

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JULY 23, 2013 AT 6:00 P.M. IN THE CIVIC CENTER MEETIN ROOM AT 16327 LAKEVIE DRIVE, JERSEY VILLAGE, TEXAS 77040.

A. The meeting was called to order by Mayor Erskine at 6:15 p.m. with the following present:

Mayor, Rod Erskine	City Manager, Mike Castro, PhD
Council Member, Justin Ray	City Secretary, Lorri Coody
Council Member, Sandra Joachim	
Council Member, Harry Beckwith III, PE	
Council Member, Sheri Sheppard	
Council Member, Jill Klein	

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.

Mayor Erskine called the next two items on the agenda out of order as follows:

B. Consider Resolution No. 2013-51, setting the 19th day of August at 7:00 p.m. in the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas 77040 as the time, date, and place for the public hearing on the adopted 2013-2014 Crime Control and Prevention District's Budget.

Council Member Klein moved to approve Resolution No. 2013-51, setting the 19th day of August at 7:00 p.m. in the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas 77040 as the time, date, and place for the public hearing on the adopted 2013-2014 Crime Control and Prevention District's Budget. Council Member Joachim seconded the motion. The vote follows:

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

Nays: None

The motion carried.

RESOLUTION NO. 2013-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SETTING A DATE, TIME AND PLACE FOR A PUBLIC HEARING ON THE ADOPTED FISCAL YEAR 2013-2014 CRIME CONTROL AND PREVENTION DISTRICT BUDGET; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

C. Consider Resolution No. 2013-52, setting the 16th day of September at 7:00 p.m. in the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas 77040 as the date, time, and place for a public hearing on the proposed fiscal year 2013-2014 municipal budget.

Council Member Ray moved to approve Resolution No. 2013-52, setting the 16th day of September at 7:00 p.m. in the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas

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77040 as the date, time, and place for a public hearing on the proposed fiscal year 2013-2014 municipal budget. Council Member Klein seconded the motion. The vote follows:

Ayes: Council Members Jay, Joachim, Beckwith, Sheppard, and Klein

Nays: None

The motion carried.

RESOLUTION NO. 2013-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SETTING A DATE, TIME AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2013-2014 MUNICIPAL BUDGET; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

Mayor Erskine then resumed the regular order of the agenda by calling the next item as follows:

A1. CLOSE THE SEPCIAL MEETING AND BUDGET WORK SESSION

Mayor Erskine closed the Special Meeting and Budget Work Session at 6:17 p.m. to convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.074 – Personnel Matters.

A2. EXECUTIVE SESSION

- a. Pursuant to the Texas Open Meetings Act Section 551.074 - Personnel Matters, conduct an Executive Session in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Manager.**

A3. ADJOURN EXECUTIVE SESSION

Mayor Erskine adjourned the Executive Session at 6:52 p.m. and reconvened the Special Meeting and Budget Work Session, stating that no final actions, decisions, or votes were had during the Executive Session.

A4. CONVENE SPECIAL MEETING AND BUDGET WORK SESSION

- a. Discuss and take appropriate action on the items discussed in Executive Session.**

With no discussion on the matter, Council Member Ray moved to authorize Mayor Erskine to enter into employment contract negotiations with the City Manager. The motion was seconded by Council Member Klein. The vote follows:

Ayes: Council Members Jay, Joachim, Beckwith, Sheppard, and Klein

Nays: None

The motion carried.

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D. Review and discuss the proposed fiscal year 2013-2014 municipal budget.

Before reviewing the municipal budget, Council was presented with follow-up information from last night's meeting - two (2) hand-outs as follows:

1. Golf Course Analysis Spreadsheet; and
2. Response to Questions from Budget Meeting Held on July 22, 2013 prepared by the City's Finance Director

Finance Director, Isabel Kato's handout provided the following information:

1. **Sign Permits – Fund 01-10-9006** – Why is the sign permits so low? The collection of revenue in the previous years has been an average of \$11,000. Only the past two years have reflected a substantial increase in the revenue collections.
2. **Communications – Fund 01-23-3055** – Why did the health insurance amount change from \$57,000 to \$81,000? Fiscal Year 2012-2013 – two employees did not participate in the City's medical insurance plan. Fiscal Year 2013-2014 – one employee will not participate in the City's medical insurance plan. We had one vacant position which was budgeted at the highest calculated rate.
3. **Impact Fee Fund 04-43-8547 and 04-43-8551** – Why is the impact fee for water distribution and sewer collection zero? We had an actual revenue collection for fiscal year 2011-2012 and fiscal year 2012-2013. For previous years, we had no revenue collections.
4. **Correction of Projected Fund 08-17-5523 for Fiscal Year 2012-2013** – A correction was made to this fund. The updated sheets were provided for review.
5. **Analysis of Golf Course since Inception** – A spreadsheet explaining this analysis was provided.
6. **When will the Golf Course debt be paid off?** The golf course debt will be paid off in 2025.

In addition to the information provided by Finance Director, Isabel Kato, Danny Segundo, Director of Public Works also provided information pertaining to street lighting. He told Council that the street lighting figures were reduced because last year the City paid \$17,500 per month for this service and the cost is \$14,900 per month.

Council engaged in discussion about the City's website and when it will be updated. Bob Blevins, the City's IT Director explained that his department is currently engaged in this process and hopes to complete the updates during this budget cycle.

Council then discussed the e-blast service and how this service is currently being used. Staff explained that it is only used to send out Council agendas and other basic information and lately, due to staff resources it may not be going out as often as it should. Discussion was had about the number of residents belonging to this service. Staff reported e-blast membership estimates at 250 residents. Council discussed the importance of communication. City Manager Castro suggested that communication seems to be a priority

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with Council and perhaps this is an area that would be a part of a strategic plan. Council discussed the importance of communication with a strategic planning effort. The validity of surveys was discussed along with the use of social media. The consensus was that communication/social media may very well be an area to be addressed with strategic planning.

With no further discussion, Council then discussed the base budget. The consensus of Council was that the base budget figures were acceptable. Council then engaged in discussion about the Supplementals. Mayor Erskine suggested that the Supplementals be handled similar to the consent agenda process, stating that Council Members should review the list and make known which Supplementals they do not support or which warrant further discussion.

Council Member Klein stated that she wished to discuss in further detail Supplemental #8 under the General Fund. This Supplemental represents the City Manager's compensation proposal. Council Member Klein stated that supports a 3% COLA for those at compensation rather than the 3% merit proposed by the City Manager. Discussion was had on the proposal by Council Member Klein. Some Members felt that going with the COLA over the merit took away to ability to reward those employees who have exceeded in their performance. Council then discussed having a hybrid plan that would include both merit and COLA. Ultimately, the consensus of Council was that a 3% COLA would be best.

In completing discussion on the Supplementals, Council then engaged in discussion on Comprehensive Planning. City Manager Castro told Council that direction concerning the desires of Council is needed for this project. Mr. Castro stated that good discussion was had as a result of the joint work session. Now, decisions must be made on how Council wants to proceed. The consensus of Council was that they want to proceed with some type of future planning. The big question involves a decision between Strategic Planning and Comprehensive Planning. To make this decision, a work session is needed. Staff will make the arrangements for the work session meeting.

E. Adjournment.

Having no additional budget matters to discuss, the meeting set for July 24, 2013 is not necessary. With no other items to be addressed by the Council, the meeting was adjourned at 8:35 p.m.

Lorri Coody, City Secretary