

MINUTES OF THE WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 17, 2016 AT 6:00 P.M. IN THE CITY OF JERSEY VILLAGE, CIVIC CENTER, 16327 LAKEVIEW DRIVE, JERSEY VILLAGE, TEXAS.

A. The meeting was called to order by Mayor Ray at 6:02 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, Sheri Sheppard	
Council Member, Tom Eustace	

Council Member, C. J. Harper was not present at this meeting.

Staff in attendance: Mark Bitz, Fire Chief; Eric Foerster, Chief of Police; Kevin T. Hagerich, 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. **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 supplemental information for budget year 2015-2016 and her supplemental request for budget year 2016-2017. Ms. Coody explained the City’s Records Management Program, including off-site inventory numbers; election trends; frequency of meeting information; 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 managing the city’s records, 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 each 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 2016-17.
- d. **Information Technology** – Bob Blevins, Director of Information and Technology gave his 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 2016-2017. He closed his presentation with discussion on budget concerns for the next four (4) years.

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In closing his presentation, Mr. Blevins fielded questions about social media and email archiving.

In concluding the departmental presentations, City Council engaged in discussion about the City's Capital Improvements Plan (CIP). Public Work's Director, Kevin T. Hagerich, went through the plan line by line item explaining each item and the budget year being proposed for funding.

Council engaged in discussion about the Public Work's facility on Taylor Road. It is currently a 3,600 square foot building. Staff is proposing that it be rebuilt in a similar fashion; but that the new building includes technology upgrades and a training room. Council discussed the design of the building and the engineering costs of same.

Discussion was also had on the Philippine Sewer Plant. Director Hagerich explained that the cleaning of this plant will cost \$25,000 and it is scheduled for FY 2016-2017.

Council discussed the following items in connection with the City's CIP:

1. When will the golf course begin paying for itself;
2. Moving the next round of street projects forward on the CIP; and
3. Economies of scale for CIP street projects.

Council engaged in discussion about a flooding engineering study, improved street drainage/repairs, the US HWY 290 Project reimbursements, and the use of the City's Hotel/Motel Tax Fund (HOT Funds) to pay for the design of a banquet meeting room at the golf course. City staff was instructed to ask the City Attorney for an opinion if the HOT Funds could be used for this purpose.

In completing the discussion on the CIP, Council then discussed Comprehensive Plan initiatives for FY 2016-2017. Some members suggested that the walking trails be extended along the detention pond and that the acoustics be improved in the civic center. Some felt that priorities needed to be set. Others wanted to follow the recommendations of the City Manager in his presentation. Council also discussed how the April 18 Flood Event has changed priorities for the City.

After discussing several possibilities, it was the consensus of Council that the Comprehensive Plan Strategy for FY 2016-2017 should include the following projects:

- City Signage/Entrances/Logo & Branding; and
- Wayfinding Signage.

Council also directed that City Staff should include the engineering and design for the Taylor Road Facilities in FY 2016-2017 and that the design for City Hall should be moved up a year from year three (3) to year two (2).

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Council discussed the Golf Course Irrigation Project, which is expected to cost \$760,000 (from two different funds) and is scheduled for FY 2016-2017. Some members wondered if this should not be delayed a year or two given the flood recovery needs of the City. It was the consensus that this item may be moved depending upon the needs for flood mitigation.

Council discussed the City of Houston Interconnect and if the City really needs to have its own well water program as a back-up. City Manager Castro explained that the City of Houston Interconnect has failed in the past; therefore it is recommended that the City's wells be maintained as a back-up water source.

In closing the discussions, City Council recommended that we may need to do another salary study in FY 2017-2018 since the last one was done two (2) years ago.

ADJOURN

With no other items on the agenda, the meeting was adjourned at 7:40 p.m.

Lorri Coody, City Secretary