

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JULY 23, 2012 AT 6:00 P.M. IN THE CITY OF JERSEY VILLAGE FIRE DEPARTMENT TRAINING ROOM AT 16501 JERSEY DRIVE, JERSEY VILLAGE, TEXAS 77040.

A. The meeting was called to order by Mayor Hamley at 6:00 p.m. with the following present:

Mayor, Russell Hamley
Council Member, Justin Ray
Council Member, Rod Erskine
Council Member, Harry Beckwith III, PE
Council Member, Sheri Sheppard
Council Member, Jill Klein

City Manager Mike Castro
City Secretary, Lorri Coody

Staff in attendance: Mark Bitz, Fire Chief; Eric Foerster, Chief of Police; Danny Segundo, Director of Public Works; Isabel Kato, Director of Finance; Michael Brown, Director of Parks; and Bob Blevins, IT Administrator.

B. Consider Resolution No. 2012-30, authorizing the City Manager to execute all necessary documents to engage the firm Kendig Keast Collaborative for the provision of planning services relating to zoning code revisions.

City Manager, Mike Castro, introduced the item. Background information is as follows:

With the FY 2012 General Fund Budget, city council allocated \$30,000 for the hiring of a planning consultant. The work to be performed by the consultant relates to zoning code revisions. Specifically, staff briefed council on the need to review existing ordinances in light of the potential for tear-down redevelopment within the city. Council was provided with the Project Inquiry Form document which gave a summary of the issue as perceived by staff and briefed during the FY 2012 budget hearings.

In preparing to initiate work related to this supplemental, staff became aware of the ability to engage planning professionals through the Houston-Galveston Area Council's Cooperative Purchasing Program. The city has held continuous membership in HGAC's cooperative purchasing program since 1991. The specific procurement process utilized to engage planning professionals is titled Plan Source. Under the Plan Source program, HGAC pre-qualifies planning firms with specific areas of expertise. Utilization of HGAC's Plan Source program relieves the city of the requirement to solicit competitive proposals.

To initiate the Plan Source process, the city must provide HGAC with a description of the work desired. In May, the city manager provided HGAC with a detailed scope of the services requested. Three firms responded to the city's project inquiry submittal. Responses were received by HGAC and ranked by both HGAC and the city manager. It was the opinion of both HGAC and the city manager that Kendig Keast provided the best overall proposal. Staff subsequently met with the firm Kendig Keast to review their proposal in detail. After the meeting with staff, Kendig Keast provided the city with a final Scope of Services and Cost Estimate.

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – July 23, 2012

Staff has reviewed the proposed Scope and Cost Estimate and recommends that city council authorize the city manager to execute all necessary documents required to engage Kendig Keast Collaborative for the provision of planning services.

City Manager Castro introduced Kendig Keast Representative, Gary Mitchell who was present to answer questions about the services to be provided in connection with the proposal being offered. He briefly gave background information about what his firm would do for the City of Jersey Village.

Council engaged in discussion about the criteria that Kendig Keast would use as the basis for Code amendments in connection with “tear-downs.” Mr. Mitchell explained that since the process itself will dictate the criteria it is hard to know up front what that might be. He explained that information about what the community desires is gathered upfront and based upon the input received the code amendment recommendations are made.

Council discussed the landscaping requirements that could be addressed during this process, stating that such requirements/standards will improve the City’s tax base. Additionally, there will be a number of other things that will benefit the City:

- A review of the current code of ordinances will show the areas of concern;
- Demolition issues can be addressed;
- Landscaping requirements/standards can be established; and
- Placement of new structures on the lots can be managed.

Discussion was had about the actual drafting of the amendments. Mr. Mitchell explained that there is a process that his firm follows, and yes they do provide the actual language for the amendments that will be necessary to update the Code of Ordinances.

Council then discussed the costs outlined in the proposal and the fact that these costs are greater than the amounts budgeted. City Manager Castro explained that there is an accompanying budget amendment item on the agenda to provide funding for the overage.

Council asked about the history of the Kendig Keast firm. Mr. Mitchell explained the relationship that his firm has had with several cities in the area – The City of Bellaire and the City of West University Place were mentioned specifically. Mr. Mitchell gave background information about the issues these Cities have had with “tear downs” and how his firm was able to help.

