

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 19, 2018 AT 9:00 A.M AT THE CITY OF JERSEY VILLAGE FIRE DEPARTMENT TRAINING ROOM, 16501 JERSEY DRIVE, JERSEY VILLAGE, TEXAS.

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

Mayor, Justin Ray	City Manager, Austin Bleess
Council Member, Andrew Mitcham	City Secretary, Lorri Coody
Council Member, Greg Holden	
Council Member, Bobby Warren	
Council Member, James Singleton	
Council Member, Gary Wubbenhorst	

Staff in attendance: Eric Foerster, Chief of Police; Mark Bitz, Fire Chief; Kevin T. Hagerich, Director of Public Works; Jason Alfaro, Director of Parks and Recreation; Isabel Kato, Director of Finance; Bob Blevins, IT Director; and Trelena Collins, HR Generalist.

B. FY 2018-2019 COUNCIL/STAFF BUDGET RETREAT

1. Overview and Departmental Information presented by Austin Bleess, City Manager

City Manager, Austin Bleess, began his presentation on the 2018-2019 budget overview with information on the following items:

Revenues	Property Taxes
Expenses	Property Valuation
Assessed Property Values	Sales Tax Revenue
Revenues vs. Expenses	

He continued his presentation with the Remaining Questions for FY 2018 concerning the berm project, golf course water reuse project and the golf course clubhouse project. Before going into departmental information, he also addressed changes for FY 2019, including funding for the Wall Street Project, Health Insurance costs, and taking a hard look at the five (5) year historical numbers.

Council engaged in discussion about the Wall Street Project status. City Manager Bleess told the Council that the City is in the process of preparing a grant application to fund part of this project. He explained the grant process and how it may be possible to combine the dollars from two different grants to fund a good portion of the project leaving approximately \$1.3M to be funded by the City.

Council also engaged in discussion about health insurance costs. City Manager Bleess explained that he is looking at moving the City Health Insurance to a fiscal year plan as opposed to the current annual plan as this move will make it easier for budgeting purposes. Some members of Council felt that changing may become confusing for staff and that switching may be hard to administer.

With no further discussion, City Manager Bleess gave information on the various City Departments. What follows is the description of each along with any Council discussion.

Administration

2018-2019 Budget

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- Looking at some small increases
- \$3,000 for food
- \$3,000 for medical expenses (pre-employment drug screening)
- \$3,000 for training
- \$5,000 for a stipend for an assistant city secretary
- \$1,000 for codifications

IT Department

2018-2019 Budget

- INCODE 10 – This is top priority for staff. It will ease and automate many tasks.
- 01-13-6574 Computer Software \$66,524 (One-Time Fee)
- 12-28-6574 Court Technology Software \$ 6,000 (One-Time Fee)
- 01-13-4504 Software Maintenance \$ 6,430 (On-going costs)
- 01-13-4504 Additional SQL Database Licenses \$ 4,500 (On-going costs)
- 01-13-4504 Software Maintenance \$ 8,000 (On-going costs)
 - Annual increases to existing software maintenance
- 01-13-4504 Website ADA Compliance \$3,800 (One-Time Fee)
- Website ADA Compliance Maintenance \$1,710 (On-going costs)
 - New Federal ADA compliance on website documents
- 01-13-6573 Surveillance Camera Replacements \$7,000 (One-Time Fee)
 - Replacement of 9 older cameras
- 05-56-5044 Internet Service Agreement \$2,400 (On-going costs)
- 01-13-9771 Technology Replacement \$4,000 (One-Time Fee)
 - Increase fund for 2018-2019 planned purchases
- 01-13-9772 Technology User Fee \$1,650 (On-going costs)
 - Increase fund for ongoing User Fee

3 to 5 years out

- Social Networking
- Cloud
- Email Archive / eDiscovery
- BYOD/MDM More Prevalent
- Customer Contact
- Agenda Software
- Fire Department Vehicle Computers
- Increased Video Data Requirements
- Third server for our Virtual System

Council engaged in discussion about the large number of software systems that the City has to monitor. Some wondered if all the software is being utilized and if user licenses are being purchased and not being used. IT Director Blevins explained that he does audit user licensing to

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ensure use. Council also discussed the network speed. Director Blevins explained that we are currently at 8MB with a dedicated fiber at a cost of \$850 per month. However, our contract will soon expire. Staff intends to check with other vendors to get the best possible price since it will be necessary to increase our bandwidth.

