

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 13, 2017 AT 9:00 A.M. IN THE CITY OF JERSEY, FIRE DEPARTMENT TRAINING ROOM, 16501 JERSEY DRIVE, JERSEY VILLAGE, TEXAS.

**The meeting was called to order by Mayor Ray at 9:00 a.m. with the following present:**

Mayor, Justin Ray	City Manager, Austin Bless
Council Member, Andrew Mitcham	City Secretary, Lorri Coody
Council Member, Greg Holden	
Council Member, Sheri Sheppard	
Council Member, Gary Wubbenhorst	

Council Member, C. J. Harper was not present at this meeting. Council Member Elect, Bobby Warren, was not present at this meeting.

**A. FY 2017-2018 COUNCIL/STAFF BUDGET RETREAT**

**1. Overview and Departmental Information**

City Manager, Austin Bless, presented the overview and departmental information. He began the overview with information on the following:

- Revenue and Expenses;
- Property Tax Collections;
- Taxable Assessed Valuation;
- Sales Tax Revenue Collections; and
- Revenue vs Expenses.

Next he outlined several areas for change in FY 2018 as follows:

- Flood Study Results.
- Health Insurance premiums could be in the 15% - 18% range.
  - 3 Large claims so far, compared to 3 large claims all last year.
  - TML says average increase will be double digits, and we are running above average.
  - We can look at different plans from TML.
- Salary adjustments to ensure market competitiveness.
- Electric savings of about \$39,000.
- Staff openings that may not be filled.

In completing the overview, City Manager Bless continued the presentation with departmental information as follows:

**IT Department**

- |  |           |
|--|-----------|
| ➤ IT Services / IT Staffing            | \$ 76,000 |
| ➤ Network Security Assessment          | \$ 20,000 |
| ➤ Intrusion Detection System / Service | \$ 10,000 |
| ➤ Larger Backup System Needed          | \$ 6,000  |
| ➤ Replace Video Surveillance System    | \$ 12,000 |

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➤ Enhance Remote Access	\$ 8,000
➤ Software Maintenance Increases	\$ 5,000
➤ PD 2nd Tier Network Storage	\$ 3,000
➤ Firewall/Network Redesign	\$ 9,000
➤ Video Arraignment	\$ 4,000
TOTAL	\$143,000

Council engaged in discussion about data backups being accomplished in the cloud. IT Director Blevins stated that the cost may be prohibitive but it is worth taking a look to see if it is competitive. In connection with same, cyber security was discussed.

City Manager Bless continued his presentation with the following departmental information:

**Police Department**

- Staffing levels should be analyzed within the next few years to ensure the department is staffed appropriately.
- Compensation levels need to be examined so we do not lose young officers to other departments.

**Communications**

- Wages need to be evaluated. Large amount of turnover.
- Consider adding another dispatcher to allow the Communications Supervisor to actually be a supervisor and provide necessary training to the department.

**Fire Department**

- High Water Truck Lift System- \$10,000.
- Salary Adjustments – Part time Staff 2.00/hour \$18,000/year.
- Cardiac Monitors – Funding was approved but never added.
- Portable Radio Batteries – We purchased half in FY17 and will buy the other half in FY18. Total \$4,500.

**Public Works**

- \$5,000 for Electronic Regulations – Building Official.
- \$10,000 for Increase Chemicals (LAS/Chlorine).
- \$20,000 for Outsource Vehicle Damage.
- \$2,500 - 2 Computers (1 Mechanic Helper, 1 Utilities Administration).

Council engaged in discussion about the cost for repairs to city vehicles. Public Works Director Hagerich explained that there have been quite a few accidents causing damage to City vehicles and while most of the accidents were not the fault of the City employee, there are still costs associated with repairing these vehicles.

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**Golf Course Clubhouse**

- A/C in Pro Shop - \$9,000.
- Patio furniture and umbrellas - \$5,000.
- Roof leaks in clubhouse - \$15,000 for spot treatment or \$26,000 for entire roof.
- Grease Trap at Grill - \$8,000.
- Building Drainage Improvements - \$3,000.
- Reclassification of Head Golf Pro Position - \$20,000.

Council engaged in discussion about the reclassification of the Head Golf Pro position and had concern for the amount of increase being requested in connection with the amount of additional responsibility.

