

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JUNE 19, 2017 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 Ray at 7:08 p.m. with the following present:

Mayor, Justin Ray	City Manager, Austin Bleess
Council Member, Andrew Mitcham	City Secretary, Lorri Coody
Council Member, Greg Holden	City Attorney, Leah Hayes
Council Member, Bobby Warren	
Council Member, Sheri Sheppard	
Council Member, Gary Wubbenhorst	

Staff in attendance: Eric Foerster, Chief of Police; Isabel Kato, Finance Director; Kevin T. Hagerich, Public Works Director; and Kimberly Terrell, Director of Parks and Recreation.

Mark Bitz, Fire Chief, was not present at this meeting.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

1. Prayer and Pledge by: Council Member, Sheri Sheppard

**C. 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 presentation 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 presentation to the City Council.

**Alicia Torres, 3515 B-Longmire, PMB 184, College Station, TX 77845 (979) 943-1018** – Ms. Torres spoke to City Council about Safe to Save, an application that awards points to drivers when they DO NOT text and drive. She provided statistics and reasons why people text and drive. She demonstrated how the application for Safe to Save works via a personal cell phone. Basically, drivers earn points for not texting while driving. The points can be used to purchase products from local merchants who have also joined the program. She asked City Council to sponsor this program.

**Robert Gat, 15403 Philippine, Jersey Village, TX 77040 (832) 292-0103** – Mr. Gat spoke to City Council about a problem he is having with his insurance in connection with the April 2016 flood event. He told Council that the insurance company wants elevation information on his property. He has been working with Harris County to provide this information, but has not had much help. Because he has not submitted the elevation information, his insurance has been cancelled. He is worried about future storms and not having insurance coverage. He wants the City to help him with his elevation problem.

**Mark Maloy, 7803 Hamilton Circle, Jersey Village, TX 77040 (713) 553-8625** – Mr. Maloy spoke to City Council about flooding. He gave a brief history of flooding in the area since the 1990's. He presented information about what was done in 1976 concerning flooding that may have caused the recent flooding issues. He wants to repurpose the Golf Course to assist with

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

flood mitigation. He presented financial numbers for the amount of money that the City has spent on the Golf Course.

**Laurel Calkins, 16001 Wall Street, Jersey Village, TX 77040 (713) 466-1122** – Ms. Calkins spoke to City Council about two (2) of the items on the City Council agenda. She stated that there are two (2) items on the Consent Agenda for the Golf Course that when combined total just under \$50,000. Also, she stated that on the Regular Agenda there is an item for even more money to perform a feasibility study. She feels that these items should not be considered until the City receives the Dannenbaum Flood Study. She also stated her concerns about the City's liability with the new dog park as well as her concerns about building City infrastructure on County property.

**Michael Stembridge, 15422 Jersey Drive, Jersey Village, TX 77040 (713) 983-8647** – Mr. Stembridge thanked the Mayor, City Council, and Dannenbaum for all the work that has been done in terms of flood mitigation.

**D. CITY MANAGER'S REPORT**

City Manager, Austin Bless, gave his monthly report as follows:

1. **Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – April 2017, General Fund Budget Projections as of May 2017, and Utility Fund Budget Projections – May 2017.**
2. **Open Records Requests – Non-Police, Recreational Vehicle Registration Update**
3. **Fire Departmental Report and Communication Division's Monthly Report**
4. **Police Activity Report, Warrant Report, Investigations/Calls for Service Report, Staffing/Recruitment Report, and Police Open Records Requests**
5. **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.**
6. **Public Works Departmental Report and Construction and Field Projects Update**
7. **Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary; Golf Course Social Media Summary Report, and Parks and Recreation Departmental Report.**
8. **Report from Code Enforcement**
9. **City Social Media Summary Report**
10. **Introduction of Officer Eric Vento**

**E. 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.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

- 2. Consider Resolution No. 2017-39, authorizing the City Manager to enter into a contract with Minuteman Press Northwest for the printing and mailing of the monthly Jersey Village Star newsletter for the period of August 2017 to July 2019.**

RESOLUTION NO. 2017-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MINUTEMAN PRESS NORTHWEST FOR THE PRINTING AND MAILING OF THE MONTHLY JERSEY VILLAGE STAR NEWSLETTER FOR THE PERIOD OF AUGUST 2017 TO JULY 2019.

Having removed items 1, 3, 4 and 5 from the consent agenda, Council Member Wubbenhorst moved to approve item 2, excluding items 1, 3, 4, and 5 on the consent agenda. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

Mayor Ray then called items 1, 3, 4, and 5 from the consent agenda for discussion as follows:

- 1. Consider approval of the Minutes for the Budget Work Session Meeting held on May 13, 2017 and the Regular Session Meeting held on May 15, 2017.**

Council Member Wubbenhorst called the Council's attention to page six (6) of the proposed May 13, 2017 minutes at the section pertaining to drainage solutions for Capri Street. He stated that this language should be corrected in order to better reflect the discussions had concerning solutions for drainage issues on Capri. City Secretary Coody suggested that she review this language with the Council Member and resubmit the minutes for approval during the June 27, 2017 Special Session Meeting. Accordingly, Council Member Mitcham moved to table approval of the Minutes of the Budget Work Session Meeting held on May 13, 2017 and the Regular Session Meeting held on May 15, 2017 until the June 27, 2017 Special Session Meeting. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

- 3. Consider Resolution No. 2017-40, authorizing the City Manager to enter into a contract with GolfNow for point of sale technology, after hour's phone answering**

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

**services, website development, and electronic on-line booking and tee sheets for Jersey Meadow Golf Course.**

Kimberly Terrell, Parks and Recreation Director, introduced the item. Background information is as follows: The Jersey Meadow Golf Course uses a contractor for point of sale technology, after hour's phone answering services, website development, and electronic on-line booking and tee sheets. The current three-year contract, with EZ Links terminates in August of this year. The Golf Course pays for this service with two "trade times" per day.

