordance with city standards; and

WHEREAS, in the best interest of the City and to ensure a successful completion of the Solomon St. and Australia St. Improvements Project, the City Council desires to award the contract to BPC and authorize the City Manager to execute all necessary agreements and project-related change orders in accordance with state law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

SECTION 1. The facts and recitations set forth in the preamble of this Resolution are declared true and correct.

SECTION 2. The City Council hereby awards the Solomon St. and Australia St. Improvements Project to Ballast Point Construction, Inc. (BPC) in the amount of \$5,249,430.

SECTION 3. The City Manager is authorized to execute the contract on behalf of the City and is further authorized to approve and execute any necessary change orders related to this project in accordance with Chapter 252 of the Texas Local Government Code and any other applicable state laws.

PASSED AND APPROVED this 17th day of **March**, A.D., **2025**.

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H2

AGENDA SUBJECT: Consider Resolution 2025-16 awarding the bid and authorizing the City Manager to enter into a contract with John Reed and Company for the Equador Pedestrian Bridge and Surrounding Site Work project.

Department/Prepared By: Robert Basford, Assistant City Manager

Date Submitted: March 11, 2025

EXHIBITS: **Resolution No. 2025-16**
 EX A Bid Tabulation
 EX B PEA Pedestrian Bridge Bid Recommendation

BACKGROUND INFORMATION:

Recently we went out to bid for the Equador Pedestrian Bridge reconstruction project. This project is a part of the 2023 Bond Program that the city is undertaking. This project is an important opportunity to improve not only the functionality of the bridge but also to enhance the area's overall character, sense of place, and beautification.

This RFP requested proposals for the demolition and replacement of the pedestrian bridge and surrounding sitework along with construction alternates that the council can consider. The bridge as designed is 10 feet wide but will include bollards to ensure only pedestrian access. The alternatives consist of the following:

- **Lyme and Flyash:** This alternative was a recommendation from the Geotechnical engineer to use this material to stabilize the soil prior to installation of the sidewalk. Typically, this is done under roads that experience heavier traffic and would assist in protecting the concrete. Given that this area has been accessed by Harris County Flood control, our parks maintenance vehicles and vendors for the wastewater treatment plant/lift station staff is recommending that we include this alternate. Including this alternative will help protect the longevity of the concrete surface and reduce future maintenance needs.
- **Monument Columns:** These would be an even smaller version (6.5 ft tall) of the small gateway/monuments established in our gateway and wayfinding master plan. We could consider one or two at each end of the bridge. Adding these at one or both ends of the bridge would create a distinctive and welcoming entrance, reinforcing community identity and providing a memorable visual landmark.
- **Lighting Allowance:** This alternate includes lighting throughout the bridge to improve visibility in the evening and to add an inviting glow that enhances the bridge's visual appeal at night. This will improve both safety and aesthetics, ensuring the bridge becomes a vibrant feature of the community at all hours.
- **Bridge Painting:** While the bridge's base finish is weathered steel (natural steel look), this option allows for painting the steel to a color chosen by the city. This will enhance the bridge's visual appeal, providing a more polished and intentional design that complements the surrounding area.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

City staff encourage consideration of these alternatives as they provide meaningful enhancements to the project that promotes a sense of community pride, beautification, and improved usability. These additions can transform the bridge from a functional structure into a defining feature that residents will appreciate and enjoy.

After reviewing all the city's bid's staff recommend John Reed and Company as the contractor for the project. They submitted the lowest non alternate bid as well as the lowest bid including alternates. Their pricing without the alternates is listed as \$688,405. The pricing for the specific alternatives to be considered is as follows:

- Lyme and Flyash: \$3,900
- Monument Columns: \$8,000 per monument, \$32,000 for four.
- Lighting Allowance: \$123,000
- Bridge Painting: \$50,000

The estimated cost of this project at the time of the bond was \$500,000. However, due to interest earned on bond revenue and some initial projects coming in under budget, Council has some flexibility to consider these meaningful alternates without exceeding available resources.

This recommendation is supported by PEA Group's reference checks and evaluation of the bid submissions.

If Council approves this recommendation and any alternates, staff will finalize the contract with John Reed and Company for the Equador Pedestrian Bridge project to include such.

RECOMMENDED MOTION:

To approve Resolution 2025-16 awarding the bid and authorizing the City Manager to enter into a contract with John Reed and Company for the Equador Pedestrian Bridge and Surrounding Site Work project.

RESOLUTION NO. 2025-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AWARDING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JOHN REED AND COMPANY FOR THE EQUADOR PEDESTRIAN BRIDGE AND SURROUNDING SITE WORK PROJECT.

WHEREAS, the City of Jersey Village, Texas recently solicited bids for the Equador Pedestrian Bridge reconstruction project as part of the 2023 Bond Program; and

WHEREAS, the Request for Proposals (RFP) included demolition and replacement of the pedestrian bridge, surrounding sitework, and construction alternates to be considered by the City Council; and

WHEREAS, John Reed and Company submitted the lowest bid for both the base project and the proposed alternates; and

WHEREAS, the base project bid is \$688,405, with alternate pricing as follows:

- Lyme and Flyash Stabilization: \$3,900
- Monument Columns (4 total): \$32,000
- Lighting Allowance: \$123,000
- Bridge Painting: \$50,000; and

WHEREAS, City staff, with support from the PEA Group, has reviewed all bid submissions and recommends awarding the contract to John Reed and Company; and

WHEREAS, the City Council has determined it to be in the best interest of the City of Jersey Village to approve the contract with John Reed and Company, including desired construction alternates.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

SECTION 1. That the bid for the Equador Pedestrian Bridge and Surrounding Site Work Project is hereby awarded to John Reed and Company for the total contract amount of \$688,405, plus any approved alternates selected by City Council.

SECTION 2. That the City Manager is hereby authorized to negotiate and execute a contract with John Reed and Company for the Equador Pedestrian Bridge and Surrounding Site Work Project, including the following approved alternates as determined by the City Council:

___ Lyme and Flyash Stabilization	___ Lighting Allowance
___ Monument Columns	___ Bridge Painting

PASSED AND APPROVED this 17th day of **March**, A.D., **2025**.

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

Bid Tab - Jersey Village White Oak Pedestrian Bridge Improvements

Item	Description	Unit	Quantity	John Reed and Company, LTD	Total	DVL Enterprises, LLC	Total	MC2 Civil LLC	Total	SpawGlass Civil Construction	Total	Teamwork Construction Services Inc	Total
Base Bid													
PART 1 – GENERAL BID ITEMS													
1	Mobilization, includes performance and payment bonds (5% max)	LS	1	\$40,000.00	\$ 40,000.00	\$50,000.00	\$ 50,000.00	\$70,000.00	\$ 70,000.00	\$54,954.21	\$ 54,954.21	\$50,000.00	\$ 50,000.00
2	Insurance Requirements as set forth in the specifications (see 00800 Special Conditions)	LS	1	\$2,000.00	\$ 2,000.00	\$25,000.00	\$ 25,000.00	\$150,000.00	\$ 150,000.00	\$54,000.00	\$ 54,000.00	\$9,500.00	\$ 9,500.00
3	Site Preparation (includes stripping and disposal of existing vegetation and surface preparation required to maintain surface runoff during construction)	LS	1	\$10,000.00	\$ 10,000.00	\$40,000.00	\$ 40,000.00	\$50,000.00	\$ 50,000.00	\$20,000.00	\$ 20,000.00	\$14,500.00	\$ 14,500.00
5	CenterPoint Coordination For Sidewalk Installation (Encroachment agreement to be provided by Engineer)	LS	1	\$500.00	\$ 500.00	\$5,000.00	\$ 5,000.00	\$5,000.00	\$ 5,000.00	\$10,000.00	\$ 10,000.00	\$5,000.00	\$ 5,000.00
Sub Totals				\$ 52,500.00	\$ 52,500.00	\$ 120,000.00	\$ 120,000.00	\$ 275,000.00	\$ 275,000.00	\$ 138,954.21	\$ 138,954.21	\$ 79,000.00	\$ 79,000.00
PART 2 – DEMOLITION ITEMS													
1	Remove & Dispose of Existing Curb & Gutter	LF	15	\$15.00	\$ 225.00	\$40.00	\$ 600.00	\$50.00	\$ 750.00	\$6.00	\$ 90.00	\$18.00	\$ 270.00
2	Remove & Dispose of Existing Concrete Sidewalk	SF	780	\$1.00	\$ 780.00	\$5.00	\$ 3,900.00	\$15.00	\$ 11,700.00	\$3.00	\$ 2,340.00	\$9.50	\$ 7,410.00
3	Remove & Dispose of Existing A.D.A Ramp	EA	2	\$300.00	\$ 600.00	\$100.00	\$ 200.00	\$250.00	\$ 500.00	\$1,200.00	\$ 2,400.00	\$950.00	\$ 1,900.00
4	Remove Existing Bridge (To include railing, bents, abutments & other appurtenances)	EA	1	\$30,000.00	\$ 30,000.00	\$40,000.00	\$ 40,000.00	\$60,000.00	\$ 60,000.00	\$34,000.00	\$ 34,000.00	\$95,600.00	\$ 95,600.00
5	Remove Wooden Barricade	EA	2	\$200.00	\$ 400.00	\$200.00	\$ 400.00	\$500.00	\$ 1,000.00	\$600.00	\$ 1,200.00	\$500.00	\$ 1,000.00
Sub Totals				\$ 32,005.00	\$ 32,005.00	\$ 45,100.00	\$ 45,100.00	\$ 73,950.00	\$ 73,950.00	\$ 40,030.00	\$ 40,030.00	\$ 106,180.00	\$ 106,180.00
PART 3 – PAVING ITEMS													
1	5" Concrete For Sidewalk Installation (Complete in place; includes connection to existing concrete)	SF	1500	\$14.00	\$ 21,000.00	\$12.00	\$ 18,000.00	\$25	\$ 37,500.00	\$25.00	\$ 37,500.00	\$62.00	\$ 93,000.00
2	6" Cement Stabilized Subgrade, Compacted at 95% of Maximum Density Per ASTM D-698 (Contractor to use 10% cement by dry weight in accordance with TxDOT Spec Item 275)(For sidewalk installation, 36" offset from sidewalk edge)	SF	2600	\$1.00	\$ 2,600.00	\$10.00	\$ 26,000.00	\$10.00	\$ 26,000.00	\$10.00	\$ 26,000.00	\$7.00	\$ 18,200.00
3	A.D.A Accessible Ramp	SF	55	\$40.00	\$ 2,200.00	\$100.00	\$ 5,500.00	\$100.00	\$ 5,500.00	\$100.00	\$ 5,500.00	\$410.00	\$ 22,550.00
4	A.D.A Handrail	LF	40	\$150.00	\$ 6,000.00	\$400.00	\$ 16,000.00	\$300.00	\$ 12,000.00	\$150.00	\$ 6,000.00	\$440.00	\$ 17,600.00
5	Removable Bollards	EA	4	\$1,500.00	\$ 6,000.00	\$1,200.00	\$ 4,800.00	\$5,000.00	\$ 20,000.00	\$4,000.00	\$ 16,000.00	\$5,285.00	\$ 21,140.00
6	Wooden Barricade	EA	2	\$750.00	\$ 1,500.00	\$1,000.00	\$ 2,000.00	\$3,200.00	\$ 6,400.00	\$3,000.00	\$ 6,000.00	\$1,500.00	\$ 3,000.00
Sub Totals				\$ 39,300.00	\$ 39,300.00	\$ 72,300.00	\$ 72,300.00	\$ 107,400.00	\$ 107,400.00	\$ 97,000.00	\$ 97,000.00	\$ 175,490.00	\$ 175,490.00
PART 4 – SWPPP ITEMS													
1	Cut & Fill (On-site Usage)	CU	11	\$100.00	\$ 1,100.00	\$100.00	\$ 1,100.00	\$250.00	\$ 2,750.00	\$2,000.00	\$ 22,000.00	\$45.00	\$ 495.00
2	Inlet Protection Barrier (Stage II)	EA	4	\$100.00	\$ 400.00	\$100.00	\$ 400.00	\$250.00	\$ 1,000.00	\$100.00	\$ 400.00	\$50.00	\$ 200.00
3	Silt Fence	LF	40	\$10.00	\$ 400.00	\$10.00	\$ 400.00	\$15.00	\$ 600.00	\$5.00	\$ 200.00	\$8.00	\$ 320.00
4	Rock Filter Dams	LF	150	\$80.00	\$ 12,000.00	\$20.00	\$ 3,000.00	\$50.00	\$ 7,500.00	\$50.00	\$ 7,500.00	\$50.00	\$ 7,500.00
5	Riprap (In conformance with HCFC Standards; to install as needed for existing bridge column removal)	SY	50	\$70.00	\$ 3,500.00	\$200.00	\$ 10,000.00	\$350.00	\$ 17,500.00	\$300.00	\$ 15,000.00	\$65.00	\$ 3,250.00
6	Stabilized Construction Access	EA	1	\$1,200	\$ 1,200.00	\$1,000.00	\$ 1,000.00	\$5,000.00	\$ 5,000.00	\$7,000.00	\$ 7,000.00	\$2,950.00	\$ 2,950.00
Sub Totals				\$ 18,600.00	\$ 18,600.00	\$ 15,900.00	\$ 15,900.00	\$ 34,350.00	\$ 34,350.00	\$ 52,100.00	\$ 52,100.00	\$ 14,715.00	\$ 14,715.00
PART 5 – BRIDGE FEES													
1	Pedestrian Bridge (Complete in place; includes fabrication and installation)	LS	1	\$480,000.00	\$ 480,000.00	\$475,000.00	\$ 475,000.00	\$540,000.00	\$ 540,000.00	\$650,000.00	\$ 650,000.00	\$522,500.00	\$ 522,500.00
2	Reinforced Concrete Bridge Abutments	EA	2	\$12,000.00	\$ 24,000.00	\$50,000.00	\$ 100,000.00	\$30,000.00	\$ 60,000.00	\$30,500.00	\$ 61,000.00	\$36,500.00	\$ 73,000.00
3	24" Diameter Reinforced Concrete Drill Shafts	EA	6	\$7,000.00	\$ 42,000.00	\$8,500.00	\$ 51,000.00	\$16,000.00	\$ 96,000.00	\$10,000.00	\$ 60,000.00	\$10,900.00	\$ 65,400.00
Sub Totals				\$ 546,000.00	\$ 546,000.00	\$ 626,000.00	\$ 626,000.00	\$ 696,000.00	\$ 696,000.00	\$ 771,000.00	\$ 771,000.00	\$ 660,900.00	\$ 660,900.00
ALTERNATE 1 – LIME AND FLYASH													
1	6" Cement Stabilized Subgrade, Compacted at 95% of Maximum Density Per ASTM D-698 (Contractor to use 2% lime and 8% fly ash by dry weight in accordance with TxDOT spec items 264 and 266)(For sidewalk installation, 36" offset from sidewalk edge)	SF	2600	\$1.50	\$ 3,900.00	\$8.00	\$ 20,800.00	\$10.00	\$ 26,000.00	\$36.87	\$ 95,862.00	\$12.00	\$ 31,200.00
Sub Totals				\$ 3,900.00	\$ 3,900.00	\$ 20,800.00	\$ 20,800.00	\$ 26,000.00	\$ 26,000.00	\$ 95,862.00	\$ 95,862.00	\$ 31,200.00	\$ 31,200.00
ALTERNATE 2 - MONUMENT COLUMNS													
1	Monument Columns	EA	4	\$8,000.00	\$ 32,000.00	\$14,000.00	\$ 56,000.00	\$15,000.00	\$ 60,000.00	\$31,764.08	\$ 127,056.32	\$28,500.00	\$ 114,000.00
Sub Totals				\$ 32,000.00	\$ 32,000.00	\$ 56,000.00	\$ 56,000.00	\$ 60,000.00	\$ 60,000.00	\$ 127,056.32	\$ 127,056.32	\$ 114,000.00	\$ 114,000.00
ALTERNATE 3 - LIGHTING ALLOWANCE													
1	Lighting Allowance (Includes new service, lighting installation, coordination with CenterPoint Energy, and all other appurtenances)	LS	1	\$123,000	\$ 123,000.00	\$50,000.00	\$ 50,000.00	\$140,000	\$ 140,000.00	\$118,430.93	\$ 118,430.93	\$125,000.00	\$ 125,000.00
Sub Totals				\$ 123,000.00	\$ 123,000.00	\$ 50,000.00	\$ 50,000.00	\$ 140,000.00	\$ 140,000.00	\$ 118,430.93	\$ 118,430.93	\$ 125,000.00	\$ 125,000.00
ALTERNATE 4 - BRIDGE PAINTING													
1	Bridge Painting Cost (As Needed)	LS	1	\$50,000.00	\$ 50,000.00	\$105,000.00	\$ 105,000.00	\$65,000	\$ 65,000.00	\$114,127.80	\$ 114,127.80	\$99,500.00	\$ 99,500.00
Sub Totals				\$ 50,000.00	\$ 50,000.00	\$ 105,000.00	\$ 105,000.00	\$ 65,000.00	\$ 65,000.00	\$ 114,127.80	\$ 114,127.80	\$ 99,500.00	\$ 99,500.00

