

**NOTICE OF
PUBLIC MEETING**

BE IT KNOWN that the City Council of the City of Lake Jackson will meet on **Monday, March 16, 2020 in Regular Session at 6:30 P.M.** at 25 Oak Drive, Lake Jackson, Texas, Lake Jackson City Hall in the Council Chambers with the following agenda:

AGENDA

PLEDGE OF ALLEGIANCE

US FLAG
TEXAS FLAG

INVOCATION

VISITORS COMMENTS

This item is available for those citizens wishing to address City Council on an issue not on the agenda. Any item discussed cannot be voted on but could be considered for placement on the agenda of the next regularly scheduled meeting.

COMMENDATIONS

1. PRESENTATIONS

A. Proclamation – Proclaim April 2020 as Fair Housing Month

2. CONSENT AGENDA

A. Approval of Minutes – March 2, 2020

B. Boards and Commissions

C. Approve letter of support for Brazoria County’s application for a Solid Waste Grant to fund a Tire Collection in Brazoria County

D. Authorize City Manager to execute amended contract with Stephanie Artman for management of Tourism Campaign in an amount not to exceed \$10,500 over the next 7 months

E. Authorize City Manager to execute amended contract with Anna Lehnhoff for writing social media campaign content not to exceed \$8,500 over 6 months

3. REGULAR AGENDA

A. Lake Jackson Strategic Plan report update – Ron Cox

B. Discuss and consider sale of 5.2 acre property at the corner of SH 288 and FM 2004

C. Discuss and consider cancelling mowing contract with Calvary

D. Discuss and Consider “Trap, Neuter, Release” program for feral cats

E. Award Bid 20-01-001 Custodial Services to Cleaning Plus for Civic Center Rental Rooms in an

amount not to exceed \$70,200

- F. Discuss proposed PUD (Planned Unit Development) of the Alden property North of FM2004, West of SH288 and South of the Texas Gulf Coast Regional Airport
- G. Update from Council Liaisons on Board and Commission meetings that have happened since the last Council meeting on the following boards that have met: Planning Commission, Traffic Commission, Library Board, Keep Lake Jackson Beautiful Commission, Parks & Recreation Board, Youth Advisory Commission, Seniors Commission, Zoning Board of Adjustments, Dangerous Structure Determination Board, Lake Jackson Development Corporation, LJEMS Board, Hotel Occupancy Tax Board, Houston-Galveston Area Council, Southern Brazoria County Animal Shelter
- H. Update on Construction Projects
 - a. Construction Funds Financial Update
 - b. Sidewalk Projects
 - c. Utility Repair Projects
 - d. Drainage Repair Projects
 - e. Woodland Park Paving Project
- I. Items of Community Interest

4. **ADJOURNMENT**

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).

I hereby certify that this Public Notice was placed on the Official Bulletin Board at City Hall on Friday, March 13, 2020 at _____ a.m. / p.m.

Alice A. Rodgers, City Secretary

I hereby certify that this Public Notice was removed from the Official Bulletin Board at City Hall on the ___ day of _____ 2020, at a.m. /p.m.

Alice A. Rodgers, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 415-2403 or FAX (979) 297-8823 for further information.

PROCLAMATION

I, Bob Sipple, by the authority vested in me as Mayor
Of the City of Lake Jackson, Texas, do hereby
proclaim

April 2020

As

Fair Housing Month

In the City of Lake Jackson, and urge each citizen
to join activities designed to further Fair Housing
objectives.

Whereas, the Department of Housing and Urban
Development has initiated the sponsorship of
activities during the month of April of each year
designed to reinforce the Department's commitment
to the concept of Fair Housing and Equal
Opportunity; and

Whereas, the City of Lake Jackson affirmatively
supports federal objectives related to Fair Housing
and Equal Opportunity; and

Now Therefore, We the Mayor and the City Council
of the City of Lake Jackson, do hereby proclaim the
month of April 2020 as Fair Housing Month in the
City of Lake Jackson, Texas.

In Testimony whereof, witness my hand
and the seal of the City of Lake Jackson,
this 16th day of March, A.D. 2020.

Bob Sipple, Mayor
City of Lake Jackson

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that the City Council of the City of Lake Jackson met on Monday, March 2, 2020 at 6:30 p.m. in Regular Session at 25 Oak Drive, Lake Jackson, Texas, in the Council Chambers at the Lake Jackson City Hall with the following in attendance:

Bob Sipple, Mayor
Jon J.B. Baker, Council member
Matt Broaddus, Council member
Gerald Roznovsky, Council member
Buster Buell, Council member
Vinay Singhanian, Council member

William P. Yenne, City Manager
Modesto Mundo, Asst. City Manager
Alice Rodgers, City Secretary
Sherri Russell, City Attorney
Sabrina England, Public Works Director
Paul Kibodeaux, Police Chief
Sal Aguirre, City Engineer
Athelstan Sanchez, Asst. City Engineer
Eddie Herrera, Engineering Tech
Sabrina England, Public Works Director
Jeremy Bubnick, Parks & Rec Director
David Walton, Building Official

PLEDGE OF ALLEGIANCE

2 members of Boy Scout troop 325 led the pledge of allegiance.

INVOCATION

Council member Baker led the invocation.

VISITORS

Glen Jones asked for the Council agenda packet to be placed on the website.

Sue Cornell stated she was here to learn more about the Alden Subdivision and wanted to make sure we keep Lake Jackson extraordinary and not ordinary.

COMMENDATIONS

There were no commendations.

PRESENTATIONS

There were no presentations.

CONSENT AGENDA

- A. Approval of Minutes – February 17, 2020
- B. Boards and Commissions
- C. Monthly Investment Report
- D. Approve annual membership to the Texas Municipal League in the amount of \$3,651.00
- E. Accept resignation from Library board member, Lucy Weeks
- F. Approval Aerial Spraying for the Brazoria County Mosquito Control District

On motion by Council member Buell second by Council member Singhanian with all members present voting “aye” the consent agenda was approved as follows:

- A. Approval of Minutes – February 17, 2020 - approved
- B. Boards and Commissions - accepted
- C. Monthly Investment Report - approved
- D. Approve annual membership to the Texas Municipal League in the amount of \$3,651.00 - approved
- E. Accept resignation from Library board member, Lucy Weeks - accepted
- F. Approval Aerial Spraying for the Brazoria County Mosquito Control District - approved

UPDATE ON BRAZOSPORT SCHOOL DISTRICT FROM DANNY MASSEY

Danny Massey, Superintendent for Brazosport Independent School District was present to thank Council for their partnership with BISD and to give an update on what is going on with BISD. Mr. Massey recognized the following in attendance: Clarasell Davis, John Ratel, Brent Jaco they are part of his leadership team that help supervise the principals. Rita Pentavalley, Brazoswood Principal, Dr. Trisha Sang, Lake Jackson Intermediate School Principal, Kimberly Zeal, Rasco Middle School Assistant Principal, Jennifer Neighbor Roberts Elementary, Laura Morris, A. P. Beutel Elementary, Julie Evans Principal and Mandy Bundick Assistant Principal Bess Brannen Elementary.

Mr. Massey presented a bar graph that showed BISD’s TAC ratings that exceeded the ratings of the neighboring districts and a graph of the state rating to other high performing districts showing that BISD competes with those districts.

Mr. Massey reported on each campus and how well they performed. He stated that with the opening of the new Roberts Elementary and Bess Brannen Elementary, Elizabet Ney Elementary will be converted to an early childhood campus serving between 150-200 four year olds all day pre-kindergarten and special education 3 year old students.

He reported on Brazoswood High School as well and stated there will be a new high school campus.

DISCUSS AND CONSIDER A REQUEST OF ABANDONING A 10-FOOT ALLEY EASEMENT ADDITION TO A 6-FOOT ALLEY DESIGNATED AS A 16-FOOT ALLEY IN THE NORTH 10- FEET OF LOT 7, BLOCK 2 OF THE SHADY OAKS SUBDIVISION RECORDED IN VOLUME 904, PAGE 269 OFFICIAL RECORDS OF BRAZORIA COUNTY, TX. LOCATED BEHIND THE DAIRY BAR AT 202 PLANTATION DRIVE

Sal Aguirre stated this is the first of three items. This item involves the 6 foot alley in the Shady Oaks Subdivision. To his knowledge this alley has not been used for anything in the past. This has created problems in the past in that it is fenced in and allows collection of trash and weeds. Ms. Harnden is trying to obtain this property. She is only looking into the portion of alley easement that pertains to her property being lots 6 & 7 in order to maintain it. She said she approached the neighbors that back up to this property. He stated the lots that are adjacent to this property are Lot 8, 10 and a portion of Lot 11.

Mr. Yenne stated that at the last meeting we only had the 6 foot easement on the agenda and that this item is for the 10 foot and 6 foot alley easement.

Connie Ertly 114 North Shady Oaks, she owns lots 5.5, 6 and a portion of the abandoned street. Her property is not behind Ms. Harnden.

Mr. Aguirre stated this item only involves the property adjacent to Ms. Harnden. It would not involve Ms. Ertly’s lot.

Mr. Yenne stated Ms. Harnden had asked for the whole alley way easement to be deeded to her. She told

Council she had spoken with the adjoining property owners already. Technically when an easement has been abandoned it is divided between the two adjoining properties.

Jamie Deleon 202 North Shady Oaks said his property is directly behind the Dairy Bar and he was not in favor of this. There are a lot of times people throw trash over the fence. He was worried about his child in the back yard with people throwing trash over the fence. He preferred having the alley with the two fences. Last fall a vehicle drove through the fence. He liked the thought of two fences preventing a vehicle from driving into his yard.

Sal Aguirre stated this is different from what Ms. Harnden had told Council. She had indicated that she spoke with the adjoining neighbors and that the neighbors were in agreement.

Mr. Deleon said Ms. Harnden told him she wanted to put up just one fence and have the easement cleaned out and possibly putting down concrete or some material to keep the grass from growing.

Mr. Aguirre recommended deferring this item until Ms. Harnden and the residents could be present.

Council asked that all three of the items pertaining to this alley be deferred to the next meeting when Ms. Harnden can attend. Staff will contact all the adjoining property owners.

DISCUSS AND CONSIDER AN ORDINANCE TO ABANDON A PLATTED 6-FOOT ALLEY EASEMENT LYING BETWEEN LOTS 6-7 & 8-10, AND PART OF 11 IN BLOCK 2 OF THE SHADY OAKS SUBDIVISION RECORDED IN VOLUME 4, PAGE 42 OFFICIAL RECORDS OF BRAZORIA COUNTY, TX AND A 10-FOOT ALLEY EASEMENT IN THE NORTH 10- FEET OF LOT 7, BLOCK 2 OF THE SHADY OAKS SUBDIVISION RECORDED IN VOLUME 904, PAGE 269 OFFICIAL RECORDS OF BRAZORIA COUNTY, TX. LOCATED BEHIND THE DAIRY BAR AT 202 PLANTATION DRIVE – FIRST READING

This item is deferred.

DISCUSS AND CONSIDER ABANDONING A 6-FOOT ALLEY EASEMENT BEHIND LOTS 1-5 & PART OF LOT 11 AND LOTS 12-15 & 19 IN BLOCK 2 OF SHADY OAKS SUBDIVISION RECORDED IN VOLUME 4, PAGE 42 OFFICIAL RECORDS OF BRAZORIA COUNTY, TX

This item is deferred.

DISCUSS AND CONSIDER TRAP, NEUTER AND RELEASE PROGRAM FOR FERAL CATS

Mr. Yenne stated that if the city is going to do this it would be good, as Mr. Roznovsky stated at the last meeting, to do some test areas like downtown or an apartment complex.

Council member Roznovsky asked if the SPCA has defined their program and what it will be. Once they have the city needs to find out what they need from us. If we go forward with this, it will require us to change some ordinances to allow this to happen. If we make the changes, they have to tie to the SPCA to fit with their program and not allow a neighborhood to do it outside of the SPCA program.

Mayor Sipple said that they did agree the first step was to see what our position was and then they will come back to us.

Council member Buell stated he understood that all cost to go to the SPCA. The SPCA was asking if the city wanted to participate.

Mayor Sipple said he has asked where the bulk of the problem is, and he said most calls come from

residents. He asked that Council start this in the most effective area.

Council member Buell stated he felt the SPCA should choose the test site.

Council member Roznovsky said the city needed to see the program first. They gave a presentation but did not present a program. He mentioned the downtown area because a citizen had told the council that there already is a test group there.

Staff will contact the SPCA for the program information.