Council engaged in discussion about requests for dividing lots and the process used by staff to accomplish boundary line adjustment. City Manager Castro told Council that the “Project Director” for the City required under the Contract will be Public Works Director, Danny Segundo.

With no further discussion on the matter, Council Member Beckwith moved to approve Resolution No. 2012-30, authorizing the City Manager to execute all necessary documents to engage the firm Kendig Keast Collaborative for the provision of planning services

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – July 23, 2012

relating to zoning code revisions. Council Member Ray seconded the motion. The vote follows:

Ayes: Council Members Ray, Erskine, Beckwith, Sheppard, and Klein

Nays: None

The motion carried.

RESOLUTION NO. 2012-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS TO ENGAGE THE FIRM KENDIG KEAST COLLABORATIVE FOR THE PROVISION OF PLANNING SERVICES RELATING TO ZONING CODE REVISIONS.

- C. **Consider Ordinance No. 2012-24, amending the General Fund Budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012 in the amount of \$20,000 to cover the cost associated with retaining a consultant to review the city’s zoning code.**

Mike Castro, City Manager, explained that approval of this item is necessary to provide the additional funding necessary to cover the costs associated with the Kendig Keast Collaborative planning services related to zoning code revisions for “tear-downs.”

With limited discussion on the matter, Council Member Klein moved to approve Ordinance No. 2012-24, amending the General Fund Budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012 in the amount of \$20,000 to cover the cost associated with retaining a consultant to review the city’s zoning code. Council Member Sheppard seconded the motion. The vote follows:

Ayes: Council Members Ray, Erskine, Beckwith, Sheppard, and Klein

Nays: None

The motion carried.

ORDINANCE NO. 2012-24

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011 AND ENDING SEPTEMBER 30, 2012 IN THE AMOUNT OF \$20,000 TO COVER THE COST ASSOCIATED WITH RETAINING A CONSULTANT TO REVIEW THE CITY’S ZONING CODE; AND PROVIDING FOR SEVERABILITY.

- D. **Consider Resolution No. 2012-31, terminating the Fire and EMS billing service contracts with AR Management Solutions, LLC. and emsCharts, Inc., and authorizing the City Manager to execute all necessary contract documents with K. & P. ASSOC.**

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – July 23, 2012

INC., d/b/a Specialized Billing & Collection Systems of Texas for EMS and Fire billing services.

Mark Bitz, Fire Chief presented the item. Background information is as follows:

On September 19, 2011 council authorized a change in billing companies for Fire and EMS billing. At that time billing fees were increasing with Specialized Billing. We requested to cancel our contract with Specialized Billing and move to a company named AR Management Solutions (ARMS). ARMS had a flat fee of 7.5% for both EMS and Fire billing where Specialized Billing was at 14% for EMS billing and 10% for Fire Billing.

Projections for ARMS were to be \$250,000 - \$300,000 per year which would be consistent with what Specialized Billing was recovering for us every year, but their services would cost the city less. Nevertheless, to date, ARMS has collected only \$35,955.76. The revenue received from ARMS has not been as originally stated by them. Our previous billing company, Specialized Billing, has continued to work existing claims even though they are not under contract with us and has collected \$115,548.58 to date.

In addition, when leaving Specialized Billing last year, we signed on with EMS Charts, an EMS reporting software company that ARMS utilizes to process patient reports. If we return to Specialized Billing, we will need to utilize Specialized Billing software, and the need to continue with EMS charts is not necessary.

Council was provided with suggested termination letters which will be sent to ARMS and EMS Charts following approval from Council. Also the new contract documents from Specialized Billing for Fire and EMS billing services were provided. There are three contracts associated with Specialized Billing as follows:

1. The Fire and EMS Billing Contract with associated FD Fee List;
2. The HIPPA Agreement; and
3. The contract giving Specialized Billing access to Trauma Registry Reporting.

It is staff's recommendation to cancel contracts with ARMS and EMS Charts and sign the new contracts with Specialized Billing.

In completing the presentation, Council engaged in discussion about the revenues brought in by both companies. Chief Bitz confirmed that the revenues were for the same period. Additionally Council had questions about the 14% fee and how it is broken down between fire and EMS. Chief Bitz explained.

