

**REGULAR MEETING AND PUBLIC HEARING  
CITY COUNCIL  
CITY OF NASSAU BAY, TEXAS  
September 11, 2017  
7:00 PM**

**MEMBERS OF COUNCIL PRESENT:** Mayor Mark Denman, Mayor Pro Tem Sandra Mossman, Councilmembers Don Matter, Bryce Klug, Jonathan Amdur, and Bob Warters

**MEMBERS OF COUNCIL ABSENT:** Councilmember John Mahon

**OTHERS PRESENT:** City Attorney Dick Gregg Jr., City Manager Jason Reynolds, City Secretary Sandra Ham, Assistant City Manager Mary Chambers, Finance Director Csilla Stiles, Police Chief Kenneth Campbell, Fire Chief Tom George, Public Works Director Paul Lopez, and Planning Commission Chair Roscoe Lee

**PRESIDING:** Mayor Mark Denman

**CALL TO ORDER AND ROLL CALL OF MEMBERS**

Mayor Mark Denman called the meeting to order at 7:00 p.m. and announced a quorum of Council was present with six elected officials in attendance.

**INVOCATION AND PLEDGES OF ALLEGIANCE**

The invocation was given by Deacon Jim Lockwood of St. Paul the Apostle Catholic Church. The Pledges to the American and Texas flags were led by Nassau Bay first responders.

**APPOINTMENTS, PROCLAMATIONS, PRESENTATIONS AND AWARDS**

**Presentation of a Proclamation for Fire Prevention Week**

Mayor Denman proclaimed the week of October 8-14, 2017 as Fire Prevention Week. Fire Prevention Officer Lindsey Bodeck accepted the proclamation on behalf of the Nassau Bay Volunteer Fire Department. This year's Fire Prevention Week theme is "Every Second Counts: Plan 2 Ways Out," which effectively serves to educate the public about the vital importance of developing a home fire escape plan with all members of the household and practicing it twice a year. Mayor Denman posed for a photo with Ms. Bodeck, NBVFD Fire Chief Tom George, and NBVFD President Matt Roper.

**Presentation of a Proclamation to the Gulf Coast Video & Film Festival**

Mayor Denman presented a proclamation to Hal Wixon, Chairman on the Gulf Coast Video & Film Festival. The 19<sup>th</sup> season of the internationally recognized festival, Mr. Wixon announced festival activities begin the weekend of September 29<sup>th</sup>. A photo was taken of Mayor Denman and Mr. Wixon.

**Presentation of the City Manager's Proposed Budget for Fiscal Year 2018**

City Manager Reynolds presented an overview of the Fiscal Year 2018 Proposed Budget, noting it to be driven by the City's vision and priorities of the City Council. In reviewing, he stated the City's value proposition to be balanced, while maintaining cost effective services. Additionally, there is a focus on core-services.

Describing the fiscal year fund revenues, Mr. Reynolds stated revenues are largely dictated by property taxes, with property tax growth in 2017 and a modest increase in 2018. In general, all other revenue funds remain flat. For the 2017 TIRZ, the fund saw a large increase in value, with more growth in commercial revenue than residential revenue. For the General Fund, revenue is largely comprised from property taxes, and remains the key focus, whereas other fees remained flat and consistent.

Within the fiscal year fund expenditures, the general fund remains the largest fund, followed by capital projects. Within the general fund, the Police Department remains the largest expenditure, with administrative costs following.

In examination of the debt service fund, the expenditure line is expected to be 14.77% of the 2018 General Fund revenue, which Mr. Reynolds indicated to be an appropriate percentage, as it is the City's policy to maintain debt below the 20% rate. For planning purposes, Mr. Reynolds stated the City maintains a steady debt rate.

Ending his comments, City Manager Reynolds noted the proposed days of reserve to be 101 days, which exceeds the minimum as required by the City charter. City operations are approximately \$15,000 per day, which provides for an average monthly tax on citizens of \$147 per month. Approximately 29% of those funds are appropriated to the police department, which is reflective of the City's priority on public safety.