DISCUSS PROPOSED PUD (PLANNED UNIT DEVELOPMENT) OF THE ALDEN PROPERTY NORTH OF FM2004, WEST OF SH288 AND SOUTH OF THE TEXAS GULF COAST REGIONAL AIRPORT

Mr. Yenne stated we have had 3 meetings to discuss this, there will be a meeting with staff scheduled for March 10th to discuss the number of single family equivalent water connections. Once staff has that information then staff together with Mr. Noteware's staff will meet for items like the roadway issues. We need to firm up the fact that they have dropped the 40 foot lots. The 45 foot lots will have a set maximum of 20 %, the 60 foot lots and above is a minimum of 30%, the multifamily is limited to 500 units for a standard multifamily unit and 250 for assisted living/active adult. Our intent is to have most of this worked out by March 23. Then a public hearing with the Planning Commission on April 7th and with City Council on April 20th.

Sal Aguirre stated that this item is also included on the Planning Commission agenda.

Sue Darcy stated the gated community needs to be addressed.

Mr. Yenne stated any gated community would have to build their streets to city standards. That is done in the event the city is asked to take over the private roads.

Mayor Sipple stated the city has not heard whether or not the extension has been granted.

Juan Serano with META stated the last workshop was very productive and they are working on revised language for submittal. Things like gated areas and the streets being built to city standards is language that should have been included in the submittal. The lots sizes will also be addressed.

Mr. Yenne stated that by the time we get to the workshop the application needs to be complete and submitted so that it can be published on the website. We just need to make sure all the details are in the paper.

Council member Buell said last Monday was a good meeting and waiting on the items Mr. Yenne mentioned to be worked out.

Council member Singhania said he wanted to hear what the members of the audience had to say.

Council member Roznovsky said he will be interested to see what will be presented next. He was concerned with the numbers that were floated around during the week such as the apartment numbers. He is anxious to see what will actually be developed in this subdivision. He is not terribly happy with 45 foot lots. His concern on lot sizes is the density of homes. High density housing has not been the best thing for our community. When people talk about high density homes, they talk about starter homes that become forever homes. He stated he wished the roads were going to be 30 feet wide instead of 27 feet due to cars parking in the roads and the difficulty first responders have getting through.

Juan Serano said they listened to what was said and put caps on the smaller lot homes. They went back and fine-tuned the PUD per the market analysis that was prepared regarding the high density units. With a cap of 3,000 homes over 900 acres is 3 homes per acre.

Council member Roznovsky said he was glad to see a cap on the smaller lots. He sees the number of apartment complexes going up and down in the document. He stated he had concerns on billboards. Driving down SH288 mostly what you see is apartment complexes. He hoped did not want to see apartment complexes all down the highway when you come into Lake Jackson. He felt Lake Jackson has hit the saturation point on apartments.

Juan Serano stated they reduced the cap on multifamily and was more specific of what multi family is. There is a standard multifamily complex and an age restricted multifamily complex. There will be architecture standards to ensure they blend with the development.

Council member Roznovsky talked about this group once investors are satisfied and gained return, they sell out. Then we have another developer coming in and not reading the PUD the same way the architecture is changed. When we sign off on the PUD, what we want in the city needs to be in the PUD.

Mr. Yenne stated the legislature took away the city's ability to place architectural standards on building materials. It will have to be something done through the homeowner's associations.

Sherri Russell said she was going to look to see if the development agreement could be adopted as part of the PUD.

Juan Serano said the concerns they have heard across the metro area is not necessarily the enacting the document it is the enforcement component.

Sherri Russell said the law may not last forever.

Council member Roznovsky asked what the market ranges were they were looking for in the single family residences as far as square footage and pricing.

Juan Serano said he did not have the information with him, but they will provide some information for the next workshop.

Council member Roznovsky stated the people in the audience deal with this industry and can tell you if we need starter homes or second level homes.

Juan Serano stated there would be a wide mix of homes. That is the beauty of a Master Planned Community. It allows you to have the variety and maintain property values.

Council member Roznovsky said when they first came in, they said they would do a blending of single family and T-1. Is that still the case? In a neighborhood would there be some 60 footers and some 45 footers? Or will it be there are the high end houses are located and here is where the 45footers will be located.

Juan Serano said every builder has a different preference. The vast majority of builders in the Houston area prefer to have smaller enclaves of similar product. You could have 50-100 lots of the same size or price range within \$50,000 up and down that is maybe built out by 2 or 3 builders. Next to it could be a separate product that is 5 feet up or down to widen the price range. There is blending of product throughout your drive and circulation of the community. There are very few builders that would build a

70 foot lot next to a 45 foot lot unless it is a very specific product.

Council member Roznovsky asked if there are going to be several builders will they buy a block of lots or will they pick what lots they want so you could have builder A building next to builder B.

Juan Serano said that depends on the specific builder and the way they like to deliver lots. There are some larger builders that can buy whole sections for themselves.

Council member Broaddus stated that the faster we can get the information out to the public the better.

Charles Castleberry said what he has learned over time is don't rush into something because you can't change it. Huisache Street was put in with deviations of city standards and now you see what you have. Oakwood Shores Subdivision (in Richwood) came to his office touting it would be a great subdivision and now that the developers have left the city will have to pick up the tab to complete the subdivision. Don't rush into anything. The realtors and residents want things left just the way it is.

Mayor Sipple stated this will be the entry point for Lake Jackson and needs to showcase Lake Jackson. He thanked everyone for their work on this document. He stated is has been stressed over and over that we want this to be a first class development. He said the city does not allow billboards and we do not want SH 288 to be an alley of signs. He has spoken with Mr. Noteware regarding this.

Sue Cornell asked if anyone has considered the flooding issues. Have the Jackson Oaks residents been advised of this?

Mr. Yenne reviewed the drainage power point for the Alden Development.

Josie LaChance thanked staff and city council for their work on this document, along with Mr. Noteware and his team for their interest in developing in the City of Lake Jackson. She stated this will have an impact on our local businesses and will add a lot of value.

UPDATE FROM COUNCIL LIAISONS ON BOARD AND COMMISSION MEETINGS THAT HAVE HAPPENED SINCE THE LAST COUNCIL MEETING ON THE FOLLOWING BOARDS THAT HAVE MET: PLANNING COMMISSION, TRAFFIC COMMISSION, LIBRARY BOARD, KEEP LAKE JACKSON BEAUTIFUL COMMISSION, PARKS & RECREATION BOARD, YOUTH ADVISORY COMMISSION, SENIORS COMMISSION, ZONING BOARD OF ADJUSTMENTS, DANGEROUS STRUCTURE DETERMINATION BOARD, LAKE JACKSON DEVELOPMENT CORPORATION

Council member Roznovsky stated that LJDC met last week and most of their time was spent on marketing studies and that the Buxton contract will be coming to an end and do we want to continue the contract or work with the information they have given us.

Council member Roznovsky stated the Dangerous Structure Determination Board will meet later this week. He is involved with the Hotel Occupancy Tax Board and they are working with marketing and printed flyers and handouts.

Council member Roznovsky stated there were things stated in the facts and he felt they were wrong as this is one of the hardest working city council and group of volunteers.

Council member Broaddus stated he did not make the parks board as he was out of town, but the hike and bike committee will be updating their master plan and will bring it to council.

Council member Buell asked for his boards to be added to the agenda.

Council member Singhania stated his intention was not for everyone to have to make a comment on all the boards but if there was something that needed to be brought to the council's attention it could. He attended the Library Board meeting and they are thankful to the Bond Committee for the flooring. They would like to see the issues with the ac units to be addressed.

Mayor Sipple said YAC was out this weekend and planted between 50-70 trees. YAC attended a KTB conference in Buda. The group has won several awards at Keep America Beautiful.

Council member Buell said he is on the Animal Shelter Board with himself and 2 other mayors and 3 SPCA members they meet 4th Tuesday of the month, they have developed outstanding relationships with our Animal Control Officers. They have really turned things around from what happened in the past. He stated he and Dunkin his dog went to the dog park and he met a young lady that was from Angleton who said how much nicer the dog park was than Angleton's.

UPDATE ON CONSTRUCTION PROJECTS

- a. Construction Funds Financial Update
- b. Sidewalk Projects
- c. Utility Repair Projects
- d. Drainage Repair Projects
- e. Woodland Park Paving Project

Sal Aguirre gave the update on the construction projects.

ITEMS OF COMMUNITY INTEREST

Council member Singhania asked where we were on the Customer Convenience Center. Mr. Yenne stated it is still in the design phase.

Council member Singhania asked about the traffic counters on Circle Way. Mr. Yenne stated there was a neighbor concerned there was speeding on this road, however the counters showed the 85 percentiles was 32 mph.

Council member Roznovsky said coming into town the KLJB entry sign is beautiful.

Council member Roznovsky said driving down Plantation going to Medical Drive it would be nice to have a sign indicating Walnut Street.

Council member Roznovsky said the Medical Drive asphalt section is getting bad.

Council member Broaddus encouraged everyone to vote in the primary election tomorrow.

Mayor Sipple said there was some surveyors on SH288 and asked if we knew what it was for? Staff will contact TxDot to see what the stakes are for.

ADJOURNMENT

There being no further business the meeting adjourned at 8:15 p.m.

These minutes read and approved this _____ day of _____ 2020.

Bob Sipple, Mayor

Alice A. Rodgers, City Secretary

NOTICE OF PUBLIC MEETING

BE IT KNOWN that the Lake Jackson Youth Advisory Commission of the City of Lake Jackson will meet in regular session on **MONDAY, MARCH 16, 2020 at 6:00 P.M.** at the **Lake Jackson Police Department Training Room**, 5 Oak Drive, Lake Jackson, Texas to discuss the following:

AGENDA

At said meeting the Lake Jackson Youth Advisory Commission will deliberate, discuss, consider and or take final action on any or all of the following matters:

1. CALL MEETING TO ORDER AT **6:00 P.M.** – **EMILY LIONDAS**
2. APPROVAL OF MINUTES – **ANNALEAH MERRITT**
3. TEAMBUILDING ACTIVITY & BIRTHDAYS – **EMILY LIONDAS / ANNALEAH MERRITT**
4. DISCUSS AND TAKE ACTION ON SPRING EVENTS
 - A. “TRASH BASH” – DUNBAR PARK – SATURDAY, **MARCH 28TH**
 - B. EASTER EGG HUNT – MACLEAN PARK – THURSDAY, **APRIL 9TH**
 - C. END OF YEAR EVENT – **APRIL/MAY**
5. DISCUSS OFFICER AND BOARD POSITIONS FOR **2020-2021**
6. ITEMS OF COMMUNITY INTEREST
7. DISCUSS & SET NEXT MEETING DATE
8. ADJOURN MEETING

I hereby certify that this Public Notice was placed on the Official Bulletin Board at City Hall on FRIDAY, MARCH 13, 2020 at _____ p.m.

Alice A. Rodgers, City Secretary

I hereby certify that this Public Notice was removed from the Official Bulletin Board at City Hall on this the _____ day of _____, 2020, at _____ a.m./p.m.

Alice A. Rodgers, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 415-2403 or FAX (979) 297-9804 for further information

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that the Lake Jackson Senior Commission of the City of Lake Jackson met in regular session on Monday, January 27, 2020 at 3:00 P.M. at the Lake Jackson Civic Center, 333 HWY 332, Lake Jackson, Texas with the following in attendance:

Christy Alford
Julie Mendoza
Tere Sandlin
Daryl Wilson
Kay Gentry
Cory Leshar
Linda Robertson
Wayne Robertson

Sandra Oliver, Staff Liaison

APPROVAL OF MINUTES – November 2019
Minutes were approved as presented

VISITORS' COMMENTS
There were no visitor comments.

REVIEW OF FISCAL YEAR 2019/2020 CURRENT BUDGET BALANCE
Budget balance - \$18,431.36

DISCUSS AND TAKE ACTION ON VALENTINE'S MOVIE DAY
Movie day and popcorn event are on hold for now.

SUBMITTAL AND RECAP OF RECENT EVENTS
Bingo 12/10/20 for a cost of \$2232.25
Game Day every Wednesday hosts on average 20 people.
"42" Dominoes was held on 2020. There were 26 people in attendance.

PRESENTATION, SUBMITTAL AND ACTION ON FUTURE EVENTS
On motion by Tere Sandlin second by Kay Gentry with all present member voting "aye" it was agreed to buy 20 tickets at \$40 each for a watercolor class to be taught by Linda Strickland at The Center. Date and guest fee to be determined.