A single "trade time" is defined as four (4) individual 18-hole rounds (with cart) per day or one hundred twenty (120) individual 18-hole rounds (with cart) per month made available for sale by the contractor for its own benefit. Jersey Meadow Golf Course sets parameters on the trade times such as the lowest cost and times of day that trade times are made available.

The Jersey Meadow Golf Course has received a proposal from GolfNow for similar services in exchange for two "trade times" per day. In addition, GolfNow will reimburse the Golf Course up to \$10,000 for any technology modifications that need to be made. The IT Administrator is recommending that technology modifications be made in order to improve the Golf Course system, which will be covered by the \$10,000. There are no additional costs to the City for services.

Council engaged in discussion about how many rounds of golf are booked through this portal. There was concern that the trade criteria of eight (8) rounds per day for a accumulated total of 2,920 rounds per year is almost \$80,000. Some felt if this vendor is acquiring new customers, then it may be worth it. However, if they are only converting existing customers, then it may not be a good deal. On the surface, some felt that it appears to be a good deal, but felt it important to see the numbers to insure that the City is getting the best value. Parks Director Terrell explained that their experience with GolfNow has been good. She also stated that the Golf Course staff regulates the times available for trade and the minimum they can charge. The proposed contract permits GolfNow to book two (2) trade times per day. This is the same contract that we have with our current vendor.

There was discussion about an alternative for on-line booking of tee times if this service is not used. Parks Director Terrell explained that if we do not contract for these services, the Golf Course would need to host its own portal, which would entail web design and back-end processing. She pointed out that the proposed contract also provides marketing. Council also discussed that the automatic renewal clause in the proposed contract should be removed.

With no further discussion on the matter, Council Member Holden moved to table Resolution No. 2017-40, authorizing the City Manager to enter into a contract with GolfNow for point of sale technology, after hour's phone answering services, website

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

development, and electronic on-line booking and tee sheets for Jersey Meadow Golf Course. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-40 - TABLED

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GOLFNOW FOR POINT OF SALE TECHNOLOGY, AFTER HOUR'S PHONE ANSWERING SERVICES, WEBSITE DEVELOPMENT, AND ELECTRONIC ON-LINE BOOKING AND TEE SHEETS FOR JERSEY MEADOW GOLF COURSE.

- 4. Consider Resolution No. 2017-41, authorizing the City Manager to enter into a contract with Brinkley Sargent Wiginton Architects for the Facilities Master Plan in the amount of \$29,800.**

Kimberly Terrell, Parks and Recreation Director, introduced the item. Background information is as follows: A facilities master plan for the City of Jersey Village was identified in the City's 2016 Comprehensive Plan as a priority project. The recommendation of the Comprehensive Plan is to "conduct a comprehensive study to evaluate, upgrade or replace all city facilities where employees work, with an emphasis on City Hall, to bring them to a standard of quality that is appropriate for the community." The study was included in the FY 16/17 budget in an amount of \$30,000. This facility study will be the basis for further construction planning and budgeting for facilities such as the Taylor Road/Public Works Facility and City Hall.

Specific scope areas include: inventory/audit of existing facilities; inventory of prior studies; departmental needs assessments; and development of options with budgets. The project is expected to take 14 weeks and will involve input from all departments.

The Parks & Recreation Department has received a proposal from Brinkley Sargent Wiginton Architects in the amount of \$29,800 and recommends authorization of the contract.

Council engaged in discussion about the item. Some felt that a facilities study is not needed because we already know we need to build a new City Hall and replace the Taylor Road Facility. Parks Director Terrell stated that this item was brought for consideration because it was listed as a recommendation in the 2016 Comprehensive Plan.

Some members wondered what this study would tell us that would differ from Staff's assessment of what is needed in terms of a new City Hall and the Taylor Road Facility. Parks Director Terrell explained that the study would include space planning and would

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

address other issues like ADA requirements for which staff does not have expertise. Nonetheless, some members felt that we already know what we need, that instead of this type of study, an architect is needed to draw up plans that accommodate needs.

Council discussed that all of the City's buildings are included in the proposed scope of work when our focus should be on City Hall and the Taylor Road Facility. There was concern that we already have more projects than we can handle over the course of the next five (5) to seven (7) years. Studying buildings that may not be replaced or overhauled in the next seven (7) to ten (10) years seems like a waste of time and effort, and it was mentioned that a complete facilities study was already conducted in the City back in 2006.

Since we already know we need to replace City Hall and the Taylor Road Facility, and these two (2) projects may be more than we can handle financially over the course of the next ten (10) years, some were not in favor of conducting this study. Rather, they felt we need a plan to move forward with replacing the Taylor Road facility, that we need to concentrate on the basics, and then contract with a builder to get it done. There was concern that spending \$30,000 to get information about what we already know is not good.

In completing the discussion, Mayor Ray called for a motion to approve Resolution No. 2017-41. Hearing none, the Resolution failed for lack of a motion.

RESOLUTION NO. 2017-41- FAILED – NO MOTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BRINKLEY SARGENT WIGINTON ARCHITECTS FOR THE FACILITIES MASTER PLAN IN THE AMOUNT OF \$29,800.