Council also discussed the Golf Course Clubhouse in general and in connection with the Comprehensive Plan and the Capital Improvements Plan projects. Some felt that the Clubhouse needs renovations so that it can be used for a broader purpose in serving the community. They also discussed the need to renovate the kitchen area. Currently it is not efficient, and is more of a snack bar facility rather than a restaurant. There was also discussion that the drop down ceiling needs to be removed and more space needs to be provided for special events.

As part of the discussions for renovations, a modular plan for doing the work in phases was discussed. Also there was discussion if the market will support these renovations/changes. Some felt that the Clubhouse is for golfers; and therefore, Council should only consider the golfing arena when making improvements. Some members felt that the improvements must benefit the golf experience while others felt that the improvements should benefit both the golfer and the community.

There was support for the phased approach in order to gauge community interest and spread the cost of the improvements over time. Some felt that it will be important to first research if the investment in the renovations will be supported by increased use/revenues. Accordingly, Council would like to see a renovations plan that includes cost figures and funding sources for discussion during the July 2017-2018 budget meeting.

**Golf Course**

- Irrigation repair/relocation - \$5,000.
- Additional sand for fairways - \$8,000.
- Conversion of 2 EPT to FT in maintenance - \$7,500.
- Bunker Renovation (4.25/s.f.) - \$25,500.
- Ant treatment for course – \$2,500.
- Chipping Green enlargement - \$4,000.
- Tree moving from onsite tree farm to course - \$7,500.
- Maintenance Shop Septic System - \$30,000.
- Water Ph stabilizing system - \$27,000.

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Council engaged in discussion about the tree moving project. Parks Director Terrell explained that there are about 40 trees that are at the stage where they need to be moved before they get too big.

**Facilities – City Hall**

- Re-shingle roof over front entry/PW/Mail rm. Minor misc. roof repairs - \$15,000.
- City Hall A/C system for entry/PW/Mail rm. - \$35,000.
- Rooftop Heater - \$6,000.
- A/C Shutoffs (electrical) - \$3,000.
- Total of \$59,000.

**Facilities – Fire Department**

- Heater Replacement - \$10,000.
- Two older A/C Replacements - \$20,000.
- Garage door mechanism repairs - \$10,000.
- Fire bay paint - \$21,000.
- Roof leaks/tiles - \$5,000.
- Re-seal older windows - \$2,000.
- Total \$68,000.

**Facilities – Police Department**

- Fire system Repair/Replacement – \$20,000.
- A/C Replacement - \$13,000.
- Total \$33,000.

**Facilities**

- FT Facilities Maintenance Manager Position - \$75,000 (includes benefits).
- Fire System Inspections - \$3,000.
- Backflow Inspections - \$1,200.
- Carpet cleaning (all buildings)- \$3,000.
- City Hall and Taylor Rd. construction planning.

Council engaged in discussion about the request for a FT Facilities Maintenance Manager Position for \$75,000. Some members did not think that the City needed this position. This led to discussion about the request for adding staff and the recurring cost that comes with the additions. There was concern and Council would like a comparison with other cities of our size in terms of staffing structure. Additionally, Council wants more information about future staffing needs.

**Parks**

- Play Boat Replacement at Carol Fox Park - \$65,000.

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- Parks and Trails Master Plan - \$89,000.
- Backflow inspection (\$75-\$100 ea.) - \$3,000.
- Moving Administration budget from Golf Course to General Fund - \$62,381 (includes all benefits).
- 525 Gallon water trailer for watering non-irrigated parks and trees - \$10,000.
- Pier/Bridges at Detention Pond – water access/fishing.
- Replaster/Repair Plaster at Swimming Pool.
- Repair existing asphalt trail.
- City Hall and Taylor Rd. construction planning.
- PD – Replace older A/C units (one per year @ \$7,000 ea.).
- FD Painting – office spaces and common areas.
- FD – Second floor Toilets.
- FD - Replace water heaters.

Council discussed the Parks and Trails Master Plan and its connection with the projects listed in the Comprehensive Plan. There was also discussion about moving the Administration Budget from the Golf Course to the General Fund. Parks Director Terrell explained that administrative costs associated with the Golf Course are currently paid out of the Golf Course Fund and should be paid out of the General Fund, which led to discussions about changing the Golf Course Fund from an Enterprise Fund to a Special Revenue Fund. Finance Director Kato explained that this question was posed to the City’s auditors and they did not recommend the change. There was discussion that such a change from an Enterprise Fund to a Special Revenue Fund or even the General Fund would eliminate the requirement for depreciation expenses. Some were concerned if the revenues/expenses would still be tracked if the change was implemented. Finance Director Kato explained that should the change be effected, there would still be the capability to run reports for revenues vs expenses in order to see the bottom line. The pros and cons of such a change were further discussed.

**Capital Improvements Plan (CIP)**

**Waste Water**

\$ 500,000	Rehabilitation/Repair Sanitary Sewer Lines
\$ 20,000	Philippine Lift Station Cleaning
\$ 200,000	Rehabilitation/Repair Storm Water Lines
\$ 596,000	White Oak Bayou Phase II Energy Efficiency
\$ <u>200,000</u>	Castlebridge Upgrade Completion
\$1,516,000	Total

**Water**

\$ 250,000	Automated Meter Readings Phase III
\$ 50,000	SCADA Upgrades
\$1,200,000	City of Houston Interconnect – Village Plant

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\$ 80,000	Pump Upgrades – Village
\$ 275,000	Structure Repairs / Painting – Village
\$ 150,000	Back-Up Generator - Village
\$ 200,000	Structure and Painting - Seattle
\$ 100,000	Variable Frequency Drive - Seattle
\$ 25,000	Pressure Wash - Congo
\$ <u>100,000</u>	LED Light Projects – All Plants
\$2,430,000	Total

Council engaged in discussion about the City of Houston Interconnect. Public Works Director Hagerich explained that this is for a second interconnect. Currently, the City only has one interconnect and would be without water should something happen to its connectivity. Accordingly, a second interconnect is being requested.

**Street/Drainage**

\$2,000,000	Long Term Recovery Operations
\$ <u>22,000</u>	Street Light Rehab
\$2,022,000	Total

Discussion was had about the continuation of the City's Street Project and the concern for needed repairs at Capri and Wall Street while the CIP has the next project scheduled five (5) years out. Some members felt that the streets need attention sooner since there currently are issues with the drainage on Capri. Public Works Director Hagerich explained that the water collecting on Capri was designed to flow into the inlets located on the north and south side of the street and then into the main located on Carlsbad. Because of the design, re-doing the street does not resolve the drainage issue. There was discussion that perhaps the drainage solution used for Acapulco may also work on Capri. However, Public Works Director Hagerich suggested that we wait until Dannenbaum Engineers give their recommendations for correcting drainage issues on Wall Street and Capri. Council would like to review suggested solutions from Public Works, taking into consideration any recommendations coming from the Dannenbaum Study.

**Community Improvements**

\$5,000,000	Taylor Road Public Works Building
\$ 50,000	Park Improvements
\$ 800,000	Golf Course Irrigation Project
\$ 50,000	Facility Improvements
\$ <u>450,000</u>	Municipal Building Design/Architecture
\$6,350,000	Total

Council discussed the Taylor Road Project and the increase in cost to construct this facility. Public Works Director Hagerich explained that in years past, the scope of the project was not suitable to address needs. With adjustments for needs, the scope

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increased as did the cost. The project is to be funded out of the General Fund. There was concern for the increase in cost for this project and further details concerning the scope were addressed by Director Hagerich. He explained that the planned facility will be two stories and some 50,000 square feet. The building will house approximately 18 employees. Even with the added information, City Council was very concerned about the building being proposed and felt that additional work/attention needs to be given this project in order to come up with a better plan that is more suitable/functional and meets needs yet is more cost effective. Further review will be had during the July budget meeting.