On motion by Cory Leshar second by Kay Gentry with all present members voting "aye" it was agreed to spend \$300 for 20 people @\$15 each for a meditation class to be held at The Civic Center. Guest will be charged \$5 each.

On motion by Tere Sandlin second by Kay Gentry with all present members voting "aye" it was agreed to allow \$200 budget for Manicures at Tony's Day Spa. Guest will be charged \$5.

DISCUSS AND SUGGEST ITEMS FOR FUTURE EVENTS
None

ITEMS OF COMMUNITY INTEREST

None

SET NEXT MEETING DATE – Monday, February 24, 2020 @ 3:00 pm

ADJOURN – With no further business the meeting adjourned at 4:40 p.m.

These minutes read and approved this _____ day of _____, 2020.

Julie Mendoza, Chair

Secretary

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that the Traffic Commission of the City of Lake Jackson met on Tuesday, February 11, 2020 at 6:30 P.M. for regular session at 25 Oak Drive, Lake Jackson, Texas, in City Hall Council Chambers with the following in attendance:

Andy Anderson
Kevin Land
Michael Dougherty
Matthew Bjune

Bill Yenne, City Manager
Sal Aguirre, City Engineer
Sally Villarreal, Asst. City Secretary
Sargent Welch, LJPD
Sabrina England, PW Director

PLEDGE OF ALLEGIANCE

Mr. Land led the pledge of allegiance.

APPROVAL OF MINUTES – January 14, 2020

Minutes were approved as presented.

VISITORS' COMMENTS

There were no visitor comments.

DISCUSS TRAFFIC SPEED STUDY RESULTS ON CIRCLE WAY – MR. VENNE

Bruce Goodrich – 312 Circle Way St.

The posted speed limit on this street is 30 mph.

85% of the speed was 32.9 mph

95% of the speed was 35.1 mph

Median speed being 29.1 mph

Mr. Goodrich stated he was starting a petition and has agreement from neighbors that there is a problem. Mr. Goodrich said he went down Circle Way and will be going down the side streets one to two houses deep. Mr. Goodrich acknowledged the data collected from the speed study was reasonable.

Mr. Goodrich asked if the petition was of any value to this item and wanted to make the commission aware that he has done all he can for this item.

Mr. Bjune stated outside of the peak hours the first wave of people is very good.

Mr. Goodrich stated people are aware of the police officers that stand by and will not speed if they see them. He felt this impacts the speed studies that are being presented.

Mr. Bjune explained some of the applications that people use that on their cell phones that alert citizens of traffic and sometimes the presence of law enforcement.

Mr. Yenne asked Mr. Goodrich what he was asking for on his petition.

Mr. Goodrich stated they were asking for either speed bumps, stop signs, street signs or something that would help with the traffic. He understood the numbers were fine, but he felt something needed to be done.

There was some discussion about future development.

No action taken.

DISCUSS RIGHT TURN LANE COST ESTIMATES ON HWY332/OYSTER CREEK DRIVE AND LAKE ROAD/OYSTER CREEK DRIVE – SAL AGUIRRE

Mr. Aguirre went over the estimates that he collected. Taken into account that inflation impacts the numbers that were presented.

OCD-SH288 Right Turn modification
Cost estimate - \$285 (TXDot contract)
\$172 (City contract)

Mr. Yenne stated this has been to Council before and it was rejected. If Traffic wants to take it to council, they can put it on the CIP.

Mr. Anderson asked who pays for it. Mr. Yenne stated the taxpayers.

Mr. Yenne told the commission it was up to them if they wanted to recommend it to Council.

Mr. Dougherty asked about the price of contracts. Mr. Aguirre stated the difference in standards makes a difference in price.

On motion by Mr. Dougherty second by Mr. Anderson to propose the recommendation to Council to pursue the right turn lane on Hwy 332/Oyster Creek Drive failed 2-2. Mr. Dougherty and Mr. Anderson voted “aye”, Mr. Land and Mr. Bjune voted “nay”.

Mr. Aguirre went over the typical right-hand turn land all around town.
Cost estimate is \$52K (city contract).

No action was taken since the motion failed.

REPORT FROM MS. ENGLAND ON POSSIBLE TIMING ADJUSTMENTS AT THE FOLLOWING INTERSECTIONS:

- a) HEB OUTLET ON OYSTER CREEK DRIVE
- b) CENTER WAY & DIXIE DRIVE
- c) CIRCLE WAY & OYSTER CREEK DRIVE

Sabrina England stated she went over some of these issues with Mr. Toscano. Ms. England explained that there is only one lane coming out of Circle Way onto OCD and this is why it triggers the light on OCD. This lane does not know if you're turning or going straight. The three seconds would be enough to allow a car to move on through if it's turning. Ms. England stated Mr. Toscano suggested he could add a three second delay, but the equipment would need to be updated. The rough estimate is about \$2000. An accurate figure can be given.

HEB Outlet on Oyster Creek Drive – changes can be made to only stop traffic on OCD if traffic is going to turn left. This has been done on Sycamore and Willow and we are not aware of any problems in that area.

Center and Dixie has the resting green. It is not set up to be synced. The light is set up that way deliberately because of the school. Mr. Land asked if it had the hardware to make changes and Ms. England said “no”.

Ms. England did not recommend making any changes to the lights on Circle Way or Center Way & Dixie.

Mr. Dougherty asked if the estimates from Mr. Toscano were firm. Ms. England said that was just an estimate and not sure of the accuracy.

Mr. Dougherty felt we needed a real estimate. Ms. England will get those numbers and have them at the next meeting.

No action taken on this item.

DISCUSS TRAFFIC SPEED STUDY RESULTS COLLECTED ON SYCAMORE AT POST OAK AND PEACH STREET

The Post Oak crossing speed study did not indicate a problem. The Sycamore crossing at Peach Street showed the following:

85% - 32.9 mph

95% - 36.2 mph

Median – 28.2

No action taken.

DISCUSS POSSIBILITY OF STATIONING A CROSSING GUARD ON SYCAMORE AND POST OAK AND PAINTING THE CROSSING STREET LINES

Mr. Yenne stated the City would be responsible for a crossing guard away from the school. This would have to go through the budget process to add personnel. This could be visited once the tax office opens to see if traffic is increased and a guard needed.

No action taken.

DISCUSS TRAFFIC AND STREET PARKING ON THE CURVE AT SYCAMORE GOING SOUTHBOUND RIGHT BEFORE PIN OAK STREET

There was confusion on this item. The commission discussed the area, and no one was aware or had witnessed a problem in this area.

No action taken.

ACCIDENT REPORTS

Lt. Cromeenes stated there was nothing unusual on the accident reports. There is an increase because LJPd has started reporting all accidents.

Mr. Bjune asked if there have been any fatalities. Lt. Cromeenes said “no”.

ITEMS OF COMMUNITY INTEREST

Councilmember Broaddus asked what involvement the Traffic Commission would have on the Alden PUD. Mr. Yenne went over some of the details and mentioned the Traffic Commission would eventually be involved with the Traffic flow. Mr. Yenne briefly explained the process to the Traffic Commission.

Mr. Anderson clarified a comment that was made at a previous meeting regarding Emergency personnel leaving their stations on Circle Way. Mr. Anderson stated rules are passed in their Fire Dept. During an emergency they can travel 10 miles over the speed limit except in school zones and if traffic allows it. The Fire Dept. limited the over the speed limit with the city's ok. Everything except school zones.

Mr. Goodrich asked for a copy of the Circle Way speed counts. A copy was given to him at the meeting.

ADJOURNMENT

There being no further business the meeting adjourned at 7:23 p.m.

These minutes read and approved this _____ day of _____, 2020.

Doug Kincannon, Chairman

Michael Cloeter, Secretary

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that the Planning Commission of the City of Lake Jackson met in Regular Session on Tuesday, February 4, 2020 at 6:30 p.m. in Lake Jackson, Texas with the following agenda:

Locke Sanders
John Fey
Brenda Colegrove
Joe Rinehart
Jeff Gilbert
Harry Sargent

William Yenne, City Manager
Sal Aguirre, City Engineer
Athelstan Sanchez, Asst. City Engineer
Sabrina England, PW Director
Eddie Herrera, Engineering Technician
Modesto Mundo, Asst. City Manager
Sally Villarreal, Asst. City Secretary
Vinay Singhania, Council Liaison
David Walton, Building Official

PLEDGE OF ALLEGIANCE

Harry Sargent led the pledge of allegiance.

APPROVAL OF MINUTES – December 2019

December minutes were approved as presented.

VISITOR COMMENTS

There were no visitor comments.

DISCUSS AND CONSIDER OAKS OF FLAGRIDGE LEASE OFFICE SITE PLAN AMENDMENT TO THE SITE PLAN AMENDMENT AT 604 E HIGHWAY 332 FILED ON FEBRUARY 4, 2020

Engineer's Memo:

The determination for final filing is made due to the “no issue” proposed modification to the recently approved site and landscape plan in August 2019. This amendment primarily consists of an addition of 8 parking spaces by striping of a previously paved unused area originally designated for truck access and delivery service.

- a. *The proposed restriping modification increases the tally to 318 from 310 in the most recent plan adding to the surplus to the 188-space requirement of the new office use of the facility.*
- b. *The existing drainage system serving the current impervious area remains unimpacted by the modification that has no changes to the impervious surface area.*
- c. *The fire protection lane location and geometric remain unchanged in the modification and deemed compliant.*
- d. *The proposed restriping is being done within the existing paved surface with no green space involved and the landscape plan remains as currently approved.*

Our completeness checklist is provided to you with all site content items indicated as complete.

There was no one present from Baker and Lawson for this item.

Mr. Aguirre went over the Engineer's notes listed above.

Mr. Sargent asked if there was any landscaping involved. Mr. Aguirre stated there was not any landscaping involved because the amendment is only for paved surfaces.

On motion by Mr. Sargent second by Mr. Fey with all present members voting "aye" the Oaks of Flagridge lease office site plan amendment to the site plan amendment at 604 E Highway 332 filed on February 4, 2020 was approved.

REVIEW AND DISCUSSION OF A COMPLETE APPLICATION FOR PUD DEVELOPMENT OF THE ALDEN 987.2 ACRE TRACT ON US HWY 288 IN LAKE JACKSON

Engineer's Memo:

To follow up with the discussion from the combined public meeting held January 27, 2020. The recommendations made by the City Manager were the following:

- 1. Provide any and all revisions to the application as laid out in Article IV of the City's Code of Ordinance.*
- 2. Provide document showing deviations from the specific underlying zones proposed.*
- 3. In particular indicate comparison of the current standard with those being requested and reason for change.*
- 4. Last meeting was focused on PUD process and individual issues were curtailed, so issues will need to be thoroughly discussed and other specifics related to this project, to include workshops in short schedule (i.e. February 10 and / or 24, 2020).*

The planning commission will determine if the application submission is complete and consider the application at a public hearing on March 3, 2020 meeting.

Katherine Parker with Meta Planning

Ms. Parker went through the changes that were made on the report that was introduced at the Council/Planners workshop. Ms. Parker also asked planners for any feedback or comments and mentioned it would be taken into consideration moving forward.

On page 4, the proposed land use chart was amended. The single family and high density have been combined and are under one designation. There is also a maximum percentage for the smaller product that would be allowed for the townhomes. Also incorporated was a requirement for a certain percentage to be over 60 ft. lot size. At least 20% would have to be 60 ft. or larger.

On page 7, under permitted used there were a few changes. One of the items that had been requested was whether there would be commercial uses in the residential uses. To ensure that would stay limited, there are five specific requirements for that. One of those requirements is it be located by a collector or thoroughfare. Commercial uses cannot be located on streets that have homes fronting on it, this will keep large retail uses from going in residential areas. Also, maximum size would be 5-acres. There are screening requirements for solid fencing and a minimum 10 ft. landscape buffer.

Ms. Colegrove asked if the 5-acre limit would apply to the current area designated for an elementary school. Ms. Parker said no, that would be if there were an additional school.

Mr. Sargent thought it was specified that the hospital would be an outpatient hospital. Ms. Parker stated it was discussed, but it wasn't her understanding that it was to be changed. Mr. Sargent would like it to be addressed to the developer. Mr. Gilbert felt it should be flexible.

Councilmember Singhania felt it shouldn't matter if it's in the commercial zone.

Mr. Rinehart had a concern with the solid 6 ft. fence as a buffer zone. He felt an 8 ft. fence is needed for a buffer in addition to a landscape buffer. Ms. Parker made note of this request.