**5. Consider Resolution No. 2017-42, authorizing a contract with BrightBox for the Jersey Meadow Golf Course Marketing Plan in the amount of \$13,750.00.**

Kimberly Terrell, Parks and Recreation Director, introduced the item. Background information is as follows: A marketing plan for the Jersey Meadow Golf Course was identified in the City's 2016 Comprehensive Plan as a priority project. It was included in the FY 16/17 budget in an amount of \$15,000. The Parks & Recreation Department submitted a request for qualifications to several marketing firms and two Houston-area firms were shortlisted and interviewed by the Director as well as Golf Course Operations staff. BrightBox was selected unanimously for their experience and service delivery methods.

The Parks & Recreation Department has received a proposal from BrightBox in the amount of \$13,750.00 and recommends authorization of the contract. The project will

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

take an estimated eight weeks and includes staff and Golf Course Advisory Board participation.

Council engaged in discussion about the Marketing Plan and its benefits in order to determine support for the expenditure. Parks Director Terrell explained that the study will look at services, logos, and how the course is currently marketed in order to determine what marketing tools are good investments for the course. Council wondered what rate of return is produced by current course marketing. While this information was not available, Ms. Terrell explained that the study will provide information on how pricing is affected, if pricing is affected by demand, and it will include a marketing analysis that compares our course to other courses. It will also look at the value for the cost of play and how it may increase play. Success benchmarks will be set.

Discussion was had that a good marketing plan can have multiple paybacks overtime; however, a measurable rate of return on marketing is needed. Some felt that this study would provide the needed information to measure the return on marketing.

With no further discussion on the matter, Council Member Holden moved to approve Resolution No. 2017-42, authorizing a contract with BrightBox for the Jersey Meadow Golf Course Marketing Plan in the amount of \$13,750.00. Council Member Sheppard seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING A CONTRACT WITH BRIGHTBOX FOR THE JERSEY MEADOW GOLF COURSE MARKETING PLAN IN THE AMOUNT OF \$13,750.00.

**F. REGULAR AGENDA**

- 1. Consider Ordinance No. 2017-17, 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 amendments to the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use.**

Debra Mergel, Chair Person, Planning and Zoning Commission, introduced the item. Background information is as follows: On June 13, 2017, the Planning and Zoning Commission met to consider amendments to the Code of Ordinances of the City of Jersey

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use 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.

With limited discussion on the matter, Council Member Mitcham moved to approve Ordinance No. 2017-17, 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 amendments to the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-17

AN ORDINANCE 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 AMENDMENTS TO THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE AT CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE IV. ZONING DISTRICTS, DIVISION 2 USE BASED ZONING DISTRICTS, SECTION 14-105 REGULATIONS FOR DISTRICT F (FIRST BUSINESS DISTRICT) TO ADD HEALTH CLUB AS A PERMITTED USE.

- 2. Consider Ordinance No. 2017-18, 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 amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club.**

Debra Mergel, Chair Person, Planning and Zoning Commission, introduced the item. Background information is as follows: On June 13, 2017, the Planning and Zoning Commission met to consider amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5



REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

Definitions by adding a definition for Health Club 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.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Ordinance No. 2017-18, 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 amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-18

AN ORDINANCE 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 AMENDMENTS TO THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, AT CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE I. IN GENERAL, SECTION 14-5 DEFINITIONS BY ADDING A DEFINITION FOR HEALTH CLUB.

- 3. Consider Ordinance No. 2017-19, 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 amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops.**

Debra Mergel, Chair Person, Planning and Zoning Commission, introduced the item. Background information is as follows: On June 13, 2017, the Planning and Zoning Commission met to consider amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops and to prepare a preliminary report containing its findings.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

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.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Ordinance No. 2017-19, 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 amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-19

AN ORDINANCE 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 AMENDMENTS AT CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE IV. ZONING DISTRICTS, DIVISION 2 USE BASED ZONING DISTRICTS, SECTION 14-105 REGULATIONS FOR DISTRICT F (FIRST BUSINESS DISTRICT) TO REVISE SUBSECTION (A)(14) RELATING TO STORES AND SHOPS.

- 4. Consider Ordinance No. 2017-20, 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 amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops.**

Debra Mergel, Chair Person, Planning and Zoning Commission, introduced the item. Background information is as follows: On June 13, 2017, the Planning and Zoning Commission met to consider amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops 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.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

With limited discussion on the matter, Council Member Mitcham moved to approve Ordinance No. 2017-20, 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 amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-20

AN ORDINANCE 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 AMENDMENTS AT CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE IV. ZONING DISTRICTS, DIVISION 2 USE BASED ZONING DISTRICTS, SECTION 14-106 REGULATIONS FOR DISTRICT G (SECOND BUSINESS DISTRICT) TO REVISE SUBSECTION (A)(9) RELATING TO STORES AND SHOPS.

- 5. Consider Resolution No. 2017-43, receiving the Planning and Zoning Commission’s recommendation concerning amendments to the Jersey Village Code of Ordinances at Chapter 18, “Businesses,” Article V. Hotel Code, Section 18-182 “Definitions,” and Section 18-189 “Premises Requirements” in order to provide for the Regulation of Hotels.**

Debra Mergel, Chair Person, Planning and Zoning Commission, introduced the item. Background information is as follows: The Planning and Zoning Commission met on June 13, 2017 discuss recommendations to the City’s Hotel Ordinance. After discussing same, the Commissioners recommend that the City’s Code of Ordinances be amended at Chapter 18, “Businesses,” Article V. Hotel Code, Section 18-182 “Definitions,” and Section 18-189 “Premises Requirements” in order to provide for the Regulation of Hotels as is more specifically detailed in their written recommendation attached hereto.

This item is to receive the Planning and Zoning Commission’s recommendation as it relates to Hotel Ordinance amendments.

Council engaged in discussion about the proposed change to the definition for “hotel.” City Attorney Hayes explained that the existing definition is too vague and the change brings it in line with the Hotel Occupancy Tax guidelines. Additionally, it broadens the coverage of the ordinance to include bed and breakfast type establishments and the like. So, the change gives a better understanding of what is captured under the ordinance.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

Some members wondered if the definition change included Airbnb establishments. City Attorney explained that based upon the Tax Code, if an owner is offering a home or a room for short-term rental, it would fall under the change. However, home or apartment leases are not captured by the definition change.

With no further discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2017-43, receiving the Planning and Zoning Commission's recommendation concerning amendments to the Jersey Village Code of Ordinances at Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises Requirements" in order to provide for the Regulation of Hotels. Council Member Sheppard seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S RECOMMENDATION CONCERNING AMENDMENTS TO THE JERSEY VILLAGE CODE OF ORDINANCES AT CHAPTER 18, "BUSINESSES," ARTICLE V. HOTEL CODE, SECTION 18-182 "DEFINITIONS," AND SECTION 18-189 "PREMISES REQUIREMENTS" IN ORDER TO PROVIDE FOR THE REGULATION OF HOTELS.

- 6. Consider Ordinance No. 2017-21, amending Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions", and Section 18-189 "Premises requirements", to provide for regulation of hotels; providing a severability clause; and providing a penalty as provided by section 1-8 of the Code.**

Kevin T. Hagerich, Director of Public Works, introduced the item. Background information is as follows: The Planning and Zoning Commission met on June 13, 2017 discuss recommendations to the City's Hotel Ordinance. After discussing same, the Commissioners recommended that the City's Code of Ordinances be amended at Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises Requirements" in order to provide for the Regulation of Hotels. The Commission's recommendations were received by this Council on June 19, 2017.

This item is to consider an Ordinance that amends Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises Requirements" in order to provide for the Regulation of Hotels.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Ordinance No. 2017-21, amending Chapter 18, “Businesses,” Article V. Hotel Code, Section 18-182 “Definitions”, and Section 18-189 “Premises requirements”, to provide for regulation of hotels; providing a severability clause; and providing a penalty as provided by section 1-8 of the Code. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-21

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY AMENDING CHAPTER 18, “BUSINESSES,” ARTICLE V. HOTEL CODE, SECTION 18-182 “DEFINITIONS”, AND SECTION 18-189 “PREMISES REQUIREMENTS”, TO PROVIDE FOR REGULATION OF HOTELS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE.

- 7. Consider Ordinance No. 2017-22, approving the request of the Board of Directors of the Crime Control and Prevention District to amend the 2016-2017 Crime Control and Prevention District’s Budget in the amount of \$24,750.00; authorizing the funding associated with the purchase and installation of security cameras for the Northwest Village Shopping Center from the Crime Control and Prevention District Fund; amending the annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2016, and ending September 30, 2017 to reflect these changes.**

Eric Foerster, Chief of Police, introduced the item. Background information is as follows:

The Jersey Village Police Department has asked the owners of the Northwest Village Shopping Center; owned by Gordon Partners, for permission to mount additional security cameras on the exterior wall of the shopping center. This request is to enhance a video surveillance system that Gordon Partners already has in place. Gordon Partners has already given the Jersey Village Police Department remote access to their system (at no cost) and this enhancement would only benefit this existing public-private partnership to reduce crime even further.

The upgrades requested for this partnership would amount to \$24,750.00 in a one-time expenditure. Gordon Partners has participated in the planning and approval of this system and it will integrate with their existing system, with installation and monitoring by the

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

same company they already use. Payment will be made to Gordon Partners directly, and they will in turn, be responsible for payment to the contractors for camera installation and electrical work.

With limited discussion on the matter, Council Member Holden moved to approve Ordinance No. 2017-22, approving the request of the Board of Directors of the Crime Control and Prevention District to amend the 2016-2017 Crime Control and Prevention District's Budget in the amount of \$24,750.00; authorizing the funding associated with the purchase and installation of security cameras for the Northwest Village Shopping Center from the Crime Control and Prevention District Fund; amending the annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2016, and ending September 30, 2017 to reflect these changes. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-22

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE REQUEST OF THE BOARD OF DIRECTORS OF THE CRIME CONTROL AND PREVENTION DISTRICT TO AMEND THE 2016-2017 CRIME CONTROL AND PREVENTION DISTRICT'S BUDGET IN THE AMOUNT OF \$24,750.00; AUTHORIZING THE FUNDING ASSOCIATED WITH THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS FROM THE CRIME CONTROL AND PREVENTION DISTRICT FUND; AMENDING THE ANNUAL BUDGET OF THE CITY OF JERSEY VILLAGE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017 TO REFLECT THESE CHANGES; AND PROVIDING FOR SEVERABILITY.

- 8. Consider Ordinance No. 2017-23, amending the Code of Ordinances of the City of Jersey Village, Texas, by amending Chapter 70, "Utilities," Article I. In General, Section 70-2 "Breaking or tampering with system," to provide for regulation of theft of water; providing a severability clause; and providing a penalty as provided by Section 1-8 of the Code.**

Kevin T. Hagerich, Director of Public Works, introduced the item. He told City Council that Chapter 70 Section 70-2 states that persons shall not break or tamper with the water system. Ordinance 2017-23 clarifies what constitutes tampering as well as defines the penalty for abuse of the system.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Ordinance No. 2017-23, amending the Code of Ordinances of the City of Jersey Village, Texas, by amending Chapter 70, "Utilities," Article I. In General, Section 70-2 "Breaking

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

or tampering with system,” to provide for regulation of theft of water; providing a severability clause; and providing a penalty as provided by Section 1-8 of the Code. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-23

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY AMENDING CHAPTER 70, “UTILITIES,” ARTICLE I. IN GENERAL, SECTION 70-2 “BREAKING OR TAMPERING WITH SYSTEM”, TO PROVIDE FOR REGULATION OF THEFT OF WATER; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE.