Council discussed alternatives to internet access, especially during an emergency. IT Director Blevins explained that we did lose connectivity during Harvey and it did present a few problems. As a result, we are looking at a backup system with AT&T.

Council wanted to know the status of the 2017-2018 supplementals. Director Blevins told Council that most are complete or currently being processed.

Council discussed the replacement of surveillance cameras and had concerns about the City being adequately surveilled. Director Blevins explained that we have cameras on all JV facilities. There are some instances where cameras are being asked to record too much area and there are blind spots. The replacement camera supplemental is for the Civic Center as those cameras are aged and need to be replaced. Some members felt that an audit should be taken to see just how many cameras are needed to surveil the City adequately. The audit should include a ranking of the needed cameras.

Council also discussed future year issues. Director Blevins told the Council that BYOD (Bring Your Own Device) is becoming more prevalent. The pros and cons of BYOD were discussed. Mobile device management was discussed as well as the rollout of Office 365.

Council closed with discussion on the code enforcement software and the INCODE upgrade.

Police Department

2018-2019 Budget

ITEM	COST	FUNDING
CID Hidden Camera	\$ 750.00	CCPD
Batteries	\$ 3,306.00	CCPD
Patrol Cameras	\$ 1,200.00	CCPD
Office Chairs	\$ 4,000.00	CCPD
Tahoes	\$ 220,000.00	CCPD
Ballistic Shields for Patrol	\$ 5,000.00	CCPD
Axon-Taser Batteries	\$ 1,300.00	CCPD
License Plate Reading Camera - Estimate	\$ 30,000.00	CCPD
Total	\$ 265,556.00	
Overtime	\$ 40,000.00	GF
Vehicle Cleaning	\$ 500.00	GF
Total	\$ 40,500.00	

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3 to 5 years out

- Continued replacement of vehicles and equipment on the replacement plan
- Standard replacement of hardware and software as needed
- Possible CAD/RMS upgrade (Continued improvement and NIBRS upgrades)
- Potential staffing evaluation (calls for services, crime rate....etc)
- Traffic Safety Fund is being drawn down. There is no revenue going into this account (Former Red Light Camera Fund). There is about 3 years left at the current rate.
- Are red light cameras something the Council wants to look at putting back up?

Council engaged in discussion about the license plate reading cameras. Chief Foerster explained that he is looking at 20 cameras that will have OCR capability. The cameras take a grainy image that OCR processes and provides a 96 percent capture rate. The cameras work from a web portal with no wires required and they can be moved from location to location with ease. He plans to use the cameras at every entrance to the city, at 17400 NW FWY, and at Motel 6.

Council engaged in discussion about how these cameras might be used with the Red Light Camera (RLC) Program. Chief Foerster explained that the cameras will not be redundant since RLC's cannot be used for criminal prosecution. This led to discussion about real-time data. Chief Foerster explained that the cameras do not scan the data and run the results through TLETS.

Council discuss the Red Light Camera (RLC) Program. The previous location of the cameras was discussed. Chief explained that we had seven (7) cameras and that the cameras were only taken down as a result of the US HWY 290 construction. Our contract with ATS is still open and our Representative with ATS does not believe there will be an issue with re-installing the cameras.

The pros and cons of re-installing the cameras were discussed as well as the election had concerning the amendment of the City Charter as it relates to the cameras. Council also discussed the period in which we need to re-install the cameras as well as locations for the re-install. Staff suggested that we could begin with placing cameras at Senate and FM 529. Chief Foerster told the Council that the County can deny the install but the State cannot.

The safety that the cameras provide was discussed and the safety statistics showing that when the cameras were removed, accidents increased. The Program was discussed in terms of enforcement.

It was the consensus of City Council that Staff should begin meetings with the vendor to see what it will take to get the cameras re-installed.

With no more discussion on the RLC Program, Council engaged in discussion about the crime rate statistics, including the decrease in major crimes and the increase in narcotic arrests. Chief Foerster told the Council that he has been working with the management of Motel 6 to reduce crime in that area.

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Council also discussed police department staffing and the readiness of the police department to handle a school shooting. Chief Foerster told the Council that his department trains for such incidents and is prepared. Officers are orientated to the layout of area schools and currently walk through each facility in order to become even more familiar with the layout.

Communications

- Looking to add 3 new consoles that raise, so dispatchers do not have to sit the entire shift. Cost is approximately \$12,000.

Fire Department

2018-2019 Budget

- SCBA Bottles will need to be replaced – We will start a CIP for this.
- NFPA Physicals for all staff and volunteers - \$29,000
- New motor for rescue boat. At least 50HP, current is 40HP - \$9,000
- Collection agency fees - \$60,000 increase
 - Revenues are estimated to increase \$400,000 to offset this expense.

3 to 5 years out

- Station Bay Floors will need some work
- Staffing concerns as volunteers decline
 - This is a nation-wide trend, not just a Jersey Village problem

Council engaged in discussion about the NFPA physicals for staff and volunteers. The requirements of the program were discussed. Chief Bitz explained that the program will be mandatory for staff, but not for the volunteers and the physicals are not covered by the City's health insurance program.

Discussion was also had about the Fire Department's volunteer program. Chief Bitz told the Council that he currently has 30 volunteers. At one time, the department had 41 volunteers. Chief Bitz told City Council that it has been difficult to keep younger volunteers because they begin the volunteer program with the City and then go to other organizations for full time work and are no longer available for the volunteer program. The current membership of 30 volunteers also includes support members that do not make calls. He explained that currently the department is averaging five (5) volunteers per call when seven (7) is minimal.

Council discussed the impact to the Fire Department should the TOD develop. City Manager Bless explained that in this event, there will be additional dollars set aside to hire more employees if the TOD develops. It was the consensus of Council that staff should keep the Council informed about the volunteer participation rate in order that decisions can be made to keep the department running as efficiently as possible.

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Before closing this topic, Council briefly discussed incentive programs in order to increase membership participation and call participation. Chief Bitz explained the various options being considered. The pros and cons of recruiting volunteers was also discussed.

Council also discussed training. Chief Bitz explained that current training is “on-the-job” training by assisting the Cy-Fair Fire Department with their calls. This is becoming a problem with volunteers because of the length of time it takes to commit to these calls.

Public Works

2018-2019 Budget

- Moving towards online permitting and review, which is budgeted as part of the INCODE 10 upgrade.
- We do not anticipate any major operating changes for the upcoming fiscal year.
- Most of the challenges will be in the CIP part of the budget, including the new facility on Taylor Road (either building one or buying one).

Council engaged in discussion about using INCODE 10 for permitting and wondered if there will be issues in transitioning to the new system. Public Works Director Hagerich stated that there will be no problems with the transition other than any issues encountered with learning the new system.

The street sweeper status was discussed. Mr. Hagerich explained that the sweeper is used most prior to major storms in order to clean the streets to help keep storm drains clean. He stated that the sweeper works well. Council briefly discussed the need for a replacement fund for this piece of equipment. They also suggested that we publicize the use of the sweeper. Mr. Hagerich explained that the sweeper is currently being used about four (4) to eight (8) hours each week, mostly during the afternoons. He told Council that he will begin to include a monthly report on usage in the City Manager’s Report item on the Council agendas.

Council completed the discussion of the Public Works Department with questions about the Water Meter Program. Director Hagerich told the Council that he expects to complete the program during the 2018-2019 budget year. Once the program is complete, more time will be available for Staff to sweep the streets.

Parks and Recreation

2018-2019 Budget

- With new events we need to look at adding an Event and Recreation person
 - Offset some costs by taking over some pool manager duties
 - Increase revenues by charging more at Farmers Market
- Expanding Trail Network
 - Connect Jersey Meadow Drive Sidewalks to walking path around retention pond

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- Work for grant to put trail along high line wire path from Jersey Meadow north to city limit. Will work with West Harris County MUD 9 to connect to their trail, if they partner with us.
- Project costs \$39,000. Contingent on grant funding of \$35,000. City cost would be \$4,000. MUD would pay for some if they partner.
- New perimeter fencing around Clark Henry pool – \$22,000
- Replacement of zero turn mower – \$18,000 (Part of the Vehicle Replacement Schedule)
- Removal/Installation of playground awning at Carol Fox Park - Projected \$8,000
- Refurbish Gazebo at Carol Fox Park – Projected \$3,000
- Replacement of Batwing Shredder - \$20,000

2 to 3 years out

- Pier/Bridges at Detention Pond – water access/fishing
- Replaster/Repair Plaster at Swimming Pool
- Repair existing asphalt trail

Council engaged in discussion about the ability to conduct fundraisers to fund smaller park projects. Finance Director Kato confirmed that the City has the ability to accept donations that can be “ear-marked” for park projects.