#### **PUBLIC HEARING AND ACTION ITEMS FROM PUBLIC HEARING:**

Public Hearing was opened at 7:19 p.m.

Roscoe Lee, 1631 Antigua Lane, inquired on the City's consideration of losses incurred by Harvey, specifically if the Fiscal Year 2018 budget was reflective of potential future costs.

City Manager Reynolds indicated that many of the costs incurred would be reimbursed at a rate of 100% by FEMA, and any expenses not fully reimbursed could be absorbed within the City's reserves. Councilmember Don Matter noted he was impressed with the thoroughness of the budget, and applauded Mr. Reynolds on the budget details.

There being no one else wishing to speak, the public hearing was closed at 7:21 p.m.

#### **CITIZENS' REQUEST FOR HEARING BEFORE CITY COUNCIL**

Public Hearing was opened at 7:21 p.m.

Nancee Lynn, 2445 Baycrest, expressed appreciation to City Manager Reynolds, and the City's effective communication during Hurricane Harvey.

There were no other public comments and the hearing was closed.

#### **COUNCILMEMBERS' COMMENTS/REPORTS**

Councilmember Bob Warters recognized City staff, including the Public Works, Police and administrative departments for their outstanding efforts during Hurricane Harvey.

Councilmember Jonathan Amdur acknowledged the City's first responders, and additionally echoed Councilmember Warter's sentiments of appreciation towards City staff. Additionally, he highlighted the diligence of the Public Works department and Public Works Director Paul Lopez. Councilmember Amdur continued by reading excerpts of comments of appreciation from citizens, with a theme indicating how the City went above and beyond during the storm. Councilmember Amdur also recognized the performance of City Manager Reynolds, distinguishing the strong staff response to be largely based on Mr. Reynolds' leadership during the storm. Ending his comments, Councilmember Amdur noted the Halloween in the Park event to be cancelled, due to the damage caused by Harvey to David Braun Park.

Councilmember Bryce Klug affirmed similar expressions of gratitude to all involved in the response to Hurricane Harvey, especially noting the special tight-knit sense of community seen in the aftermath. Transitioning comments to the budget, Councilmember Klug indicated Council has met and deliberated three times for the Fiscal Year 2018 budget and is confident moving forward.

Councilmember Don Matter began his comments by acknowledging Mr. Reynolds' leadership in the emergency event, during which Mr. Reynolds incurred damages to his home and vehicle. Additionally, he recognized the coordinated efforts of all staff, and highlighted the professionalism and preparation of Emergency Management Coordinator Jamie Galloway.

Ending the Councilmembers reports, Mayor Pro Tem Sandra Mossman contributed additional accolades to staff, remarking on the effective communication and public information distributed during the storm. Lastly, Mayor Pro Tem Mossman noted the City's reserve fund gave the City the financial ability to handle the disaster.

## **MAYOR'S COMMENTS/REPORTS**

Mayor Denman echoed appreciation and remarked on the sense of community displayed throughout the City, highlighting St. Thomas Episcopal Church's recent volunteer clean-up efforts in David Braun Park. Mayor Denman noted participation in a recent meeting with FEMA and City staff members Mr. Galloway and Mr. Reynolds, in which FEMA representatives praised Mr. Galloway's thorough knowledge of post-storm procedures.

## **REPORTS FROM STAFF MEMBERS & COMMITTEES**

### **City Manager**

City Manager Jason Reynolds began his comments announcing the cancellation of Halloween in the Park, which is largely due to the damage incurred to David Braun Park from Hurricane Harvey. Mr. Reynolds shared details on the fundraising campaign championed by Special Event Committee Member Stacey Amdur, which provides funds to City staff impacted by Hurricane Harvey.

Mr. Reynolds continued by describing construction work on San Sebastian Lane, noting some citizens' concerns with the noise. He proceeded by stating the City ordinance does allow for

work to be completed between the hours of 7:00am and 7:00pm. Mr. Reynolds apologized for the inconvenience experienced by some.

Ending his comments, City Manager Reynolds expressed high appreciation for all citizens and businesses who remained patient throughout the storm, and additionally those who supported City operations through food and supplies. He noted special thanks to the Fire, Public Works, and Police departments.

### **Fire Department**

President Matt Roper presented the Fire Department's August status report, beginning first by describing the department's high spirits throughout the storm. At the time, Mr. Roper indicated records were not complete, but shared during Hurricane Harvey, between August 25th and August 31st, the department logged 1,800 man hours, with 24 hour shifts. Additionally, during the initial rain weekend, the department ran 113 missions / calls, with 78 rescues and 18 animal rescues. During the event, the department had an active 29 volunteers.

### **Parks & Recreation Committee**

Interim Chairman Roscoe Lee provided a summary of the recent Parks & Recreation Committee meeting held on August 23, 2017. Mr. Lee remarked on several topic items occurring Pre-Harvey, including a recent survey of the parks, the installation of the new playground equipment at Howard Ward Park, and a successful meeting the Commissioner Jack Morman in regards to refurbishing the trail.

Mr. Lee described future focuses, including ordinance changes for discussion at the upcoming Committee meeting, the rescheduling of Beautification Day from November 2017 to March 2018, and the re-appointment of six Parks & Recreation Committee members.

### **Planning Commission**

Planning Commission Chairman Roscoe Lee stated the upcoming Planning Commission meeting would be rescheduled from October 3rd to October 10th, in order to avoid conflict with National Night Out on October 3rd. Additionally, Mr. Lee was saddened to announce the passing of Commissioner Miguel Zamora, who lost his battle with throat cancer.

### **CONSENT AGENDA**

The Consent Agenda listed the following items for approval:

**Approval of Minutes of Regular Meeting on August 14, 2017**

**Approval of Minutes of Special Emergency Meeting on August 30, 2017**

**Resolution reappointing Gayle Nelson, Roscoe Lee (Interim Chair), Sven Schultz, Gail Newberry, Amanda Ross, and Nancee Lynn to the Parks & Recreation Committee, for two-year terms of office to expire October 1, 2019.**

The caption of the resolution reads as follows:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NASSAU BAY,  
TEXAS, APPOINTING MEMBERS TO THE PARKS & RECREATION  
COMMITTEE

(Said Resolution is of record in Resolution Book No. 19 of the City of Nassau  
Bay, Texas, being Resolution No. R2017-2121.)

It was moved by Mayor Pro Tem Sandra Mossman, seconded by Councilmember Warters,  
to approve the Consent Agenda.

Motion passed 6 – 0.

**NEW BUSINESS**

**Resolution authorizing temporary storage containers to remain on private property for  
more than 28 days and allowing residents to live in recreational vehicles parked on  
private property**

Assistance City Manager Mary Chambers presented the resolution as a proactive measure  
in the aftermath of Hurricane Harvey. Mrs. Chambers indicated the City provided the same  
exemptions for residents after Hurricane Ike.

Brief discussion was held on the applicability of boats to the exemptions, and Assistant City  
Manager Chambers noted although the resolution did not specifically apply to boats, City  
staff and the Police Department would work with residents on a case-by-case basis.

Councilmember Warters indicated firm resolve against the resolution, noting concerns about  
sewage output for the recreational vehicles. Mrs. Chambers stated sewage requirements  
were included in the resolution, with said units needing to be connected to the City's sanitary  
sewer system. The resolution allows for these exemptions for 60 days, until November 11,  
2017.

The caption of the resolution reads as follows:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NASSAU BAY,  
TEXAS, AUTHORIZING, DUE TO POST-HURRICANE HARVEY ISSUES,  
TEMPORARY STORAGE CONTAINERS TO REMAIN ON PRIVATE  
PROPERTY FOR MORE THAN 28 DAYS, AND ALLOWING RESIDENTS TO  
LIVE IN RECREATIONAL VEHICLES PARKED ON PRIVATE PROPERTY.