Ms. Parker stated Townhomes has been added under residential district.

On page 9. Most of these changes were just clarifications. Defined what HOA and PUD meant.

Ms. Colegrove recommended having a 6 ft. wide sidewalk on one side of all the collectors with a 4 ft. wide sidewalk on the opposite side. This is what is recommended through the rest of the city. This would allow a mixed use.

Ms. Colegrove asked if there were any accommodations for pedestrians along the major thoroughfares. Ms. Parker stated there wasn't anything specific in their plan. Mr. Rinehart thought sidewalks would be critical. Ms. Parker asked what size would be proposed. Ms. Colegrove said 8 ft.- 10 ft. would be preferred in the higher traffic areas. It depends on the space. Ms. Parker said they would look at that.

Mr. Sanders asked for clarification on the major thoroughfare where it says, "or other". Ms. Parker said in case it needed to be increased at all. Ms. Parker said they would take out "or other".

Ms. Parker went over the commercial development regulations.

Mr. Sargent asked about the parking requirements. Ms. Parker stated their calculations are intended to accommodate visitor parking as well. Ms. Russel said the requirement is one with up to two per units for a one bedroom. Mr. Sargent asked if there was anything allowed for visitor parking. Ms. Russell stated we do not have requirements in our ordinance for visitors.

Ms. Colegrove asked if there would be additional parking with multi-family. Ms. Parker said no it was included.

Mr. Sanders asked if the apartments would be gated. Ms. Parker said she wasn't sure.

Mr. Sanders asked the commission if they were fine with the parking. He didn't feel like there was enough parking allocated.

Residential Development Regulations – Ms. Parker went over the requirements and changes made below.

1) Lot Distribution Requirements

- a. Lots under the High Density (T-1) designation may not exceed fifteen (15) percent of the total number of residential lots within the PUD.
- b. Lots sixty (60) foot in width or larger shall account for a minimum of twenty (20) percent of the total number of residential lots within the PUD.

Also included was a notation of anything in T-1 would have a minimum of 1 space for every 5 units.

Mr. Sanders again stated his concern regarding the parking or lack of. He felt it could become an issue. Mr. Gilbert felt it was fine if there are enough designated spots for every 5 units.

Ms. Parker asked if there was something in the PUD regarding visitor parking for 40 ft. to 45 ft. lots, would that be better and ease some of the concerns?

Mr. Yenne suggested setting restrictions and not allowing garages to be enclosed into living spaces. This

way every space has a garage for parking.

Mr. Rinehart stated several times that he was not a fan of the 40' lots.

Mr. Fey asked Ms. Parker if that is becoming a trend. Ms. Parker said it is. People like them because they have lower yard maintenance.

Mr. Rinehart asked what Red Oak Circle lots are. Mr. Aguirre said they are 50 ft. lots.

Mr. Aguirre mentioned there are 40 ft. lots on Holly and Birch that can be seen.

Mr. Yenne mentioned to the commission that this is where they need to make their request. If they prefer to see a larger lot and a larger minimum square footage home, this would be the place to discuss it.

Mr. Rinehart and Mr. Gilbert thought 1200 sq. ft. minimum homes would be better than 1000 sq. ft. Also, Mr. Rinehart felt that the minimum size of lots should be 45 ft. and not 40 ft.

Mr. Sanders asked about the setbacks. Mr. Aguirre stated they are 20 ft. setbacks from the right of way. Ms. Parker stated they are proposing 25 ft. setbacks.

Mr. Aguirre stated these are zero lot lines. One side is zero setback the other side is a 6 ft. maintenance setback.

Mr. Rinehart stated he wants something attractive that works for the city and a quality subdivision. Mr. Fey agreed with Mr. Rinehart.

Ms. Parker stated the developer would set their standards to ensure the quality of the homes. Ms. Parker was not sure of the price point of the homes.

Mr. Aguirre asked Ms. Parker if they had any other developments that would be similar to what they are proposing. Ms. Parker said there is one in the Katy area. Ms. Parker said they could get photos together for the workshop.

Ms. Parker stated there would be a 10 ft. separation between homes.

The Billboard changes and open space/parkland dedication was added as well as the development will also provide connectivity to the overall City of Lake Jackson trail system adjacent to Oyster Creek. Below is an outline of what Ms. Parker discussed.

Signage

Signage within the PUD will conform to the City of Lake Jackson Sign Ordinance as of the effective date of the PUD, with the following exceptions:

- 1) Temporary signs used during construction of the development recognizing builders, architects, engineers, leasing representatives, lenders, etc. must all be tastefully displayed on 4' x 8' vertical signs. All temporary signs must be removed when the principal building on the applicable building site is occupied. Additional temporary builder signs directing potential home buyers to various neighborhood/model homes may be installed behind the public right of way. These temporary signs will remain until each platted section is 90% sold and closed.
- 2) Off Premise Signs

- a. Off premise signs/ billboards are permitted along Hwy 288. They are permitted for advertisement and marketing of this development only, not for commercial signage uses for businesses.
- 3) Neighborhood monumentation
 - a. Neighborhood monumentation is permitted at all entrances to each separate platted section within the development, individual sections and intersections. Signage must be in compliance with applicable sight triangle requirements.

Open Space/ Parkland Dedication

Lakes, detention, parks and open space areas account for approximately 40% of the gross acreage of the project. This calculation includes all parks, landscape reserves, landscaped right of ways, power easements, drainage easements, trails, tot lots, Oyster Creek, lakes, detention and drainage area, etc. A trail system connecting these areas will be incorporated throughout the development within the PUD. The development will also provide connectivity to the overall City of Lake Jackson trail system adjacent to Oyster Creek. See Exhibit F – Open Space/ Amenity Plan. The proposed open space amenities and the approximate acreages are as follows:

Open Space Amenity	Acreage*
Lakes/Detention	+/- 320.4
Oyster Creek	+/- 16.8
Rec Center and Parks	+/- 11.8
Landscape/Open Space	+/- 29.7
Easements	+/- 22.9
TOTAL	+/- 401.6

*All acreages are preliminary and subject to changes as development occurs. Because detention requirements may change, all acreages and locations of detention and open space within this category may shift without triggering a PUD amendment.

In addition to the recreation and open space areas listed above, the development will comply with all currently applicable City of Lake Jackson Parkland Dedication requirements and/or Parkland Fees. However, all parkland dedication calculations will be considered for the overall project, not on a section by section basis. Individual section plats will be reviewed for compliance with the approved parkland dedication plan and dedication of the applicable reserves.

Mr. Sanders asked about the Billboards. Mr. Yenne suggested specifying a maximum size and height. At this time, they are prohibited completely.

Ms. Colegrove noted on the open space, the parks and rec space is grouped together. Mr. Yenne stated we would need to find out what if any is being dedicated to the city. Is it a city park or is it a subdivision park that is restricted to the people in that subdivision? If it's a subdivision park, they would be accessed a parks fee and that money would be used for other parks in the community. Mr. Yenne was unsure of the direction as it had not been resolved yet. This would still need to be negotiated.

Mr. Sargent asked about the pipeline easement. Ms. Parker said there is an overhead power and pipeline easement that runs through the property. The power easement is on the upper Northeast side. Mr. Sargent asked that she mark this for the upcoming workshop.

Ms. Parker said when the streets are laid out, all the easements will be looked at and they will design around

them.

Ms. Parker stated they are presenting four phases of the development. They will be starting with residential, commercial and multi-family in the initial phase.

Mr. Rinehart asked if they were still intending egress and ingress on SH 288. Ms. Parker said yes.

Mr. Yenne stated he asked Ms. Parker to review the PUD manual and compare the manual to what has been submitted to see what is and what is not in compliance.

Mr. Sargent asked if an easement was needed for the sewer line. Mr. Aguirre stated there is an easement on it.

Mr. Yenne stated there are several components. One being the PUD. In order to close on the property, they must have the PUD finished by the end of March. Our timeline is close because the second reading is in April. There has already been a consultant hired and another will be hired to help look over it. The next thing that will be talked about is the Municipal Management District. Throughout the process the Master Plan Development agreement will be discussed where a lot of detail gets involved. The city has already spent some monies for future utilities that are being built. Discussion would also include how much the city would be reimbursed for what has been done. Sue Darcy has been hired to help look over the project along with LJA Engineering to help with the drainage. The city will also be working with Ardurra Group to help with the utilities. There will be a \$10,000 fee that will be submitted by Mr. Noteware up front and the professionals listed will also be paid by Mr. Noteware. The consultants that the city bring on board act on the behalf of the city.

Mr. Sanders noted the PUD said it had no expiration date.

Ms. Russell mentioned the PUD has a 15-year expiration. So long as there is progress being made then extensions can be granted.

There was discussion about the changes that would be allowed by Mr. Yenne. Ms. Russell stated changes that are above the percentages allowed would have to be approved by Planners and Council. Mr. Yenne asked that allowed changes be defined in the PUD. Mr. Yenne felt anything that is not contiguous would need to come back to Planners and City Council. If it's contiguous and comes up or down a little bit, then it would probably be fine.

DISCUSS AND CALL A PUBLIC HEARING FOR REZONING OF THE ALDEN 987.2 ACRE TRACT ON US HWY 288 IN LAKE JACKSON FROM R-1 TO PUD ON MARCH 3, 2020

Engineer's Memo:

At a public hearing to be held in accordance with Chapter 211, Local Govt. Code and Chapter 110 City Ordinance Code, the Planning Commission will prepare a final report and recommendation to the City Council or may request additional studies or information based on particular characteristics of the proposed development.

City Council would hold their public hearing on the PUD at their March 16, 2020 meeting and consider first rezoning ordinance. Second reading of the ordinance would be at the April 6, 2020 meeting.

On motion by Mr. Rinehart second by Ms. Colegrove with all present members voting "aye" a public hearing for rezoning of the Alden 987.2-acre tract on SH 288 in Lake Jackson from R-1 to PUD on March 3, 2020 was approved.

PRESENTATION AND DISCUSSION OF 2020 BOND PROGRAM PROJECTS

Mr. Mundo went over the 2020 Bond Program Projects. He wanted the commission to be aware of the projects in case people asked about them.

Under facilities there is approximately \$15.3 million.

- City Hall expansion is \$9.2 million – The initial design is going up and out towards Circle Way and Oak Drive. A floor plan has been pretty much nailed down, but there is not enough detail to know what the expansion would look like. The expansion is approximately 17,000 square feet.
- The Animal Control facility has gone from \$6.5 million to \$3.2 million and we feel confident a good quality facility can be built. It would be a metal building.
- Police renovation and expansion – This would be used for large evidence storage. We need a secure place for that. Patrol offices and CID offices would be moved around.
- Library flooring – This has been on the list for about 10 years and the price is increasing.

ADA curb replacements will be to repair to new standards.

Drainage projects

- Shady Oaks, Pin Oak & Forest Oaks, \$2.5 million – This project would be replacement of streets, sidewalks, drainage, water and sewer lines. Mr. Rinehart pointed out a small portion of Shady Oaks to Pin Oak needs to be replaced and should be considered with the current project. From Sycamore to Plantation is a bad portion of street. Mr. Mundo said it couldn't be changed now because the ordinance has already passed. Mr. Aguirre said it will be looked at and it can be funded somehow.
- Moss Chestnut, Wisteria and Palm Lane – This has a sizeable drainage component. The interest was doing the roads and we didn't want to come back and do more roads and not tackle the drainage.

SIGNATURE OF DOCUMENTS

ITEMS OF COMMUNITY INTEREST

Mr. Fey stated he hasn't been able to get into Olive Garden because it's been so busy. Use the takeout service. It is apparently doing very well.

Mr. Gilbert mentioned not to be afraid to correct people who are spreading garbage, especially on social media. There is a lot of misinformation that scares people that is simply not true.

Mr. Mundo wanted to add that the Bond Task Force Committee was a very diverse group that looked at every factor and represented a very broad opinion.

Mr. Rinehart asked if Chipotle was coming in. Mr. Yenne said they are looking for a place.

Mr. Yenne stated there will be a meeting coming up with Cavender's.

Councilmember Singhania wanted to make sure he stressed the city do their due diligence and handle the PUD correctly.

Mr. Ortiz mentioned as we look at the future development on the northside. There needs to be some consideration for emergency services such as police and fire. Just having a piece of property does not serve 3,000 people. When you have an officer that needs to use the facilities, they can't just go into a

convenient store with their gear. They need to be able to go into a locked building and feel protected without having to drive back to use the restroom. This is something to consider. Our officers are vulnerable, and something should be put in place for these officers.