- 9. Consider Ordinance No. 2017-24, amending the City’s Hotel Occupancy Tax Fund Budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, by increasing line item 05-56-5515 (consultant services) in the amount of \$14,250 and decreasing line item 05-56-5515 (advertising) in the amount of \$14,250.**

Kimberly Terrell, Director of Parks and Recreation, introduced the item. Background information is as follows: The City of Jersey Village is engaging with an architect to do a feasibility study and space planning analysis for the Jersey Meadow Golf Course Clubhouse in order to determine what, if any, money might be spent on renovations in future budget cycles.

Currently, there is no money budgeted for this study. However, there is \$16,600 budgeted for golf course advertising from the Hotel Occupancy Tax (HOT) Fund that will not be spent this fiscal year. The Parks & Recreation Department requests that \$14,250.00 be transferred from 05-56-5044 (advertising) to 05-56-5515 (consultant services) in order to complete the Jersey Meadow Golf Course clubhouse feasibility study.

Council engaged in discussion about the various types of expenditures that are permitted for the HOT Fund, and could these funds be used for the actual renovations. City Attorney Hayes explained that the law on HOT fund expenditures is fairly restrictive. The bottom line is that the expenditure must promote tourism and put “heads in beds.” She confirmed that the requested consulting services can be paid from the HOT Fund.

After a brief discussion about how the HOT is collected and who is paying it, Council Member Wubbenhorst moved to approve Ordinance No. 2017-24, amending the City’s Hotel Occupancy Tax Fund Budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, by increasing line item 05-56-5515 (consultant services) in

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

the amount of \$14,250 and decreasing line item 05-56-5515 (advertising) in the amount of \$14,250. Council Member Sheppard seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-24

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE HOTEL OCCUPANCY TAX FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 BY INCREASING LINE ITEM 05-56-5515 (CONSULTANT SERVICES) IN THE AMOUNT OF \$14,250 AND DECREASING LINE ITEM 05-56-5515 (ADVERTISING) IN THE AMOUNT OF \$14,250.

**10. Consider Resolution No. 2017-44, authorizing a contract with Ray + Hollington Architects for the Jersey Meadow Golf Course Clubhouse Renovation Feasibility Study.**

Kimberly Terrell, Director of Parks and Recreation, introduced the item. Background information is as follows: The City of Jersey Village is engaging with an architect to do a feasibility study and space planning analysis for the Jersey Meadow Golf Course Clubhouse in order to determine what, if any, money might be spent on renovations in upcoming budget cycles.

The golf course clubhouse is identified in the 2016 Comprehensive Plan adopted by the City of Jersey Village. It recommends that the City “promote and improve Golf Course facilities” and “conduct(s) an analysis for the golf course to determine if the clubhouse and related facilities/services are adequate or should be expanded or modified.”

Specific scope areas include; system assessments and comments, recommendations based on the assessments, projected cost implications of the recommendations, existing floor plan, and proposed plan option diagrams. The project is expected to take 4 weeks and will involve input from Golf Course employees.

The Parks & Recreation Department has received a proposal from Ray + Hollington Architects in the amount of \$14,250.00 and recommends authorization of the contract.

Council engaged in a brief discussion about the error in the contract in Section 5 wherein the word values did not match the number values. Director Terrell stated, if approved, she would have that error corrected before signature.

With no further discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2017-44, authorizing a contract with Ray + Hollington Architects



REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

for the Jersey Meadow Golf Course Clubhouse Renovation Feasibility Study. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH RAY + HOLLINGTON ARCHITECTS FOR THE JERSEY MEADOW GOLF COURSE CLUBHOUSE RENOVATION FEASIBILITY STUDY.

**11. Consider Resolution No. 2017-45, authorizing the City Manager to enter into a contract with Clark Condon Associates for the Landscape/Branding Master Plan.**

Kimberly Terrell, Director of Parks and Recreation, introduced the item. Background information is as follows:

In 2016 the City of Jersey Village adopted a Comprehensive Plan. This plan was the result of hours of community input and involvement and identified recommendations and strategies that would shape the future of the City. Community character was identified as a high priority in the Comprehensive Plan. The purposes of the Jersey Village Wayfinding, Branding and Landscape Master Plan is to implement the following concepts defined in Chapter 7 of the City of Jersey Village 2016 Comprehensive plan:

- 1. Highlight the City's image as a special community by enhancing the visual character of the city's commercial areas and community entrances.**
  - a) Improve the character of corridor character throughout the community.
  - b) Improve the City's entrances with landscaping and monumentation.
  - c) Prepare a landscape master plan for the design of City corridors and entrances with a consistent, identifiable character.
  - d) Create a sense of place and maximize the visual appeal of the Highway 290 corridor.
  - e) Design and implement Hwy 290 gateways according to TxDOT standards to highlight the entrance to the City.
- 2. Preserve, protect, and enhance the city's identity and sense of community by implementing wayfinding improvements throughout the city.**
  - a) Create a consistent, identifiable signage design throughout the city.
  - b) Conduct a wayfinding signage master plan to explore potential thematic signs unique to the City to include street signs, directional, and facility signs.
  - c) Develop commercial signage guidelines to encourage existing business to follow as well as control future commercial development application.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

**3. Upgrade City’s logo and branding.**

- a) Conduct a branding study to reinforce the City’s community character and marketing approach.
- b) Explore potential logo application to proposed city entrance signage.

The City of Jersey Village advertised Requests for Qualifications (RFQ) for this project and received responses from six qualified landscape architecture firms. City staff from different departments reviewed the proposals independently and unanimously chose Clark Condon Associates for their relevant experience, quality and proposed work plan.

The Parks & Recreation Department has received a proposal from Clark Condon Associates which features the scope items broken down by cost. City staff recommends that Task A “project start-up, visioning, and public engagement” as well as Task B “logo and branding” be conducted with the funds allocated for this fiscal year in the amount of \$55,000 and recommends authorization of the contract for these two phases only. “Visioning and public engagement” will be for the entire project scope. The entire process will take approximately 11 months. City staff will be recommending additional funding in the next budget year for additional phases of the study.

Council engaged in discussion about the scope of the project and that the City’s entrances are covered in a later phase of the project. Director Terrell explained that the work is being done in phases because only \$55,000 was budgeted and the total scope of all work is \$153,000. Council was concerned because the goal is to improve the cities entrances, create a logo/branding, and develop wayfinding. This item only covers wayfinding and branding. It does not include landscaping for the City’s entrances. Council felt that a plan was needed on how the City can accomplish its goal of landscaping for the entrances, branding, and wayfinding. A work session meeting is needed to discuss the scope for this project.

With no further discussion on the matter, Council Member Mitcham moved to table Resolution No. 2017-45, authorizing the City Manager to enter into a contract with Clark Condon Associates for the Landscape/Branding Master Plan until a work session can be scheduled to further discuss the scope of this project. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-45- TABLED

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CLARK CONDON ASSOCIATES FOR THE

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

LANDSCAPE/BRANDING MASTER PLAN.

12. **Consider Resolution No. 2017-46, authorizing the City Manager to proceed with design and construction of a dog park on Harris County Flood Control District (HCFCD) land (unit E535-01-00) at the detention pond adjacent to Jersey Meadows Drive.**

Kimberly Terrell, Director of Parks and Recreation, introduced the item. Background information is as follows: The dog park was identified as a project in the City's Comprehensive Plan adopted in 2016 and was subsequently funded for construction in the FY16/17 budget year in the amount of \$50,000. The dog park will contain the following items common to dog parks: drinking fountains, shade, benches, 6' chain link fence, time-out areas, dog waste stations, double gate access, dog wash station and many rules. Additionally, a scout is building dog training equipment/toys as part of his Eagle Scout project.

Parks & Recreation Department Staff has looked at several locations with the potential to house a dog park using the following criteria: size of one to two acres minimum; available parking; and at least 150 feet from homes to minimize disruption from barking. The locations were reviewed with the Recreation & Events Committee and were narrowed down to two: the land owned by the White Oak Joint Powers Board (WOBJPB) behind the Philippine waste water treatment plant and the land owned by Harris County Flood Control District (HCFCD) at the detention pond on Jersey Meadows Drive. The Committee preferred the detention pond location overall.

A public meeting was held at the Civic Center on June 6, 2017 to further discuss these two locations. Notice of the meeting was posted on the marquees, NextDoor and the City's social media pages. Sixty-four residents signed in at the meeting. A map voting exercise was conducted after the presentation to allow participants to select their preferred location. 29 percent chose the treatment plant location, 65 percent chose the detention pond location and 6 percent chose an alternate location. Alternate locations included the Jersey Meadow Golf Course and Transit Oriented Development.

A web page devoted to dog park information was opened up later that night and included the presentation, maps and an online survey, which was open until 5p.m. on June 14<sup>th</sup>. Notice of the online survey was posted on NextDoor, the City's social media and advertised at the in-person meeting. In addition, two news articles were published that encouraged participation in the survey.

The survey asked participants to choose between the two locations or suggest an alternate location and also provided an area for additional comments. There were 90 responses to the survey. Four of the respondents were nonresidents and their responses were excluded. 24 percent chose the treatment plant and 76 percent chose the detention pond as the preferred location. Alternate locations included 290 at Senate, the Transit Oriented Development and the detention pond closer to the power lines.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

All of the comments from the public meeting and the online survey are attached in Exhibit A of this document. One of the comments that was repeated several times was the desire to control access and limit users of the park to residents only or paid non-residents. Because both entities are funded with public, non-Jersey Village specific tax dollars, it is not likely that the City will be able to limit access. The City's current agreement with HCFCD states that the trail "will be open to the use of the general public for recreational purposes. No fee or charge will be imposed for use thereof."

Both the WOBJPB and the HCFCD have been contacted and are open to having the dog park on their land. The City currently has a recreational use agreement with HCFCD and would need a similar agreement with the WOBJPB if the City were to build the park on the treatment plant location. Both entities would need to review any construction plans and documents prior to installation, which will affect the final layout and design of the park. Additionally, because the City does not own the land, both locations would be considered "temporary." WOBJPB does not have any current plans for expansion. A possible impact to the dog park if located at the detention pond would be the potential, future expansion of Jersey Meadow's Dr., which may cause the dog park fence to be moved or modified, depending on the layout of a potential future road.

As the clear majority of residents who voiced an opinion prefer the detention pond location, the Parks & Recreation Department recommend that the detention pond location be chosen for construction of the dog park. Next steps include design and coordination with HCFCD, which will then lead to bidding and construction of the project. HCFCD may require a modification of the recreational use agreement to include the dog park. Additionally, prior to the opening of the dog park, City ordinance changes will need to be made in order to allow off leash dogs in the fenced area of the dog park as well as to make the rules of the dog park enforceable by the laws of the City.

City Attorney Hayes addressed the liability issue posed during Citizen Comments of this meeting. She explained that as a governmental entity, we have limited liability and the example given during Citizens Comments would not be a liability for the City.

Discussion was had regarding the property west of the parking lot at the golf course. Some members felt that this property should be considered for the location of the park because it is located further from residential homes and noise from the dogs would be less of a factor. Director Terrell stated that this property had not been considered. In discussing the location some members had a concern for adequate parking as well as the location is barren and right on the walking trail.

With no further discussion on the matter, Council Member Sheppard moved to approve Resolution No. 2017-46, authorizing the City Manager to proceed with design and construction of a dog park on Harris County Flood Control District (HCFCD) land (unit E535-01-00) at the detention pond adjacent to Jersey Meadows Drive. Council Member Warren seconded the motion. The vote follows:

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO PROCEED WITH DESIGN AND CONSTRUCTION OF A DOG PARK ON HARRIS COUNTY FLOOD CONTROL DISTRICT (HCFCD) LAND (UNIT E535-01-00) AT THE DETENTION POND ADJACENT TO JERSEY MEADOWS DRIVE.

**13. Consider Resolution No. 2017-47, establishing the intent to offer property tax abatements.**

Austin Bleess, City Manager, introduced the item. Background information is as follows: As the Council and Staff have discussed over the past few months, we need to create an aggressive economic development plan. Part of that plan is to establish the necessary tools to help spur economic growth in our community. As such, we are proposing this resolution which very simply declares the city's intent to consider providing property tax abatements. This is a required step of the process under state law.

With limited discussion on the matter, Council Member Holden moved to approve Resolution No. 2017-47, establishing the intent to offer property tax abatements. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ESTABLISHING THE INTENT TO OFFER PROPERTY TAX ABATEMENTS.

**14. Consider Resolution No. 2017-48, establishing guidelines for property tax abatements.**

Austin Bleess, City Manager, introduced the item. Background information is as follows: This resolution creates guidelines and criteria which are conditions that any tax abatement proposal must meet in order to be eligible for tax abatement. In creating these guidelines, we have looked at what other communities throughout the region have done. We've also looked at the guidelines established by Harris County, since they are one of

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

the taxing jurisdictions that could also provide a property tax abatement to a business. The proposed guidelines are similar to the other guidelines and will allow us to stay competitive in our pursuit for new development and redevelopment.

It is important to note that these guidelines do not limit the city's discretion to choose whether or not to enter into any particular abatement agreement, and they do not give any person a legal right to require the governing body to consider or grant a specific application for tax abatement.

The guidelines that are being recommended would allow for up to 100% abatement for a period not to exceed 10 years. Each project is reviewed on a case-by-case basis. The amount of the abatement will be determined based on the merits of the project, including, but not limited to, location of the project, its size, total capital investment value, the number of temporary and permanent jobs created, the costs and benefits for the City, and the project's impact on Jersey Village's economy.

With these guidelines we are targeting Corporate Headquarters Facility, Manufacturing Facility Research Facility, Regional Distribution Facility, Regional Service Facility, Regional Entertainment/Tourism Facility, and Other Basic Industry Facilities.

The guidelines state there is a minimum investment amount of \$1,000,000 and the creation and/or retention of jobs as well.

The guidelines are also a required step under state law, and by law must also be reviewed and renewed by the City every two years. If the Council wishes to amend or repeal these guidelines before the two years are up, state law requires a three-fourths vote of the Council to do so.

With limited discussion on the matter, Council Member Mitcham moved to approve Resolution No. 2017-48, establishing guidelines for property tax abatements. Council Member Holden seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ESTABLISHING GUIDELINES FOR PROPERTY TAX ABATEMENTS.

- 15. Consider Resolution No. 2017-49, establishing a policy for offering Chapter 380 Economic Development Programs.**

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

Austin Bless, City Manager, introduced the item. Background information is as follows: Continuing with the creation of an aggressive economic development campaign, staff is proposing some guidelines to establish the process for providing grants under the Texas Local Government Code Chapter 380 Economic Development Programs to promote and stimulate economic development.

The three main things we can do under this program are provide rebates on sales taxes collected that are generated by businesses, provide property tax reimbursements from the property taxes paid by a company, and offering a reimbursement of Hotel Occupancy Taxes generated by hotels.

**Sales Tax Receipt Reimbursements**

This would be a reimbursement of the portion of sales tax that the city collects from the company. Currently the city has a 1.5% sales tax that could be reimbursable to a developer.

**Property Tax Reimbursements**

This would be a reimbursement of a portion of the property taxes paid by a business to locate in Jersey Village. This would only be on the city taxes paid, and not on the other taxes (i.e. County, School District, etc.) paid.

**Hotel Occupancy Tax**

In order to attract a hotel of higher caliber with a higher nightly room rental rate we can offer operations grants equal to a specific percentage of Hotel Occupancy Tax collected. The guidelines are developed to help businesses and developers understand what we can offer. Every agreement that is made between the City and a business/developer would be evaluated on a case by case basis. These guidelines allow us to maintain flexibility in what we offer.

Council engaged in limited discussion about the CCPD sales tax. Some members wondered if the guidelines needed to be more specific about the CCPD sales tax. However, City Manager Bless explained that the language as written provides the needed flexibility.

There was also discussion about who has the authority to make and approve offers. City Manager Bless explained that he will bring any request/application under the program to City Council with his recommendation. Council will have the final authority to rule on the request.

With no further discussion on the matter, Council Member Warren moved to approve Resolution No. 2017-49, establishing a policy for offering Chapter 380 Economic Development Programs. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

Nays: None

The motion carried.

RESOLUTION NO. 2017-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ESTABLISHING A POLICY FOR OFFERING CHAPTER 380 ECONOMIC DEVELOPMENT PROGRAMS.

**16. Consider Resolution No. 2017-50, authorizing the publication of Notice of a Public Hearing on the creation of a new Tax Increment Reinvestment Zone.**

Austin Bleess, City Manager, introduced the item. Background information is as follows: The creation of a new Tax Increment Reinvestment Zone will provide an economic development tool to fund structural improvements and enhanced infrastructure in the Jersey Village Crossing District. The dedicated fund derived from increases in incremental tax value on property within the reinvestment zone will be used to promote the viability of existing businesses and to attract new commercial enterprises to the area.

This item is to consider a Resolution to schedule a public hearing regarding the creation of a Tax Increment Reinvestment Zone (“TIRZ”) (in the Jersey Crossing District) and its benefits to the City and to property in the TIRZ, and provide a reasonable opportunity for (i) all interested persons to speak for or against the creation of the TIRZ, its boundaries or the concept of tax increment financing and (ii) owners of real property in the TIRZ to protest inclusion of their property in the TIRZ, as required by Sections 311.003(c) and (d) of the Act.

With limited discussion on the matter, Council Member Mitcham moved to approve Resolution No. 2017-50, authorizing the publication of Notice of a Public Hearing on the creation of a new Tax Increment Reinvestment Zone. Council Member Warren seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Warren, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE PUBLICATION OF NOTICE OF A PUBLIC HEARING ON THE CREATION OF A NEW TAX INCREMENT REINVESTMENT ZONE.

**17. Consider Resolution No. 2017-51, adopting the latest edition (11<sup>th</sup> edition) of *Robert's Rules of Order* as the proper authority for procedures in City Council Meetings.**



REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

Council Member, Bobby Warren, introduced the item. Background information is as follows: This item is placed on the agenda at the request of Council Member Bobby Warren.

Section 2.10 of the City's Charter provides the City Council with the ability to establish "rules of order" for meetings. In connection with same, Council Member Warren proposes that City Council adopt the latest edition of *Robert's Rules of Order* as the proper authority for procedures in Council Meetings.

In preparing for this agenda item, Staff has researched past City Council records/actions pertaining to the adoption of "rules of order" for City Council Meetings and has found the following entry in the City Council Minutes for June 19, 1967:

REGULAR SESSION OF THE JERSEY VILLAGE CITY COUNCIL, JERSEY VILLAGE, TEXAS  
June 19, 1967

The session convened at 7:44 PM with the following present:

Paul Dixon, Jr., Mayor	Jason Curtiss, Alderman	Bill Outlaw, Treasurer
R. J. Adam, Alderman	P. A. Curfman, Alderman	Betty Rominger, Secretary
W. T. Danes, Alderman	Kay de Geus, Alderman	

Mayor Dixon outlined rules of order for future meetings. All members having received a copy, the reading of the minutes was dispensed with but approved on motion by Mr. Curfman, seconded by Mr. Danes, and carried.

While this minute entry talks about the rules for future meetings, it does not state what those rules are and there did not appear to be a vote.

This item is to discuss adopting the latest edition (11<sup>th</sup> edition) of *Robert's Rules of Order* as the proper authority for procedures in City Council Meetings.

Council engaged in discussion. Some wondered why rules had not been adopted in the past. There was also concern about not being familiar with *Robert's Rules* and concern that adopting same may restrict interaction. Council Member Warren pointed out that the meetings would be run much the same as they are now. The difference may come in calling a point of order. Currently the decision falls to the Mayor to decide. While this is not a problem with the current Mayor, it could be an issue should the Council be run by a contentious Mayor. City Attorney Hayes advised that typically larger entities use *Robert's Rules of Order*, but the basic concept is used for City Council Meetings. She explained that the rules establish a "pecking order" for motions. However, adopting any rules will not change the power of the Mayor granted by our City Charter. City Attorney Hayes suggested that aside from *Robert's Rules of Order* that City Council can adopt other rules to regulate the City Council Meetings.

There was concern that *Robert's Rules of Order* may be too intimidating and discourage participation in serving as a City Council Member.

With no further discussion on the matter, Council Member Warren moved to approve Resolution No. 2017-51, adopting the latest edition (11<sup>th</sup> edition) of *Robert's Rules of*

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

*Order* as the proper authority for procedures in City Council Meetings. Hearing no second, the motion failed for lack of a second.

RESOLUTION NO. 2017-51- FAILED – NO SECOND

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ADOPTING THE LATEST EDITION (11<sup>TH</sup> EDITION) OF *ROBERT'S RULES OF ORDER* AS THE PROPER AUTHORITY FOR PROCEDURES IN CITY COUNCIL MEETINGS.

**G. MAYOR AND COUNCIL COMMENTS**

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

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

**Council Member Warren:** Council Member Warren thanked City Staff for helping him adjust to his new role as Council Member. He appreciated the orientation that he received and found it helpful.

**Council Member Holden:** Council Member Holden welcomed Council Member Warren.

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

**Council Member Sheppard:** Council Member Sheppard invited all to attend the Jersey Village Women's Club Health and Wellness Fair on July 15 at the Civic Center from 8:30 a.m. to 12:00 p.m. The Gulf Coast Blood Center will participate from 8:00 a.m. to 1:00 p.m. as will some 21 other vendors.

**Council Member Wubbenhorst:** Council Member Wubbenhorst thanked City Staff for the job that they do.

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF JERSEY VILLAGE, TEXAS – June 19, 2017

**Mayor Ray**: Mayor Ray called attention to the June 27, 2017 Flood Meeting that will take place at 7:00 p.m. in the Civic Center. He stated that this is a big day for the City and provides opportunity for residents to see how much emphasis/work was put into this study. He encouraged attendance at this meeting on June 27. He also thanked City Manager Bless for his work in bringing the economic development package to City Council.

**L. ADJOURN**

There being no further business on the Agenda the meeting was adjourned at 9:15 p.m.

---

Lorri Coody, City Secretary