Grand Total Part 1-5 (Excluding Alternate Items)	\$ 688,405.00	\$ 879,300.00	\$ 1,186,700.00	\$ 1,099,084.21	\$ 1,036,285.00
Grand Total Part 1-5 (Including Alternate Items)	\$ 897,305.00	\$ 1,111,100.00	\$ 1,477,700.00	\$ 1,554,561.26	\$ 1,405,985.00

PEA GROUP



16060 Dillard Drive, Suite 250
Houston, TX 77040

713.688.3530
peagroup.com

March 12, 2025

Robert Basford, CPRP, CPP, CPO
Assistant City Manager
City of Jersey Village
16327 Lakeview Drive
Jersey Village, TX 77040

Re:LETTER OF RECOMMENDATION
Jersey Village White Oak
Pedestrian Bridge Improvements
JV Bid No: 2025-04
PEA Group Project No: 24-0701

Mr. Basford:

We have reviewed the bids for the referenced project. We have prepared the bid tabulation and attached it to this letter. The apparent low bidder is John Reed and Company, LLC with a grand total bid (excluding alternate work items) of \$688,405.00 and a grand total bid (including alternate work items) of \$897,305.00. We contacted multiple references listed in the qualifications they submitted, I spoke with 2 individuals with Costello Engineering and Cobb Fendley & Assoc. and they both provided positive feedback on John Reed and Company regarding similar types of projects as the one we issued for bid. Therefore, based on our review of the bids and the positive feedback received from the 2 references we spoke with, it is our recommendation that the Contract be awarded to John Reed and Company, LLC.

If you have any questions or require additional information, I can be contacted at 713.688.3530.

Sincerely,

PEA Group
TBPE Registration No. F-21237

Elizabeth 'Violet' Mak, PLA, RAS, SITES AP, ENV SP
Associate | Regional Director of Landscape Architecture

Attachment: Bid Tabulation

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H3

AGENDA SUBJECT: Consider Resolution 2025-17 authorizing the City Manager to enter into a contract with Brookstone LP for Construction Manager at Risk (CMAR) Services for the City Campus Project.

Department/Prepared By: Austin Bless, City Manager

Date Submitted: March 6, 2025

EXHIBITS: Resolution No. 2025-17

BACKGROUND INFORMATION:

As part of the City Campus Project, the City recently issued a Request for Qualifications (RFQ) for a Construction Manager at Risk (CMAR). This process allows the City to engage a contractor who will provide both pre-construction and construction services to ensure the project is completed efficiently, within budget, and to the required standards.

Understanding the CMAR Process

The RFQ included two phases:

1. Phase I – Pre-Construction Services: During this phase, the CMAR assists in the early planning and design stages, providing cost estimates, scheduling guidance, value engineering, and constructability reviews. This proactive approach helps identify potential issues before construction begins, minimizing costly changes later.
2. Phase II – Construction Services: Once the project is ready for construction, the CMAR assumes the role of the general contractor, overseeing the construction process while ensuring that the work stays on budget and meets all specifications.

Selection Process and Criteria

The City followed a one-step process, as permitted under state law, to evaluate and select the most qualified firm while also considering CMAR costs. A one-step process allows for the evaluation of both qualifications and costs simultaneously, ensuring that cost considerations are integrated into the decision-making process from the outset.

A total of seven proposals were received and evaluated against the following criteria:

- General Requirements (5 points) – Compliance with RFQ requirements.
- Firm Qualifications and Experience (15 points) – Demonstrated expertise in managing similar projects, financial stability, and past performance.
- Staff Qualifications and Experience (15 points) – Relevant experience and certifications of key personnel.
- Best Overall Approach to Scope of Services (25 points) – Methodology, community engagement strategies, and work plan.
- Documented Quality of Past Services (15 points) – References and past project success.
- Proposed Cost (25 points) – Competitive pricing and cost-effectiveness.

A selection committee comprised of the City Manager, City Secretary, Human Resources Manager, and Director of Innovation and Technology reviewed and scored each submission.

Below is a summary of the reviews.

Totals	Max	Azteca Enterprises	Bellows Construction	Brights Build	Brookstone	Millennium Project Solutions	Nash Industries	Teal Construction
General Requirements	20	16	20	11	20	17	14	18
Firm Qualifications and Experience	60	56	60	26	60	52	35	43
Staff Qualifications and Experience	60	53	59	26	60	51	45	47
Best Overall Approach to the scope of services	100	83	86	43	100	87	70	84
Documented Quality of Past Services	60	53	68	24	60	54	48	60
Proposed Cost	100	45.64	64.68	32.6	100	60.08	2.68	81.56
Total	400	306.64	357.68	162.6	400	321.08	214.68	333.56

Averages	Max	Azteca Enterprises	Bellows Construction	Brights Build	Brookstone	Millennium Project Solutions	Nash Industries	Teal Construction
General Requirements	5	4	5	2.75	5	4.25	3.5	4.5
Firm Qualifications and Experience	15	14	15	6.5	15	13	8.75	10.75
Staff Qualifications and Experience	15	13.25	14.75	6.5	15	12.75	11.25	11.75
Best Overall Approach to the scope of services	25	20.75	21.5	10.75	25	21.75	17.5	21
Documented Quality of Past Services	15	13.25	17	6	15	13.5	12	15
Proposed Cost	25	11.41	16.17	8.15	25	15.02	0.67	20.39
Total	100	76.66	89.42	40.65	100	80.27	53.67	83.39

Recommendation to Select Brookstone LP

As you can see from the ranking sheets, Brookstone LP has been identified as the most qualified firm to serve as CMAR for the City Campus Project. Brookstone demonstrated strong qualifications, extensive experience with similar municipal projects, and a well-defined approach to delivering a successful project. Their proposal also reflected a thorough understanding of the City’s needs and a competitive cost structure.

Benefits of using CMAR for this project

Selecting a CMAR for this project provides several advantages:

- Enhanced Cost Control – The CMAR provides early cost estimates and value engineering, helping the City manage expenses effectively.
- Improved Project Coordination – With the CMAR involved from the start, potential design conflicts and construction challenges can be addressed before they become costly delays.
- Greater Transparency and Accountability – The CMAR acts as a collaborative partner, ensuring that the project remains aligned with the City’s goals and financial parameters.
- Quality Assurance – The CMAR is responsible for overseeing all construction activities, ensuring that the work meets established quality and safety standards.

RECOMMENDED MOTION:

To approve Resolution 2025-17 Authorizing the City Manager to enter into a contract with Brookstone LP for Construction Manager St Risk (CMAR) Services for the City Campus Project.

RESOLUTION NO. 2025-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BROOKSTONE LP FOR CONSTRUCTION MANAGER AT RISK (CMAR) SERVICES FOR THE CITY CAMPUS PROJECT.

WHEREAS, the City of Jersey Village issued a Request for Qualifications (RFQ) for a Construction Manager at Risk (CMAR) for the City Campus Project, seeking a qualified firm to provide pre-construction and construction services; and

WHEREAS, the CMAR process includes Phase I – Pre-Construction Services, in which the CMAR provides cost estimates, scheduling guidance, value engineering, and constructability reviews, and Phase II – Construction Services, in which the CMAR serves as the general contractor overseeing the construction process; and

WHEREAS, the City conducted a one-step selection process, as permitted under state law, allowing for the evaluation of qualifications and cost considerations concurrently; and

WHEREAS, the City received seven proposals, which were reviewed and evaluated by a selection committee comprised of the City Manager, City Secretary, Human Resources Manager, and Director of Innovation and Technology based on established evaluation criteria; and

WHEREAS, after a thorough review, Brookstone LP was determined to be the most qualified firm based on its strong qualifications, experience with municipal projects, and a well-defined approach to delivering a successful project; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

SECTION 1. The City Council hereby authorizes the City Manager to enter into an agreement with Brookstone LP for Construction Manager at Risk (CMAR) services for the City Campus Project, in substantially the form presented.

SECTION 2. The City Manager is authorized to execute all necessary documents to effectuate this agreement on behalf of the City of Jersey Village.

PASSED AND APPROVED this 17th day of **March, A.D., 2025.**

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H4

AGENDA SUBJECT: Consider Ordinance 2025-07, amending the General Fund and Capital Improvement Fund Budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025, by adjusting various expenditure line items.

Dept./Prepared By: Jennifer Brown

Date Submitted: February 24, 2025

EXHIBITS: Ordinance No. 2025-07
Exhibit A – Budget Amendment Form

BUDGETARY IMPACT: Required Expenditure:	\$	0 net impact
Amount Budgeted:	\$	0
Appropriation Required:	\$	0 net impact

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

In light of recent personnel changes and facility acquisitions, we are requesting a budget amendment that adjusts several line items to better reflect current financial obligations and anticipated expenditures. This adjustment is necessary due to the retirement of the Finance Director and City Secretary, which has resulted in payouts for accrued sick and vacation time. Specifically, the following line items require modification (net of salary savings):

- 01-11-3001 \$ 42,314.15 Salaries
- 01-11-3051 3,172.13 FICA/Medicare
- 01-11-3054 7,002.16 TMRS
- 01-11-3055 1,072.92 Health Insurance
- 01-15-3001 74,286.80 Salaries
- 01-15-3051 5,661.03 FICA/Medicare
- 01-15-3054 12,279.99 TMRS
- 01-15-3055 500.52 Health Insurance

In addition, the recent purchase of buildings for the city campus necessitates an adjustment to our electric utility budget. To cover the increased costs associated with the new facility, we propose adding \$45,000 to the electric utility line item (01-33-5017) for the current fiscal year. Furthermore, we anticipate an additional requirement of approximately \$15,000 for this line item in the next fiscal year.

As a result of these necessary adjustments, we are recommending a reduction of \$191,289.73 in the Transfer to Capital Improvements line (01-12-9760) to reallocate funds accordingly. That amount is made up from the following areas.

- The Flood Study is a 17-month project, and due to not yet having received the final contract from the state, at least a portion of the work will extend into FY26. To align the budget with the actual project timeline, staff is recommending the removal of \$91,289.73 from

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

line 10-91-7300 in the current fiscal year, with that amount reallocated to next year's budget.

- For the Clark Henry Field project, construction design documents are currently in progress. If needed, another hold point could occur before the project goes out to bid to manage cash flow. The tentative schedule indicates that this project will be completed in FY26. As a result, we recommend reallocating \$50,000 from line 10-91-7067 to next fiscal year.
- Additionally, staff propose to defer the Village Drive Parking Spots project, which is currently budgeted at \$50,000 in line 10-91-7304 for the current fiscal year. This project can be reconsidered for funding in FY26 based on priorities and available resources.

These changes result in a \$191,289.73 reduction in line 01-12-9760, Transfer to Capital Improvements, ensuring that budgeted funds align with project schedules and minimizing unnecessary financial commitments in the current year.

Staff will continue to monitor the budget closely and adjust our year-end projections as needed, and at this time, we believe these changes will be sufficient for the remainder of the fiscal year.

The proposed budget amendment reflects adjustments to project timelines and cash flow considerations, ensuring that funds are allocated in the appropriate fiscal year based on project schedules.

RECOMMENDED ACTION:

MOTION: To approve Ordinance 2025-07, amending the General Fund and Capital Improvement Fund Budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025, by adjusting various line items as shown in Exhibit A.

ORDINANCE NO. 2025-07

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND AND CAPITAL IMPROVEMENT FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, ADJUSTING VARIOUS EXPENDITURE LINE ITEMS.

WHEREAS, subsequent to the adoption of the annual budget for the City of Jersey Village for the fiscal year beginning October 1, 2024, and ending September 30, 2025, the City has expenditure changes; and

WHEREAS, the City Manager has recommended that such budget be amended to reflect such revenues and expenditures in accordance with “Exhibit A” attached hereto and made a part hereof; and

WHEREAS, the City Council finds and determines that the budget should be amended as recommended by the City Manager; **NOW THEREFORE**,

NOW THEREFOR, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS THAT:

SECTION 1. The recitals contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted.

SECTION 2. The annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2024, and ending September 30, 2025, is hereby amended by adjusting the appropriations to the accounts contained therein as provided in the attached:

Exhibit A – Budget Amendment for General Fund and Capital Improvement Fund adjusting various line items.

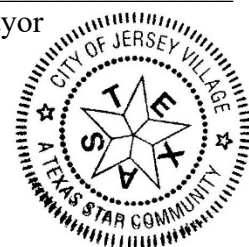
SECTION 3. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part of this declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED this 17th day of March 2025.

ATTEST:

Courtney Rutherford, City Secretary

Bobby Warren, Mayor



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040
713-466-2129 (office) 713-466-2140 (fax)

BUDGET TRANSFER / AMENDMENT REQUEST FORM

× I request the following budget transfer between line items:

Fund: General Fund (Fund 01)

Description	Line Item	Current Budget	Budget Amendment	Revised Budget
Salaries	01-11-3001	\$ 778,053.52	42,314.15	\$ 820,367.67
FICA/Medicare	01-11-3051	61,520.80	3,172.13	64,692.93
TMRS	01-11-3054	129,296.59	7,002.16	136,298.75
Health Insurance	01-11-3055	66,564.08	1,072.92	67,637.00
Salaries	01-15-3001	328,809.13	74,286.80	403,095.93
FICA/Medicare	01-15-3051	25,340.56	5,661.06	31,001.62
TMRS	01-15-3054	54,755.48	12,279.99	67,035.47
Health Insurance	01-15-3055	21,073.94	500.52	21,574.46
Electricity	01-33-5017	104,000.00	45,000.00	149,000.00
Trsf to Capital Impr	01-12-9760	1,880,000.00	-191,289.73	1,688,710.27
Total		\$ 3,449,414.10	0.00	\$ 3,449,414.10

× I request the following amendment to the current budget to increase/decrease the overall budget by the amount designated below:

Fund: Capital Improvements (Fund 10)

Description	Line Item	Current Budget	Budget Amendment	Revised Budget
Trsf From General Fund	10-90-9751	\$ 1,880,000.00	\$ -191,289.73	\$ 1,688,710.27
Flood Study	10-91-7300	600,000.00	-91,289.73	508,710.27
Clark Henry Field	10-91-7067	1,300,000.00	-50,000.00	1,250,000.00
Village Dr Parking	10-91-7304	50,000.00	-50,000.00	-
Total		\$ 1,950,000.00	\$ -191,289.73	\$ 1,758,710.27

Justification

This adjustment is necessary due to the retirement of the previous Finance Director and City Secretary, which has resulted in payouts for accrued sick and vacation time that were not budgeted. The amounts are reduced by projected salary savings for the remainder of FY25.



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

713-466-2129 (office) 713-466-2140 (fax)

The recent purchase of buildings for the city campus necessitates an adjustment of \$45,000 to our electric utility budget, increasing it from \$104,000 to \$149,000 for the remainder of FY25. We anticipate an additional \$15,000 will be necessary in FY26 to fund the full year impact.