SET NEXT MEETING DATE - February 10, 2020 – Workshop
February 24, 2020 – Workshop
March 3, 2020 – Planners meeting

ADJOURN

There being no further business the meeting was adjourned at 8:15 p.m.

These minutes read and approved this _____ day of _____, 2020.

Locke Sanders, Chairman

Brenda Colegrove, Secretary

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that the Dangerous Structure Determination Board of the City of Lake Jackson, Texas met in called session on Wednesday, July 10, 2019 5:00 p.m. with the following in attendance:

Melanie Calvin, Chair
Donny Peltier
Sal Aguirre
Patricia Dusek
Ben Torres

David Walton, Building Official
Tina Doyle, Code Enforcement Officer
Alice A. Rodgers, City Secretary
Sherri Russell, City Attorney

Gerald Roznovsky, Council Liaison

APPROVAL OF MINUTES

The minutes were not available at this time.

DISCUSS AND CONSIDER THE REHABILITATION OR THE DEMOLITION AND REMOVAL OF 52 ORCHID COURT

David Walton reviewed how Ms. Overly was contacted regarding this meeting. He emailed the notice to her at work, he hand delivered a notice to her address at 100 Cactus #202, Lake Jackson. He stated he had a discussion with her when he hand delivered her notice to see if she had any questions about the date and time of the hearing as well as the abatement warrant that was attached to the notice. There is still a warrant to abate the pool that is still in violation. He said he also posted a notice to the building at 52 Orchid Court.

At the meeting on May 23, 2019 there were stipulations set for Ms. Overly to fulfill. They were:

1. Have the property cleaned up with 7 days. She met this deadline.
2. Have the pool remediated within 30 days of May 23, 2019. The deadline passed and a warrant has been issued and the city is obtaining bids.
3. Have building permits issued by July 1st. This deadline was not met.

Mr. Walton stated two inspections were performed on this property by BBG Consulting and RCI Engineering. Mr. Walton stated that the BBG Consulting report states that there was more than 50% of the structure damaged during the fire and the subsequent prolonged exposure to the elements following the events. The RCI Engineering report stated their estimated cost to repair the home would be \$120,000. He stated that within the report it is stated that in 2018 the building was valued at \$192,350 for the primary single-family dwelling only. The property value was reduced by the BCAD by to \$500 according to the 2019 assessment.

The title of the BBG Consulting report is Inspections Report 7-09-2019, 52 Orchid Court, Structural Damage Assessment.

The RCI report is titled RCI Engineering.

Mr. Walton stated that every member of the board were provided copies of these reports.

Mr. Walton stated that it is the recommendation of the Building Official according to Section 14-329 of the Lake Jackson Code of Ordinances, that the building be demolished because the building is damaged and the repair cost is more than 50% of the building valuation.

Melanie Calvin asked about Ms. Overly's insurance and the architect she stated she was working with.

David Walton stated Ms. Overly's indicated that she had received her insurance monies at the beginning of 2019 and that she had been working with an architect. He called Ms. Overly on June 28th to remind her of the deadline of July 1st. She indicated that she was just ready to pick up the plans from the architect and submit them to the engineer. He told her he would issue permits for her should she bring in the plans prior to 5 p.m. on July 1st. He has not heard from her after this conversation.

Donnie Peltier asked if Ms. Overly had met any of the time frames set were met.

David Walton stated Ms. Overly has not met any of the 3 time frames that were set.

Melanie Calvin stated she drove by the home today and found that all the plywood is warping and coming off and actually are not up on the building anymore.

David Walton stated there is an area at the bottom of the chain link fence where a grown size man could fit through. The pool is still black and full of water.

Donnie Peltier asked if there is an order to demolish the house who pays for the demolition? Will the city pay for it and place a lien on the property?

David Walton said an order would be given to Ms. Overly to demolish the house within a certain time frame. If it is not demolished the city would come in and demolish the house and invoice Ms. Overly. If she did not pay the invoice the city would then place a lien on the property.

Sherri Russell stated the board could skip Ms. Overly and order the city to demolish the house.

Discussion followed on the city pressing forward to demolish the house and have the pool abated.

David Walton stated staff had been getting bids to abate the pool and will reach out to the contractors to see who could take care of the pool the soonest.

Masoud Alborzi said his concern is this home in its current condition with hurricane season on us.

David Walton said they have been working with Vernor Materials and felt they could mobilize quickly should the board order the city to demolish and not wait for Ms. Overly.

Lucy McGregor said there is now a 30-foot tree that is dying and could be a danger during the hurricane season. There are still openings in the house that allows rodents, cats and bats to enter.

Larry Magehee said hurricane season concerns, the plywood is just sitting up against the house

Donny Peltier moved to order demolition by city within 10 working days, if we reach out to Ms. Overly and see if she is going to pay for it, fence down, pool gone.

Melanie Calvin said if we want it to happen in a timely fashion, we need to word the motion that the demolition go straight to the city. She asked Mr. Peltier to possibly rephrase his motion.

Ben Torres asked if the city requires the slabs be pulled out.

David Walton said there is not a requirement, but the board could make that decision. The slab has value in it and can be sold to companies like Vernor Material.

Sherri Russell said the slab can be ordered removed.

Donny Peltier asked if they could contact Ms. Overly to see if she wants the slab to remain.

The board discussed the following option for a motion: Order within 15 days the demolition of house by city. The foundation and sidewalks are either demolished or a mutual agreement with homeowner, the board and the city on a concrete plan going forward with a new house going up within 90 days.

Sal Aguirre stated that this has been going on since last October. He felt the house needed to be demolished along with the slab.

Ben Torres also agreed to demolish the house, pool and slab and be done.

Emily Arthur this has been incredibly difficult for Ms. Overly and very devastating she asked the board to be kind to her.

Melanie Calvin said while this is not an easy process or decision to make, the board does have to consider the safety and health of the community and homes surrounding this property. This is not cost effective for her to try to salvage the house. The house has to come down whether the city does it or she does it.

Donny Peltier asked how long it would take to get a contractor to do the demolition.

David Walton said it could be done by middle of next week.

Donnie Peltier how much more for the city to do the demolition than Ms. Overly

David Walton stated there would be an additional \$75 administrative fee

Donnie Peltier moved to order the demolition of house slab, pool (either remove or fill), driveway, leaving city sidewalks along the street, within 15 days weather permitting and take care of the tree in the backyard lot brought back to a state that can be maintained, second by Ben Torres with all members present voting "aye" motion passed.

ADJOURN

There being no further business the meeting adjourned at 5:45 p.m.

These minutes read and approved this _____ day of _____, 20____.

Chairman

Secretary

From: dudep@brazoria-county.com
To: [Alice Rodgers; amanda@surfsidetxt.org](mailto:Alice.Rodgers@surfsidetxt.org); andi@cityofosterceek.com; bwells@freeport.tx.us; clong@cityofliverpooltexas.com; citysecretary@angleton.tx.us; jc.cityhall@coastal-link.net; kgarcia@richwoodtx.gov; rpoitevint@ci.clute.tx.us; cityadministrator@quintanabx.com
Cc: sonjad@brazoria-county.com
Subject: FW: H-GAC Solid Waste Grant 2021 for Collection of Tires
Date: Tuesday, March 10, 2020 4:10:46 PM
Attachments:

Good Day,

Brazoria County is applying for a "Solid Waste Grant" to fund a Tire Collection in Brazoria County. Brazoria County has not held a tire collection since year 2012. This grant will be an opportunity for all citizens to of Brazoria County to recycle unwanted tires, benefitting every community in Brazoria County. Together we can rid our county of unwanted tires and illegal dumping sites.

Would you please send me a letter of support? I would like to show our cities, towns and villages are partnering with Brazoria County in support of the tire collection event to rid the unwanted tires dumped in their area. If you can offer help on the day of the event please include this in the letter. This will be helpful when we are showing our in kind. The grant application is due on Thursday April 16, 2020 and the final grant selection is Tuesday, June 16, 2020. If possible I would like letters of support to me by April 9th, 2020.. We appreciate your help.

Thank you very much for your time,

Dude Payne

Brazoria County Commissioner Pct. 1

PO Box 998
1432 Highland Park
Clute, Texas 77531
(979) 265-3953
(979) 864-1523
(281) 756-1523



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City Council Agenda Item

City of Lake Jackson

Meeting Date: March 16, 2019

Subject: Tourism Campaign

Submitted by: Modesto A. Mundo, Asst. City Mgr.

Expenditure Account: FY 2019-20 Budget, Motel Occupancy Tax Fund

Action Requested:

Authorize City Manager to execute amended contract with Stephanie Artman for management of Tourism Campaign in an amount not to exceed \$10,500 over the next 7 months.

Alternatives:

Summary of Subject:

The HOT Committee has recommended to continue with Ms. Artman with coordinating communications between the City and the creative team and keeping the team on schedule.

Ms. Artman's contract ended on March 15th and the extension would extend it to September 30, 2020. The contractual amount for services is \$1,500 per month and is budgeted from the Motel Occupancy Tax Fund. Sixty-five thousand has been budgeted for marketing services this fiscal year with a balance of \$41,408 at the end of February.

MOTEL OCCUPANCY TAX FUND - 122

03/02/20

Oct - Feb

RESOURCES	ACTUAL		BUDGET	TO DATE
	2017-18	2018-19	2019-20	2019-20

Fund Balance	\$	77,792	\$ \$	155,192	110,036	\$	126,756
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Revenues

Motel Occupancy Tax

Best Western		126,979		106,530		109,000		35,883
Super 8		58,863		25,713		43,000		6,672
Staybridge Suites		18,610		135,846		75,000		52,819
Less Rebate		(12,097)		(88,300)		(48,750)		(26,874)
Clarion		154,278		90,484		104,000		19,090
Comfort Suites		100,380		80,546		95,000		25,455
Courtyard by Marriott		186,021		246,487		256,000		95,978
Less Rebate		(139,515)		(184,865)		(192,000)		(55,354)
Woodspring		0		15,033		0		16,093
Candlewood		97,110		83,034		83,000		38,501
Total Occupancy Tax	\$	590,629	\$	510,507	\$	524,250	\$	208,263

Interest Income		2,653		3,927		100		852
	\$	593,282	\$	514,434	\$	524,350	\$	209,114

Total Resources	\$	671,073	\$	669,626	\$	634,386	\$	335,870
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EXPENDITURES	ACTUAL		BUDGET	TO DATE
	2017-18	2018-19	2019-20	2019-20

Fine Arts Council	\$	72,953	\$	71,313		73,400	\$	26,753
Brazosport Area C of C		151,117		147,719		152,040		55,418
Museum of Natural Science		109,429		106,969		110,100		40,130
L.J. Historical Museum		109,429		106,969		110,100		40,130
Level 2 Expenditures								
- Marketing Campaign				38,588		65,000		23,591
- Special Event Grants				0		0		0
Marketing Items / Brochure		0		0		5,250		0
Transfer to Special Events		72,953		71,313		73,400		26,753

Total Expenditures	\$	515,881	\$	542,870		589,290	\$	212,577
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Ending Fund Balance	\$	155,192	\$	126,756		45,096	\$	123,293
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Level 1 Max Increase to \$543,864 based on 2% CPI Adjustment

**FIRST EXTENSION TO CONTRACT BETWEEN THE CITY OF LAKE JACKSON
AND STEPHANIE ARTMAN FOR LAKE JACKSON TOURISM ADVERTISING
CAMPAIGN**

**THE STATE OF TEXAS §
 § **KNOW ALL MEN THESE PRESENTS**
COUNTY OF BRAZORIA §**

WHEREAS, the **CITY OF LAKE JACKSON** (City) and **STEPHANIE ARTMAN** (Project Manager) entered into a contract for project management of the Lake Jackson Tourism advertising campaign (contract); and

WHEREAS, the contract began March 15, 2019 and will expire March 15, 2020.

WHEREAS, both parties wish to extend the contract through September 2020.

NOW, THEREFORE, the City and Contractor agree that the contract will be extended to October 1, 2020 and that this Extension incorporates all of the terms in the original contract.

EXECUTED to be effective this _____ day of _____, 2020.

CITY OF LAKE JACKSON, TEXAS

PROJECT MANAGER

BY: _____
William P. Yenne, City Manager

BY: _____
Stephanie Artman

ATTEST:

APPROVED AS TO FORM:

Alice Rodgers, City Secretary

Sherri Russell, City Attorney

City Council Agenda Item

City of Lake Jackson

Meeting Date: March 16, 2020

Subject: Tourism Campaign

Submitted by: Modesto A. Mundo, Asst. City Mgr.