Council also discussed grants as a funding source for park projects. Director Alfaro stated that his department is researching grant opportunities, but most require a Parks Master Plan in order to be successful.

Council also engaged in discussion about the City’s “green spaces” and if it is possible to place benches in these areas. Director Alfaro stated that he would include this in the Parks Master Plan discussions.

Council then discussed the status of preparing a Parks Master Plan. Director Alfaro explained that the City is looking into getting assistance from several of the local universities to help with this plan.

Facilities

2018-2019 Budget

City Hall

- Design new City Hall
 - Select and have contract with architect by October/November 2018
 - Put out bids by Summer 2019
 - Move in 2020

Fire Department

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- Carpet Cleaning

Police Department

- A/C Replacement - \$15,000
- Carpet Cleaning

Facilities in General

- Increase janitorial costs by about \$5,000
 - This covers Fire, Police, and City Hall

Golf Course Clubhouse

- Project starting design phase
- Project can come from HOT Funds. We can borrow money from the General Fund and pay it back over the course of a few years.
- Current budget is \$1.2 million
- We need to consider increasing this amount.
- The Clubhouse, if done properly, can host a number of conventions that will increase revenues dramatically.

Council engaged in discussion about increasing the budget since the architect stated in the Council Meeting held on May 14, 2018 that the budget set for the project is “tight.” Some members felt that in order to make this decision, it would help to know what kind of clubhouse the current budget will produce and then if the budget is increased by “X” number of dollars, what kind of clubhouse would it produce. This type of information would help to understand the value. City Manager Bless explained that about one quarter of the way into the design of the project, more information will be available. However, cities that were visited concerning new clubhouse design stated that we would not get much for \$150 per square foot.

Discussion was had about the possibility of attracting conventions and about the area hotels. Some felt that we can attract corporate meetings, weddings, family reunions, and company Christmas parties. In conjunction with same, Council discussed possible rental fees.

There was concern that the Golf Course Clubhouse will be under built and that we should refocus since we are not only building a clubhouse, we are building a Community Center, which is the piece that makes it HOT Funds eligible. Therefore, the focus needs to be more on restaurant/catering services. Some felt the project name should be changed to reflect the building of a Golf Course Clubhouse and Convention Center.

Council discussed changing the budget. Most felt that \$1.6M to \$1.8M would be needed to build an adequate golf course clubhouse and convention center. Council discussed a name for the new facility and the possibility of incorporating the marketing and branding into the

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design. They also discussed if an 8,000 square foot facility is big enough to accomplish the vision. The pros and cons of building the new facility were discussed.

Council considered a 6,000 square foot facility on two levels; however, most agreed that we need to see the 8,000 square foot facility for the budgeted \$1.2M and then work from there to achieve the desired design. It was discussed that it may be cheaper to develop the design on the front end, but working through the design will help have discussions on what is wanted.

The target size for a convention center was set at 250 people. 15 square feet per person with tables and chairs is competitive.

Discussion was had about increasing the green fees during the week from \$28 to \$35.

City Manager Bless explained that by July/August we will be 25 percent into the design phase. It will include what can be built for \$1.2M with options to review that include floor plan/layout and how to fill it with amenities.

Golf Course

2018-2019 Budget

- Expansion of driving range tee – \$25,000 to include retaining wall.
- Replacement of range picker – \$8,000
- Sand trap renovations - \$30,000
- Replace fencing along hole #10 - \$17,000
- Repair of interior cart paths - \$6,000
- Install drainage for low lying areas near cart paths – \$5,000
- Continue tree moving project - \$5,000
- Replacement of range ball cleaner – \$2,500
- Putting green renovation/expansion - \$35,000

Golf Course Maintenance

2018-2019 Budget

- Replacement of tractor - \$45,000
- Replacement of deck mower – \$20,000 (Part of the Vehicle Replacement Schedule)
- Bucket truck – \$15,000

Fleet Vehicles

2018-20109 Budget

- Currently plan on keeping a vehicle for 10 years. Budget about \$3,500 a year for a vehicle, or about \$50,000 per year for all vehicles.
- Over 10 years we put a lot into maintenance, tires, brakes, etc.

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- Currently have 21 vehicles that are Tahoes or Pickups
- Does not include Police
- We can buy new vehicles for substantially less than MSRP value
- Tahoe - \$28,317 is our cost
- Chevy 1500 - \$22,978 is our cost
- Chevy Malibu - \$19,240 is our cost
- Would be used for staff to travel to meetings rather than taking a Tahoe
- We have to keep the vehicles for 12 months.
- Selling vehicles every year more than covers the cost of the purchase
- It saves time and money on repairs over the 10 year life we had
- We drive new vehicles, under warranty, and can cash in on the equity
- We propose to accelerate our fleet replacement schedule and buy new vehicles every year.
- Based upon the standard vehicle depreciation schedule after 1 year of use
 - A Tahoe would be worth \$35,317
 - A Chevy 1500 would be worth \$29,055
 - A Chevy Malibu would be worth \$19,598
- Estimated Sales Revenue is as follows:

	Our Cost	Estimated Sale Price	Amount to City
Chevy Tahoe	\$ 28,317.00	\$ 36,288.00	\$ 7,971.00
Chevy 1500	\$ 22,978.00	\$ 29,055.00	\$ 6,077.00
Chevy Malibu	\$ 19,240.00	\$ 19,598.00	\$ 358.00

- Estimated Sales Revenue over Five (5) years

	Costs	Sale	Net Costs
2018	\$ 125,568	\$ 25,000	\$ 100,568
2019	\$ 247,398	\$ 159,741	\$ 87,657
2020	\$ 339,310	\$ 310,025	\$ 29,285
2021	\$ 482,517	\$ 426,245	\$ 56,272
2022	\$ 482,517	\$ 607,808	\$ (125,291)

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Council engaged in discussion about the proposed program to sell vehicles after one (1) year of use. Some wondered if other cities are doing this. City Manager Bless explained that Enterprise handles the program for other cities, universities, etc. around us. The sale would be like any other vehicle sale.

Council discussed the various departments within the City that have City owned vehicles. Some members felt that this might be a good program to try, but agreed that selling the vehicles and the paperwork that goes along with making a sale might be challenging. Therefore, it may be worth the commission that a company like Enterprise would charge to manage the program. Some members pointed out that the City would also save money on maintenance costs since the vehicles would never be older than one (1) year. City Manager Bless explained that he did not believe this program would cost the City any more than it is currently spending. The goal is to save over time. It was the consensus of Council that if the program was to break even, it would still be a success.

Capital Improvement Plan

2018-2019 Budget

- **Waste Water**
 - Televising Sanitary Sewer Lines \$25,000
 - Philippine Lift Station Cleaning \$20,000
 - Televising Storm Water Lines \$25,000
 - White Oak Bayou Treatment Plant (40.63% City Share) \$525,000
- Total for Sanitary Sewer Improvements **\$595,000**

- **Water**
 - AMR Project \$250,000
 - SCADA System Upgrades \$100,000
 - Village Water Plant – COH Interconnect Plant \$1,200,000
 - Seattle Water Plant – (Variable Frequency Drive) \$100,000
 - Seattle Well Repair \$200,000
- Total for Water Improvements **\$1,850,000**

- **Streets/Drainage**
 - Long Term Flood Recovery Operations \$2,000,000
- Total \$2,000,000

- **Community Improvements**
 - City Hall Design \$450,000
 - Park Improvements \$50,000
 - Facility Improvements \$50,000

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- Informational Marquees – Replace 5 with Digital \$475,000
 - Total General Community Improvements **\$1,025,000**

Capital Improvement Plan Summary

2018-2019 Budget

- Wastewater \$595,000
- Water \$850,000
- Streets and Drainage Improvements \$2,000,000
- General Community Improvement \$1,025,000
- Total General Obligation Fund Improvements \$3,025,000

Council engaged in discussion about the \$1.2M City of Houston Interconnect Plant. There was various questions asked about the Interconnect and Council asked staff to revisit the project.

Discussion was had about the Informational Marquees and the plans to replace five (5) of the existing signs with informational Marquees for \$475,000. Some felt that while the digital marquees will save staff time, it might be better to spend these dollars on the entryways to the City to compliment the opening/completion of the US HWY 290 Expansion Project. The pros and cons of which route to go regarding the marquees were discussed. Council revisited the Gateway and Wayfinding Plan to aid in the discussions. Different variations of implementing portions of the Gateway and Wayfinding Plan were discussed.

In having these discussions, some were concerned with the large number of projects being placed upon Staff and felt that perhaps the City should consider hiring a project manager to assist with managing construction projects. The pros and cons of hiring a project manager were discussed. City Manager Bleess stated that there could be some benefits to having someone with building/construction knowledge overseeing projects, especially with the Taylor Road Facility Project and the Elevation of Homes Project. Additionally, a project manager could help move programs/projects along quicker and get things done.

The discussion about the marquees continued. Some wanted to do the digital marquees first and others thought it better to address the entrances. Combinations of both ideas were discussed. After much discussion on the matter, it was the consensus of Council to budget \$1M and place a monument and marquee at the following entrances: Senate, Jersey, Jones & Jersey Meadows, and Philippine.

Request from JVSO

2018-2019 Budget

- They are requesting \$3,200

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City Council discussed this request. There was concern that in granting same, other organizations will want the City's support. A grant program was discussed with the concept that the City would place "X" amount of dollars into a fund and interested organizations could apply for the funds. Under this program, City Council would set the guidelines and staff would review and bring to City Council for approval. Council will review this topic again at the July budget meetings.

Homestead Exemption

Councilmember Warren has asked to discuss increasing the homestead exemption. Currently, the exemption for Jersey Village is 8%. The maximum allowed by law is 20%. Council discussed the pros and cons of increasing the exemption. Changing from 8% to 20 % would cost about \$550,000. After much discussion, it was the consensus to revisit this proposal next year.

What Other Project would City Council like to accomplish in 2019?

None

July Budget Meetings

Council discussed the dates for the up-coming budget meetings in July. It was the consensus of Council to hold the meetings at 6 PM on July 16, July 17, and July 18. It was also the consensus, given all the projects the City is currently working on, that Council is open to conducting special sessions meetings as needed in order to complete projects.

Council Comments

Councilmember Wubbenhorst expressed concerns for drawing the City's cash reserves down by \$10M over the next five (5) years, but realizes that we will get a big "bang" for our bucks. He also believes that the Golf Course will help change the look of the City.

Councilmember Singleton likes where the City is sitting financially. He believes in the projects that are planned and is willing to meet more often in order to accomplish/complete projects.

Councilmember Mitcham approves of the projects planned for the City. He mentioned that we have spent the past three (3) years laying the ground work/rules and now is the time to do the work. Residents are excited. Staff has a lot of work on their plates. City Council will help in any way to get it all done.

Councilmember Holden spoke to the projection of city revenues for budgeting purposes. Historically, we have under estimated revenues, which is by design. Not many other cities are in our financial position. We are now spending, but in the right places. We have talked about parity in pay and benefits and have accomplished that, but moving forward we need to look at being above average for our employees.

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Councilmember Bobby Warren agrees that we have a positive surplus of revenues and because of this we are able to do the planned projects. However, he cautions that the general fund budget should not be excessive and we should be mindful of revenues versus expenses. It is important to manage the fund balance in such a way that we can reduce the tax burden of the residents and rely upon sales tax revenues and economic development to fund more of the expenses.

Mayor Ray thanked all for their contributions today. When the City’s Comprehensive Plan was drafted, it was important to include core sustainability objectives in order to remind future Councils of these core features and the importance of public safety, fire, EMS services, etc. He is happy to see that this Council and Staff are honoring those core sustainability objectives. The “can do” spirit of Staff and City Council is refreshing and we have great opportunities in front of us. City Council encourages the forward progress and supports Staff in doing so.

ADJOURN

With no further discussion, the meeting was adjourned at 1:54 p.m.

Lorri Coody, City Secretary

