

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 19, 2015 AT 6:00 P.M. IN THE CITY OF JERSEY VILLAGE, CIVIC CENTER MEETING ROOM, 16327 LAKEVIEW DRIVE, JERSEY VILLAGE, TEXAS.

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

Mayor, Justin Ray	City Manager, Mike Castro, PhD
Council Member, Andrew Mitcham	City Secretary, Lorri Coody
Council Member, Greg Holden	
Council Member, C. J. Harper	
Council Member, Sheri Sheppard	
Council Member, Tom Eustace	

Staff in attendance: Mark Bitz, Fire Chief; Eric Foerster, Chief of Police; Brian Breeding, Director of Public Works; Kimberly Terrell, Director of Parks and Recreation; Isabel Kato, Director of Finance; and Bob Blevins, Information Technology Director.

B. BUDGET ITEMS - CONTINUED

2. Departmental Presentations:

- a. **Parks and Recreations** – Director of Parks and Recreation, Kimberly Terrell, gave the presentation for the Parks and Recreation Department. She told Council that her responsibilities are broken down into three separate areas or divisions which include Parks, Building Maintenance, and the Golf Course. She gave background information for each area, describing project status; departmental goals; current areas of concern; fiscal year 2015/2016 supplemental requests; and concerns facing her department three (3) to five (5) years out.

In concluding the presentation, Council engaged in discussion about FEMA areas throughout the City being used as parks. Ms. Terrell explained that none are currently being maintained as parks.

Council then discussed the requested signage for the Detention Pond. Ms. Terrell explained that the signage will be for nature interpretations to introduce residents to nature in the area.

The trail network was discussed next. Council was interested in knowing if Harris County would be contributing financially to this request. City Manager Castro explained that there was no monetary assistance with the initial project; but it is possible that the County may be interested in contributing resources to future projects.

The Golf Course was discussed in terms of the number of tournaments and advertising. City Manager Castro explained the marketing approach for the Golf Course and the use of HOT funds. He told Council that we currently market in Dallas and San Antonio and spend a robust amount on this marketing.

Tournament management was discussed in detail as were the Golf Course facilities. A discussion was had concerning improvements to the facilities to add a banquet hall or

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restaurant. In connection with this discussion, the City Manager explained how HOT funds may be spent.

Council discussed the possibility of having more comprehensive membership options for City residents. Currently, residents only have a discount card.

Council then discussed the fencing along Rio Grande. It is currently chain link and there are no plans for replacement. Ms. Terrell explained that there are plans to repair the cart paths, fixing those in most need of repair first.

Council then discussed the meeting handout, an email from Former Council Member Curtis Haverty which addressed the declining repair of City facilities. In connection with same, a preventative maintenance program was discussed.

Council then discussed the budget process. City Manager Castro explained that during the next phase of the budget cycle, City Council will receive an entire list of supplementals which is ranked by the City Manager in order of importance.

- b. **City Secretary** – City Secretary, Lorri Coody, gave the presentation for the City Secretary's Office. She explained the four areas of responsibility for her department giving information about past and present budgetary needs. She also presented information about the City's Records Management Program, including off-site inventory numbers; and she voiced her concerns for the increases in Public Information Requests. She concluded her presentation with a list of special projects in which the City Secretary participates; and a summary of future budget issues facing her department. In completing her presentation, Council had a few questions about the processing of public information requests, which Ms. Coody answered.
- c. **Finance Department** – Finance Director, Isabel Kato, gave the presentation for the Finance Department. She has three divisions: Accounting, Customer Service, and Municipal Courts. She presented the mission and primary duties for division. She then gave information pertaining to staffing, budgeting history and budget issues facing her department. She concluded her presentation with a supplemental request for FY 2015-16.
- d. **Information Technology** – Bob Blevins, Director of Information and Technology gave the presentation. He presented budgetary information for his department by outlining areas of responsibility and providing information on the progress made for the supplementals in this year's budget. He also outlined several areas of concern for his department and provided a list of items for fiscal consideration during Fiscal Year 2015/2016. He closed his presentation with discussion on budget concerns for the next four (4) years.

In closing his presentation, Mr. Blevins fielded questions about storing records in the "cloud," co-locating servers, web-based software, and repair of the air conditioning unit in the server room.

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- e. **Social Media** – City Manager Castro introduced the item. He told City Council that this item was placed in order to continue discussions had in Executive Session concerning social media and to understand the desires of City Council in connection with same. He was particularly interested in knowing how involved City Council wanted to be in responding to questions posed on the “Next Door” site. He went on to explain that more than a couple of City Council Members responding on the site would be considered a meeting and, without posting, would be a violation of the Open Meetings Act. Accordingly, in order to be in compliance with the Open Meetings Act, Council Members should not post to the site.

Council engaged in discussion about a solution in which they might communicate with residents. A “Frequently Asked Questions” page for the City’s website was discussed. After a lengthy discussion, it was the consensus of City Council that in terms of trying to respond to questions posed on the “Next Door” site as a method for communicating with residents may not be a viable solution. This led to discussion about having a City Council “meet and greet” with residents that could be held in conjunction with the Fire Department and Police Department open house and/or on National Night Out.

With no further discussion on Social Media, City Council engaged in a round table discussion about budget issues. The discussions began with the ill repair of City Hall. Some members felt that while there were requests from staff for repairs to the building in 2015-2016, it is time to replace City Hall. There were discussions about funding the replacement. Some felt it could be funded with general fund cash and others felt that a bond election is necessary. Regardless of the funding, it was felt that replacing City Hall has become a necessity and not an option.

In conducting a bond election for the replacement of City Hall, City Manager Castro explained that neither Staff nor City Council can advocate for approval. Any communications on the election must strictly be informational.

City Council then discussed the Comprehensive Planning Advisory Committee’s (CPAC) recommendations for a new City Hall. In discussing same, some members of the Council felt that the residents are more in favor of building a new City Hall now than they were 15 years ago.

City Manager Castro had the following comments in connection with building a new City Hall:

- Design must be suitable for growth, it should be functional, and designed from the inside out; and
- If Council decides to fund the project with General Obligation Bonds or a Bond Issue, there are separate entities that can be formed in the community that can advocate for the project. It is these groups that will do the work that City Staff and City Council cannot in terms of advocating for the project.

The process for building a new City Hall was discussed. In connection with same, the following steps were discussed:

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- Initial research begins;
- Use CPAC Report as a catalyst in moving forward; and
- City Council elects to move forward with the project and allocates the necessary funds.

In completing the discussions, it was the consensus of City Council that the condition of City Hall is a top priority and work on replacing same needs to begin now.

City Council then discussed the recommendations of CPAC. Council will need to review and prioritize the recommendations. The schedule was discussed. Members felt that a joint meeting, maybe two, with the CPAC is in order.

ADJOURN

Mayor Ray announced that there is no need for the May 20, 2015 meeting. With no other items on the agenda, the meeting was adjourned at 9:05 p.m.

Lorri Coody, City Secretary