Expenditure Account: FY 19-20 Motel Occupancy Tax Fund

Action Requested:

Authorize City Manager to execute amended contract with Anna Lehnhoff for writing social media campaign content not to exceed \$8,500 over 6 months.

Alternatives:

Summary of Subject:

The HOT Committee has recommended to continue with Ms. Lehnhoff with creating 2 blogs per month and creating 5 social media post per week for the next six months.

Ms. Lehnhoff's contract ends on March 30th and the extension would extend it to September 30, 2020. The contractual amount for services is \$1,200 per month and is budgeted from the Motel Occupancy Tax Fund. Sixty-five thousand has been budgeted for marketing services this fiscal year with a balance of \$41,408 at the end of February.

Ms. Lehnhoff would perform:

Create 2 blogs per month for at \$500 per month for six months	3,000
Create Content for Social Media (5 posts per week) at \$750 per month for six months	4,500
Special Marketing Projects as requested	<u>1,000</u>
Six Month Total	\$ 8,500

MOTEL OCCUPANCY TAX FUND - 122

03/02/20

Oct - Feb

RESOURCES	ACTUAL		BUDGET	TO DATE
	2017-18	2018-19	2019-20	2019-20

Fund Balance	\$	77,792	\$ \$	155,192	110,036	\$	126,756
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Revenues

Motel Occupancy Tax

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Total Expenditures	\$	515,881	\$	542,870		589,290	\$	212,577
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Ending Fund Balance	\$	155,192	\$	126,756		45,096	\$	123,293
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Level 1 Max Increase to \$543,864 based on 2% CPI Adjustment

**FIRST EXTENSION TO CONTRACT BETWEEN THE CITY OF LAKE JACKSON
AND STEPHANIE ARTMAN FOR LAKE JACKSON TOURISM ADVERTISING
CAMPAIGN**

**THE STATE OF TEXAS §
 § **KNOW ALL MEN THESE PRESENTS**
COUNTY OF BRAZORIA §**

WHEREAS, the **CITY OF LAKE JACKSON** (City) and **ANNA LEHNHOFF** (Contractor) entered into a contract to create content for the Lake Jackson Tourism advertising campaign (contract); and

WHEREAS, the contract began October 8, 2019 and will expire March 30, 2020.

WHEREAS, both parties wish to extend the contract through September 2020.

NOW, THEREFORE, the City and Contractor agree that the contract will be extended to October 1, 2020 and that this Extension incorporates all of the terms in the original contract.

EXECUTED to be effective this _____ day of _____, 2020.

CITY OF LAKE JACKSON, TEXAS

CONTRACTOR

BY: _____
William P. Yenne, City Manager

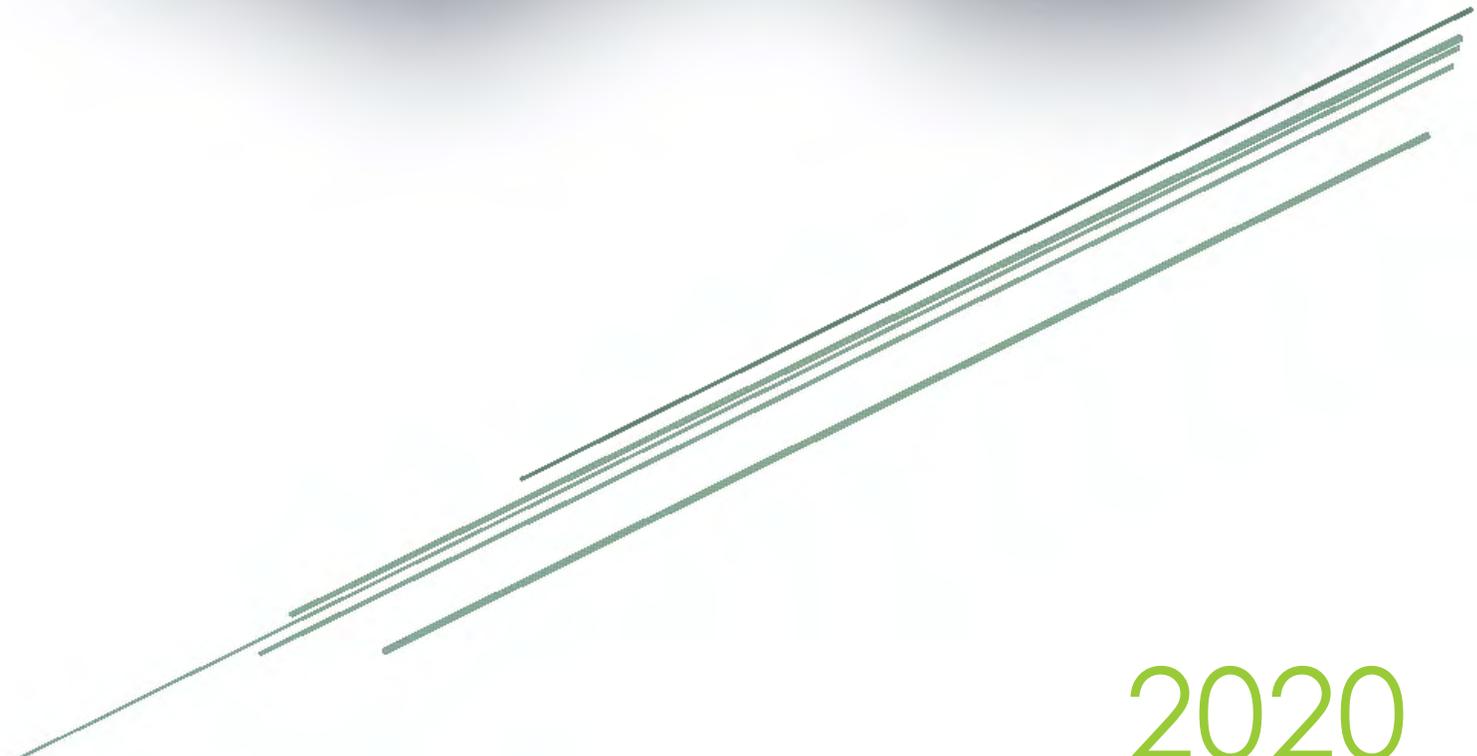
BY: _____
Anna Lehnhoff

ATTEST:

APPROVED AS TO FORM:

Alice Rodgers, City Secretary

Sherri Russell, City Attorney

A decorative graphic consisting of several parallel green lines of varying lengths, slanted upwards from left to right, positioned behind the year "2020".

2020

STRATEGIC PLAN



The Lake Jackson City Council has conducted strategic planning workshops for fourteen years. The purpose of these sessions is to focus on the results of the previous year and prepare a new Plan for the upcoming three years.

There are five Vision Elements that make up the Strategic Plan. Each Vision Element contains a series of objectives set by the City Council. Each objective has a series of goals prepared by the City staff and approved by the City Council. The goals are action steps intended to move the City toward implementation and completion of the stated Council Objectives.

MISSION STATEMENT

It is the MISSION of the City of Lake Jackson to be a leader among cities and in the region at large in delivering outstanding quality services to all citizens through innovative and efficient use of resources.

VISION STATEMENT

Our Vision is to create an ideal community to live, work and play for all.

VISION ELEMENTS

- Enable Growth and Revitalization
- Enhance Communication
- Maintain Infrastructure
- Maintain a Well Managed City
- Enhance Quality of Life

STRATEGIC PLAN PROCESS & CALENDAR



Since 2006, the City Council has met, deliberated and established new priorities for the coming year. The establishment of new priorities sets the stage for budget formation beginning in April of each year.

The strategic planning process is used to develop, implement and monitor the actions necessary to achieve the results outlined in the City's Strategic Plan.

The following pages highlight the City's priorities and show how each of the goals align with Lake Jackson's vision for the future.

VISION ELEMENTS:

- Enable Growth & Revitalization
- Enhance Communication
- Maintain Infrastructure
- Maintain A Well Managed City
- Enhance Quality of Life

1. ENABLE GROWTH

Promote quality growth following the established Master Plan.



Lake Jackson 2020 Strategic Plan



1.	Facilitate the Development of New Housing
1.1.1	Pursue opposition to the Columbia Hardwood environmental initiative
	<ul style="list-style-type: none"> a. Study feasibility of extending N. Yaupon based on new flood maps b. Participate in Corps of Engineers District Guideline Public Comment Period
1.1.2	Support development of the Alden acreage
	<ul style="list-style-type: none"> a. Develop Master Plan, Developers Agreement and Municipal Management District b. Construct Sanitary Sewer conveyance c. Hire consultants to assist in review of Developer Agreement, Municipal Mgmt. District and Utilities Plan d. Establish Demands for City Services
2.	Expand City's Economic Development Initiatives
1.2.1	Convert TEEX findings into marketable data that will assist in telling the success and opportunities for business in Lake Jackson
1.2.2	Pursue retail business prospects identified in Buxton Study.
1.2.3	Create position to dedicate full effort towards economic development
	<ul style="list-style-type: none"> a. Recruit franchisee's capable of providing retail businesses in Lake Jackson b. Work with Brazos Mall to develop remaining undeveloped areas along Oyster Creek c. Update and revise as appropriate the Economic Development Incentives Policy



Lake Jackson 2020 Strategic Plan

3.	Facilitate the Revitalization of Downtown
1.3.1	Construct Phase 3 infrastructure improvements for the Downtown Area (That Way, N. Parking Place, and Circle Way from Oak Drive to That Way).
1.3.2	Discuss and develop a zoning overlay district for the downtown area.
1.3.3	Develop a plan for the establishment of a cultural district in the downtown area.
4.	Facilitate Development of Property Surrounding the Airport
1.4.1	Work with County to support development of airport business park.
	a. Work with the county to expand and accelerate road construction project.
1.4.2	Construct new water well and elevated water tank near airport.
5.	Facilitate Development of Older Neighborhoods
1.5.1	Reduce the number of substandard structures to create safer neighborhoods.
1.5.2	Target Neighborhood & Code Enforcement Clean-ups to reduce code violations.
1.5.3	Increase code compliance for single family homes.
1.5.4	Establish and implement a ten-year asphalt street construction plan.

2. ENHANCE COMMUNICATION

Build relationships through communication, technology and training.



Lake Jackson 2020 Strategic Plan



1.	Improve Communication Externally & Internally
2.1.1	Collaborate with BISD to create content that informs citizens through video.
2.1.2	Participate in Chamber Transportation Committee Meetings with TXDOT.
2.1.3	Build relationships with local builders & contractors through public education.
2.1.4	Create Public Information Officer to improve communication
	a. Define PIO job assignments.
	b. Supplement printed newsletters with electronic one-page updates to residents.
	c. Establish a civic leadership academy to educate citizens on "What a City Does".
2.	Improve Interaction between City Council & Boards
2.2.1	Continue to maintain Council Liaisons for all Boards and Commissions
2.2.2	Report regularly on progress of the Strategic Plan to City Council and Boards and Commissions

3. MAINTAIN

INFRASTRUCTURE

Who are We?

What's Important to Us?

What do we want to Achieve?

Who's Accountable?

Are we Progressing?

Do we need to Adjust?

Maintain existing facilities and infrastructure at current high standards.

1. Upgrade and Maintain Infrastructure, Facilities & Equipment

Lake Jackson 2020 Strategic Plan

3.1.1	Provide safe, well maintained and energy efficient facilities
	<ul style="list-style-type: none"> a. Construct Safety Ramp at Library Emergency Exit(s) b. Convert Building Lighting to LED; Museum, Library, Golf Course, etc.
3.1.2	Perform condition assessment of sanitary sewer basin 1 and initiate repairs to reduce infiltration and inflows.
	a. Annually fund to reduce Wastewater Infiltration & Inflows in Operating Budget
3.1.3	Review and begin plan for expansion of city facilities:
	<ul style="list-style-type: none"> a. Service Center b. WW Treatment Plant
3.1.4	Begin implementation of bond projects (assuming bond election passing).
3.1.5	Develop a sidewalk repair/replacement policy and program
	a. Replace identified City Owned Sidewalks
3.1.6	Restore Panel Replacement Program
3.1.7	Implement new CNG compliance standards into Garage Facility.

3. MAINTAIN INFRASTRUCTURE

Maintain existing facilities and infrastructure at current high standards.