These costs can be funded through a reduction to the transfer to Capital Improvement Fund from the General Fund (\$-191,289.73), the projects will be deferred to the FY26 budget for funding. The net impact to the General Fund is zero.

The capital projects total \$191,289.73 and include portions of the Flood Study (\$91,289.73) and Clark Henry Field (\$50,000) and deferring Village Dr. Parking (\$50,000) for consideration in FY26. There is a reduction in both revenues and expenditures in the Capital Improvement fund of \$191,289.73.

Requested by: Jennifer Brown		Date: 2/25/2025	
Finance: Sufficient Funds <input checked="" type="checkbox"/> Exist <input type="checkbox"/> Do Not Exist		City Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Signed: <i>Jennifer Brown</i>		Signed:	
Date: 2/25/2025		Date:	

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H5

AGENDA SUBJECT: Discuss Water Meter Fees And Provide Direction To Staff For Possible Changes To Be Considered At A Later Date.

Department/Prepared By: Austin Bless, City Manager **Date Submitted:** March 4, 2025

EXHIBITS: Household Impacts

BUDGETARY IMPACT:	Required Expenditure:	\$
	Amount Budgeted:	\$
	Appropriation Required:	\$

BACKGROUND INFORMATION:

In December 2024 the City Council expressed interest in doing away with the basic monthly service charge, commonly referred to as the meter fee, for irrigation meters. Council asked for more information to look at during a workshop on the topic.

During the workshop held in February 2025 Council looked at several options. One option was to increase the increase the basic monthly service charge for residential service. A second option was to increase the irrigation usage rate by 80 cents per 1,000 gallons. A third option was to increase usage levels for residential and irrigation by 64 cents per 1,000 gallons. At that meeting the City Council gave the direction to staff to prepare an ordinance to eliminate that charge for residential irrigation accounts.

The City Council discussed the merits of each proposal and the option of leaving the rate structure as is.

We currently have approximately 1,480 residential homes that have one meter and 750 that have a home meter and an irrigation meter. Currently each meter has a fee of \$15 per month. We also have approximately 80 commercial meters and another 80 that have a commercial and irrigation meter, with a current fee of \$65.22 per meter. This means a company with an irrigation meter is currently paying \$130.44 per month in meter fees.

As directed by City Council the ordinance tonight eliminates the basic monthly service charge for residential irrigation accounts, and increases that charge by \$5.05 for residential accounts. The ordinance change would begin for water used starting April and would be reflected on the May bill.

RECOMMENDED MOTION:

To approve Ordinance No. 2025-08 Amending The Code Of Ordinances Of The City Of Jersey Village, Texas, Chapter 70, Utilities, Section 77 To Provide For Amendments To Water Rate Schedules; Providing A Severability Clause; Providing For Repeal; Providing A Penalty As Provided By Section 1-8 Of The Code; And Providing An Effective Date.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

ORDINANCE NO. 2025-08

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS; AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, CHAPTER 70, UTILITIES, SECTION 70-77 TO PROVIDE FOR AMENDMENTS TO WATER RATE SCHEDULES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR REPEAL; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, there is a need to distribute the cost of water and wastewater equitably between residential, commercial, and municipal users; and

WHEREAS, the City Council desires to eliminate the basic monthly charge for residential sprinkler systems and have one basic monthly service charge for all residential customers; and

WHEREAS, certain amendments to Articles and Sections of Chapter 70 of the Code of Ordinances of the City of Jersey Village, Texas are necessary to implement the study recommendations; **NOW THEREFORE**,

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS THAT:

SECTION 1. The City Council hereby finds and determines that the statements set forth in the preamble of this Ordinance are true and correct and are incorporated herein for all purposes.

SECTION 2. Chapter 70, Section 70-77(a)(1) is hereby repealed and replaced with the language as set out in the attached Exhibit "A".

SECTION 3. Severability. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

SECTION 4. **Repeal.** All other ordinances or parts of ordinances in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed.

SECTION 5. **Penalty.** Any person who shall violate any provision of this Ordinance shall be guilty of a misdemeanor and subject to a fine as provided in Section 1-8.

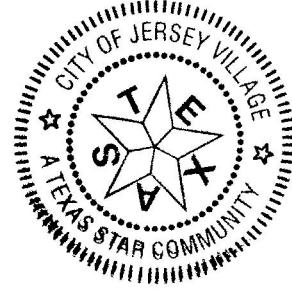
SECTION 6. **Effective Date.** This ordinance shall be in full force and effect from and after its passage.

PASSED, APPROVED, AND ADOPTED this 17th day of **March, 2025.**

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

Exhibit A

Sec. 70-77. Computation of water and wastewater bills; when due; disconnection for nonpayment.

- (a) Computations for water and wastewater bills (water bill) will be made every month on the twenty-fifth day thereof, or on the first working day thereafter and will be issued on the first day of the month, or on the first working day thereafter. The water bills will be placed in the U.S. mail addressed to the user, on or before the tenth day of the month following issuance, and will be due and payable on or before the twenty-fifth day of such month. If payments are not received by the city on or before the twenty-fifth day of the month, the user will incur an additional charge of ten percent of the unpaid balance. If a water bill remains unpaid after the twenty-fifth day of the month, the service will be disconnected; provided, however, that in no event will the city disconnect service without depositing notice of such disconnection in the U.S. mail, at least ten days prior to the date of disconnection. If the water service is disconnected, there shall be a \$50.00 reconnection fee charged in addition to the delinquent amount due. The water bill basic monthly service charge will continue to be charged against the property as long as the property is listed on the tax rolls in the owner's name unless disconnected at the request of the owner. The basic monthly service charge for new construction will be charged from the day the water meter is set. If usage is requested, billing shall be based on such usage in accordance with the provisions of this chapter.
- (1) Effective October 1 and continuing through September 30 of the Fiscal Year Indicated in the following table, the table reflects the basic monthly service charges and water rate charge per 1,000 gallons for the various customer classes for water service:

Residential Rates	FY24	FY25 (Oct – Mar)	FY25 (Apr- Sept)	FY26	FY27	FY28
Basic monthly service charge	\$15.00	\$15.00	20.05	\$20.05	\$20.05	\$21.05
0-3,000 Gallons	\$5.72	\$6.29	\$6.29	\$6.92	\$7.61	\$8.37
3,001 - 6,000 Gallons	\$7.15	\$7.87	\$7.87	\$8.66	\$9.52	\$10.47
6,001 - 12,000 Gallons	\$8.73	\$9.60	\$9.60	\$10.56	\$11.62	\$12.78
12,001 - 25,000 Gallons	\$10.93	\$12.02	\$12.02	\$13.22	\$14.54	\$16.00
Over 25,000 Gallons	\$16.38	\$18.01	\$18.01	\$19.81	\$21.80	\$23.98

Residential Sprinkler	FY24	FY25 (Oct – Mar)	FY25 (Apr- Sept)	FY26	FY27	FY28
Basic monthly service charge	\$15.00	\$15.00	\$0	\$0	\$0	\$0
0 - 6,000 Gallons	\$8.73	\$9.60	\$9.60	\$10.56	\$11.62	\$12.78
6,001 - 19,000 Gallons	\$10.93	\$12.02	\$12.02	\$13.22	\$14.54	\$16.00
Over 19,000 Gallons	\$16.38	\$18.01	\$18.01	\$19.81	\$21.80	\$23.98

Commercial	FY24	FY25	FY26	FY27	FY28
Basic monthly service charge	\$65.22	\$65.22	\$65.22	\$65.22	\$68.48
All Usage	\$9.35	\$10.28	\$11.31	\$12.44	\$13.69

Commercial Sprinkler	FY24	FY25	FY26	FY27	FY28
Basic monthly service charge	\$65.22	\$65.22	\$65.22	\$65.22	\$68.48
All Usage	\$8.29	\$9.12	\$10.03	\$11.04	\$12.14

Commercial—Outside city	FY24	FY25	FY26	FY27	FY28
Basic monthly service charge	\$508.80	\$508.80	\$508.80	\$508.80	\$534.24
First 3,000 gallons	\$12.19	\$13.41	\$14.75	\$16.22	\$17.85
Over 3,000 gallons	\$12.19	\$13.41	\$14.75	\$16.22	\$17.85

Commercial sprinkler— Outside city	FY24	FY25	FY26	FY27	FY28
Basic monthly service charge	\$508.80	\$508.80	\$508.80	\$508.80	\$534.24
First 3,000 gallons	\$12.19	\$13.41	\$14.75	\$16.22	\$17.85
Over 3,000 gallons	\$12.19	\$13.41	\$14.75	\$16.22	\$17.85

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H6

AGENDA SUBJECT: Consider Ordinance 2025-09 amending the Jersey Village Code of Ordinances, Chapter 2, Article IV, Division 2, Section 2-142 to amend the Schedule of Fees adding Tow Fees and Wrecker Rotation Program Fees; and providing for repeal.

Department/Prepared By: Danny Keele, Police Chief **Date Submitted:** March 6, 2025

EXHIBITS: Ordinance No. 2025-09

BACKGROUND INFORMATION:

The Jersey Village Police Department currently follows the Harris County Tow Fee schedule, which has remained unchanged for the past ten years. This schedule sets the non-consent tow fee at \$145.50, a rate that has not kept pace with industry standards or the increasing costs associated with vehicle towing and storage. The tow fee is not listed in our schedule of fees currently either.

In contrast, the City of Houston conducts an annual analysis of wrecker fees as required by the Texas Occupations Code and has adjusted its non-consent tow fee to \$225.50. The City of Houston’s process ensures that wrecker services are compensated fairly based on market conditions, operational costs, and inflation. By aligning with the City of Houston’s fee schedule, Jersey Village will remain competitive in attracting high-quality wrecker services for its rotation.

Failing to adjust the wrecker fees could result in a diminished pool of qualified wrecker companies willing to participate in the city’s rotation. This may lead to longer response times, reduced service quality, and potential public dissatisfaction. Ensuring that Jersey Village’s wrecker fees remain competitive will allow us to continue providing efficient and reliable towing services for our residents and law enforcement needs.

In addition to updating the wrecker fee schedule, we recommend implementing an annual rotation fee for participating wrecker companies. Administering the wrecker rotation program incurs significant costs, including:

- Inspecting wrecker vehicles for compliance with city standards.
- Maintaining accurate records of authorized wrecker services and their vehicles.
- Assigning personnel to locate vehicles, answer citizen inquiries, and notify vehicle owners of their vehicle’s location.

To offset these administrative costs, we propose a \$500 annual rotation fee for wrecker companies participating in the city’s wrecker rotation program. This fee would cover up to five (5) tow trucks. Additionally, wrecker companies with more than five trucks would be required to pay an additional

\$100 per truck per year. This approach aligns with best practices in other municipalities that operate a wrecker rotation system and ensures that the program remains sustainable.

By implementing these changes, Jersey Village will:

- Ensure wrecker services remain competitive with current industry standards.
- Improve the quality and reliability of tow services within the city.
- Recover administrative costs associated with managing the wrecker rotation program.
- Provide better service to the public by maintaining an efficient, well-regulated wrecker system.

These updates will enhance the effectiveness of our wrecker rotation program and ensure that Jersey Village continues to provide timely and professional towing services to its residents and law enforcement agencies.

RECOMMENDED MOTION:

To approve Ordinance 2025-09 amending the Jersey Village Code of Ordinances, Chapter 2, Article IV, Division 2, Section 2-142 to amend the Schedule of Fees adding Tow Fees and Wrecker Rotation Program Fees; and providing for repeal.

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, `; AND PROVIDING FOR REPEAL.

WHEREAS, the City Council of the City of Jersey Village, Texas ("City Council") has determined that it would be advantageous and beneficial to the citizens of the City of Jersey Village, Texas to establish modified and/or additional charges made to customers to recover the costs associated with providing general fees now and in the future for the City of Jersey Village, Texas; and

WHEREAS, the City has experienced a steady increase in the cost to provide an acceptable level of service to its Citizens and the City wishes to not only continue, but to improve its level of service to all its citizens and customers now and in the future; **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

Section 1. Recitals Incorporated. The above-referenced recitals are incorporated herein as if set forth in full for all purposes.

Section 2. Amendment to Schedule of Fees. The Code of Ordinances of the City of Jersey Village is amended by deleting from Chapter 2, Article IV, Division 2, Section 2-142 the language shown below in struckthrough (~~deleted~~) and by adding thereto the language shown below as underscored and boldfaced (**added**), with the new Section 2-142 to read as follows:

“Chapter 2 – Administration

...

Article IV – Schedule of Fees and Special Funds

...

Division 2 – Schedule of Fees

...

Sec. 2-142. - Fees and charges imposed.

(j) Towing Fees.

(1) Non-consent tows \$225

(2) Non-consent heavy duty tows \$344 per hour, 2 hour minimum

(3) Non-consent private property tows \$225

(k) Wrecker Rotation Program Fee

(1) \$500 annually for an individual company, good for up to 5 trucks, with \$100 annually for each tow truck exceeding 5 trucks,

Section 4. Severability. In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent or ordinances jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

Section 5. Repeal. All ordinances or parts inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 6. Effective Date. This ordinance shall be in full force and effect from and after its passage.

PASSED AND APPROVED this 17th day of March 2025.

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H7

AGENDA SUBJECT: Consider Ordinance No. 2025-10 amending the Golf Course Budget for the fiscal year beginning October 1, 2024 And Ending September 30, 2025 in the amount not to exceed \$74,000 by increasing Revenue Line Item 11-80-8555 (Tournament Green Fees) \$50,000, increasing Revenue Line Item 11-80-8553 (Range Fees) \$10,000, increasing Revenue Line Item 11-80-8558 (Convention Center Rental) \$10,000, increasing Revenue Line Item 11-80-8554 (Club Rental) \$2,000, increasing Revenue Line Item 11-80-8575 (Memberships) \$2,000, and by increasing Expense Line Item 11-87-7010 (Capital Improvement) \$74,000.

Department/Prepared By: Robert Basford, Assistant City Manager

Date Submitted: March 7, 2025

EXHIBITS: Ordinance No. 2025-10
EX A – Budget Amendment Request Form

BACKGROUND INFORMATION:

This year the golf course is on track to exceed our revenue budget in several categories and would like to use that increase in revenue to complete some course improvement projects for this growing season.

Staff is requesting this net 0 impact budget amendment to allow them to complete the following projects on the golf course this growing season:

- Green Enlargement (3 to 4): We have identified that our greens shrunk over time and have planted sod to enlarge two to three each year. With the success of this in-house initiative, we would like to do 3 more than we originally planned this fiscal year to give our greens the much-needed square footage boost. Staff believe this project will spread the foot traffic and extend the life of our greens.
- Tee Enlargement: Our Golf course master planned confirmed our assessment that our tee's are too small for the number of rounds we welcome each year. This tee enlargement will expand the tees on holes 1,4,6,8,11,12 and 13 a total of 10,000 to 11,000 sq feet allowing our golfers a much cleaner tee box moving forward.
- Practice Area: Our short game practice area needs a renovation that will expand the bunker, re sod the green, and install drainage to accommodate the increase in short game practice we have experienced.
- Lake Cleanout: We recently cleaned out the vegetation on our number 3 lake with very positive reviews and we would like to continue that initiative on our number 14 lake.

With the new clubhouse and convention center, we have seen a pretty large increase in tournament inquiries as well as convention center inquiries, so staff is comfortable adjusting these revenue line items. With the installation of the driving range lights, we anticipate an additional \$10,000 in revenue for the driving range. We are confident with that estimate as we have already brought in \$4000 using the temporary light towers, with modest weather. We have increased the quality of our rental clubs and have an increase in memberships that represents the adjustments to those line items.

RECOMMENDED ACTION: To approve ordinance 2025-10, 10 amending the Golf Course Budget for the fiscal year beginning October 1, 2024 And Ending September 30, 2025 in the amount not to exceed \$74,000 by increasing Revenue Line Item 11-80-8555 (Tournament Green Fees) \$50,000, increasing Revenue Line Item 11-80-8553 (Range Fees) \$10,000, increasing Revenue Line Item 11-80-8558 (Convention Center Rental) \$10,000, increasing Revenue Line Item 11-80-8554 (Club Rental) \$2,000, increasing Revenue Line Item 11-80-8575 (Memberships) \$2,000, and by Increasing Expense Line Item 11-87-7010 (Capital Improvement) \$74,000.

MOTION: To approve ordinance 2025-10, 10 amending the Golf Course Budget for the fiscal year beginning October 1, 2024 And Ending September 30, 2025 in the amount not to exceed \$74,000 by increasing Revenue Line Item 11-80-8555 (Tournament Green Fees) \$50,000, increasing Revenue Line Item 11-80-8553 (Range Fees) \$10,000, increasing Revenue Line Item 11-80-8558 (Convention Center Rental) \$10,000, increasing Revenue Line Item 11-80-8554 (Club Rental) \$2,000, increasing Revenue Line Item 11-80-8575 (Memberships) \$2,000, and by Increasing Expense Line Item 11-87-7010 (Capital Improvement) \$74,000.

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GOLF COURSE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, IN AN AMOUNT NOT TO EXCEED \$74,000 BY INCREASING REVENUE LINE ITEMS AND EXPENSE LINE ITEMS, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Jersey Village operates a municipal golf course, which has experienced an increase in revenue exceeding initial budget estimates in several categories; and

WHEREAS, the City Council desires to amend the golf course budget to reflect these increased revenues and allow for improvements to the golf course infrastructure for the current growing season; and

WHEREAS, this budget amendment has a net zero impact on the overall budget and is intended to enhance the playability and longevity of the golf course;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, THAT:

SECTION 1. The Golf Course Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025, is hereby amended as follows:

Revenue Increases:

- Increase Revenue Line Item 11-80-8555 (Tournament Green Fees) by \$50,000.
- Increase Revenue Line Item 11-80-8553 (Range Fees) by \$10,000.
- Increase Revenue Line Item 11-80-8558 (Convention Center Rental) by \$10,000.
- Increase Revenue Line Item 11-80-8554 (Club Rental) by \$2,000.
- Increase Revenue Line Item 11-80-8575 (Memberships) by \$2,000.

Expense Increases:

- Increase Expense Line Item 11-87-7010 (Capital Improvement) by \$74,000.

SECTION 2. The funds appropriated by this budget amendment shall be utilized to complete the following golf course improvement projects:

- Green Enlargement (3 to 4 greens): Expanding additional greens to distribute foot traffic and extend the longevity of the greens.
- Tee Enlargement: Expanding tee boxes on holes 1, 4, 6, 8, 11, 12, and 13, increasing total square footage by approximately 10,000 to 11,000 square feet.
- Practice Area Renovation: Expanding the short game practice bunker, resodding the green, and installing drainage improvements to accommodate increased usage.
- Lake Cleanout: Continuing vegetation removal efforts on Lake #14 following the successful cleanup of Lake #3.

PASSED AND APPROVED this 7th day of March 2025.

ATTEST:

Courtney Rutherford, City Secretary



Bobby Warren, Mayor



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

713-466-2129 (office) 713-466-2140 (fax)

BUDGET TRANSFER / AMENDMENT REQUEST FORM

I request the following budget transfer between line items:

Fund:

Description	Line Item	Current Budget	Budget Amendment	Revised Budget
Total				

I request the following amendment to the current budget to increase/decrease the overall budget by the amount designated below:

Fund: Golf Course (Fund 11)

Type	Description	Line Item	Current Budget	Budget Amendment	Revised Budget
Rev	Tournament Green Fees	11-80-8555	205,000.00	50,000.00	255,000.00
Rev	Range Fees	11-80-8553	233,000.00	10,000.00	243,000.00
Rev	Convention Center Rental	11-80-8558	10,000.00	10,000.00	20,000.00
Rev	Club Rental	11-80-8554	12,000.00	2,000.00	14,000.00
Rev	Memberships	11-80-8575	60,000.00	2,000.00	62,000.00
Exp	Capital Improvement	11-87-7010	146,000.00	74,000.00	220,000.00
Total			666,000.00	148,000.00	814,000.00

Justification

Staff are requesting this net zero impact budget amendment to allow completion of the following projects on the golf course this growing season:

- Green Enlargement (3 to 4): We have identified that our greens shrunk over time and have planted sod to enlarge two to three each year. With the success of this in-house initiative, we would like to do 3 more than we originally planned this fiscal year to give



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040
 713-466-2129 (office) 713-466-2140 (fax)

our greens the much-needed square footage boost. Staff believe this project will spread the foot traffic and extend the life of our greens.

- Tee Enlargement: Our Golf course master planned confirmed our assessment that our tee's are too small for the number of rounds we welcome each year. This tee enlargement will expand the tees on holes 1,4,6,8,11,12 and 13 a total of 10,000 to 11,000 sq feet allowing our golfers a much cleaner tee box moving forward.
- Practice Area: Our short game practice area needs a renovation that will expand the bunker, re sod the green, and install drainage to accommodate the increase in short game practice we have experienced.
- Lake Cleanout: We recently cleaned out the vegetation on our number 3 lake with very positive reviews and we would like to continue that initiative on our number 14 lake.

With the new clubhouse and convention center, we have seen a pretty large increase in tournament inquiries as well as convention center inquiries, so staff are comfortable adjusting these revenue line items. Through February, revenues are up 17% compared to last year and a comparable 40% of YTD budget. With the installation of the driving range lights, we anticipate an additional \$10,000 in revenue for the driving range. We are confident with that estimate, as we have already brought in \$4,000 using the temporary light towers, with modest weather. We have increased the quality of our rental clubs and have an increase in memberships that represents the adjustments to those line items.

Requested by: Jennifer Brown		Date: 3/10/2025	
Finance: Sufficient Funds <input checked="" type="checkbox"/> Exist <input type="checkbox"/> Do Not Exist		City Manager: Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Signed: <i>Jennifer Brown</i>		Signed: <i>Robert Basford</i>	
Date: 3/10/2025		Date: 3/10/2025	

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H8

AGENDA SUBJECT: Consider Resolution No. 2025-18, receiving the Planning and Zoning Commission’s Final Report 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”).

Department/Prepared By: Courtney Rutherford, City Secretary

Date Submitted: March 12, 2025

EXHIBITS: Resolution No. 2025-18

Exhibit A - Planning and Zoning Commission’s Final Report

BACKGROUND INFORMATION:

The City is proposing for the purpose of receiving oral comments from any interested person(s) 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”).

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 will present its final report in connection with its findings to City Council tonight and asks that it be received, and to proceed with a joint public hearing.

RECOMMENDED ACTION:

Approve the resolution accepting the Planning and Zoning Commission’s Final Report.

MOTION: To approve Resolution No. 2025-18, receiving the Planning and Zoning Commission’s Final Report 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”).

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

RESOLUTION NO. 2025-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION’S FINAL REPORT 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”).

* * * * *

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

THAT, the Planning and Zoning Commission’s Final Report, as it relates to the 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”), is hereby received. The report is attached hereto as “Exhibit A.”

PASSED AND APPROVED this the 17th day of March 2025.

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary





CITY OF JERSEY VILLAGE – PLANNING & ZONING COMMISSION FINAL REPORT ZONING CHANGES

The Planning and Zoning Commission has met on February 3, 2025, in order to review the request for 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”).

The preliminary report was submitted to the Jersey Village City Council at its February 10, 2025, meeting. The report was received, and the City Council ordered a Joint Public Hearing for March 17, 2025.

On March 17, 2025 the City Council and the Jersey Village Planning and Zoning Commission conducted a joint public hearing, which gave the public an opportunity to make comments concerning the request for 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”).

The Planning and Zoning Commission after duly considering all the information before it including that gathered at the Joint Public Hearing with City Council on March 17, 2025, recommends that City Council amend Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas be amended by authorizing revision of the official zoning map as set out in Section 14-82 so 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”).

The necessary amendments to the City’s zoning ordinance to affect this recommendation are more specifically detailed in the attached proposed ordinance marked as Exhibit “A.”

Respectfully submitted, this 17th day of March 2025.

Rick Faircloth, Chairman

ATTEST:

Courtney Rutherford, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H9

AGENDA SUBJECT: Consider Ordinance No. 2025-11 amending Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas authorizing revision to the December 16, 2024 official zoning map as set out in Section 14-82 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 by changing the zoning distinction for portions of the area of land formally identified as District K (“Fifth Business District”) to District F (“First Business District”).

Department/Prepared By: Courtney Rutherford, City Secretary

Date Submitted: March 12, 2025

EXHIBITS: Ordinance No. 2025-11

Exhibit A - District D Proposed Zoning Changes

Exhibit B – District K Proposed Zoning Changes

BACKGROUND INFORMATION:

The City is proposing 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”).

The Planning and Zoning Commission will present its final report in connection with its findings to City Council tonight after to the joint public hearing.

RECOMMENDED ACTION:

Approve the resolution accepting the Planning and Zoning Commission’s Final Report.

MOTION: To approve Ordinance No. 2025-11 amending Chapter 14 of the Code of Ordinances of the City of Jersey Village, Texas authorizing revision to the December 16, 2024 official zoning map as set out in Section 14-82 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 by changing the zoning distinction for portions of the area of land formally identified as District K (“Fifth Business District”) to District F (“First Business District”).

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

ORDINANCE NO. 2025-11

AN ORDINANCE AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY AUTHORIZING REVISION TO THE DECEMBER 16, 2024 OFFICIAL ZONING MAP AS SET OUT IN SECTION 14-82 SO THAT THE AREA OF LAND FORMALLY IDENTIFIED AS DISTRICT D (“JERSEY VILLAGE CROSSING DISTRICT”) BE REZONED FROM ZONING DISTRICT D (“JERSEY VILLAGE CROSSING DISTRICT”) INTO TWO ZONING DISTRICTS IDENTIFIED AS ZONING DISTRICT H (“INDUSTRIAL DISTRICT”) AND ZONING DISTRICT K (“FIFTH BUSINESS DISTRICT”); AND BY CHANGING THE ZONING DISTINCTION FOR PORTIONS OF THE AREA OF LAND FORMALLY IDENTIFIED AS DISTRICT K (“FIFTH BUSINESS DISTRICT”) TO DISTRICT F (“FIRST BUSINESS DISTRICT”); CONTAINING OTHER FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR REPEAL; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City Council of the City of Jersey Village, Texas, determines it in the best interest of the health, safety, and welfare of the citizens of the City to amend the Zoning Ordinance; and

WHEREAS, the Planning & Zoning Commission has issued its report and has recommended amendment to the Zoning Ordinance by authorizing revision to the December 16, 2024 Official Zoning Map as set out in Section 14-82 so that the area of land formally identified as District D (“Jersey Village Crossing District”) be rezoned from Zoning District D (“Jersey Village Crossing District”) into two zoning districts identified as Zoning District H (“Industrial District”) and Zoning District K (“Fifth Business District”); and by changing the zoning distinction for portions of the area of land formally identified as District K (“Fifth Business District”) to District F (“First Business District”); and

WHEREAS, the Planning & Zoning Commission and City Council have conducted, in the time and manner required by law, a joint public hearing on such amendments to the zoning ordinance and find that the adoption of this ordinance is in the best interest of the citizens of Jersey Village; **NOW THEREFORE**,

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS THAT:

Section 1. The City Council hereby finds and determines that the statements set forth in the preamble of this Ordinance are true and correct and are incorporated herein for all purposes.

Section 2. The area of land formally identified as District D (“Jersey Village Crossing District”) be rezoned from Zoning District D (“Jersey Village Crossing District”) into two zoning districts identified as Zoning District H (“Industrial District”) and Zoning District K (“Fifth Business District”) as more specifically outlined in Exhibit A; and by changing the zoning distinction for portions of the area of land formally identified as District K (“Fifth Business District”) to District F (“First Business District”) and more specifically outlined in Exhibit B attached hereto and made a part hereof. The terms and conditions

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

for any and all Specific Use Permits previously granted for properties located in the zoning change area will not be affected and are considered grandfathered under the terms of this zoning change.

Section 3. The Official Zoning District Map of the City shall be revised and amended to show the change in zoning classification of the property with the appropriate references thereon to the number and effective date of this ordinance.

Section 4. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 4. Repeal. All other ordinances or parts of ordinances in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed.

Section 5. Penalty. Any person who shall violate any provision of this Ordinance shall be guilty of a misdemeanor and subject to a fine as provided in Section 1-8.

Section 6. Effective Date. This ordinance shall be in full force and effect from and after its passage.

PASSED, APPROVED, AND ADOPTED this 17th day of March 2025.

ATTEST:

Bobby Warren, Mayor

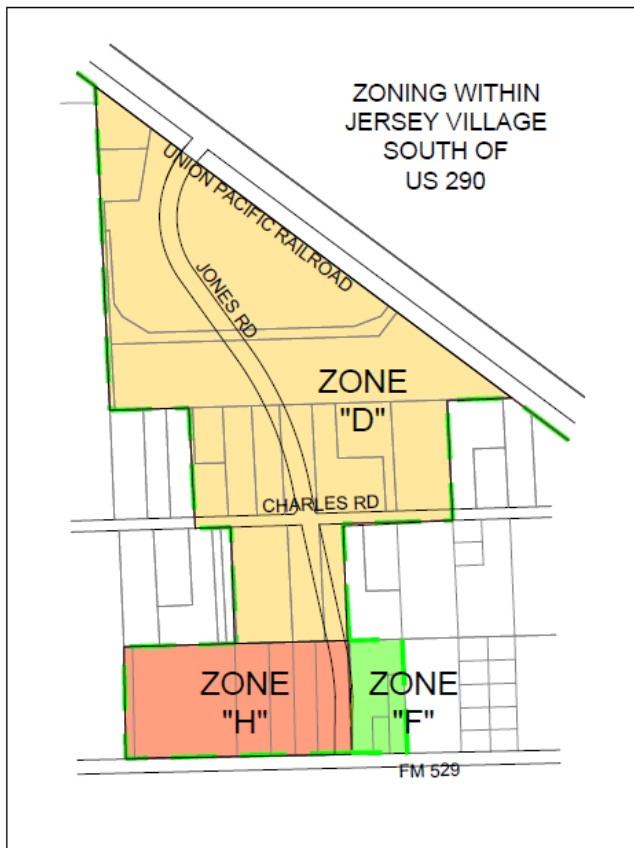
Courtney Rutherford, City Secretary



CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

Exhibit A

District D as of December 16, 2024



District D Rezoned to District H and District K

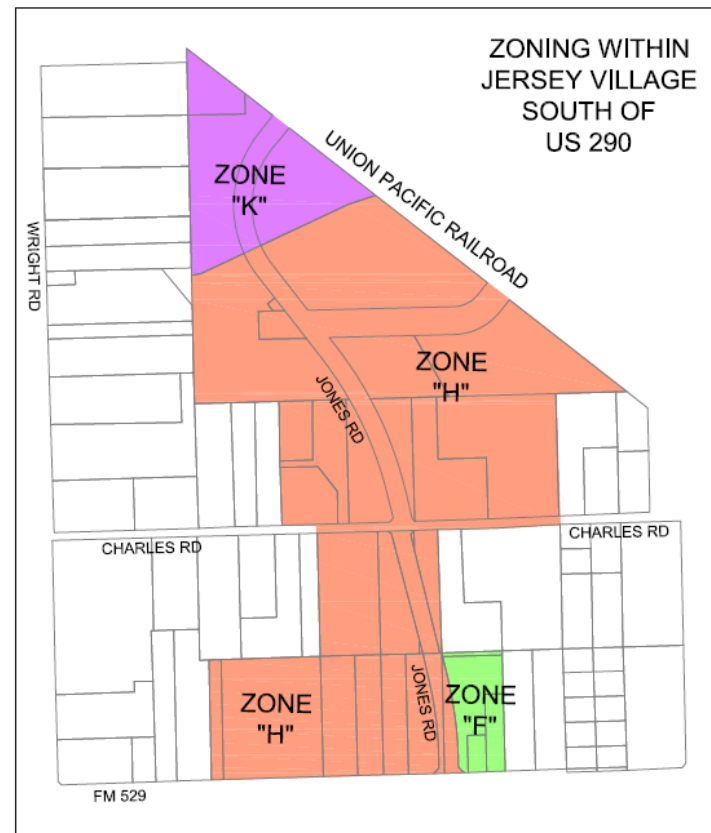


Exhibit B

District K as of December 16, 2024



District K Partially Rezoned to District F



**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H10

AGENDA SUBJECT: Consider Resolution 2025-19 authorizing the City Manager to enter into an agreement with Ron Cox Consulting for a Facilitated Council-Staff Retreat.

Department/Prepared By: Austin Bless, City Manager **Date Submitted:** March 6, 2025

EXHIBITS: Resolution No. 2025-19

BACKGROUND INFORMATION:

As part of the FY25 budget discussions, the City Council considered the possibility of holding a facilitated retreat to bring together Council members and key staff for strategic planning. With the upcoming 2025 City Council elections introducing a new mayor and at least one new council member, this retreat presents an opportunity to align priorities, define strategic goals, and ensure a smooth transition in leadership.

A facilitated retreat would provide a structured setting where new and returning Council members, along with senior staff, can engage in goal-setting discussions and clarify expectations for the term ahead. The facilitator will help guide conversations on roles and responsibilities, key city priorities, and the broader strategic direction. This will promote collaboration and continuity in decision-making while integrating fresh perspectives from newly elected officials. Additionally, the timing of this retreat aligns well with the anticipated adoption of the Comprehensive Plan and FY26 Budget, allowing for direct incorporation of its long-term vision into the Council’s strategic discussions.

To support this effort, staff has obtained a proposal from Ron Cox Consulting to lead the retreat. The scope of work includes governance discussions, a strategic planning session, and the development of a final report. The total cost of services is \$12,250, with \$9,750 allocated for the planning session and final report, and an additional \$2,500 for an implementation plan.

The time commitments for this, as laid out in the proposal, are as follows:

Initial Meetings. Meet with the City Manager and/or key staff to confirm expectations, understand issues relevant to the planning process and determine a more detailed process for the facilitations. Meet with the City Manager and his key staff to understand key issues and challenges from the staff’s perspective. Meet with the Mayor and each member of the City Council, either virtually or in person, to fully understand the expected issues and finalize the process and agenda for each the Council Sessions.

Governance Session. Facilitate the session with Council on governance (up to four hours) with the Mayor and City Council, City Manager, and his key staff. The governance session will focus on establishing a model for council and staff to follow. Key discussions will center on leadership, communication, expectations and establishing the key elements of the vision Council has for Jersey Village.

Council/Staff Planning Session. Facilitate the Council/Staff Planning Session (up to eight hours). This session is designed to establish a Strategic Plan prepared for 2025-26 and beyond as appropriate. This session will be designed to result in capturing the long-range strategies, or areas of emphasis of importance to the City Council, as well as identify goals for their accomplishment.

If the Council wishes to proceed, it will be important to set a date soon to ensure availability. Ron Cox Consulting has indicated that late June is the earliest available timeframe to accommodate Jersey Village.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

Staff is seeking Council direction on whether to move forward with this retreat and, if so, to establish a preferred date for scheduling.

RECOMMENDED ACTION:

Motion: To approve Resolution 2025-19 Authorizing The City Manager To Enter Into An Agreement With Ron Cox Consulting For A Facilitated Council-Staff Retreat.

RESOLUTION NO. 2025-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH RON COX CONSULTING FOR A FACILITATED COUNCIL-STAFF RETREAT

WHEREAS, as part of the Fiscal Year 2025 budget discussions, the City Council considered the possibility of holding a facilitated retreat to bring together Council members and key staff for strategic planning; and

WHEREAS, the 2025 City Council elections will introduce a new mayor and at least one new council member, and a facilitated retreat presents an opportunity to align priorities, define strategic goals, and ensure a smooth transition in leadership; and

WHEREAS, a facilitated retreat will provide a structured setting for new and returning Council members and key staff to engage in goal-setting discussions, clarify expectations, and establish a clear vision for the City’s future; and

WHEREAS, the retreat will allow for discussions on governance, leadership, communication, and long-term strategic planning, integrating fresh perspectives from newly elected officials while aligning with the anticipated adoption of the Comprehensive Plan and FY26 Budget; and

WHEREAS, staff has obtained a proposal from Ron Cox Consulting to facilitate this retreat, which includes governance discussions, a strategic planning session, and the development of a final report for a total cost of \$12,250; and

WHEREAS, Ron Cox Consulting has indicated that late June is the earliest available timeframe to accommodate Jersey Village, and setting a date now will ensure the successful scheduling and execution of the retreat;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

SECTION 1. The City Council hereby authorizes the City Manager to enter into an agreement with Ron Cox Consulting for facilitation of a Council-Staff Retreat as outlined in the proposal, at a total cost estimated to be \$12,250, substantially as presented in Exhibit A.

SECTION 2. The City Manager is further authorized to coordinate with Ron Cox Consulting and City Council to establish a date for the retreat, ensuring the participation of newly elected officials and key staff.

PASSED AND APPROVED this 17th day of **March**, A.D., **2025**.

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

February 13, 2025

Mr. Austin Bleess
City Manager
City of Jersey Village, Texas

Re: Proposal to Provide Consulting Services –Council Governance and Planning Session – 2025

Mr. Bleess:

I sincerely appreciate your interest in engaging me to perform consulting services for the City of Jersey Village. I am excited about the prospect of working with your Mayor and City Council and you and your staff in facilitating a governance and planning session for Council and staff.

PROJECT OBJECTIVES/DESCRIPTION: Working with the management team, Ron Cox will facilitate two sessions over a two-day period: A governance and visioning session for Mayor and City Council and you; and a planning session with the Mayor, City Council, you, and your key staff. In addition, I will provide follow-up services for you and your staff assisting in the creation of an action/implementation plan resulting from the strategies and goals prepared at the planning session. (This is budgeted separately for your convenience and information.) At the governance session, the Council will discuss and develop their governance model. The planning session will be designed to provide a time for the Council and staff to develop short-term and long-term strategies and goals for the city. Again, if authorized, Ron Cox will also facilitate a follow-up session with the staff to develop an action plan designed to address the strategies.

SERVICES/DELIVERABLES: Ron Cox will provide the following services and deliverables (including estimated time for each task for the City of Jersey Village.

Task 1) Initial Meetings. Meet with the City Manager and/or key staff to confirm expectations, understand issues relevant to the planning process and determine a more detailed process for the facilitations (up to three hours). Meet with the City Manager and his key staff to understand key issues and challenges from the staff's perspective (up to two hours). Meet with the Mayor and each member of the City Council to fully understand the expected issues and finalize the process and agenda for each the Council Sessions (up to six hours). Report back to City Manager to confirm expectations (up to one hour).

Task 2) Governance Session. Prepare for (three hours) and facilitate the session with Council on governance (up to four hours) with the Mayor and City Council, City Manager, and his key staff. The governance session will focus on establishing a model for council and staff to follow. Key discussions will center on leadership, communication, expectations and establishing the key elements of the vision Council has for Jersey Village. Prepare draft report (up to one hour)

Task 3) Council/Staff Planning Session. Prepare for (up to four hours) and facilitate the Council/Staff Planning Session (up to eight hours). This session is designed to establish a Strategic Plan prepared for 2024-25 and beyond as appropriate. This session will be designed to result in capturing the long-range strategies, or areas of emphasis of importance to the City Council, as well as identify goals for their accomplishment. Prepare draft report (up to one hour).

Task 4) Implementation Plan (optional). Work with the City Manager and staff members to prepare an implementation plan (prepare draft document up to two hours) addressing the work product from the

City Council planning session and aligning the work of the staff with the Council’s plan. This phase will result in an analysis of the Council’s areas of emphasis and goals and add other goals and objectives to add depth to the Council’s work product. (up to two four-hour sessions, or one full day session)

Task 5) Final Report. Prepare (up to three hours) and submit a final report to the Council and City Manager wrapping up the process. Present the final report to the City Council for approval (up to four hours).

Task 6) Additional Services. Provide any additional services that might be required by the City Manager to be billed on an hourly rate as outlined in Attachment A.

OTHER SERVICES. Ron Cox Consulting will provide additional services as may be assigned by the City Manager at his direction. Additional time and expenses will be billed per the fee schedule on Attachment A.

FEES:

Governance, Planning Session and Final Report - Tasks 1,2,3,5.	\$9,750
Implementation Plan – Task 4.	<u>\$2,500</u>
Total	\$12,250

Task 6 and/or Other Services will be billed for time and expenses in accordance with Attachment A.

EXPENSES. In addition to the fees for services, I customarily require reimbursement for actual out-of-pocket expenses, such as printing and reproduction costs, secretarial time, travel, overnight accommodations as necessary, messenger services, and similar expenses, and all items paid for on behalf of the city.

If I may answer any other questions, or if you would like to discuss what I have outlined, including project costs, please do not hesitate to call. I truly appreciate the opportunity to present this to you and look forward to working with the City of Jersey Village.

Very truly yours,



Ron Cox
Ron Cox Consulting

Terms of engagement accepted and agreed to this _____ day of _____, 2025.

Austin Bless
City Manager



Ron Cox Consulting

Helping Cities
Manage Better



Attachment “A”

FEE SCHEDULE

Direct Expenses

Consultation, research, analysis and other duties such as telephone conferences	Hourly Rate per below
Additional Services, as authorized	Hourly Rate per below

Reimbursable Expenses

Sub-Contract work	Cost + 10%
All non-labor expenses	Cost + 10%
Photocopies (black and white)	\$0.10 per page
Art Supply Fee, if applicable	1% of Labor Fee as Invoiced
Vehicle travel per mile	Maximum IRS allowable rate

Hourly Rate

Principal (Ron Cox)	\$250/hour
Administrative (clerical)	\$ 60/hour

Effective Date: November 1, 2023



281-543-0042

rcox@roncoxconsulting.com

Ronald E. Cox Biography

Ronald E. Cox has been married to his wife, Susan, for 52 years. They have two children, daughter Emily, and son, Tim, and five grandchildren, Courtney, Ryan, Isabella, Brynlee, and Caleb.

Ron received a Bachelor of Science from Abilene Christian University in 1972 and a Master of Arts from University of Texas at Tyler in 1981. Ron entered the governmental arena in 1972 with the Brazos Valley Development Council in Bryan and, after almost two years went to work for the East Texas Council of Governments (ETCOG) in Kilgore.

Ron accepted his first position as City Manager in 1978 with the City of Rusk. He was the City of Rusk's first City Manager. Two years later, he became the City Manager of Center. In 1984, Ron accepted the position of City Manager of the City of Kilgore, where he served for six years. In November 1990, he became Friendswood's third City Manager and served that city until May 2006. Ron has been involved in local government for over 50 years and held the position of City Manager in four cities for 28 years.

Ron remains active in many governmental organizations including the Texas Municipal League, and Texas City Management Association (TCMA). Ron served as president of TCMA Regions V and VI. He served on the Board of Directors of TCMA from 1995-1997 and served as TCMA's president in 1997-98. He continues to actively participate in various TCMA programs. In 2005, Ron was awarded TCMA's Lifetime Achievement Award, an exceptional honor, and in 2006 he was given Life Member status in TCMA. And in 2022 Ron was awarded TCMA's highest honor and became the eighth recipient of the Distinguished Service Award. Ron has regularly served on the TCMA Professional Development Committee. He has and continues to speak regularly at conferences and training sessions in Texas about issues and challenges in local government.

In 1990, Ron was appointed by Governor Bill Clements to the Board of Trustees of the Texas Municipal Retirement System and served on the Board until 1993. He also served on the TMRS Advisory Board 2006-2010. He was chosen to serve on the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool in 1986 and served on the Executive Committee as Vice-Chair of the Board, 1990-91. In 2016 Ron was appointed to the newly established Friendswood Downtown Economic Development Corporation Board in his hometown and served as its initial President. He continues to serve on that Board.

Since May 2006, Ron has consulted with 91 cities and many other public and nonprofit entities in Texas in a variety of areas, including strategic planning at the Council/Board and staff levels, leadership development for city staff, executive recruitment, and management services. He particularly enjoys working with smaller cities. He enjoys sharing his experiences with others in a variety of ways including public speaking at seminars and conferences. In 2020, Ron was named a Friendswood Legend by Mayor Mike Foreman for his work both during his city management career there and his volunteer work with the City of Friendswood over the past years. In 2021, after having worked with the City of Iowa Colony for fifteen years, the Mayor and City Council honored Ron by naming their location for municipal facilities the Ronald E. Cox Municipal Center.



Client List
May 2006 – February 2025

Following is a list of clients, and the work performed by Ron Cox Consulting since May 2006.

Client List includes:

- 91 Cities
 - 6 Economic Development Corporations
 - 17 Nonprofit Organizations, Special Districts and/or Statewide Associations
 - 2 Private Firms
- √ **City of Alvin, 2008, 2022, 2024**
- Facilitated a Council retreat in June 2008 focusing on the governance model for the Mayor and City Council. This session focused on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Manager and his staff.
 - Facilitated a Council/staff planning session including follow up with staff to prepare an implementation plan. January 2021
 - Facilitated a Council governance session. January 2022.
 - Facilitated a Council/staff session focusing on a comprehensive ordinance update. January 2022.
 - Facilitated a Council/staff planning session. February 2024.
- √ **City of Arcola, 2022-24**
- Appointed administrator of the City of Arcola Tax Increment Reinvestment Zone #1. Responsible for preparation of required annual report and other administrative duties. October 2022.
- √ **City of Anahuac, 2010**
- Facilitated a Council and staff retreat in June 2010 focusing on the governance model for the Mayor and City Council and their relationship with key staff. This session focused on assisting newly elected Council member in understanding their role, determining the strengths, weaknesses, opportunities, and threats (SWOT) of the city, and setting strategies and goals to meet for the City's future.
- √ **City of Bay City, 2017-18**
- Facilitated a series of sessions with the Mayor, Council and staff focusing on updating the existing strategic plan, developing an implementation plan and developing a governance model for the Mayor and City Council. March 2017 – March 2018.
- √ **City of Bee Cave, 2006-07**
- Facilitated a staff leadership development program for all employees of the city, including a daylong retreat, goal setting and action plan, and leadership development program.
 - Facilitated a staff retreat and goal setting project for the City Manager and his key staff.
- √ **City of Bellaire, 2021-24**
- Engaged to work with Mayor and City Council to facilitate consensus building between the elected officials to determine the expectations and profile as a pre-search process for the selection of a new city manager. Completed in June 2021.
 - Worked with Mayor and City Council to facilitate a review of the governance model and facilitate a planning session identifying the key Strategic Focus Areas for future planning. January 2022.

- Facilitated follow up session with Council focusing on the members participation in the DISC temperament inventory. March 2022.
- Facilitated a Council/staff planning session. Met with staff to prepare an Implementation Plan. March and April 2022.
- Facilitated a pre-budget planning session with Council and staff. May 2022.
- Facilitated planning sessions with Council and staff. March 2023.
- Facilitated planning sessions with Council and staff. February 2024.

√ **City of Bonney, 2021-24**

- Engaged to provide ongoing general city management and development consultation for the Mayor and City Council.
- Prepared a Staffing Implementation Plan for Council. This plan is to assist Council in determining when to hire staff in strategic areas. Specifically, police and public work, as well as administrative staff, as the city grows, and the tax base can support it. May 2022.

√ **City of Brazoria, 2007-10**

- Engaged to provide ongoing general city management consultation for Mayor and City Council. Duties included assisting the City in determining the best uses for funds received in the settlement of a lawsuit and assisting the City in determining appropriate rates for water and sewer utilities to support the system's operations and the issuance of bonds for system improvements.
- Engaged to provide consulting services to the City Manager regarding water and sewer rates and possible bond issue to make capital improvements.

√ **City of Brenham, 2011**

- Facilitated a City Council Retreat in February 2011 with discussion on development goals for the City and City's management team. Program included a one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.

√ **City of Brookside Village, 2022-25**

- Engaged to provide ongoing general city management and development consultation for the Mayor and City Council. September 2022.

√ **City of Bryan, 2007-10**

- Facilitated a staff leadership development program for the City Manager and his senior leadership team. Program included a daylong retreat, goal setting and leadership program over five sessions.
- Facilitated a Council and staff retreat focusing on developing a model and philosophy of governance for the City Council and on long range strategic planning for the city in August 2007.
- Facilitated a second retreat with Council and staff in February 2008. Retreat focused on confirming the governance model set in place, developing a vision statement, receiving reports from staff on implementation of strategic plan and confirming the course set for that plan.
- Facilitated a second daylong retreat with the City staff in June 2008. Retreat focused on pressing management issues, reviewing commitments from earlier retreat, and setting out a plan of action for moving forward.
- Facilitated a daylong retreat for the Public Works and Utilities Departments in October 2008.
- Facilitated a daylong retreat for the Planning and Development Services and Engineering Departments in October 2008.
- Facilitated a third day and a half retreat for the City Council in January 2009.
- Facilitated a fourth day and a half planning retreat for the City Council in February 2010.
- Facilitated a day long panning retreat for the City Manager's management team in March 2010, with a series of follow up sessions revolving around building the team, using a book entitled "Overcoming the Five Dysfunctions of a Team" by Patrick Lencioni.
- Facilitated a fifth day and half planning retreat for the City Council in July 2010.

- √ **City of Buda, 2023**
 - Facilitated two half day sessions on governance and planning with the City Council, City Manager, and staff. March 2023
- √ **City of Bunker Hill, 2019**
 - Facilitated an evening Town Hall meeting for candidates for the Mayoral position. Process consisted of moderating the meeting, asking predetermined questions of the candidates, and facilitating Q&A from the audience for the evening. April 2019.
- √ **City of Castroville, 2021-22**
 - Facilitated a planning session setting the Capital Improvements Plan priorities and developing vision, mission, and values. September 2021.
 - Facilitated a second planning session. May 2022.
- √ **City of Center, 2007-08, 2019**
 - Facilitated a Council and staff retreat focusing on long range strategic planning for the city. Worked with the city staff to develop a plan and process for implementation of the strategic plan developed in the retreat.
 - Facilitated a second Council and staff planning session. August 2019.
- √ **City of Clear Lake Shores, 2006, 2018, 2019, 2022**
 - Facilitated Council short-term goal setting retreat. Provided follow up with the mayor and staff to develop an Action Plan for the implementation of the goals set by Council.
 - Assisted the Council in preparing a job description for the new position of City Manager, 2006.
 - Assisted Council in preparing Rules of Procedures for the City Council and Committees.
 - Facilitated the successful search for City Administrator, October 2018.
 - Facilitated a Council/staff planning session and provided follow up services. July 2019.
 - Facilitated a second Council/staff planning session and provided follow up services. August 2022.
- √ **City of Cedar Hill, 2009**
 - In November 2009, facilitated a two-day retreat with City Council, the City Manager, and his senior staff. Council reviewed the existing strategic plan, received reports on the progress toward its implementation and set strategies for the next five years.
- √ **City of Cleveland, 2023**
 - Facilitated a one-day planning session with the City Council, City Manager, and staff. Provided follow up services with staff to develop implementation plan. February-April 2023.
- √ **City of College Station, 2017-19**
 - Facilitated a one-day planning retreat with the City Council, City Manager and staff in February 2017. Staff follow-up in March 2017.
 - Facilitate a second one-day planning retreat with the City Council, City Manager and staff in February 2018. Staff follow-up in March 2018.
 - Facilitated a third one-day planning retreat with the City Council, City Manager and staff in January 2019. Staff follow-up in February 2019.
- √ **City of Conroe, 2021-22**
 - Facilitated a planning session for staff. December 2021 -January 2022.
- √ **City of Corinth, 2024**
 - Facilitated a planning session for City Council and staff. March 2024
- √ **City of Dayton, 2018-19**
 - Facilitated a City Council/staff planning session in August 2018 focusing on governance and strategic initiatives, combining the work of the recently adopted comprehensive plan with the immediate needs of the Council. Worked with staff to prepare draft Vision and Mission statements and implementation plan for Council consideration. Completed October 2018.
 - Facilitated a second Council/staff planning session in June 2019.

- √ **City of Deer Park, 2007-08, 2014, 2019, 2024**
 - Facilitated a series of meetings with the public works and administrative services staffs to focus on their mission and customer service issues.
 - Facilitated a City Council/staff retreat in March 2008 focusing on vision and strategic goals for Council and staff to implement. Worked with the staff to develop an Action Plan for the implementation of the strategies and goals set by Council.
 - Facilitated a City Council/staff retreat in March 2014. The retreat focused on a reconsideration and confirmation of the vision and mission and reestablishment of strategic goals.
 - Facilitated a third one-day planning session and follow-up with Council and staff in March 2019.
 - Facilitated a fourth day long planning session and follow-up with Council and staff in March 2024.
- √ **City of Del Rio, 2020-21, 2023**
 - Facilitated a Council Planning Session, February 2020. Due to COVID-19 this engagement was not completed.
 - Facilitated a second planning session with City Council and staff, October 2023.
- √ **City of Dickinson, 2006, 2019, 2023**
 - Facilitated Council strategic goal setting, including developing vision and mission statements, as well as expectations for the City Manager, all adopted by City Council. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.
 - Conducted and coordinated a successful search for a new City Manager in 2006.
 - Facilitated the first ever session between the City of Dickinson, Galveston WCID#1 (the water and sewer service provider), the Dickinson Economic Development Corporation and the Dickinson Municipal Management District. This session allowed the groups to identify their respective responsibilities, identify common needs, and establish a commitment to work together on a regular basis for the good of the community.
 - Facilitated a planning session with Council and staff. Provided follow up services with staff for implementation plan. January-April 2023
- √ **City of Dumas, 2012-13**
 - Facilitated Council strategic goal setting session. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of goals set by Council.
- √ **City of El Campo, 2015-18**
 - Teamed with other consulting firms, Marsh Darcy Partners and Freese Nichols Engineering to develop Phase 1 update to the City's Comprehensive Plan. The Plan was originally completed in 2000. The update was conducted in two phases. Phase 1 completed July 2015. Phase 2 completed Fall of 2016. Phase 3 was completed Spring, 2017.
 - Facilitated a planning session with City Council and Community Development Corporation. January 2018.
- √ **City of Fairchilds, 2017-18**
 - Prepared a comprehensive Subdivision Ordinance for the City. This city has very little population and no full-time staff, yet developers are pursuing development in the city limits and its ETJ. 2017.
 - Providing follow up services on the Subdivision Ordinance. 2018
- √ **City of Fairview, 2018**
 - Facilitated sessions with a Council appointed committee, Community Resource Group (CRG) to discuss reasons why a recent bond election failed to pass, and what the next steps may be. Facilitated two sessions with a total of 50 people. March 2018. Facilitated follow up sessions in April with a joint session between Council and the CRG and additional sessions with CRG. April 2018.

- √ **City of Fulshear, 2016-17**
 - Facilitated a Council/Staff retreat in July and August 2016 with discussion on the governance model of the City Council and development of strategies and goals for the city.
 - Facilitated a second planning session with City Council and staff in 2017. July 2017.
- √ **City of Friendswood, 2022**
 - Facilitated a one-day planning session with the Community and Economic Development Committee. December 2021. Facilitated a follow-up session in March 2022.
- √ **City of Galveston, 2017**
 - Worked jointly with Alan Mueller of Marsh Darcy Partners to review the practices of the Galveston Building Department and make recommendations for improvements. April 2017.
- √ **City of Georgetown, 2021, 2022, 2023**
 - Facilitated a two-day planning session with the Mayor, City Council, and staff. January 2021.
 - Facilitated a second two-day planning session with the Mayor, City Council, and staff. December 2021.
 - Facilitated a third two-day planning session with Mayor, City Council, and staff. December 2022.
 - Facilitated a fourth one-day planning session with Mayor, City Council, and staff. December 2023.
- √ **City of Gladewater, 2009**
 - Facilitated a City Council Retreat in February 2009 with discussion on development goals for the City and City's management team. Program included a one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.
- √ **City of Goliad, 2012-13**
 - Made a presentation to the Goliad Management District Board and city staff regarding economic development considerations, special districts, their use, advantages, and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, October 2012.
 - Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 53 acres in the City. This agreement called for the reimbursement of funds expended by the developer for infrastructure improvements to be owned and operated by the City. December 2012
 - Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 30 acres in the City's ETJ. This agreement called for the reimbursement of funds expended by the developer for infrastructure improvements to be owned and operated by the City. December 2012.
 - Facilitated a session between the City Council and the Goliad Municipal Management District Board to review existing By-Laws and operating procedures and facilitate understanding and any changes they may need. July 2013.
- √ **City of Gonzales, 2008-10**
 - Facilitated a City Council Retreat in September 2008 with discussion on development of a governance model for the Council to follow, and goals for the City and City's management team. Program included a day and a half long retreat, goal setting and governance program for the City Council. I also met with staff to develop an Action/Implementation, which culminated in a report to City Council where they adopted the Plan.
 - Facilitated a second City Council retreat in October 2010. This retreat focused on Council relationships by reviewing temperament traits via the DISC temperament inventory, reviewed the status of strategies established in 2008 and set new strategies for 2011 and following. I met with staff following the retreat to assist them in preparing an Action/Implementation Plan.

- √ **City of Granbury, 2022, 2024**
 - Facilitated a day-and-a half planning session with the City Council and staff. April and May 2022.
 - Facilitated a second planning session with City Council and staff. January 2024.
- √ **City of Hitchcock, 2017-19**
 - Assisted Rathburn Planning & Consulting in reviewing the organizational structure and financial condition of the City of Hitchcock. The review and subsequent recommendations were designed to assist the city on a path of better efficiency in operations and management. January 2018.
 - Assisting the Mayor and staff on development of the 2018-19 City budget, and TIRZ administration. 2018.
 - Counseled Mayor on newly created City Administrator position and person selected on job description, benefits, and contract terms. 2019
- √ **City of Humble, 2018**
 - Facilitated a daylong planning session with Council and staff. Session includes establishment of a governance model, as well as establishing goals and priorities for the coming year. October 2018.
- √ **City of Huntsville, 2006-08**
 - In 2006 facilitated a staff leadership development program for the City Manager and his senior leadership team. Program includes a daylong retreat, goal setting and leadership program over ten sessions.
 - Facilitated a City Council Retreat in April 2007 with discussion on development of a governance model for the Council to follow, vision, mission, and strategic goals in association with the recently completed Comprehensive Plan.
 - Facilitated a second City Council Retreat in February 2008 to follow up on the activities of staff on the Action Plan, to determine if adjustments needed to be made to the strategies developed in 2007 and to identify additional items the Council and staff should focus on soon.
- √ **City of Hutto, 2021-23**
 - Facilitated a one-day Governance session focusing on Council leadership, communication, expectations, vision, mission, and values. October 2021.
 - Facilitated two half-day sessions reviewing the governance model and setting priorities for the upcoming fiscal year. March 2023.
- √ **City of Ingleside, 2017**
 - Facilitated a City Council planning session and provided follow up services with the staff to prepare an action plan. May 2017.
- √ **City of Iowa Colony, 2006-24**
 - Providing ongoing general city management consultation for Mayor and City Council. Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City Engineer of a new Design Criteria Manual for all city infrastructure. Oversaw the establishment of the City's Unified Development Code, including a sign ordinance, landscaping, lighting, zoning, subdivision, façade standards. Assisted in the creation of Investment Policies. Created a policy for the use of special districts. Assisted in the development and approval of various policies, ordinances and procedures to assist the city in its overall operations and management. Attends and prepares agendas for all City Council meetings.
 - Work includes assistance with development issues, including development and approvals of agreements with developers for Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
 - Assisted the City Council in analyzing the need for a Crime Control and Prevention District. Council appointed a Temporary Board. Worked with the Temporary Board to draft the required

two-year plan and budget. The voters approved the creation of the District in May 2009. Coordinated the meetings of the Board acting as their staff liaison. The district was not approved for extension in a required election in 2013. It was placed on the ballot again in 2018 and was once again approved. Served as administrator for the CCPD Board of Directors until the new City Manager was employed.

- Served as the administrator for Tax Increment Reinvestment Zone #2 and the Iowa Colony Development Authority from 2010-2024. TIRZ #2 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares and a 100+ acre city park. Phase 1 and 2 of the park is open. In 2018, the Authority issued \$8.4 million in tax exempt TIRZ bonds to repay developer for public infrastructure, based on value growth within the TIRZ boundaries. In 2019, the Authority issued \$4.1 million in tax exempt TIRZ bonds for the same purpose as in 2018. In 2020 the Authority issued \$3.865 million in tax exempt TIRZ bonds. In 2021 the Authority issued \$6.105 million in tax exempt TIRZ bonds for the same purpose as in 2018. In 2022, the Authority issued over \$5m in tax exempt TIRZ bonds. In 2023, the Authority issued over \$6m in tax exempt TIRZ bonds.
- Assisted in administration and reporting of a \$23,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
- Assisted in preparation of an Employee Handbook, implementation of their first computer-based accounting system financial policies, establishment of a police department and related policies and a municipal court. Assisted in the acquisition of the city's first web-based building permitting and inspection system. Established the first public works department. Established the city's first accounting management program, and the hiring of the first full time accountant.
- Assisted in adoption of the city's first tax rate in 2017.
- Prepared annual budgets 2014-15-16-17-18-19-20-21.
- Assisted the City in an annexation of a Municipal Utility District increasing population from approximately 1,500 to over 7,000. 2019.
- Facilitated the development of a Home Rule Charter coordinating the efforts of a fifteen-member Charter Commission. Charter approved by the voters in November 2020.
- Teamed with Marsh Darcy Partners to develop the city's first Comprehensive Plan, 2019-20.
- Served as the Interim City Manager because of the approval by voters of the City Charter. The Charter was approved for the Council-Manager Form of Government. November 2020
- Facilitated/coordinated the selection of the first full time City Manager. Council hired first full time City Manager, July 19, 2021.
- Honored to have the property designated for future municipal facilities as the Ronald E. Cox Municipal Center, July 2021.
- Facilitated a governance session with City Council. October 2021
- Facilitated a planning session with Council and staff. March 2022. Provided follow up services to develop a staff Implementation Plan, March, April, May 2022.
- Facilitated a planning session devoted to governance and the development of their first Capital Improvements Plan. January 2023.
- Facilitated a planning session with City Council and staff. March and June 2024.

√ **City of Kemah, 2015-19, 2021**

- Assisted Mayor and staff on administrative and management issues during the interim time in their search for a City Administrator, on a part time basis.
- Assisted in the review of applications for the City Administrator position and making recommendations to the Mayor and City Council during the search. Prepared revised organizational chart recommended an additional new position to reduce workload of City Administrator and allow that position to complete economic development activities.
- Coordinated the search for and selection of a newly created Community Services Director position.

- Coordinated the search for and selection of a City Secretary.
 - Studied and made recommendations regarding uses of Hotel/Motel and Type B sales taxes.
 - Provided governance and strategic planning session services in June 2016.
 - Assisted the Mayor in working with the Chief of Police to develop a three-year performance plan and outline expectations of the position in July 2016.
 - Met with Mayor and City Council to review the Governance Model established in 2016 and discuss progress on goals set in 2016. March 2019.
 - Met with Mayor, public attendees and Council members to facilitate a discussion about issues and challenges facing the city. August 2021
 - Met with staff to assist in interview for the Police Chief selection process. August 2021.
- √ **City of Kyle, 2022**
- Facilitated a day and a half planning session with City Council and staff. February 2022.
- √ **City of La Marque, 2018-19**
- Facilitated and assisted the City of La Marque in their search for a new City Manager. New City Manager successfully hired in March 2019.
- √ **City of La Porte, 2012-13, 2020, 2023**
- In association with Alan Mueller Management, conducted an internal review and audit of the Planning Department. The Department consisted of planning, engineering, building and code enforcement divisions. The review culminated in a report to the City Council with over 75 recommendations for policy, process, and governance changes. 2012.
 - In March 2013 facilitated a staff retreat. The City Council and staff had met previously for a strategic planning session. This session with the senior staff only was designed to establish the staff leadership model, as well as begin the framework for an implementation plan.
 - Facilitated a Council/staff planning session to identify, prepare and adopt an updated strategic plan with an implementation plan. March 2020
 - Facilitated a Council/staff strategic planning session to identify, prepare and adopt an updated strategic and implementation plan. March-June 2023
- √ **City of Lago Vista, 2014-17**
- Facilitated staff develop program for Executive Staff. Developed Leadership, Communication philosophy, as well as set the Core Values and Guiding Principles based on the City Manager's stated expectations. October 2014.
 - Facilitated Town Hall meeting to assist Council in providing a forum for citizens to discuss issues and the Council and staff to answer questions related to those issues. January 2015.
 - Facilitated a planning session with the City Council to confirm their governance model, as well as revise and refocus their strategic plan. Did follow up with staff on Action Plan. January - April 2015.
 - Facilitated a staff development session with City Manager's key staff. January 2017.
 - Facilitated a Council planning retreat in January 2017.
- √ **City of Lake Jackson, 2009-24**
- Providing consultation to the City Council, Planning Commission and City staff in the revision of the City's Zoning Ordinance to allow Master Planned developments. This revision is to the Planned Unit Development (PUD) section of the ordinance.
 - Assisted the City Council, Planning Commission and City staff in developing a Policy for the Use of Special Districts to assist the city in accepting projects that desire to use special districts as part of the development process.
 - Representing the City in negotiations with a developer for a master planned community. Assistance includes reviewing the plan as it relates to the PUD section of the Zoning Ordinance, and compliance with the Policy for the Use of Special Districts.

- Facilitated a City Council and staff planning retreat to refresh the Council’s Strategic Plan in February-March 2010.
- Facilitated a second City Council and staff planning retreat in January-February 2011.
- Facilitated a third City Council and staff planning retreat in January, February and March 2012.
- Facilitated a fourth City Council and staff planning retreat in January-February 2013.
- Facilitated a fifth City Council and staff planning retreat in January-February 2014.
- Facilitated a sixth City Council and staff planning retreat in January-February 2015.
- Facilitated a seventh City council and staff planning retreat in January-February 2016.
- Facilitated the eighth City Council and staff planning retreat in January-February 2017.
- Facilitated the ninth City Council and staff planning retreat in January-February 2018.
- Facilitated the tenth City Council and staff planning retreat in January-February 2019.
- Facilitated the eleventh City Council and staff planning retreat in January-February 2020.
- Facilitate the twelfth City Council and staff planning retreat in January-February 2021.
- Facilitated the thirteenth City Council and staff planning retreat in January-February 2022.
- Facilitated the fourteenth City Council and staff planning retreat in March 2023.
- Facilitate the fifteenth City Council and staff planning session in March 2024.
- Facilitated planning sessions for the Lake Jackson EDC in 2014, 2016, 2017, 2018, 2019.

√ **City of League City, 2006-09, 2015, 2020, 2023**

- Provided general municipal consultation to the City Manager, particularly the preparation of the Capital Improvement Plan (CIP) to the City Council.
- Facilitated a daylong goal setting retreat for the Mayor, City Council and Interim City Manager. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.
- Provided follow up with new City Manager on a consulting basis to assist him in his transition to the role from another city staff position.
- Facilitated a second day long retreat for the Mayor, City Council and City Manager in February 2009
- Facilitated a third follow up retreat for the Mayor, City Council and City Manager in March 2009.
- Facilitated a day-long community goals setting session (Town Hall setting) with follow up to staff. January 2015.
- Scheduled to facilitate a day-long session with the Capital Projects Management Team with an eye toward identifying goals and methods for improving the team’s ability to implement a multi-year capital projects program. (Project cancelled due to COVID-19)
- Facilitated a day long governance and planning session with City Council and staff. April 2023

√ **City of Leander, 2022**

- Facilitated a day-long session establishing a governance model, including leadership, communication, expectations, vision, and mission. January 2022.
- Facilitated a day-long planning session with Council and staff. Met with staff to prepare an Implementation Plan. March, April, and May 2022.
- Reviewed and made recommendations based on a Council driven survey to the City’s executive team. The Council had determined their expectations of each other and what they believed the expectations of staff to be and asked the executive team to be surveyed on whether they meet their own expectations. July 2022.

√ **City of Liberty, 2021**

- Facilitated a planning session with City Council and staff. Completed in April 2021.

√ **City of Manvel, 2006-18**

- Provided general city management consultation for Mayor and City Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City

Engineer of a new Design Criteria Manual for all city infrastructure. Created a policy for the use of special districts.

- Provided consultation and administration on Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
- Participated as a part of a team of consultants in the preparation of a new Comprehensive Plan for the city that was adopted in January 2008. My work focused on the development of the Governance Element of the Comprehensive Plan, assisting the City Council and staff in identifying policy and administrative needs of the City as it continues to grow and expand.
- In 2010, prepared a successful grant application for a Justice Assistance Grant (JAG) in the amount of \$68,000 from HGAC for three patrol vehicles to replace vehicles in the city's aging fleet. In 2012, prepared a second successful grant application for JAG in the amount of \$72,132 for replacement of all vehicle laptops and a digital fingerprinting system called LiveScan.
- Worked with a fifteen-member Charter Commission appointed by the Manvel City Council to draft the City's first City Charter. The Charter was adopted in May 2011.
- Assisted in administration and reporting of a \$43,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
- Served as Interim City Manager in 2011 assisting the City Council in the transition to the Council/Manager Form of Government in accordance with Charter requirements.
- Successfully facilitated the recruitment and selection of the city's first City Manager in accordance with Charter requirements. City Manager hired January 2012.
- Served until late 2018 as the administrator for Tax Increment Reinvestment Zone #3 and South Manvel Development Authority. TIRZ #3 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares, a major overpass over the railroad tracks and parks and open space.
- Facilitated a planning retreat for the Mayor and City Council with follow up services provided to the city staff. May 2017.

√ **City of Marshall, 2024**

- Facilitated a one-day governance session with the city staff. December 2024.

√ **City of Midland, 2009**

- Facilitated a daylong retreat with the City Manager and senior staff to develop a leadership philosophy for the upcoming budget and to develop the team approach for the new City Manager in March 2009.
- Facilitated a two-day retreat with the City Council, City Manager and senior staff to discuss governance for the Council and assist the Council in setting long-range goals and short-term budget priorities in March 2009.

√ **City of Mission, 2012**

- Facilitated a city staff retreat focusing on staff development, including developing a mission statement, leadership principles, strategic goals and objectives for the staff in February, with a follow-up session with staff in April 2012.

√ **City of Mont Belvieu, 2018-2020**

- Prepared a Staffing and Growth Plan for Council adoption. Plan established benchmarks for growth in services and staffing from this point through build out of the community. Completed September 2018.
- Facilitated a planning session with Mayor and City Council and key staff with follow-up services to the staff for implementation in July 2018.
- Facilitated a second planning session with Mayor, Council, and staff in June 2019.
- Facilitated a third planning session with Mayor, Council, and staff in October 2020.

- √ **City of Montgomery, 2008-10, 2022**
 - Facilitated a City Council retreat focusing on long-range goals and principles of governance for the City in May 2008.
 - Assisted the city in working with an area developer to include the land to be developed in the City's ETJ.
 - Facilitated a second daylong Council retreat assisting the Mayor and Council in recommitting to their principals of governance, reviewing the status of goals set in 2008 and setting new strategies and goals for the staff, June 2009.
 - Facilitated a third daylong Council retreat assisting the Mayor and Council in reviewing their previous goals and strategies in June 2010.
 - Facilitated a daylong Council planning session with the Mayor, Council and staff to revive their strategic plan. September 2021.
 - Facilitated a second daylong Council/staff planning session to complete vision, mission, guiding principles and refine the strategic plan. June 2022.
- √ **City of Morgan's Point Resort, 2013**
 - Facilitated a City Council retreat focusing on long-range goals, and principles of governance for the City in July 2013.
- √ **City of Nacogdoches, 2024**
 - Facilitated a governance and planning session for the City Council and staff. October 2024
- √ **City of Nassau Bay, 2008, 2022**
 - Assisted the City Manager in reviewing procedures and creating information packet on disaster recovery issues, particularly on calculating substantial damages to structures following Hurricane Ike. Provided additional follow up to calculate the costs to the City should a decision be made to buy out properties that are substantially damaged.
 - Facilitated a day-long planning session with the Tourism Committee and staff. February 2022. Provided follow up with staff to prepare an Implementation Plan. March 2022
- √ **City of Navasota, 2012-13, 2021**
 - In association with Marsh Darcy Partners, prepared an Economic Development Policy that focused on the use of economic development tools including the use of special districts. Approved February 25, 2013.
 - Facilitated a planning retreat for the Mayor and Council and staff in February 2021.
- √ **City of Northlake, 2012, 2023**
 - Made a presentation to the City Council and staff regarding special districts, their use, advantages, and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, June 2012.
 - Facilitated a daylong City Council and staff planning session. November 2023.
- √ **City of Oak Ridge North, 2019-20**
 - Provided mentoring services to the Interim City Manager to assist in her preparation for the permanent position. She was subsequently appointed City Manager. September 2019.
- √ **City of Pearland, 2007**
 - Worked with the city staff to prepare a Policy for the Use of Special Districts. This policy was adopted by the City Council and outlined the policies Council will follow when considering applications for municipal utility districts, tax increment reinvestment zones, and other type special districts.
- √ **City of Pflugerville, 2015**
 - Prepared an Economic Development Policy for the City. Working with a staff Committee, the City outlined the purpose for economic development in the City, developed its goals and areas of emphasis for seeking and negotiating with others for economic development projects, and establishing a policy for the use of special districts within the City and its ETJ. September 2015.

- √ **City of Pilot Point, 2019**
 - Facilitated and provided follow up services a planning session with the Mayor and City Council. February 2019
- √ **City of Port Lavaca, 2011-12, 2013-15**
 - Facilitated a one-day retreat in January 2012 for city staff focusing on leadership principles, identifying challenges, and developing a plan of action for staff to resolve those challenges.
 - Facilitated a combined council/staff retreat developing the Council’s leadership principles and developing a strategic plan. Worked with the staff on developing an implementation plan. The combined council/staff strategic plan was adopted by City Council as the combined plan of action for the city. Council approved the Strategic Plan in May 2012.
 - Facilitated a ½ day session with the city staff on leadership principles. The focus of the discussion was to develop a leadership plan using the book “On My Honor, I Will...” by Randy Pennington in August 2013.
 - Facilitated a full day workshop with city staff on leadership principles. The focus of the discussion revolved around the principles in the book “Overcoming the Five Dysfunctions of a Team”, by Patrick Lencioni in February 2014.
 - Facilitated full day staff retreat focusing on issues and challenges related to the development of the Comprehensive Plan. May 2015.
- √ **City of Richwood, 2007-08, 2016-19, 2023**
 - Facilitated a Council and staff retreat focusing on long range strategic planning for the city.
 - Provided general city management consultation for Mayor and City Council and staff.
 - Facilitated and led a search for the new City Manager upon the retirement of the City Manager. Successfully completed search with the hiring of a new City Manager in January 2017.
 - Facilitated a planning session with City Manager, Mayor and City Council in April 2017. Provided follow up services to the City Manager and staff to prepare an implementation plan. Made final report to the City Council.
 - Facilitated a second planning session with the City Manager, Mayor and City Council in June 2018.
 - Facilitated a third planning session with Mayor, City Council and City Manager in May 2019.
 - Assisted the City Council in conducting a gap analysis for the Interim City Manager suitability for the City Manager position. August 2019.
 - Facilitated a governance session for City Council training. June 2023.
- √ **City of Rockport, 2014**
 - Facilitated a daylong planning retreat with the City Council and staff. Focus will be on long range strategic planning and working with the city staff to provide a plan for implementation of identified strategies. January 2014.
- √ **City of Rosenberg, 2007-08, 2017**
 - Provided technical assistance to City Manager and staff regarding development issues including consultation on Municipal Utility Districts, Tax Increment Reinvestment Zones and development ordinances and regulations.
 - Facilitated a series of meetings with the code enforcement and inspections staff and supervisors to focus on their mission and customer service issues.
 - Facilitated a planning workshop with the Rosenberg Economic Development Corporation for long range strategic planning in 2008.
 - Scheduled to facilitate a governance workshop with Council, March 2017.
- √ **City of Round Top, 2023-24**
 - Provided technical assistance to the City Council and staff as they prepared a strategic plan through a full community planning process. March 2023 – June 2024.
- √ **City of San Marcos, 2016**

- Facilitated a two-day Council Visioning Retreat with City Council, City Manager and City Management team. January 2016.
- Facilitated one day follow up session with City Council, City Manager and City Management team. Verified strategies and policy initiative established in the January meeting. Completed final report. May 2016.

√ **City of Sandy Point, 2006-09, 2015, 2018, 2019**

- Providing ongoing general city management consultation for Mayor and City Council. Work includes assistance with development issues, including consultation on Municipal Utility Districts and Tax Increment Reinvestment Zones.
- Assisted the City Council in the development and adoption of a land use and zoning plan and map, a Zoning Ordinance, a Policy for the Use of Special Districts and other general municipal issues.
- Assisted the City in determining the optimum property needed for the City for a City Hall, park and other uses anticipating the City's growth. 2015.
- Assisted the City in revising their zoning classifications, as well as identifying a common ETJ boundary between Iowa Colony and Sandy Point to avoid future conflicts. 2019

√ **City of Sealy, 2006-08, 2013-14**

- Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager and staff. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council. 2007
- Facilitated a Work Session discussion with the Mayor and City Council on governance, focusing on the relationship between the Mayor, Council and City Manager and staff.
- Assisted with development issues, including consultation on Municipal Utility Districts and Tax Increment Reinvestment Zones, and others special financing districts and agreements.
- Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager, and staff in November 2013. Provided follow up services to develop an implementation strategy with staff.

√ **City of Seabrook, 2008-09, 2014-18, 2021, 2023**

- Facilitated a retreat in concert Marsh Darcy Partners, for the Seabrook Economic Development Corporation. This retreat focused on the mission and priorities of the SEDC for 2008-09.
- Facilitated a daylong planning retreat in April 2014 for City Council and staff. The session defined their governance model, vision and mission, and set strategies for the future. Worked with staff on preparation of an implementation plan.
- Facilitated a second daylong planning retreat in April 2015 for City Council and staff.
- Facilitated a third daylong planning retreat in April 2016 for City Council and staff. Worked with staff to prepare implementation plan.
- Facilitated a fourth daylong planning retreat in July 2018 for City Council and staff.
- Facilitated a day-long governance session for Council. November 2022.
- Facilitated a day-long planning session for Council and staff. Provided follow up services to assist staff in development of an implementation plan. February 2023.

√ **City of Schertz, 2024**

- Facilitated a day-long planning session. February 2024.

√ **City of Shenandoah, 2006-08**

- Facilitated a staff leadership development program for the City Manager and senior leadership team. Program included a daylong retreat, goal setting and action plan, and leadership program over ten sessions. The leadership program was based on the book "On My Honor, I Will..." by Randy Pennington.
- Facilitated two one-half day retreats with the City Council discussion the city's vision, mission, and goals for their future in 2006-7.

- √ **City of Shoreacres, 2012-13**
 - Facilitated a Council orientation session in June 2012 focusing on the governance model for the Mayor and City Council. This session to focus on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Administrator and his staff.
 - Provided coaching services to the Mayor to assist her in managing her duties as Mayor in her day-to-day activities, as well as managing the meetings in a more efficient manner.
 - Facilitated a planning retreat in late June 2012 for the City Council and City staff. Council established their governance model and strategic objectives for the coming year.
 - Special project to revise the administrative disciplinary procedures for the City, March 2013.
 - Prepared salary survey for selected positions, May 2013.
- √ **City of Spring Valley, 2017**
 - Engaged by the City to provide search services for a City Administrator. City Council hired their interim City Administrator to the full-time position. Assisted the Mayor and Council in determining fair compensation for position. Facilitated a session with the Mayor, City Council, City Administrator to define a governance model and expectations for moving forward as a team. June 2017.
- √ **City of Simonton, 2019-20**
 - Facilitated a day-long planning session with the City Council and Economic Development Corporation and assisted staff in the implementation phase of the session. 2020.
- √ **City of Stafford, 2024**
 - Facilitated a governance session with the City Council establishing their leadership, communication, expectations, vision and values. December 2024
- √ **City of Texas City, 2024**
 - Facilitated a session with the staff on leadership. December 2024
- √ **City of Tomball, 2016, 2019**
 - Facilitated one-day planning retreat with Mayor, City Council, and key staff. March 2016.
 - Facilitated a second planning process for Mayor, City Council, and key staff. June 2019
- √ **City of Victoria, 2012-15**
 - Provided ongoing consulting services related to the development of a Municipal Utility District and related agreements.
 - Development of a policy for the use of special districts, adopted in August 2013.
- √ **City of Vinton, 2015**
 - Facilitated planning retreat for City Council. Sessions included establishment of governance model, as well a establishing goals and priorities for the coming year. March and April 2015.
- √ **City of Waller, 2007-12-14**
 - Providing ongoing assistance for community development issues, including consultation on policies and procedures for the use of Municipal Utility Districts and Tax Increment Reinvestment Zones, and others special financing districts and agreements.
 - Facilitated a planning retreat in August 2012 for the City Council and staff focusing on implementation and updating of various plans already approved and setting priorities for the next five years.
 - Facilitated a second planning retreat in July 2014 for City Council and staff focused on reviewing the 2012 Strategic Plan, adjusting and developing a 2014 Strategic Plan.
- √ **City of Westlake, 2012-14**
 - Provided facilitation services for a series of staff development and leadership sessions based on the High-Performance Organization model with the City Manager and the leadership of the Westlake Academy. Westlake Academy is a city operated Charter School, which utilizes the

International Baccalaureate (IB) World curriculum. Initial session was conducted September 30, 2012.

- Facilitated governance session with the City Council in May 2013.
- Facilitated governance session with the City Council again in May 2014.

√ **City of Wichita Falls, 2024**

- Facilitated a planning session for Mayor, City Council and city management. January 2024.

√ **City of Willis, 2013-16, 2018-19**

- Facilitated a Council planning retreat January of 2013. This retreat focused on the governance model, as well as developing a series of strategies for the future. A staff implementation plan was developed.
- Facilitated a planning retreat in July 2014 with the joint boards of the 4A and 4B economic development corporation boards.
- Facilitated a refresh planning session for the EDC in 2018.

√ **City of Yoakum, 2014**

- Facilitated two half-day sessions with the City Council in retreat setting in March 2014. The session focused on the Council's governance model and setting strategies and goals for the upcoming year. Worked with the staff in follow up to the retreat to develop a framework for the implementation of the strategies and goals.

Special Districts and/or Associations

√ **Copperas Cove Economic Development Cooperation, 2011**

- Facilitated a Board Retreat in March 2011 with discussion on development goals and strategies for the Board and the CCEDC management team. Program included a one-day retreat, strategy setting and for the Board and work with the CCEDC staff to develop an implementation plan.

√ **Richmond Development Corporation, 2012-13**

- Facilitated a retreat with the Board of the RDC. This retreat focused on the governance model they agreed to use in their efforts and preparation of the first ever Strategic Plan. Followed up with the City staff working to develop an Action Plan for the Strategic Plan.

√ **Lake Jackson Economic Development Corporation, 2015-19**

- Facilitated Economic Development Corporation planning session to define, Mission and Goals. Session 1, October 2014. Session 2, January 2015.
- Facilitated a follow up planning session for the Economic Development Corporation, August 2016.
- Facilitated third planning session for EDC, August 2017.

√ **Willis Economic Development Corporation, 2014 and 2018**

- Facilitated a planning session with the two Willis Type A and Type B corporations. The Willis Community Development Corporation (Type B) and the Willis Economic Development Corporation (Type B). Facilitated a combined planning session. Each Corporation prepared a Mission statement unique to their respective mission, goals and strategies unique to their organizations.
- Facilitated a second planning session with the Willis Economic Development Corporation (Type A) in October 2018.

√ **Gulf Coast Authority (formerly Gulf Coast Waste Disposal Authority), 2018-19**

- Facilitated a day-long planning session with the Board. The primary goal was to establish a governance model for the Board. October 2018
- Facilitated a second session reviewing the governance model and setting short- and long-term goals for the Board. October 2019

√ **Gulf Coast Water Authority, 2012-18**

- Provided personnel services. In association with Davidson and Associates, revised and adopted a new Employee Handbook (Personnel Policies) with Administrative Procedures; prepared and adopted an Employee Pay Plan; prepared a Certificate and Incentive Pay Policy; provided training to employees on the above documents and on employment law issues; updated Performance Review policies and procedures including a pay for performance plan and revised evaluation forms.
- Reviewed and revised all job descriptions. 2015.
- Prepared a Succession and Organizational Development Plan. Utilized a specially appointed employee planning team to identify issues and develop solutions to the need for a succession plan and organizational development for leadership in the organization. 2014-2015
- Facilitated Board retreat in June 2013, January 2014, July 2014, July 2015, June 2016.
- Prepared updated job descriptions for all employment positions. 2015.
- Began the process for preparing an Organizational and Facilities Needs Plan. First phase of project to meet with Accounting Department staff and develop a organization plan identifying major responsibilities of the department and assisting the staff in defining roles of staff and identifying what new staff might be needed. 2015-16.
- Facilitated a staff planning retreat in March 2016.
- Facilitated the creation of a Deputy General Manager position with the General Manager and Board in April 2016.
- Facilitated and coordinated the successful search and selection of the Assistant General Manager (General Manager select). December 2017.

√ **U.S. Attorney's Office, Southern District of Texas, 2009-11**

- Provided expert witness services to the U.S. Attorney's Office related to Tax Increment Reinvestment Zones (TIRZ) related to a federal lawsuit.

√ **Bay Area Transportation Partnership, 2010**

- Facilitated in concert with Marsh Darcy Partners a one-half day retreat with member of Bay Tran in August 2010. This retreat focused the participants in identifying transportation issues within the Bay Tran service area as a first step in preparing a Legislative Agenda for the organization.

√ **Texas Coalition for Affordable Power, 2011-12, 14**

- Facilitated a two-day retreat with the Board and Executive Director of TCAP in September 2011. This retreat focused on organizational needs of the new organization, expectations of the Board and staff, and strategic goals designed the start the organization on the right path for success. Provided follow up services to the staff assisting in the preparation of an implementation plan for the strategies.
- Facilitated a second one-day retreat with the Board and Executive Director of TCAP in September 2012. This retreat focused on providing follow up to the Board and staff confirming the organization and leadership expectations, guiding tenets and vision statement. In addition, the Board reviewed the strategies, developed revised and new strategies, assigned the strategies to Board committees for oversight of implementation, and heard committee reports.
- Facilitated a third one-day retreat with the Board to update their strategic plan and focus on specific issues identified by the staff and planning team. November 2014.

√ **Texas Municipal League Intergovernmental Risk Pool, 2014-24**

- Facilitated a daylong retreat with the Risk Pool Board and staff. Focused on strategies dealing with several long-term issues and challenges before the Board. January 2014. Provided follow up services to the staff to develop the implementation plans resulting from the retreat.
- Facilitated a daylong planning and training retreat for the Board. January 2015.
- Facilitated a daylong planning retreat for the Board. January 2016.
- Facilitated a daylong planning retreat for the Board. January 2017.

- Facilitated a daylong planning retreat for the Board. January 2018.
 - Facilitated a daylong planning retreat for the Board. January 2019.
 - Facilitated a daylong planning retreat for the Board. January 2020.
 - Scheduled to facilitate planning retreat for the Board. January 2021. (Cancelled due to COVID-19 pandemic).
 - Facilitated a daylong planning retreat for the Board. January 2022.
 - Facilitated a daylong planning retreat for the Board. January 2023.
 - Facilitated a daylong planning retreat for the Board. January 2024.
 - Facilitated a daylong planning retreat for the Board. January 2025.
- √ **Harris Galveston Subsidence District, 2013**
- Provided facilitation and search services to assist the Board of Directors in the selection of a General Manager to replace the retiring General Manager after over 30 years of service. April-August 2013.
- √ **Texas Association of Water Board Directors, 2015**
- Provided facilitation services and follow up services to assist the Board of Directors in establishing their long-range plan and governance model. This Texas Association consists of Board members from water, municipal and other special purpose districts.
- √ **Texas Municipal League – Executive Management Team, 2016, 2017**
- Facilitated a day and a half planning retreat for the TML staff, December 2016.
 - Facilitate a day and half planning retreat for the TML staff, December 2017.
- √ **Sander Engineering, 2017**
- Provided consulting services to assist the firm in determining its governance model and succession plan for the future of the firm.
- √ **Galveston County Water Control and Improvement District (WCID) #1, 2018, 2023**
- Successfully provided and completed search services for the General Manager position, September 2018.
- √ **Fort Bend Municipal Utility District 131, 2021**
- Facilitated a one-day planning session and follow-up services with the Board of Directors. January 2021.
- √ **Friends of Downtown Friendswood Association, 2021**
- Facilitated a half-day session with the Board of Directors of this nonprofit association, setting a clear vision, and process for moving the organization forward. April 2021
- √ **Friendswood Historical Society, 2021, 2025**
- Facilitated a half-day session with the Board of Directors of this nonprofit association, reviewing the mission and establishing a work program and strategy for 2021. June 2021
- √ **VARC 2022**
- Facilitated a day long planning session with the leadership of VARC. January 2022.
 - Facilitated a second session with staff focusing on the DISC temperament inventory. March 2022.
- √ **Texas City Management Association 2023**
- Facilitated a day-long planning session with the TCMA Board, Committee Chairs. April 2023

Other Presentations and Programs

- √ **GFOAT, 2015**
- Presentation with League City Finance Director regarding special districts and their role in city government. September 2015
- √ **HGAC, 1995-2024**
- Provided presentations annually since 1995 at the HGAC Newly Elected Officials Workshop discussing roles and responsibilities of elected and appointed officials and other governance principles.

- √ **International City/County Management Association (ICMA), 2020**
 - Participated in a training webinar on Council-Staff Relationships, May 2020
- √ **National League of Cities – Risk Information Sharing Consortium (NLC-RISC), 2016**
 - Provided facilitation services at two sessions of the NLC-RISC National Trustees Conference in San Antonio, May 2016.
- √ **TCMA, 2012, 2014, 2015, 2016, 2017, 2018, 2020, 2022, 2023-24**
 - Provided a presentation on balancing work and family life to participants at the TCMA King Cole Workshop, March 2012.
 - Participated in a panel presentation on special districts and their role in city government to city management participants at the TCMA Annual meeting, June 2012
 - Planned for discussions with the City of Westlake on the development of their staff using the High-Performance Organization model. June 2014.
 - Presentation to the City Manager’s Problems Clinic, Salado, Texas on the transition of a city manager into consulting and retirement. February 2015.
 - Presentation on Succession Planning to City Manager’s Problems Clinic, February 2016.
 - Presentation on Succession Planning to TCMA Annual Conference. June 2016.
 - Facilitated session with past Presidents of TCMA at TCMA Annual Conference. June 2017.
 - Presented a session on Council-Manager Relations at TCMA Annual Conference, June 2018.
 - Presented a session on Council-Manager Relations to the TCMA Region 8 City Managers in Alamo Heights, September 2018
 - Scheduled to present a session on leadership to the King Cole Workshop, March 2020 (cancelled due to COVID-19).
 - Presented at ICMA/TCMA coaching webinar on Managing and Mastering Council Staff Relations, along with two other presenters (audience approximately 300), May 2020.
 - Presented at the 2022 TCMA Annual Conference to discuss planning and strategic sessions in small cities throughout Texas. June 2022
 - Member Professional Development Committee, 2011-18.
 - Member TCMA 100-year anniversary planning committee. Serving on the TCMA 100 Year Video Subcommittee. 2023-26
 - Facilitated the bi-annual Strategic Planning process for the TCMA Board and staff. April 2023
- √ **TML, 2015, 2019**
 - Presentation at TML Annual Conference with Mayor of Kilgore, and City Manager of Kyle regarding the development of high functioning City Council/City Management relationships providing practical tips for working better together as a team. September 2015.
 - Presentation at TML Annual Conference with Mayor and Council of Hallsville, City Manager of Navasota on hiring city managers in small cities. October 2019.
- √ **Lorman Seminar, 2012**
 - Participated in a panel presentation on special districts and their role in city government to participants at a Lorman sponsored seminar, July 2012. Participants in the seminar included attorneys, developers, city government and others.

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H11

AGENDA SUBJECT: Consider Resolution 2025-20 setting a date and time for the May Budget Meeting.

Department/Prepared By: Austin Bless, City Manager **Date Submitted:** March 6, 2025

EXHIBITS: Resolution No. 2025-20

BACKGROUND INFORMATION:

Staff is requesting Council to set a date and time for the May budget meeting. The May meeting is the time where the City Council sees the high-level budget changes that are likely to be put forward by staff. Council provides information on their priorities for the upcoming fiscal year and what they want to see.

The last few years we have done this before and after the May Council meeting. If Council would like to do it that way again, we can do so, or if Council would like to do this on a different week day or weekend that would work as well.

At this point the biggest topics will surround the city campus project, city pool, and major CIP projects. As we discuss these projects it also will require discussion around how they are funded and what funding implications mean to other city services and the tax rate.

In the past this has occasionally been done before the new city council members have been sworn into office. The councilor-elects have been invited to be an active participant in the meeting. This has worked well and allows for more flexibility in the meeting date. With the election to be held on May 3rd, and the need to have this budget meeting before May 17, setting the date and time now would allow for all parties to plan appropriately.

RECOMMENDED ACTION:

Motion: To approve Resolution 2025-20 setting a date and time for the May Budget Meeting.

RESOLUTION NO. 2025-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SETTING THE DATE AND TIME FOR THE MAY BUDGET MEETING.

WHEREAS, the City Council holds an annual budget meeting in May to review high-level budget changes proposed by staff and to provide guidance on priorities for the upcoming fiscal year; and

WHEREAS, this meeting allows for discussions on key budget topics, including the city campus project, city pool, major capital improvement projects, and the financial implications of these initiatives on city services and the tax rate; and

WHEREAS, with the municipal election scheduled for May 3, 2025, and the need to conduct the budget meeting before May 17, 2025, establishing a date and time now will allow for proper planning and participation by all involved parties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

SECTION 1. The City Council hereby sets the date and time for the May Budget Meeting as _____ to review budget priorities and provide direction for the upcoming fiscal year.

PASSED AND APPROVED this 17th day of **March**, A.D., **2025**.

Bobby Warren, Mayor

ATTEST:

Courtney Rutherford, City Secretary

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: March 17, 2025

AGENDA ITEM: H12

AGENDA SUBJECT: Discuss and take appropriate action regarding the City Pool.

Dept./Prepared By: Austin Bless, City Manager **Date Submitted:** February 25, 2025

EXHIBITS:

BACKGROUND INFORMATION:

Several Councilors have asked that this item be placed on the agenda in order to give City Council an opportunity to further discuss the desires of City Council as they relate to the City Pool.

RECOMMENDED ACTION:

MOTION: Discuss and take appropriate action regarding the City Pool.

CITY COUNCIL MEETING PACKET FOR THE MEETING TO BE HELD ON MARCH 17, 2025