(Said Resolution is of record in Resolution Book No. 19 of the City of Nassau  
Bay, Texas, being Resolution No. R2017-2122.)

It was moved by Councilmember Amdur, seconded by Councilmember Matter, to approve  
the resolution allowing temporary storage containers to remain on private property for more  
than 28 days and allowing residents to live in recreational vehicles parked on private property.

Motion passed 5 – 1, Warters opposed.

**Receive Certification of 2017 Anticipated Collection Rate from Mike Sullivan, Harris  
County Tax Assessor/Collector**

Finance Director Stiles provided an overview of the item, noting the anticipated collection rate for Fiscal Year 2017, which is based on the 2016 tax year, to be 99.07%. This rate indicates the percentage of all property tax collected in Nassau Bay. She indicated this rate needs to be accepted by City Council in order to calculate the effective and rollback rate.

It was moved by Mayor Pro Tem Mossman, seconded by Councilmember Matter, to receive and accept the 2017 Anticipated Collection Rate from Mike Sullivan, Harris County Tax Assessor/Collector.

Motion passed 6 – 0.

**Receive the Tax Year 2017 Harris County Certified Appraisal Roll for City of Nassau Bay (Jurisdiction 073) and TIRZ No. 1 (Jurisdiction 278)**

Finance Director Stiles provided an overview of the item, stating the certified appraisal roll was received from the Harris County Appraisal District and informs the City of the values of which the tax rate is based upon. Based on the truth in taxation, the total certified taxable value in Nassau Bay was \$588,962,599. The certified taxable value for the TIRZ was \$226,576,306, of which \$148,482,231 is the TIRZ increment. These funds go to the TIRZ, and not the City of Nassau Bay.

It was moved by Councilmember Klug, seconded by Mayor Pro Tem Mossman, to receive and accept the 2017 Harris County Certified Appraisal Roll for City of Nassau Bay (Jurisdiction 073) and TIRZ No. 1 (Jurisdiction 278).

Motion passed 6 – 0.

**Receive the 2017 Effective and Rollback Tax Rate Calculations for the 2017 Tax Year (Fiscal Year 2018)**

Finance Director Stiles provided an overview of the item, indicating the effective and rollback tax rates were received from Harris County. The effective tax rate was \$0.766480/\$100 value and the Rollback tax rate was \$0.814373/\$100. She noted Council would not be voting on tax rates with this action item, only voting to accept the information received from Harris County. Lastly, Mrs. Stiles indicated the budget would be approved on September 25th.

It was moved by Councilmember Warters, seconded by Councilmember Amdur, to receive and accept the effective and rollback tax rate calculations for the 2017 tax year (Fiscal Year 2018).

Motion passed 6 – 0.

**EXECUTIVE SESSION**

After a short break, meeting recessed to Executive Session at 8:01 p.m. as authorized by Texas Government Code, Chapter 551, Open Meetings, Subchapter D, Exceptions to Requirement that Meeting be Open, with Mayor Denman reading from the posted agenda the following topics to be discussed in Executive Session:

1. §551.074 Personnel – Discuss the employment, evaluation, compensation, goals, and duties of the City Manager.

Meeting returned to Open Session at 8:17 p.m.

**ACTION ITEMS FROM EXECUTIVE SESSION**

1. Consider and take action(s) regarding personnel matter(s) as discussed in executive session – City Manager.

It was moved and seconded that Council approve a merit increase for the City Manager, effective for Fiscal Year 2018, and a one-time compensation award.

Motion passed 6-0.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:18 p.m.

Minutes approved as submitted and/or amended this 9th day of October, A.D. 2017.



CITY OF NASSAU BAY, TEXAS

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Mark A. Denman  
Mayor

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Sandra V. Ham  
City Secretary