Lake Jackson 2020 Strategic Plan



2. Improve Drainage in Existing Neighborhoods and Watersheds

3.2.1	Implement Master Drainage Plan for the East side of Lake Jackson.
	a. Implement Phase 1 of bond approved projects.
3.2.2	Continue to participate in Brazos River Study
3.2.3	Improve drainage at Brazos Canal
3.2.4	Review Interlocal Velasco Drainage District outfalls and prepare Capital Improvement Plan in conjunction with VDD to repair and maintain.



4. MAINTAIN A WELL MANAGED CITY

Promote a culture of innovation and service.



1. Hire and Retain Qualified Employees

4.1.1	Study and recommend improvements to employee benefits that assist in employee retention.
	a. Examine feasibility of increasing retirement contribution from 6% to 7%.
	b. Reduce cost of dependent care insurance.
4.1.2	Maintain merit increase ranges at 2-3-4 percent.
4.1.3	Review competitiveness of Certificate Pay Policy
4.1.4	Benchmark salary midpoints from 50 th to 65 th percentile over next 5 years.

2. Provide Training Opportunities for Employees

4.2.1	Offer preparatory supervision classes to prepare potential managers.
	a. Budget and send 1-2 supervisors annually to the Leading, Education and Developing Program
	b. Provide in-house training to improve manager skills in three areas: interviewing, evaluating employees, and goal setting.
4.2.2	Work with other local entities to provide regional training at a shared cost.

4. MAINTAIN A WELL MANAGED CITY

Promote a culture of innovation and service.



Lake Jackson 2020 Strategic Plan



3. Improve Areas of Operations

4.3.1	Improve GIS database of water, sanitary, and storm water facilities.
4.3.2	Maintain 5-year Staffing Plan to address service improvements.
4.3.3	Review Sanitation Routes and Staffing Levels to improve efficiency and service.
4.3.4	Earn accreditation from the Commission for Accreditation of Parks and Recreations Agencies (CAPRA)



Who are We?

What's Important to Us?

What do we want to Achieve?

5. ENHANCE QUALITY OF LIFE

What's Accountable?

Are we Progressing?

Do we need to Adjust?

Provide an excellent quality of life for all Lake Jackson citizens.

Lake Jackson 2020 Strategic Plan

1. Enhance the Safety of Our Citizens	
5.1.1	Increase Traffic Safety on roadways, i.e. – continue to install signal preemption systems for emergency vehicles (Opticom).
5.1.2	Continue to improve efforts to retain and recruit volunteer firefighters and explore feasibility of full-time department.
5.1.3	Implement a revised street and pedestrian lighting master plan.
5.1.4	Create Program to address Homelessness in City.
5.1.5	Assess and implement the “Stop, Wave, Walk Program” for pedestrian safety.
2. Assist BIRD in Addressing Issues Facing the District	
5.2.1	Coordinate new Traffic Light at BIRD Exit and Dixie Drive.
3. Provide Quality Parks and Recreation Opportunities	
5.3.1	Implement a 5-year plan that aggressively improves existing Park and Recreation facilities.
5.3.2	Begin conceptual design of Madge Griffith Park that includes regional amenities.
	a. Establish Plan and Policy for Purchasing Surrounding Properties.
	b. Bring requests for sale to Council for consideration.

5. ENHANCE QUALITY OF LIFE

Provide an excellent quality of life for all Lake Jackson citizens.



Lake Jackson 2020 Strategic Plan



4. Provide Community with Affordable-Family Oriented Activities	
5.4.1	Expand use of Hotel Occupancy Tax revenues to offer more activities and events for visitors.
5.4.2	Continue and expand and assist in enabling others in brining special events and program offerings.
5. Provide Citizens with Reliable Public Transportation System	
5.5.1	Work with Southern Brazoria County Transit to develop 30-minute routes.
5.5.2	Work with Southern Brazoria County Transit to develop plan to house their administrative offices and bus fleet at the City Service Center.
5.5.3	Participate in Bi-County Transit District



LAKE JACKSON

NEW GOALS for 2020

2020 Strategic Plan

Who are We?

What's Important to Us?

What do we want to Achieve?

Who's Accountable?

Are we Progressing?

Do we need to Adjust

1. Enable Growth

Create Economic Development Position to dedicate full effort towards economic development

Increase code compliance for single family homes

2. Communication

3. Infrastructure

Restore Panel Replacement Program

Implement new CNG compliance standards into Garage Facility

Review Interlocal Velasco Drainage District outfalls and prepare Capital Improvement Plan in conjunction with VDD to repair and maintain.

4. Management of City

Review Sanitation Routes and Staffing Levels to improve efficiency and service

Earn accreditation from the Commission for Accreditation of Parks and Recreation Agencies (CAPRA)

5. Quality of Life

Create program to address homelessness in city.

Coordinate new traffic light at BISS exit and Dixie Drive

Participate in Bi-County Transit District

City Council Agenda Item

City of Lake Jackson

Meeting Date: March 6, 2020

Subject: Contract Mowing

Submitted by: Jeremy Bubnick,
Director of Parks & Recreation

Expenditure Account:
111-3500-452-4320
124-0000-452-4301

Action Requested: Cancel Mowing Contract with Calvary Group

Alternatives:

Summary of Subject:

Due to significant performance deficiencies in the landscape maintenance of downtown, fire station #1, fire station #2, the government complex and portions of Oyster Creek Drive, we are recommending that we cancel the contract with Calvary Group. We have been working with this contractor for the past four months on improving performance, but it has become evident that they are unable to adequately meet the minimum requirements of the job.

We must give the contractor 30 days-notice in writing, in order to do so. We have not yet sent this notification, but plan to do so as soon as we receive City Council approval to move forward. We have a contractor ready to fill in and maintain the areas that Calvary Group is currently responsible for should they decide to not complete the final 30 days of the contract or of the quality of work further diminishes during that time.

We are prepared to put the contract out of rebid and would hope to have a recommendation of award to City Council by the April 20th meeting.













NO PARKING
EXCEPT
LOADING ONLY

City Council Agenda Item

City of Lake Jackson

Meeting Date: March 16, 2020

Subject: Discuss Trap, Neuter, Release program for feral cats.

Submitted By: Sherri Russell

Expenditure Account:

Action Requested:

Alternatives:

Summary of Subject: The SPCA would like to begin a trap, neuter, release (TNR) program. Their preference is to manage the TNR program for three years and then to evaluate the effectiveness of the program. The SPCA communication is included in your packet.

I have drafted an ordinance in accordance with this communication. If you all approve of the draft, I will send it to the SPCA and the humane department for comments.

1. Definitions

Ear tipping means the surgical removal of one-third of the end of a cat's ear.

Feral cat means a cat that exists in a wild or untamed state, either due to birth or reversion to a wild state from domestication.

Feral cat colony means a group of feral or stray cats that congregate together as a unit and are managed by a feral cat colony manager.

Feral cat colony manager means a volunteer who has a permit to care for cats in a feral cat colony.

SPCA means the Society for Prevention of Cruelty to Animals of Brazoria County.

TNR means trap-neuter-release.

TNR program means a program of humanely trapping, sterilizing, vaccinating, ear tipping, and returning feral cats to the location where they congregate.

2. Application

This article shall be in effect until May 1, 2023.

3. Establishment of feral cat colonies

1. The SPCA may establish a TNR program within the City of Lake Jackson. The SPCA shall be responsible for all training, permitting, documentation, expenses and resource management for the TNR program.
2. A person wishing to be a feral cat colony manager shall obtain a free one-year permit from the SPCA. A permit is required for each colony. All people managing feral cat colonies prior to the effective date of this chapter shall apply for the feral cat colony manager permit within ten (10) business days from the effective date of this article.
3. It shall be unlawful to manage, operate, own, or control a feral cat colony without a feral cat colony manager permit.
4. No feral cats shall be brought into a feral cat colony from outside the city limits.

4. Responsibility of feral cat colony managers

1. A feral cat colony manager is responsible for
 - a) ensuring that every cat within the feral cat colony is sterilized, vaccinated and ear tipped by a licensed veterinarian;
 - b) maintaining and caring for feral cats by providing food, water, medical care, and other forms of sustenance; and
 - c) obtaining written permission from the property owners on which the feral cat colony will exist.

5. Exceptions

1. The following ordinances do not apply to feral cat colonies or the management of the feral cat colonies:
 - 10-82.1 (Feeding of unlicensed animals prohibited)
 - 10-85 (Abandonment or confinement of animals)
 - 10-148 (Licensing)
 - 10.171.1(b)(5) (The relocation and abandonment of any trapped animal is prohibited.)
2. A feral cat colony manager shall not be deemed the owner of a cat in the feral cat colony.

6. Humane department

1. Any ear tipped cat impounded by a humane officer shall be released to the appropriate feral cat colony unless:
 - a) A humane officer has determined the feral cat requires immediate veterinary care. If the feral cat is to receive care and be released, the feral cat colony manager is responsible for paying all accrued medical expenses prior to the feral cat being released.
 - b) The feral cat has bitten any human and the cat is required to be quarantined for rabies observation. If the feral cat is to be released, the feral cat colony manager is responsible for paying all quarantine expenses prior to the feral cat being released.
2. A humane officer may seize and remove all or part of any feral cat colony for public health or safety concerns including, but not limited to, rabies or other epizootic or zoonoses diseases.
3. A humane officer may seize and remove individual cats of the feral cat colony if the individual cats are not vaccinated, are not spayed or neutered, need medical care, show signs of aggression or have bitten a person.

7. Violations

A humane officer shall issue to any feral cat manager determined to be in violation of proper management and sterilization practices a written warning and be allowed time to comply with this article. That period shall not exceed ninety (90) days from issuance of the initial warning notice. The humane office may extend the time if satisfactory progress has been made. Failure to comply may result in the issuance of a citation, revocation of the feral cat manager permit, or destruction of the feral cat colony.

Sherri Russell

Subject: FW: TNR Ordinance language

From: [REDACTED]
Date: March 10, 2020 at 16:05:04 CDT
To: ralph buell [REDACTED], Sipple Bob <bsipple@lakejacksontx.gov>
Cc: Whitney Holt [REDACTED]
Subject: TNR Ordinance language

Bob and Buster-as requested, below you find the ordinance language Whitney has pulled from San Antonio as an example. Below is also a suggestion how this could be customize to meet our need.

This is the language in San Antonio re: TNR ordinances:

<https://www.sanantonio.gov/Animal-Care/Laws-Fees/Ordinances-Laws>

Suggestions to customize for us:

- SPCA will take on full expenses, colony manager training and resource management for this program for 3 years (until the end of our contract). In 3 years we will revisit to determine the cost savings to the city and reallocate expenses and personnel at that time
- change (b) to "will be returned to where it was found" for clarity's sake
- permit fees for colony managers that are signed up through the SPCA should be waived for this 3 year period to help offset program costs

Sec. 5-114. - Cat colony permit and registration.

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

(a)

Each cat colony will be registered by the caretakers with the department which will serve as a clearinghouse for information on current caretakers, education for new caretakers, and assistance for persons found in violation of this section. Cat colonies with eight (8) or fewer cats are not required to be registered as a cat colony.

(b)

Any feral cat picked up by the department which has an appropriate ear tip will be returned to that colony unless veterinary care is required or the criteria listed in subsection (d) apply.

(c)

Caretakers of feral cat colonies shall obtain a cat colony permit which shall be valid for one (1) year, and implement proper management and sterilization practices as required by the department. Any person or caretaker determined to be in violation of proper management and sterilization practices required by the department shall be issued a written warning and be allowed a period of time to come into compliance, or provide satisfactory evidence of working to achieve compliance. That period of time shall not exceed ninety (90) days from issuance of the initial

warning notice. Failure to comply shall result in a violation of this chapter, which may result in the issuance of a citation.

(d)

The department has the right to immediately seize and remove all, or parts of any colony for the following reasons:

(1)

Public health and public safety concerns including rabies, other epizootic and certain zoonoses identified by the department of health; or

(2)

Animals creating a public nuisance as defined in [section 5-150](#).

Beate Damm, PG, STS
Vice President

GHD

M: +1 979-482-3000 | E: [REDACTED]
459 This Way, Lake Jackson, TX 77566 United States | www.ghd.com

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City Council Agenda Item

City of Lake Jackson

Submitted by: Keelie Thomas, Buyer

Presented by: Modesto Mundo, Asst. City Manager

Meeting Date: March 16, 2020

Subject: Custodial Services Civic Center Rental Rooms
Bid No. 20-01-001

Action Requested: Award Bid 20-01-001 Custodial Services to Cleaning Plus for Civic Center Rental Rooms in an amount not to exceed \$70,200.