**City Council Goals for FY 2017-2018**

1. Council would like to see additional funding for meals/snacks during Council Meetings.
2. Comprehensive Plan – During the July budget meeting, City Council wants to know the status/update of projects currently being worked on during the current budget year. Also, they would like Staff to identify where goals/initiatives are located in the proposed 2017-2018 budget.
3. Council would like a review of the current year's budget and what supplementals have been completed and which are still being worked.
4. Council engaged in discussion about all of the studies that are included in the Comprehensive Plan and wondered if any of these studies could be accomplished with Staff as opposed to hiring consultants. It was pointed out that the studies are needed and do build in a "community involvement" component.
5. There was discussion about the Municipal Building Design/Architecture project and the cost of \$450,000 associated with same. This is set for FY 2019-2020.
6. Some Council Members wondered if the Golf Course chain link fence will be part of the berm project.
7. There was discussion about making the Storm Water Management its own Utility. Public Works Director Hagerich explained that in most cities the Storm Water Management Program is either part of Utilities or Streets and is funded accordingly. Currently, there is no budget for Storm Water Management activities and any expenses are paid out of the General Fund via a budget amendment. Mr. Hagerich explained that Storm Water Management should be its own program with associated funding. Council engaged in discussion about making it a utility and charging a fee for Storm Water Program Services. The end result was that more information is needed and should be presented during the July budget meeting.
8. City Council likes the social media improvements and would like to see more social media advertisement to promote the Golf Course and City events. There was discussion about sales tax revenue and why it went from \$1.3 million in 2015 to a projected value of \$1.8 million 2017. Finance Director Kato explained that during Fiscal Year 2015-2016, the sales tax reimbursement to Southwest Developers LLC was paid directly from the City's Sales Tax Revenue Account. Following this same

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practice, the 2016-2017 fiscal budget was set up in the same manner, providing that reimbursements to Southwest Developers LLC be made directly from the City's Sales Tax Revenue Account. However, during this year's annual audit by Belt, Harris, Pechacek, it was recommended that the City use an expenditure account to reimburse Southwest Developers LLC in order that the General Fund Sales Tax Revenues are not under-stated. It is for this reason that there is the \$1.8 million projection in the sales tax revenues.

9. City Manager Bless explained that Staff has conducted a salary review for all positions at like cities and will be presenting findings and recommendations in accordance with the findings.
10. City Council would like to see Golf Course Clubhouse renovations.
11. Flood Mitigation – Council wants a plan on how to implement, fund, and staff projects recommended by the Flood Study.
12. Economic Development Plan.
13. Fire Department Rescue Truck – Council engaged in discussion about this truck. It is currently set for replacement in 2022 in the vehicle replacement plan. However, there was some concern by members as to the safety of this truck and discussions were had about moving up the purchase of the truck in either this budget year or the 2017-2018 budget year. The current value of the truck is \$60,000 and the new truck will cost \$701,894. Currently there is \$547,744 in the vehicle replacement fund for this vehicle. If the purchase was made during the current budget year, a \$94,150 budget amendment would be needed. Next year's contribution to the vehicle replacement fund for this vehicle is \$56,000. The pros and cons of when to make the purchase were discussed in detail. Council would like further discussion on this purchase during the July budget meeting.
14. Street Sweeper – Council engaged in discussion about the need for a street sweeper and why the increase in cost. Public Works Director Hagerich explained that initially a mechanical sweeper was budgeted for \$180,000, but in researching the purchase it was learned that what the City really needs is a vacuum type sweeper and they cost about \$230,000. Council discussed the schedule for sweeping and how much debris will actually be or need to be picked up. Currently there is \$180,000 in the replacement fund for this purchase (\$90,000 General Fund and \$90,000 Utility Fund). Council would like to revisit this request during the July budget meeting.

## **B. ECONOMIC DEVELOPMENT**

### **1. Discuss and take appropriate action on drafting economic development incentives/options for use by the City of Jersey Village.**

City Manager Bless introduced the item. He explained that this is a discussion item to develop a strategy for economic development and he gave the following presentation on various options:



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- Chapter 380 Grants
  - Sales Tax Reimbursements
  - Property Tax Reimbursements
  - Hotel Occupancy Tax Reimbursements
- Property Tax Abatements
- Tax Increment Reinvestment Zones (TIRZ)
- Public Improvement Districts (PID)
- Municipal Management Districts
- Municipal Development Districts

City Manager Bless then presented more detailed information on the following options:

**Chapter 380 Grants**

- Sales Tax Reimbursements
  - City collects 1.5% sales tax that could be reimbursed
- Property Tax Reimbursements
  - Can reimburse a percentage of the taxes levied by the City
- Hotel Occupancy Tax Reimbursements
  - City collects 4% HOT that could be reimbursed

**Chapter 380 Grant Guidelines**

- What is the minimum amount generated before we consider offering this?
- What is the maximum percentage of the amount generated we want to offer?
- What is the maximum length of the reimbursement?
- Should there be a total “Not to Exceed” Amount?
- How many jobs should be created to receive these grants?

In connection with Chapter 380 Grants, City Manager Bless presented possible guidelines using Sales Tax, Property Tax, and the Hotel Occupancy Tax (HOT).

Council engaged in discussion about how the HOT will be impacted with changes for Chapter 380 grants. Some members felt that the guidelines will change depending upon the developer and the project. However, setting some type of amount is important for negotiation purposes. City Council felt that the numbers set must be competitive with what other cities are doing and be marketable. They would like to have more information on the guidelines set by such cities as Tomball and Sugarland. Some Council Members felt that our strategy needs to focus on Jersey Crossing while others felt just focusing on Jersey Crossing may be a limited approach, but agreed that the main focus should be on Jersey Crossing. City Manager Bless suggested that the guidelines apply to both.

Discussion was had about implementing a first class marketing effort for Jersey Crossing and the benefits of same. It was the consensus of Council that the Chapter 380 grants should cover both Sales and Property Tax reimbursements. There was discussion about

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the process and how City Council will approve the agreements and the types of businesses being considered. It was further discussed that the City's form based codes will assist the Council in determining the types of businesses to be covered by the agreements.

City Manager Bless presented the following information about Property Tax Abatements:

**Property Tax Abatements**

- The amount applicant proposes to expend on public infrastructure, whether on or off-site, to provide for or serve the Improvements
- The Improvements and Personal Property will be used by a Targeted Business or Industry
- The Value of the applicant's existing, improvements, personal property and investment within the City
- The applicant's demolition of an existing improvement for purposes of building new Improvements within the City

**Property Tax Abatement – Possible Guidelines**

- Targeted Industries, such as:
  - Regional or national corporate headquarters;
  - Scientific Research and Development and Related Manufacturing
  - Advanced Technology Research and Development and Related Manufacturing
  - Financial services;
  - Medical Research and Development and Related Manufacturing;
  - Energy & Petroleum Industry Services and Engineering
  - Others?

It was the consensus of Council that Jersey Village must be competitive with other destination cities and must use as many of the economic development tools available as possible. In connection with same, Council discussed Property Tax Abatement and the parameters for same as well as the benefits to the City. City Manager Bless explained that other entities may want to join the City in these programs.

Council then discussed the following marketing avenues to promote economic development:

- Banks
- Real Estate Attorneys
- Developers
- Contractors

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City Manager Bless then presented information about Tax Increment Reinvestment Zones (TIRZ) as follows:

**Tax Increment Reinvestment Zone**

- Designed to finance structural/infrastructure improvements
- Would capture the new tax created from building improvements
- Could create it in the entire Jersey Crossing area
- Taxes that would be abated/reimbursed to a company would lower the amount usable for infrastructure improvements

City Council engaged in discussion about how this tool works. City Manager Bless explained that taxes on improvements to the property in the TIRZ are reinvested back into economic development on infrastructure improvements. This prompted discussion on the benefits of having a TIRZ. It was the consensus of Council that staff should continue to evaluate a TIRZ for Jersey Crossing.

City Manager Bless then presented information to City Council on the economic tools of establishing a Public Improvement District and a Management District/Annexation. Council briefly discussed these options. It was the consensus of council that annexation could be a part of the TIRZ and when developing begins annexation can be staged based upon growth.

In closing his presentation, City Manager Bless outlined the next steps as follows:

**Next Steps**

- Develop guidelines for Chapter 380 Grants
  - Have for Council action at June Meeting
- Develop Tax Abatement Guidelines
  - Have for Council action at June Meeting
- Tax Increment Reinvestment Zone
  - Have for Council action at July Meeting
- Public Improvement District
  - Wait until we have Development Plan submitted to Council
- Municipal Management District
  - Develop informational brochure to distribute to property owners
  - Gauge their interest, and see if they want to move forward
- Municipal Development District
  - Is this something we want to consider?

**C. ADJOURN**

With no further discussion, the meeting was adjourned at 1:03 p.m.

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Lorri Coody, City Secretary