Discussion was had on why Specialized Billing was more successful with its collections. Chief Bitz stated that he felt it could be attributed to their work ethic and management style.

With no further discussion on the matter, Council Member Sheppard moved to approve Resolution No. 2012-31, terminating the Fire and EMS billing service contracts with AR Management Solutions, LLC. and emsCharts, Inc., and authorizing the City Manager to

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – July 23, 2012

execute all necessary contract documents with K. & P. ASSOC. INC., d/b/a Specialized Billing & Collection Systems of Texas for EMS and Fire billing services. Council Member Beckwith seconded the motion. The vote follows:

Ayes: Council Members Ray, Erskine, Beckwith, Sheppard, and Klein

Nays: None

The motion carried.

RESOLUTION NO. 2012-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, TERMINATING THE FIRE AND EMS BILLING SERVICE CONTRACTS WITH AR MANAGEMENT SOLUTIONS, LLC. AND EMSCHARTS, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY CONTRACT DOCUMENTS WITH K. & P. ASSOC. INC., D/B/A SPECIALIZED BILLING & COLLECTION SYSTEMS OF TEXAS FOR EMS AND FIRE BILLING SERVICES.

E. Review and discuss the proposed fiscal year 2012-2013 municipal budget.

City Manager Mike Castro began the review of the 2012-2013 municipal budget with a presentation including an overview of the following important areas:

- FY 13 - Budget Goals
- FY 13 & Beyond - Systemic Issues
- FY 11-12 Accomplishments
- General Fund Revenues Vs. Expenditures FY 02 through FY 12
- Revenue Estimates – General Fund for FY 2013
 - Project General Fund Revenues
 - Assessed Valuations – FY 05 through FY 12
 - Sales Tax Trend – FY 09 through FY 12
- Franchise Fees, Service Fees, and Fines
- FY 2011-2012 Revenue and Expenditure Projections
- FY 2012-2013 Revenue and Expenditure Projections – Base Budget
- FY 2012-2013 Revenue and Expenditure Including Supplementals
- Operational Goals for FY 2012-2013
- FY 13 - Supplementals
- Compensation
- Utility Fund
- Budget Calendar

Upon completing the overview of the 2012-2013 fiscal municipal budget, Mayor Hamley called for a review of the budget by division and department (the yellow sheets) as follows:

- General Fund - Revenues and Expenses
- Utility Fund - Revenues and Expenses

WORK SESSION MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – July 23, 2012

- Debt Service Fund - Revenues and Expenses
- Impact Fee Fund - Revenues and Expenses
- Motel Tax Fund - Revenues and Expenses
- Asset Forfeiture Fund - Revenues and Expenses
- Capital Replacement Fund – Revenues and Expenses
- Traffic Safety Fund – Revenues and Expenses
- Capital Improvements Fund - Revenues and Expenses
- Golf Course Fund - Revenues and Expenses
- Court Restricted Fee Fund - Revenues and Expenses
- Street Bond Fund - Revenues and Expenses
- Jones Road Extension Fund
- Red Light Camera Fund - Revenues and Expenses
- JV Crime Control Fund – Revenues and Expenses

Public Works Director, Danny Segundo presented the Capital Improvements Projects for the City and fielded questions from Council. Council engaged in discussion concerning the priorities of the 5 year CIP items. Council was concerned with the placement of the new city hall in FY 15-16. Discussion was had that the City will pay off some existing debt in 2015, which accounts for the placement of the CIP project. Council discussed that a new city hall will be something that residents may be in favor of, but is going to be a “hard sell.” Accordingly, it may be a good idea to wait until some of the debt is paid-off and use that as a selling point. Council agreed that timing for this item will be critical. City Manager Castro told Council that in addition to paying of the debt, by 2015 other supportive arguments for moving forward with the city hall will be that the city has replaced 1/3 of its streets and has consistently rehabbed its sewers. Council also discussed if the city will be able to wait 5 more years or more for Phase 4 of the street improvements. Elwood street is in pretty bad repair now.

Council discussed the current tax rate and if there is a need to lower it. The consensus of Council was that it should remain the same.

Adjournment.

The meeting was adjourned at 10:09 p.m.

Lorri Coody, City Secretary