Alternative: Reject bid.

Summary of Subject:

On February 20,2020 the City opened bids for Custodial Services. Three (3) bid packages were received and evaluated. The bid package was available on the City Purchasing Website, advertised in the Facts newspaper on February 2nd and February 9th.

A Veteran's Touch did a trial run of the custodial services for the rental rooms and were unable to successfully carry out the bid requirements. Email correspondence is attached. It is recommended that the award be made to Cleaning Plus for the Civic Center Rental Rooms. Cleaning Plus is the current provider, so they understand the bid requirements. The unit price that they bid below are the same price that we currently pay.



City of Lake Jackson - Bid Tabulation Sheet

Bid No: 20-01-001

Bid: Custodial Services Civic Center Rental Rooms

Closing Date/Time: @ 2 PM

Vendor				A Veteran's Touch		Cleaning Plus		RJ cleaning	
Item	Item Description	Estimated Quantity Per Year	Current rates	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Ballroom	128	\$ 250.00	\$ 60.00	\$ 7,680.00	\$ 250.00	\$32,000.00	\$3,000.00	\$384,000.00
2	Terrace Room 1	127	\$ 100.00	\$ 35.95	\$ 4,565.65	\$ 100.00	\$12,700.00	\$1,100.00	\$139,700.00
3	Terrace Room 2	98	\$ 100.00	\$ 35.95	\$ 3,523.10	\$ 100.00	\$ 9,800.00	\$1,100.00	\$107,800.00
4	Plaza Room 1	98	\$ 50.00	\$ 30.87	\$ 3,025.26	\$ 50.00	\$ 4,900.00	\$ 500.00	\$ 49,000.00
5	Plaza Room 2	98	\$ 50.00	\$ 30.87	\$ 3,025.26	\$ 50.00	\$ 4,900.00	\$ 500.00	\$ 49,000.00
6	Plaza Room 3	98	\$ 50.00	\$ 30.87	\$ 3,025.26	\$ 50.00	\$ 4,900.00	\$ 500.00	\$ 49,000.00
7	Conference Room	20	\$ 50.00	\$ 28.77	\$ 575.40	\$ 50.00	\$ 1,000.00	\$ 450.00	\$ 9,000.00
Grand Total				\$	25,419.93	\$	70,200.00	\$	787,500.00

From: Sandra Oliver <soliver@lakejacksontx.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: [REDACTED] >
Cc: Keelie N. Thomas <kthomas@lakejacksontx.gov>
Subject: RE: Follow Up

Thank you for taking the opportunity on the “trial run”. It was a very large event and I know your crew was a bit overwhelmed. However, we will have to award the bid to next bidder since you are unable to rebid the facility.

We will definitely keep you posted on any upcoming bid opportunities.

Thank you.

From: [REDACTED]
Sent: Monday, March 9, 2020 10:28 AM
To: Sandra Oliver <soliver@lakejacksontx.gov>
Subject: Follow Up

Good Morning,

I hope you had a great weekend ma’am! I just wanted to follow up after working the party’s. We definitely got a great idea of what we are dealing with. You know the smaller party’s were actually what I was expecting. I don’t really see an issue being able to execute those. I will say though the ballroom and larger terrace rooms we would struggle with. Melvin was extremely helpful with some detailed information that you don’t really consider pricing. One was having to move the chairs and tables after the party according to what set up is scheduled next. That is a unexpected variable that could easily turn a short night into almost an extra hour. I will say I have a great idea of what the contract is going to take. I don’t know if I’m able to have the opportunity to re-quote the buildings I see a problem with. I’m more than happy to work with you guys anyway I can on this one, but we just wouldn’t be able to execute those larger rooms at the price I went. Any feedback on what I can do moving forward would be appreciated! Thank you ma’am.

Regards,

Robert Hall
A Veterans Touch, LLC.

[REDACTED]
[REDACTED]

Phone: (844)USE-A-VET
[REDACTED]
www.aveteranstouch.com

“YOUR BEST BET, USE A VET”

Project Updates:

March 16, 2020

2016 Bond Project Willow, Blossom & Daisy Improvements (CIP 38DR)

Project # 17-01-1920

Engineer: John D. Mercer & Associates, Inc.

Contractor: RAC Industries, LLC

Construction Phase:

- Had a pre-construction meeting on August 9th.

What Has Been Done This Period:

Construction started on Monday, August 19, 2019. Since the last reporting period, the following has been done:

- **65% work** completed to date with, per contract, **60 calendar days** remain to completion. Note this **remaining time has been adjusted from the 17 days mentioned last reporting period** based on a more realistic projected time for completion.
- Completed paving ditch **north side** only, of the last additional 200-ft linear foot of Ditch 1, the proposed 8-ft wide bottom and 3-ft deep concrete ditch, mentioned in previous reporting period.
- **Concrete paved 90% of ditch bottom** of intersection of Ditches 1, 2A and 6A.
- Concrete paved the full 200 linear foot **ditch bottom** east along Ditch 2A, a proposed 6-ft wide bottom and 2.5-ft deep concrete ditch that will receive surface runoff from Daisy Street.
- **Placed cement stabilized sand along some 175 linear foot west along Ditch 3, a proposed 7-ft wide bottom and 1.8-ft deep concrete ditch that will receive surface runoff from adjacent Daisy Street.**



East Along Ditch 1 to Willow



North Along Ditch 2A to Ditch 3



West Along Ditch 3 to Daisy Street

Significant Issues Dealt During This Period:

No rain days during this period. Significant progress has been made since then because it did not rain and the contractor working on Saturdays.

Construction Date: August 19, 2019

Anticipated Completion Date: **April 2020**

Bid Amount: \$637,731.25

Change Orders: \$27,573.00

2010 Infrastructure Improvements: S. Yaupon & Magnolia Linings (Slope Paving)

Project # 15-08-724

The above project has been modified and is now:

Drainage Improvements West of SH 332, South Yaupon Ditch Upsize/Replace Structures & Slope Paving (2010 Bond Projects)

Project # 17-03-1993

Engineer: John D. Mercer & Associates, Inc.

Contractor:

(previous update)

Still hoping to stay within this timeline.

Most of this work have been absorbed into below Street and Drainage Improvement (Project # 17-06-0253) mentioned below. The remaining part will be done after the completion of this street improvement project.

Start Date: December 27, 2016
Bid Amount: \$65,900

Anticipated Completion Date: August 2017
Change Orders:

Paving, Drainage & Utility Improvements on Bois D'Arc, Hickory, Lotus, Oleander, South Yaupon Streets and Lotus Court (2016 Street Bond Program) **Project # 17-06-0253**

Engineer: Baker & Lawson
Contractor: Matula & Matula

(previous update)

The pavement crew completed the East side of Yaupon Street. They are forming sidewalks and driveways on that side of Yaupon while falling back to work on the levelling of Lotus Street and Lotus Court. The Utilities crew is testing the water main and starting the sewer work on Oleander Street. They will fall back to connect the water meters and begin the emergency culvert replacement on Oleander when they can remove the old water main.

The pavement crew has scheduled several small concrete pours and is therefore forming more sidewalks and driveways daily. The crew has been reassembled following the completion of their large pour in the plant.

The Utility crew has completed the water line tie-ins and has begun replacing the 42-inch culverts. They plan to complete this work before beginning the sewer replacement on Oleander.

Anticipated Start Date: January 28, 2019
Bid Amount: \$2,986,639.54

Anticipated Completion Date:
Change Orders: \$4,012.60

Wastewater Replacement for the Lift Station No. 6 Sub-Basin 6A, Phase 2

Project # 17-10-1285-B

Engineer: Kimley-Horn & Associates
Contractor: Texas Pride Utilities

(previous update)

No more progress has been made on filming; the company has had to put the truck in the shop to be repaired. Should be able to resume work next week.

Construction has begun on Sycamore and Plantation Drive area.

Anticipated Start Date: January 7, 2020
Bid Amount: \$888,909.25

Anticipated Completion Date:
Change Orders:

Rehabilitation of Sanitary Sewer for Lake Forest Subdivision and a Portion of Huisache Street

Engineer: Ardurra Group, LLC
Contractor:

Project # 18-09-1144

(previous update)

Work is progressing on contract documents.

Final markups to contracts are in progress.

Anticipated Start Date:
Bid Amount:

Anticipated Completion Date:
Change Orders:

Beechwood Chemical Building

Engineer: Ward, Getz & Associates
Contractor:

Project # 18-13-1436

(previous update)

Mandatory pre-bid meeting is scheduled for Wednesday, March 4, 2020 at 2:00 pm. Several contractors have downloaded the plans to view.

The bids have been opened and came in quite a bit higher than anticipated. The budgeted amount for this project is less than the bids received. We are evaluating what can be changed in order to bring the overall costs down.

Anticipated Start Date: April 2020
Bid Amount:

Anticipated Completion Date:
Change Orders:

Downtown Revitalization (Circle Way / That Way / North Parking Place)

Project # 18-15-1603

**Engineer: Kimley-Horn
Contractor:**

(previous update)

We have returned the mark-ups to the engineer and we are scheduling a meeting to go over the suggestions from staff as soon as the drainage review is complete. The engineer will then make the changes and resubmit the final drawings.

The engineer has resubmitted the plans with revisions and staff is reviewing the plans again for any issues that need to be corrected before the final plans are delivered.

Anticipated Start Date:
Bid Amount:

Anticipated Completion Date:
Change Orders:

SCADA for Water Distribution for Oak Drive & Beechwood Water Plants

Project # 19-05-0973

**Contractor: Prime Controls
Engineer: CP&Y**

(previous update)

Prime Controls is designing the PLC panels now and doing some programming work. The panel design will move to fabrication within 2 weeks.

Work is in progress.

Anticipated Start Date:
Bid Amount: \$128,769.00

Anticipated Completion Date:
Change Orders:

Magnolia Ditch Slope Paving Project (Magnolia St to Azalea St)

Project # 19-12-1764

Contractor: HTI Construction

(previous update)

The contractor moved in and set grade and lay-out stakes. They have mobilized and begun building low dams to dry a section to form and pour. They are fighting the slow draining ditch to dry a section enough to pour concrete. They are planning to pour shorter sections daily rather than try to get a longer section poured weekly. We will not likely know until later this week when the ditch dewater.

The ground water in the ditch remains an issue. The contractor has modified their approach to include daily concrete pours. This has allowed them to complete just over one-third of the ditch lining in the first week. The project is moving smoothly despite the obstacles and the project is scheduled to be completed in the next two weeks pending rain.

Anticipated Start Date: February 17, 2020
Bid Amount: \$131,340.00

Anticipated Completion Date: May 18, 2020
Change Orders:

Emergency Pipeline Replacement (Oleander Culvert)

Project 20-01-0168

Contractor: Matula & Matula

(previous update)

The contractor was released to begin work and after exposing the pipes, they have decided that it is best to wait until the old water main can be capped so the project can start as close as possible to the street pavement. The replacement will begin as soon as the new water main is tested and connected.

The water main has been isolated while the contractor excavates the large pipes. All five 4-inch pipes were found in fairly good condition near the water main and the contractor has begun removing and replacing the pipes to the Velasco Drainage Canal.

Anticipated Start Date: February 20, 2020
Bid Amount: \$141,010.00

Anticipated Completion Date
Change Orders:

Library Emergency Exit Sidewalks
Contractor: Ramirez Contractors

Project 20-02-0224

(previous update)

This project is needed to get the Library building up to ADA requirements by adding wheelchair accessible emergency exits to the back corners of the building. The project was bid separately, and the Public Works Department is supplying dirt delivery to reduce cost. The pavement contractor is expected to complete the 5-ft concrete sidewalk within two weeks. The Electrician should complete the emergency light installation within the next three weeks pending delivery of the fixtures ordered. The handrails are still being bid out, and that portion of the project will be released when the concrete work and levelling is complete. Funding for this project was carried over from last year's public sidewalks fund.

The pavement contractor has completed the sidewalks and levelling of the area. We are currently waiting on a final handrail quote so we can move forward with the installation. The electrician has received the lights and is scheduling a day to install the two required emergency lights.

Anticipated Start Date: February 24, 2020
Bid Amount: **\$20,000.00**

Anticipated Completion Date: March 9, 2020
Change Orders:

CNG Compressor Replacement
Contractor:

Project 20-03-0388

We are in the process of finalizing the bid package for the CNG Station upgrade.

Anticipated Start Date:
Bid Amount:

Anticipated Completion Date
Change Orders: