
CITY OF JERSEY VILLAGE, TEXAS

16327 Lakeview Drive



Justin Ray, Mayor
Andrew Mitcham, Council Position No. 1
Greg Holden, Council Position No. 2
C. J. Harper, Council Position No. 3
Sheri Sheppard, Council Position No. 4
Gary Wubbenhorst, Council Position No. 5

Austin Bleess, City Manager
Lorri Coody, City Secretary
Leah Hayes, City Attorney

Jersey Village City Council - Regular Meeting Agenda

Notice is hereby given of a Regular Meeting of the City Council of the City of Jersey Village to be held on Monday, May 15, 2017 at 7:00 p.m. at the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by title 5, Chapter 551, of the Texas Government Code.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. Prayer and Pledge by: Frank Maher, Assistant Fire Chief

C. ELECTION MATTERS

1. Discussion with possible action to consider Ordinance No. 2017-15, canvassing the returns and declaring the results of the General Election held on May 06, 2017 for the purpose of electing a Mayor and two City Council Members (Place 2 and Place 3). *Justin Ray, Mayor*
2. Issuance of Certificate of Election to Newly Elected Officials. *Lorri Coody, City Secretary*
3. Administer Oath of Office to Elected and newly Appointed Officials. *Lorri Coody, City Secretary*
4. Recognition and Presentation of Service Award to C. J. Harper outgoing Council Member – Place 3, for his years of service to the City of Jersey Village. *Justin Ray, Mayor*

D. CITIZENS COMMENTS

Citizens who have signed a card and wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information or existing policy. Citizens are limited to five (5) minutes for their presentation to the City Council.

E. CITY MANAGER'S REPORT

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – March 2017, General Fund Budget Projections as of April 2017, and Utility Fund Budget Projections – April 2017.
2. Open Records Requests – Non-Police, Recreational Vehicle Registration Update
3. Fire Departmental Report and Communication Division's Monthly Report
4. Police Activity Report, Warrant Report, Investigations/Calls for Service Report, Staffing/Recruitment Report, and Police Open Records Requests
5. Municipal Court Collection Report, Municipal Court Activity Report, Municipal Court Courtroom Activity Report, Speeding and Stop Sign Citations within Residential Areas Report, and Court Proceeds Comparison Report.
6. Public Works Departmental Report and Construction and Field Projects Update
7. Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary; Golf Course Social Media Summary Report, and the Parks and Recreation Departmental Report
8. Report from Code Enforcement
9. City Social Media Summary Report

F. CONSENT AGENDA

The following items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will not be separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

1. Consider approval of the Minutes for the Regular Session Meeting held on April 17, 2017. *Lorri Coody, City Secretary*

G. REGULAR AGENDA

1. Consider Resolution No. 2017-35, electing a Mayor Pro Tem. *Mayor, City of Jersey Village*
2. Consider Resolution No. 2017-36, assigning Council Members to serve as liaison to various city committees and boards. *Mayor, City of Jersey Village*
3. Consider Resolution No. 2017-37, accepting the resignation of Crime Control and Prevention District Board Member C. J. Harper, and appointing a new member to the Crime Control and Prevention District for the term ending August 31, 2017. *Lorri Coody, City Secretary*
4. Consider Ordinance No. 2017-16, amending the City's General Fund budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, in the amount of \$20,000 in order to cover additional costs associated with outsourcing fleet repairs. *Kevin T. Hagerich, Director of Public Works*
5. Consider Resolution No. 2017-38, reviewing and approving the City of Jersey Village Purchasing Procedures in compliance with the Texas Government Code Chapter 252 Purchasing and Contracting Authority of Municipalities. *Austin Bleess, City Manager*

6. Receive presentation by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324, recognizing the Jersey Village Police and Fire Departments for their assistance with the Jersey Village American Legion 5K Fun Run. *Justin Ray, Mayor*

H. MAYOR AND COUNCIL COMMENTS

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make a reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

I. ADJOURN

CERTIFICATION

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at City Hall, 16327 Lakeview, Jersey Village, TX 77040, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: May 11, 2017 at 10:15 a.m. and remained so posted until said meeting was convened.

Lorri Coody, City Secretary

In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending City Council meetings. Request for accommodations must be made to the City Secretary by calling 713 466-2102 forty-eight (48) hours prior to the meetings. Agendas are posted on the Internet Website at www.jerseyvillage.info.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. Prayer and Pledge by: Frank Maher, Assistant Fire Chief

CITY COUNCIL - CITY OF JERSEY VILLAGE, TEXAS - AGENDA REQUEST

AGENDA DATE: May 15, 2017 **AGENDA ITEM:** C1

AGENDA SUBJECT: Discussion with possible action to consider Ordinance No. 2017-15, canvassing the returns and declaring the results of the General Election held on May 06, 2017 for the purpose of electing a Mayor and two City Council Members (Place 2 and Place 3).

Department/

Prepared By: Lorri Coody, City Secretary **Date Submitted:** May 9, 2017

EXHIBITS: [Ordinance No. 2017-15](#)
[2017 Precinct Returns](#)
[Summary of Precinct Returns](#)
[Script for Canvass](#)

BACKGROUND INFORMATION:

The canvass is an official meeting of the canvassing authority (city council) for the purpose of making the election results official. The duty to conduct the canvass is a mandatory, ministerial duty and not subject to the discretion of the governing body.

Pursuant to the Texas Election Code Section 67.004, the procedure for canvass is as follows:

1. The precinct returns shall be delivered sealed to the authority.
2. The authority shall open the returns and canvass them by:
 - a. preparing a tabulation stating for each candidate and for and against each measure:
 - i. the report of early voting votes by precinct;
 - ii. the total number of votes received; and
 - iii. the sum of the precinct totals.

A summary of this information is included for your review. Ordinance 2017-15 indicates the votes cast for each of the candidates.

Once Ordinance No. 2017-15 has been approved and adopted declaring the returns official, a certificate of election will be presented to each of the elected candidates.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2017-15, canvassing the returns and declaring the results of the General Election held on May 06, 2017 for the purpose of electing a Mayor and two City Council Members (Place 2 and Place 3).

ORDINANCE NO. 2017-15

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON MAY 06, 2017.

* * * * *

WHEREAS, a general municipal election was held in the City of Jersey Village, Texas, on May 06, 2017, for the purpose of electing a Mayor and two (2) council members; and

WHEREAS, said election was duly and legally held in conformity with the election laws of the State of Texas, and the results of said election have been verified and returned by the proper judges and clerks; and

WHEREAS, it appears that a total of 850 votes were cast in such election; **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS;

Section 1. The facts set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The official canvass of the returns of the general election held on May 06, 2017, reflects that the following persons received the number of votes set opposite their names in the respective positions to be filled:

Mayor

<u>Candidate</u>	<u>Votes Received</u>
Justin Ray	<u>685</u>

Council Member, Place 2

<u>Candidate</u>	<u>Votes Received</u>
Greg Holden	<u>655</u>

Council Member, Place 3

<u>Candidate</u>	<u>Votes Received</u>
C. J. Harper	<u>365</u>
Bobby Warren	<u>483</u>

Section 3. The official canvass of the returns of the general election held on May 06, 2017 reflects that the following persons were duly elected to the respective positions shown:

Mayor

Justin Ray

Council Member, Place 2

Greg Holden

Council Member, Place 3

Bobby Warren

PASSED, APPROVED AND ADOPTED THIS 15th day of May, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST DISCUSSION FORM**

AGENDA DATE: May 15, 2017

AGENDA ITEM: C2

AGENDA SUBJECT: Certificates of Election

Department/

Prepared By: Lorri Coody

Date Submitted: May 9, 2017

EXHIBITS:

BUDGETARY IMPACT:	Required Expenditure:	\$	0,000.00
	Amount Budgeted:	\$	0,000.00
	Appropriation Required:	\$	0,000.00

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Section 67.016 of the Election Code outlines the process for preparation and distribution of the Certificate of Election. After the canvass is complete, the presiding officer of the local canvassing authority shall prepare a certificate of election for each candidate who is elected.

A certificate of election must contain:

- (1) The candidate's name;
- (2) The office to which the candidate is elected;
- (3) A statement of election to an unexpired term, if applicable;
- (4) The date of the election;
- (5) The signature of the officer preparing the certificate; and
- (6) Any seal used by the officer preparing the certificate to authenticate documents that the officer executes or certifies.

The authority preparing a certificate of election shall promptly deliver it to the person for whom it is prepared.

RECOMMENDED ACTION:

Deliver Certificates of Election to newly elected officials.

D. CITIZENS COMMENTS

Citizens who have signed a card and wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information or existing policy. Citizens are limited to five (5) minutes for their presentation to the City Council.

CITY OF JERSEY VILLAGE
MONTHLY PROJECTED FUND BALANCE BY FUND
FY 2016-2017

FUND:	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
GENERAL												
Beginning Fund Balance *	\$13,263,173.31	\$13,263,173.31	\$13,263,173.31	\$13,263,173.31	\$13,263,173.31	\$13,263,173.31	\$13,263,173.31					
Revenues	\$749,658.65	\$651,926.29	\$1,737,998.82	\$3,012,767.30	\$2,800,451.93	\$808,719.07	\$648,173.69					
Expenditures	\$535,349.41	\$630,129.13	\$946,002.29	\$850,445.39	\$991,651.61	\$756,294.87	\$563,087.58					
Projected Fund Balance	** \$13,477,482.55	\$13,499,279.71	\$14,291,276.24	\$16,453,598.15	\$18,262,398.47	\$18,314,822.67	\$18,399,908.78					
UTILITY												
Beginning Fund Balance	\$10,558,224.57	\$10,558,224.57	\$10,558,224.57	\$10,558,224.57	\$10,558,224.57	\$10,558,224.57	\$10,558,224.57					
Revenues	\$416,022.34	\$402,032.83	\$276,813.13	\$288,249.19	\$295,764.88	\$336,196.01	\$346,608.72					
Expenditures	\$38,611.83	\$289,563.93	\$382,658.74	\$240,768.90	\$145,482.09	\$328,422.58	\$182,065.64					
Projected Fund Balance	** \$10,935,635.08	\$11,048,103.98	\$10,942,258.37	\$10,989,738.66	\$11,140,021.45	\$11,147,794.88	\$11,312,337.96					
DEBT SERVICE												
Beginning Fund Balance	\$456,038.11	\$456,038.11	\$456,038.11	\$456,038.11	\$456,038.11	\$456,038.11	\$456,038.11					
Revenues	\$1,647.82	\$57.46	\$441,780.96	\$920,606.37	\$822,306.28	\$27,689.69	\$39,467.48					
Expenditures	\$0.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$2,147,020.63	\$0.00					
Projected Fund Balance	** \$457,685.93	\$457,743.39	\$899,524.35	\$1,818,779.72	\$2,641,086.00	\$521,754.96	\$561,222.44					
IMPACT FEE												
Beginning Fund Balance	\$164,788.18	\$164,788.18	\$164,788.18	\$164,788.18	\$164,788.18	\$164,788.18	\$164,788.18					
Revenues	\$181.61	\$16,924.14	\$8,073.02	\$15,967.78	\$279.93	\$12,185.52	\$4,372.94					
Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Projected Fund Balance	** \$164,969.79	\$181,893.93	\$189,966.95	\$205,934.73	\$206,214.66	\$218,400.18	\$222,773.12					
MOTEL TAX												
Beginning Fund Balance	\$671,639.56	\$671,639.56	\$671,639.56	\$671,639.56	\$671,639.56	\$671,639.56	\$671,639.56					
Revenues	\$13,708.89	\$3,397.40	\$2,755.17	\$14,414.44	\$3,088.30	\$3,925.13	\$5,097.21					
Expenditures	\$8,870.13	\$1,843.86	\$7,079.33	\$829.33	\$0.00	\$7,908.66	\$0.00					
Projected Fund Balance	** \$676,478.32	\$678,031.86	\$673,707.70	\$687,292.81	\$690,381.11	\$686,397.58	\$691,494.79					
ASSET FORFEITURE												
Beginning Fund Balance	\$88,346.15	\$88,346.15	\$88,346.15	\$88,346.15	\$88,346.15	\$88,346.15	\$88,346.15					
Revenues	\$2,785.09	\$22.43	\$26.57	\$31.34	\$29.36	\$3,477.56	\$40.16					
Expenditures	\$0.00	\$0.00	\$4,799.00	\$0.00	\$0.00	\$0.00	\$6,500.00					
Projected Fund Balance	** \$91,131.24	\$91,153.67	\$86,381.24	\$86,412.58	\$86,441.94	\$89,919.50	\$83,459.66					
CAPITAL REPLACEMENT												
Beginning Fund Balance	\$6,205,293.38	\$6,205,293.38	\$6,205,293.38	\$6,205,293.38	\$6,205,293.38	\$6,205,293.38	\$6,205,293.38					
Revenues	\$1,650.42	\$1,647.35	\$1,944.96	\$2,292.43	\$2,150.73	\$2,325.61	\$2,299.20					
Expenditures	\$0.00	\$518.05	\$200,550.00	\$657,584.58	\$54,262.57	\$120,195.07	\$103,199.72					
Projected Fund Balance	** \$6,206,943.80	\$6,208,073.10	\$6,009,468.06	\$5,354,175.91	\$5,302,064.07	\$5,184,194.61	\$5,083,294.09					
TRAFFIC ENFORCEMENT												
Beginning Fund Balance	\$1,395,088.20	\$1,395,088.20	\$1,395,088.20	\$1,395,088.20	\$1,395,088.20	\$1,395,088.20	\$1,395,088.20					
Revenues	\$300.00	\$0.00	\$200.00	\$0.00	\$100.00	\$300.00	\$0.00					
Expenditures	\$19,251.09	\$31,634.88	\$28,532.93	\$20,158.43	\$19,135.91	\$20,483.51	\$22,831.60					
Projected Fund Balance	** \$1,376,137.11	\$1,344,502.23	\$1,316,169.30	\$1,296,010.87	\$1,276,974.96	\$1,256,791.45	\$1,233,959.85					
CAPITAL IMPROVEMENTS												
Beginning Fund Balance	\$7,530,073.53	\$7,530,073.53	\$7,530,073.53	\$7,530,073.53	\$7,530,073.53	\$7,530,073.53	\$7,530,073.53					
Revenues	\$1,490.56	\$1,472.12	\$1,682.98	\$30,333.29	\$1,528.44	\$1,825.98	\$1,980.99					
Expenditures	\$87,182.88	\$90,466.00	\$174,352.72	\$616,623.63	\$482,640.89	\$659,151.79	\$467,078.10					
Projected Fund Balance	** \$7,444,361.21	\$7,355,387.33	\$7,182,717.59	\$6,596,427.25	\$6,115,314.80	\$5,457,988.99	\$4,992,891.88					
GOLF COURSE												
Beginning Fund Balance	(\$3,557,283.22)	(\$3,557,283.22)	(\$3,557,283.22)	(\$3,557,283.22)	(\$3,557,283.22)	(\$3,557,283.22)	(\$3,557,283.22)					
Revenues	\$116,528.29	\$104,042.82	\$79,021.94	\$68,475.72	\$94,627.47	\$95,614.08	\$130,664.67					
Expenditures	\$96,131.32	\$77,225.55	\$135,992.94	\$104,196.11	\$86,033.79	\$138,554.89	\$98,991.50					
Projected Fund Balance	** (\$3,536,886.25)	(\$3,510,068.98)	(\$3,567,039.98)	(\$3,602,760.37)	(\$3,594,166.69)	(\$3,637,107.50)	(\$3,605,434.33)					
COURT RESTRICTED FEE												
Beginning Fund Balance	\$160,989.92	\$160,989.92	\$160,989.92	\$160,989.92	\$160,989.92	\$160,989.92	\$160,989.92					
Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Expenditures	\$4,286.15	\$456.95	\$1,969.14	\$463.06	\$452.21	\$1,602.20	\$200.00					
Projected Fund Balance	** \$156,703.77	\$156,246.82	\$154,277.68	\$153,814.62	\$153,362.41	\$151,760.21	\$151,560.21					
JV CRIME CONTROL												
Beginning Fund Balance	\$2,582,346.42	\$2,582,346.42	\$2,582,346.42	\$2,582,346.42	\$2,582,346.42	\$2,582,346.42	\$2,582,346.42					
Revenues	\$125,879.18	\$136,261.60	\$137,454.73	\$134,815.76	\$126,556.69	\$126,066.27	\$120,950.45					
Expenditures	\$0.00	\$62,802.54	\$56,163.14	\$97,309.25	\$92,191.13	\$125,714.30	\$0.00					
Projected Fund Balance	** \$2,708,225.60	\$2,781,684.66	\$2,862,976.25	\$2,900,482.76	\$2,934,848.32	\$2,935,200.29	\$3,056,150.74					

* Beginning Fund Balance in this report for the General Fund is including the 150 days reserve totalling \$3,735,953

** Unaudited Fund Balance amounts

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

02 -UTILITY FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	10,558,224.57		10,558,224.57			
FEEs & CHARGES FOR SERVIC						
40-8541 WATER SERVICE	2,700,000.00	222,975.82	1,522,955.34	56.41	0.00	(1,177,044.66)
40-8542 SEWER SERVICE	1,300,000.00	116,928.98	770,385.57	59.26	0.00	(529,614.43)
40-8543 WATER SERVICE-INCREASE	0.00	0.00	11,851.05	0.00	0.00	11,851.05
40-8545 WATER AUTHORITY FEE	40,000.00	222.94	6,665.05	16.66	0.00	(33,334.95)
40-8546 CREDIT CARD FEES	2,000.00	446.06	3,648.62	182.43	0.00	1,648.62
TOTAL FEEs & CHARGES FOR SERVIC	4,042,000.00	340,573.80	2,315,505.63	57.29	0.00	(1,726,494.37)
INTEREST EARNED						
40-9601 INTEREST EARNED	10,000.00	2,538.58	12,652.98	126.53	0.00	2,652.98
TOTAL INTEREST EARNED	10,000.00	2,538.58	12,652.98	126.53	0.00	2,652.98
INTERFUND ACTIVITY						
TOTAL						
MISCELLANEOUS REVENUE						
40-9840 PENALTIES & ADJUSTMENTS	25,000.00	2,018.33	18,516.03	74.06	0.00	(6,483.97)
40-9899 MISCELLANEOUS	25,000.00	1,478.01	15,012.46	60.05	0.00	(9,987.54)
TOTAL MISCELLANEOUS REVENUE	50,000.00	3,496.34	33,528.49	67.06	0.00	(16,471.51)
OTHER AGENCY REVENUES						
TOTAL						
*** TOTAL FUND REVENUES ***	4,102,000.00	346,608.72	2,361,687.10	57.57	0.00	(1,740,312.90)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	14,660,224.57		12,919,911.67			
	=====		=====			

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

02 -UTILITY FUND

45-WATER & SEWER

DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
SALARIES, WAGES & BENEFIT						
45-3001 SALARIES	177,800.00	13,380.20	90,417.04	50.85	0.00	87,382.96
45-3003 LONGEVITY	2,000.00	136.64	928.71	46.44	0.00	1,071.29
45-3007 OVERTIME	24,500.00	2,385.24	20,063.91	81.89	0.00	4,436.09
45-3051 FICA/MEDICARE TAXES	15,700.00	1,173.22	8,609.31	54.84	0.00	7,090.69
45-3052 WORKMEN'S COMPENSATION	6,600.00	0.00	4,150.39	62.88	0.00	2,449.61
45-3053 EMPLOYMENT TAXES	5,400.00	42.65	341.33	6.32	0.00	5,058.67
45-3054 RETIREMENT	31,300.00	0.00	15,474.14	49.44	0.00	15,825.86
45-3055 HEALTH INSURANCE	60,100.00	5,132.08	34,173.88	56.86	0.00	25,926.12
45-3056 LIFE INS	500.00	31.90	216.92	43.38	0.00	283.08
45-3057 DENTAL	5,200.00	335.32	2,208.08	42.46	0.00	2,991.92
45-3058 LONG-TERM DISABILITY	800.00	59.48	384.28	48.04	0.00	415.72
TOTAL SALARIES, WAGES & BENEFIT	329,900.00	22,676.73	176,967.99	53.64	0.00	152,932.01
SUPPLIES						
45-3502 POSTAGE/FREIGHT/DEL. FEE	14,000.00	898.00	5,648.24	40.34	0.00	8,351.76
45-3503 OFFICE SUPPLIES	3,100.00	0.00	516.53	16.66	0.00	2,583.47
45-3504 WEARING APPAREL	2,000.00	109.45	671.86	33.59	0.00	1,328.14
45-3506 CHEMICALS	9,000.00	657.33	7,037.99	82.39	377.01	1,585.00
45-3510 BOOKS & PERIODICALS	600.00	0.00	0.00	0.00	0.00	600.00
45-3523 TOOLS/EQUIPMENT	2,000.00	117.87	925.07	46.25	0.00	1,074.93
45-3534 PARTS AND MATERIALS	1,200.00	0.00	599.44	49.95	0.00	600.56
45-3535 SHOP SUPPLIES	500.00	0.00	163.96	32.79	0.00	336.04
TOTAL SUPPLIES	32,400.00	1,782.65	15,563.09	49.20	377.01	16,459.90
MAINTENANCE--BLDGS, STRUC						
45-4001 BUILDINGS AND GROUNDS	4,000.00	0.00	556.01	13.90	0.00	3,443.99
45-4041 WATER SYSTEM MAINTENANCE	30,000.00	2,096.73	8,233.99	27.45	0.00	21,766.01
45-4042 SEWER SYSTEM MAINTENANCE	10,000.00	0.00	1,600.98	16.01	0.00	8,399.02
45-4043 WATER PLANTS MAINTENANCE	17,000.00	157.49	8,803.37	51.78	0.00	8,196.63
45-4044 LIFT STATIONS MAINTENANCE	16,000.00	0.00	12,333.28	77.08	0.00	3,666.72
45-4045 SEWER PLANT MAINTENANCE	45,000.00	418.50	11,856.10	54.19	12,530.84	20,613.06
TOTAL MAINTENANCE--BLDGS, STRUC	122,000.00	2,672.72	43,383.73	45.83	12,530.84	66,085.43
MAINTENANCE--EQUIPMENT						
45-4504 COMPUTER SOFTWARE	5,300.00	142.00	5,260.15	88.87	(550.00)	589.85
TOTAL MAINTENANCE--EQUIPMENT	5,300.00	142.00	5,260.15	88.87	(550.00)	589.85
SERVICES						
45-5012 PRINTING	1,750.00	149.00	820.00	46.86	0.00	930.00
45-5015 LAB TESTS	23,400.00	1,451.00	10,220.53	92.24	11,364.00	1,815.47
45-5017 UTILITIES	140,000.00	16,484.92	65,659.15	46.90	0.00	74,340.85
45-5019 W.O.B. DISPOSAL-O&M CONTR	500,000.00	22,100.09	168,489.00	33.70	0.00	331,511.00
45-5020 COMMUNICATIONS	9,511.00	517.59	3,743.94	39.36	0.00	5,767.06
45-5022 RENTAL OF EQUIPMENT	500.00	0.00	0.00	0.00	0.00	500.00
45-5025 PUBLIC NOTICES	800.00	0.00	0.00	0.00	0.00	800.00
45-5027 MEMBERSHIPS	1,000.00	0.00	497.00	49.70	0.00	503.00
45-5029 TRAVEL/TRAINING	15,100.00	0.00	6,524.76	43.21	0.00	8,575.24
TOTAL SERVICES	692,061.00	40,702.60	255,954.38	38.63	11,364.00	424,742.62

City Council Meeting Packet for May 15, 2017

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

02 -UTILITY FUND
45-WATER & SEWER
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SUNDRY						
45-5405 PERMITS, FEES, CREDIT CD FEES	19,500.00	1,220.30	20,841.19	106.88	0.00	(1,341.19)
45-5411 WATER-PURCHASED	1,608,914.00	111,918.64	703,260.15	43.71	0.00	905,653.85
45-5412 WATER AUTHORITY FEES	40,000.00	0.00	1,984.80	4.96	0.00	38,015.20
TOTAL SUNDRY	1,668,414.00	113,138.94	726,086.14	43.52	0.00	942,327.86
PROFESSIONAL SERVICES						
45-5501 AUDITS/CONTRACTS/STUDIES	10,000.00	0.00	0.00	0.00	0.00	10,000.00
45-5510 ENGINEERING SERVICES	150,000.00	950.00	950.00	0.26	(560.00)	149,610.00
45-5515 CONSULTANT SERVICES	260,000.00	0.00	87,238.08	100.00	172,761.92	0.00
TOTAL PROFESSIONAL SERVICES	420,000.00	950.00	88,188.08	62.00	172,201.92	159,610.00
OTHER SERVICES						
45-6001 INSURANCE-VEHICLES	9,800.00	0.00	9,430.40	96.23	0.00	369.60
45-6003 LIABILITY-FIRE & CASUALTY	9,000.00	0.00	7,392.87	82.14	0.00	1,607.13
TOTAL OTHER SERVICES	18,800.00	0.00	16,823.27	89.49	0.00	1,976.73
CAPITAL OUTLAY						
45-6572 SPECIAL EQUIPMENT	66,000.00	0.00	0.00	78.79	52,000.00	14,000.00
TOTAL CAPITAL OUTLAY	66,000.00	0.00	0.00	78.79	52,000.00	14,000.00
CAPITAL IMPROVEMENTS						
TOTAL						
INTERFUND ACTIVITY						
45-9751 TRANSFER TO GENERAL FUND	470,000.00	0.00	0.00	0.00	0.00	470,000.00
45-9753 TRANSFER TO DEBT SERVICE FUND	92,413.00	0.00	0.00	0.00	0.00	92,413.00
45-9772 TECHNOLOGY USER FEE	750.00	0.00	0.00	0.00	0.00	750.00
45-9781 EQUIPMENT PURCHASE CONTRIBUTIO	155,000.00	0.00	0.00	0.00	0.00	155,000.00
45-9791 EQUIPMENT USER FEE	33,800.00	0.00	0.00	0.00	0.00	33,800.00
TOTAL INTERFUND ACTIVITY	751,963.00	0.00	0.00	0.00	0.00	751,963.00
TOTAL 45-WATER & SEWER	4,106,838.00	182,065.64	1,328,226.83	38.38	247,923.77	2,530,687.40
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

02 -UTILITY FUND
46-UTILITY CAPITAL PROJEC
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

CAPITAL IMPROVEMENTS						
46-7012 METER REPLACEMENT	250,000.00	0.00	138,312.79	65.59	25,661.00	86,026.21
46-7032 TELEVISIONING SEWER LINES	50,000.00	0.00	0.00	100.00	50,000.00	0.00
46-7064 CASTLEBRIDGE WWTP	670,000.00	0.00	55,070.34	0.00	(55,070.34)	670,000.00
46-7072 WATER PLANT - SEATTLE	150,000.00	0.00	32,463.75	24.00	3,536.25	114,000.00
46-7080 AUTOCNTRL-SCADA	70,000.00	0.00	5,000.00	0.00	(5,000.00)	70,000.00
46-7094 CASTLEBRIDGE CLARIFIER RE/LINE	210,000.00	0.00	48,500.00	52.14	61,000.00	100,500.00
46-7096 VILLAGE - WATER PLANT	100,000.00	0.00	0.00	0.00	0.00	100,000.00
46-7100 WATER PLANT - WEST ROAD	150,000.00	0.00	0.00	0.00	0.00	150,000.00
46-7101 LIGHTS PROJECT - CASTLEBRIDGE	45,000.00	0.00	0.00	0.00	0.00	45,000.00
46-7108 GROUND STORAGE TANK-SEATTLE WP	150,000.00	0.00	0.00	0.00	0.00	150,000.00
TOTAL CAPITAL IMPROVEMENTS	1,845,000.00	0.00	279,346.88	19.48	80,126.91	1,485,526.21
TOTAL 46-UTILITY CAPITAL PROJEC	1,845,000.00	0.00	279,346.88	19.48	80,126.91	1,485,526.21
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

02 -UTILITY FUND
47-UTILITY DEBT SERVICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
OTHER SERVICES						
TOTAL						
DEBT SERVICE						
TOTAL						
TOTAL						
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	5,951,838.00	182,065.64	1,607,573.71	32.52	328,050.68	4,016,213.61
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(1,849,838.00)	164,543.08	754,113.39	23.03-	(328,050.68)	(2,275,900.71)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	8,708,386.57		11,312,337.96			
	=====		=====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

04 -IMPACT FEE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	164,788.18		164,788.18			
FEES & CHARGES FOR SERVICE						
43-8547 WATER DISTRIBUTION	20,000.00	2,899.00	40,586.00	202.93	0.00	20,586.00
43-8548 SEWER PLANT CAPACITY	10,000.00	1,029.00	15,435.00	154.35	0.00	5,435.00
43-8549 WATER PLANT CAPACITY	1,500.00	0.00	0.00	0.00	0.00	(1,500.00)
TOTAL FEES & CHARGES FOR SERVICE	31,500.00	3,928.00	56,021.00	177.84	0.00	24,521.00
INTEREST EARNED						
43-9601 INTEREST EARNED	1,500.00	444.94	1,963.94	130.93	0.00	463.94
TOTAL INTEREST EARNED	1,500.00	444.94	1,963.94	130.93	0.00	463.94
*** TOTAL FUND REVENUES ***	33,000.00	4,372.94	57,984.94	175.71	0.00	24,984.94
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	197,788.18		222,773.12			
	=====		=====			

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

04 -IMPACT FEE FUND
45-WATER & SEWER
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

INTERFUND ACTIVITY						
TOTAL						
TOTAL	=====	=====	=====	=====	=====	=====
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	33,000.00	4,372.94	57,984.94	175.71	0.00	(24,984.94)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	197,788.18		222,773.12			
	=====		=====			

*** END OF REPORT ***

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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BEGINNING FUND BALANCE	(3,557,283.22)		(3,557,283.22)			
FEES & CHARGES FOR SERVIC						
80-8551 GREEN FEES	1,000,000.00	88,247.62	430,272.65	43.03	0.00	(569,727.35)
80-8553 RANGE FEES/CLUB RENTALS	80,000.00	7,981.02	44,876.96	56.10	0.00	(35,123.04)
80-8554 CLUB RENTALS	4,000.00	475.00	1,790.00	44.75	0.00	(2,210.00)
80-8555 TOURNAMENT GREENS FEES	60,000.00	15,118.67	97,835.38	163.06	0.00	37,835.38
80-8556 TOURNAMENT CART RENTALS	52,000.00	0.00	0.00	0.00	0.00	(52,000.00)
80-8560 MISCELLANEOUS FEES	0.00	615.00	10,436.97	0.00	0.00	10,436.97
80-8567 MERCHANDISE	108,290.00	11,123.99	58,854.19	54.35	0.00	(49,435.81)
80-8568 SPECIAL ORDER MERCHANDISE	40,000.00	1,438.49	14,659.29	36.65	0.00	(25,340.71)
80-8572 CONCESSION FEES	42,000.00	3,058.07	18,476.78	43.99	0.00	(23,523.22)
80-8575 MEMBERSHIPS	55,000.00	2,221.00	9,959.00	18.11	0.00	(45,041.00)
80-8579 CASH OVER/UNDER	0.00	78.29	134.91	0.00	0.00	134.91
TOTAL FEES & CHARGES FOR SERVIC	1,441,290.00	130,357.15	687,296.13	47.69	0.00	(753,993.87)
INTEREST EARNED						
80-9601 INTEREST EARNED	1,000.00	307.52	1,678.86	167.89	0.00	678.86
TOTAL INTEREST EARNED	1,000.00	307.52	1,678.86	167.89	0.00	678.86
INTERFUND ACTIVITY						
80-9751 TRANSFER FROM GENERAL FUND	346,171.00	0.00	0.00	0.00	0.00	(346,171.00)
TOTAL INTERFUND ACTIVITY	346,171.00	0.00	0.00	0.00	0.00	(346,171.00)
MISCELLANEOUS REVENUE						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
OTHER AGENCY REVENUES						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*** TOTAL FUND REVENUES ***	1,788,461.00	130,664.67	688,974.99	38.52	0.00	(1,099,486.01)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***						
	(1,768,822.22)		(2,868,308.23)			
	=====		=====			

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
81-CLUB HOUSE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
81-3001 SALARIES AND WAGES	190,724.00	14,973.36	101,811.04	53.38	0.00	88,912.96
81-3002 WAGES	108,110.00	9,545.93	56,790.73	52.53	0.00	51,319.27
81-3003 LONGEVITY	1,248.00	81.26	523.88	41.98	0.00	724.12
81-3007 OVERTIME	500.00	15.75	538.71	107.74	0.00	(38.71)
81-3051 FICA/MEDICARE TAXES	23,074.00	1,864.22	12,845.82	55.67	0.00	10,228.18
81-3052 WORKMAN'S COMP	8,039.00	0.00	4,276.16	53.19	0.00	3,762.84
81-3053 UNEMPLOYMENT TAXES	9,000.00	59.71	1,323.46	14.71	0.00	7,676.54
81-3054 RETIREMENT	32,395.00	0.00	15,304.37	47.24	0.00	17,090.63
81-3055 INSURANCE	61,269.00	4,277.28	27,827.14	45.42	0.00	33,441.86
81-3056 LIFE INS	400.00	38.28	248.82	62.21	0.00	151.18
81-3057 DENTAL INSURANCE	3,539.00	274.88	1,770.28	50.02	0.00	1,768.72
81-3058 LONG-TERM DISABILITY	892.00	68.17	458.79	51.43	0.00	433.21
TOTAL SALARIES, WAGES & BENEFIT	439,190.00	31,198.84	223,719.20	50.94	0.00	215,470.80
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COST OF SALES						
81-3401 MERCHANDISE	75,000.00	4,832.84	52,670.37	83.71	10,109.33	12,220.30
81-3415 RANGE BALLS	7,500.00	0.00	3,086.16	41.15	0.00	4,413.84
81-3416 RENTAL CLUBS	1,000.00	0.00	370.01	37.00	0.00	629.99
81-3419 SPECIAL ORDER MERCHANDISE	30,000.00	1,737.22	9,432.86	32.56	333.81	20,233.33
TOTAL COST OF SALES	113,500.00	6,570.06	65,559.40	66.96	10,443.14	37,497.46
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SUPPLIES						
81-3502 POSTAGE/FREIGHT/DEL.FEE	500.00	26.82	53.78	10.76	0.00	446.22
81-3503 OFFICE SUPPLIES	6,000.00	204.26	3,777.12	62.95	0.00	2,222.88
81-3504 WEARING APPAREL	2,750.00	79.77	1,388.83	52.11	44.06	1,317.11
81-3523 TOOLS/EQUIPMENT	2,000.00	107.39	993.39	49.67	0.00	1,006.61
81-3529 REPAIR PARTS	250.00	0.00	86.30	34.52	0.00	163.70
81-3605 MISCELLANEOUS SERVICE FEES	0.00	0.00	4,158.00	0.00	3,042.00	(7,200.00)
TOTAL SUPPLIES	11,500.00	418.24	10,457.42	117.77	3,086.06	(2,043.48)
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MAINTENANCE--BLDGS, STRUC						
TOTAL						
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MAINTENANCE--EQUIPMENT						
81-4501 FURN, FIXTURE/EPT MAINTENANCE	1,000.00	0.00	782.33	78.23	0.00	217.67
81-4504 COMPUTER SOFTWARE	7,300.00	0.00	4,195.00	57.47	0.00	3,105.00
81-4506 CART MAINTENANCE	3,500.00	146.77	214.04	6.12	0.00	3,285.96
81-4520 EQUIPMENT MAINTENANCE/OUTSOURC	2,000.00	0.00	0.00	0.00	0.00	2,000.00
81-4599 MISCELLANEOUS EQUIPMENT	2,000.00	0.00	223.37	11.17	0.00	1,776.63
TOTAL MAINTENANCE--EQUIPMENT	15,800.00	146.77	5,414.74	34.27	0.00	10,385.26

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
81-CLUB HOUSE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SERVICES						
81-5012 PRINTING	3,500.00	0.00	343.78	9.82	0.00	3,156.22
81-5020 COMMUNICATIONS	7,500.00	521.44	4,059.22	54.12	0.00	3,440.78
81-5023 LEASE EQUIPMENT	1,000.00	0.00	500.00	50.00	0.00	500.00
81-5027 MEMBERSHIPS/SUBSCRIPTIONS	1,750.00	0.00	150.00	8.57	0.00	1,600.00
81-5029 TRAVEL/TRAINING	2,500.00	33.83	354.24	14.17	0.00	2,145.76
81-5043 ADVERTISING/PROMOTION	26,000.00	2,816.53	10,184.10	53.75	3,792.00	12,023.90
TOTAL SERVICES	42,250.00	3,371.80	15,591.34	45.88	3,792.00	22,866.66
SUNDRY						
81-5405 CREDIT CARD CHARGES	24,900.00	2,864.31	15,516.08	62.31	0.00	9,383.92
81-5410 SECURITY	2,000.00	0.00	674.00	33.70	0.00	1,326.00
81-5413 TOURNAMENT FEES EXPENSE	1,500.00	249.00	249.00	16.60	0.00	1,251.00
81-5421 EQUIPMENT LEASE DEBT	2,800.00	225.00	1,575.00	56.25	0.00	1,225.00
TOTAL SUNDRY	31,200.00	3,338.31	18,014.08	57.74	0.00	13,185.92
PROFESSIONAL SERVICES						
81-5501 AUDITS/CONTRACT/STUDIES	6,625.00	0.00	0.00	0.00	0.00	6,625.00
TOTAL PROFESSIONAL SERVICES	6,625.00	0.00	0.00	0.00	0.00	6,625.00
OTHER SERVICES						
81-6003 LIABILITY-FIRE & CASUALTY INSR	18,000.00	1,450.00	23,066.26	128.15	0.00 (5,066.26)
TOTAL OTHER SERVICES	18,000.00	1,450.00	23,066.26	128.15	0.00 (5,066.26)
CAPITAL OUTLAY						
81-6571 OFFICE FURNITURE & EQUIPMENT	1,500.00	0.00	0.00	0.00	0.00	1,500.00
TOTAL CAPITAL OUTLAY	1,500.00	0.00	0.00	0.00	0.00	1,500.00
CAPITAL IMPROVEMENTS						
TOTAL						
INTERFUND ACTIVITY						
81-9772 TECHNOLOGY USER FEE	3,625.00	0.00	0.00	0.00	0.00	3,625.00
81-9791 EQUIP USER FEE	67,025.00	0.00	0.00	0.00	0.00	67,025.00
TOTAL INTERFUND ACTIVITY	70,650.00	0.00	0.00	0.00	0.00	70,650.00
TOTAL 81-CLUB HOUSE	750,215.00	46,494.02	361,822.44	50.54	17,321.20	371,071.36
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City Council Meeting Packet for May 15, 2017

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
82-COURSE MAINTENANCE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
82-3001 SALARIES AND WAGES	208,677.00	16,216.89	113,801.51	54.53	0.00	94,875.49
82-3002 WAGES	63,940.00	329.18	12,052.85	18.85	0.00	51,887.15
82-3003 LONGEVITY	2,600.00	180.92	1,256.63	48.33	0.00	1,343.37
82-3007 OVERTIME	5,000.00	1,317.21	4,748.06	94.96	0.00	251.94
82-3051 FICA/MEDICARE TAXES	21,500.00	1,314.55	10,256.26	47.70	0.00	11,243.74
82-3052 WORKMAN'S COMP	7,900.00	0.00	4,967.90	62.88	0.00	2,932.10
82-3053 UNEMPLOYMENT TAXES	9,000.00	51.18	198.41	2.20	0.00	8,801.59
82-3054 RETIREMENT	38,900.00	0.00	18,420.18	47.35	0.00	20,479.82
82-3055 INSURANCE	95,100.00	7,076.50	53,229.02	55.97	0.00	41,870.98
82-3056 LIFE INS	700.00	25.52	316.45	45.21	0.00	383.55
82-3057 DENTAL	5,400.00	433.40	3,230.88	59.83	0.00	2,169.12
82-3058 LONG-TERM DISABILITY	900.00	72.63	521.64	57.96	0.00	378.36
TOTAL SALARIES, WAGES & BENEFIT	459,617.00	27,017.98	222,999.79	48.52	0.00	236,617.21
SUPPLIES						
82-3504 WEARING APPAREL	2,500.00	10.98	68.68	2.75	0.00	2,431.32
82-3514 FUEL & OIL	21,500.00	1,923.42	5,845.68	83.78	12,167.32	3,487.00
82-3523 TOOLS/EQUIPMENT	2,000.00	598.81	873.16	43.66	0.00	1,126.84
82-3535 GROUND/SHOP SUPPLIES	6,750.00	459.91	5,162.38	76.48	0.00	1,587.62
82-3536 LANDSCAPING MATERIALS	75,000.00	10,618.73	47,740.20	78.73	11,309.76	15,950.04
TOTAL SUPPLIES	107,750.00	13,611.85	59,690.10	77.19	23,477.08	24,582.82
MAINTENANCE--BLDGS, STRUC						
82-4041 WATER WELL MAINTENANCE	3,000.00	0.00	0.00	0.00	0.00	3,000.00
TOTAL MAINTENANCE--BLDGS, STRUC	3,000.00	0.00	0.00	0.00	0.00	3,000.00
MAINTENANCE--EQUIPMENT						
82-4505 IRRIGATION EQUIPMENT	8,750.00	520.43	3,967.81	80.37	3,064.44	1,717.75
82-4599 MISCELLANEOUS EQUIPMENT	3,000.00	0.00	0.00	0.00	0.00	3,000.00
TOTAL MAINTENANCE--EQUIPMENT	11,750.00	520.43	3,967.81	59.85	3,064.44	4,717.75
SERVICES						
82-5022 RENTAL EQUIPMENT	5,000.00	258.00	1,806.00	36.12	0.00	3,194.00
82-5027 MEMBERSHIPS/SUBSCRIPTIONS	1,000.00	0.00	25.00	2.50	0.00	975.00
82-5029 TRAVEL/TRAINING	3,000.00	49.97	1,437.54	47.92	0.00	1,562.46
82-5040 BUILDING MAINT-OUTSOURCING	6,000.00	0.00	0.00	0.00	0.00	6,000.00
TOTAL SERVICES	15,000.00	307.97	3,268.54	21.79	0.00	11,731.46
SUNDRY						
82-5405 PERMITS & FEES	1,000.00	0.00	0.00	0.00	0.00	1,000.00
82-5412 WATER AUTHORITY FEES	140,000.00	0.00	17,412.00	12.44	0.00	122,588.00
TOTAL SUNDRY	141,000.00	0.00	17,412.00	12.35	0.00	123,588.00

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
82-COURSE MAINTENANCE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

PROFESSIONAL SERVICES						
82-5508 SANITARY/TRASH SERVICES	4,000.00	114.14	684.84	17.12	0.00	3,315.16
TOTAL PROFESSIONAL SERVICES	4,000.00	114.14	684.84	17.12	0.00	3,315.16
CAPITAL OUTLAY						
TOTAL						
INTERFUND ACTIVITY						
82-9773 COMP. EQUIPMENT USER FEE	375.00	0.00	0.00	0.00	0.00	375.00
82-9791 EQUIPMENT USER FEE	84,579.00	0.00	0.00	0.00	0.00	84,579.00
TOTAL INTERFUND ACTIVITY	84,954.00	0.00	0.00	0.00	0.00	84,954.00
TOTAL 82-COURSE MAINTENANCE	827,071.00	41,572.37	308,023.08	40.45	26,541.52	492,506.40
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
83-BUILDING MAINTENANCE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
SALARIES, WAGES & BENEFIT TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SUPPLIES						
83-3517 JANITORIAL SUPPLIES	5,500.00	318.77	2,325.17	42.28	0.00	3,174.83
TOTAL SUPPLIES	5,500.00	318.77	2,325.17	42.28	0.00	3,174.83
MAINTENANCE--BLDGS, STRUC						
83-4001 BUILDINGS & GROUNDS	13,000.00	2,064.12	9,385.32	86.05	1,800.59	1,814.09
TOTAL MAINTENANCE--BLDGS, STRUC	13,000.00	2,064.12	9,385.32	86.05	1,800.59	1,814.09
MAINTENANCE--EQUIPMENT TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SERVICES						
83-5017 UTILITIES	40,000.00	1,703.58	10,438.92	26.10	0.00	29,561.08
TOTAL SERVICES	40,000.00	1,703.58	10,438.92	26.10	0.00	29,561.08
TOTAL 83-BUILDING MAINTENANCE	58,500.00	4,086.47	22,149.41	40.94	1,800.59	34,550.00
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
84-GC CONCESSIONS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES, WAGES & BENEFIT TOTAL	_____	_____	_____	_____	_____	_____
COST OF SALES TOTAL	_____	_____	_____	_____	_____	_____
MAINTENANCE--EQUIPMENT TOTAL	_____	_____	_____	_____	_____	_____
SERVICES TOTAL	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____
TOTAL	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
85-GC DEBT SERVICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

OTHER SERVICES						
TOTAL						
DEBT SERVICE						
TOTAL						
CAPITAL IMPROVEMENTS						
TOTAL						
TOTAL						
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
87-GC CAPITAL IMPROVEMENT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
CAPITAL IMPROVEMENTS						
87-7010 CAPITAL IMPROVEMENT	82,450.00	0.00 (6,790.64)	61.44	57,450.00	31,790.64
TOTAL CAPITAL IMPROVEMENTS	82,450.00	0.00 (6,790.64)	61.44	57,450.00	31,790.64
<hr/>						
INTERFUND ACTIVITY						
TOTAL						
<hr/>						
TOTAL 87-GC CAPITAL IMPROVEMENT	82,450.00	0.00 (6,790.64)	61.44	57,450.00	31,790.64
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

11 -GOLF COURSE FUND
88-EQUIPMENT MAINTENANCE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
88-3001 SALARIES AND WAGES	42,400.00	3,252.80	23,196.35	54.71	0.00	19,203.65
88-3003 LONGEVITY	800.00	59.08	406.42	50.80	0.00	393.58
88-3007 OVERTIME	500.00	170.77	802.82	160.56	0.00	(302.82)
88-3051 FICA/MEDICARE TAXES	3,400.00	257.10	1,920.76	56.49	0.00	1,479.24
88-3052 WORKER'S COMP	1,300.00	0.00	817.50	62.88	0.00	482.50
88-3053 UNEMPLOYMENT TAXES	900.00	8.50	8.50	0.94	0.00	891.50
88-3054 RETIREMENT	6,700.00	0.00	3,437.71	51.31	0.00	3,262.29
88-3055 HEALTH INSURANCE	10,500.00	829.68	5,737.16	54.64	0.00	4,762.84
88-3056 LIFE INS	100.00	6.38	44.66	44.66	0.00	55.34
88-3057 DENTAL	1,100.00	86.68	590.76	53.71	0.00	509.24
88-3058 LONG TERM DISABILITY	200.00	14.80	87.64	43.82	0.00	112.36
TOTAL SALARIES, WAGES & BENEFIT	67,900.00	4,685.79	37,050.28	54.57	0.00	30,849.72
SUPPLIES						
88-3504 WEARING APPAREL	375.00	0.00	0.00	0.00	0.00	375.00
88-3514 FUEL & OIL	1,300.00	0.00	1,057.09	81.31	0.00	242.91
88-3523 TOOLS/EQUIPMENT	1,500.00	33.10	79.55	5.30	0.00	1,420.45
88-3529 REPAIR PARTS	23,000.00	1,575.37	11,639.77	50.61	0.00	11,360.23
88-3535 GROUND/SHOP SUPPLIES	6,000.00	544.38	2,095.12	34.92	0.00	3,904.88
TOTAL SUPPLIES	32,175.00	2,152.85	14,871.53	46.22	0.00	17,303.47
MAINTENANCE--EQUIPMENT						
TOTAL						
SERVICES						
88-5029 TRAVEL/TRAINING	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL SERVICES	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL 88-EQUIPMENT MAINTENANCE	100,175.00	6,838.64	51,921.81	51.83	0.00	48,253.19
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	1,818,411.00	98,991.50	737,126.10	46.21	103,113.31	978,171.59
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(29,950.00)	31,673.17	(48,151.11)	505.06	(103,113.31)	121,314.42
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	(3,587,233.22)		(3,605,434.33)			
	=====		=====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	9,527,220.31		9,527,220.31			
PROPERTY TAXES						
10-7101 CURRENT PROPERTY TAXES	5,872,843.00	96,810.13	5,734,206.78	97.64	0.00	(138,636.22)
10-7102 DELINQUENT PROPERTY TAXES	30,000.00	(294.22)	(70,694.63)	235.65-	0.00	(100,694.63)
10-7103 PENALTY, INTEREST & COSTS	25,000.00	2,313.44	9,934.38	39.74	0.00	(15,065.62)
TOTAL PROPERTY TAXES	5,927,843.00	98,829.35	5,673,446.53	95.71	0.00	(254,396.47)
OTHER TAXES						
10-7511 ELECTRIC FRANCHISE	360,000.00	30,208.87	209,868.49	58.30	0.00	(150,131.51)
10-7512 TELEPHONE FRANCHISE	120,000.00	0.00	53,688.08	44.74	0.00	(66,311.92)
10-7513 GAS FRANCHISE	25,000.00	0.00	12,835.04	51.34	0.00	(12,164.96)
10-7514 CABLE TV FRANCHISE	60,000.00	0.00	36,333.97	60.56	0.00	(23,666.03)
10-7515 TELECOMMUNICATION	35,000.00	57.23	15,426.78	44.08	0.00	(19,573.22)
10-7621 CITY SALES TAX	1,900,000.00	244,291.30	1,820,860.68	95.83	0.00	(79,139.32)
10-7622 SALES TX-RED. PROPERTY TX	950,000.00	122,145.65	910,430.32	95.83	0.00	(39,569.68)
10-7631 MIXED DRINK TAX	35,000.00	0.00	17,242.34	49.26	0.00	(17,757.66)
TOTAL OTHER TAXES	3,485,000.00	396,703.05	3,076,685.70	88.28	0.00	(408,314.30)
FINES WARRANTS & BONDS						
10-8001 FINES	820,000.00	83,936.91	576,665.77	70.33	0.00	(243,334.23)
10-8002 TIME PAYMENT FEE-GENERAL	10,700.00	482.04	5,742.05	53.66	0.00	(4,957.95)
10-8003 TIME PAYMENT FEE-COURT	0.00	120.51	1,428.04	0.00	0.00	1,428.04
10-8004 COURT TECHNOLOGY FEES	0.00	2,022.12	13,416.12	0.00	0.00	13,416.12
10-8005 COURT SECURITY FEE	0.00	1,515.69	10,046.90	0.00	0.00	10,046.90
10-8006 OMNI FEE	7,000.00	528.45	4,520.92	64.58	0.00	(2,479.08)
10-8007 CHILD SAFETY FEE	0.00	125.00	1,011.44	0.00	0.00	1,011.44
10-8008 JUDICIAL FEE	0.00	301.32	1,996.73	0.00	0.00	1,996.73
TOTAL FINES WARRANTS & BONDS	837,700.00	89,032.04	614,827.97	73.39	0.00	(222,872.03)
FEES & CHARGES FOR SERVIC						
10-8501 GARBAGE FEES/RESIDENTIAL	1,000.00	514.48	1,437.87	143.79	0.00	437.87
10-8503 POOL MEMBERSHIP FEES	10,000.00	275.00	275.00	2.75	0.00	(9,725.00)
10-8507 AMBULANCE SERVICE FEES	300,000.00	28,682.15	183,128.74	61.04	0.00	(116,871.26)
10-8508 TRAINING FEES-FIRE DEPT	500.00	0.00	0.00	0.00	0.00	(500.00)
10-8509 PET TAGS	700.00	80.00	620.00	88.57	0.00	(80.00)
10-8510 POUND FEES	150.00	10.00	40.00	26.67	0.00	(110.00)
10-8511 JERSEY VILLAGE STICKERS	0.00	6.00	80.00	0.00	0.00	80.00
10-8512 RENTAL FEE	28,000.00	1,350.00	3,350.00	11.96	0.00	(24,650.00)
10-8513 CHILD SAFETY FEE-COUNTY	8,000.00	938.38	5,300.01	66.25	0.00	(2,699.99)
10-8514 FOOD & BEVERAGE FEES	600.00	400.00	1,110.00	185.00	0.00	510.00
10-8515 POLICE OFFICER FEE	0.00	1,960.00	2,240.00	0.00	0.00	2,240.00
10-8999 PLAN CHECKING AND PLAT REVIEW	20,000.00	2,071.53	23,969.44	119.85	0.00	3,969.44
TOTAL FEES & CHARGES FOR SERVIC	368,950.00	36,287.54	221,551.06	60.05	0.00	(147,398.94)

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

LICENSES & PERMITS						
10-9001 BUILDING PERMITS	50,000.00	5,213.38	53,970.64	107.94	0.00	3,970.64
10-9002 PLUMBING PERMITS	6,000.00	1,110.00	7,270.00	121.17	0.00	1,270.00
10-9003 ELECTRICAL PERMITS	10,000.00	1,724.00	12,162.00	121.62	0.00	2,162.00
10-9004 MECHANICAL PERMITS	7,000.00	571.50	4,823.50	68.91	0.00	(2,176.50)
10-9006 SIGN PERMITS	15,000.00	522.90	6,852.23	45.68	0.00	(8,147.77)
10-9007 LIQUOR LICENSES	3,500.00	0.00	4,055.00	115.86	0.00	555.00
10-9009 ELECTRICAL LICENSES	500.00	0.00	0.00	0.00	0.00	(500.00)
10-9012 BURGLAR/FIRE ALARM PERMIT	10,000.00	1,241.00	7,288.89	72.89	0.00	(2,711.11)
10-9013 FIRE MARSHAL PERM FEES	500.00	222.00	1,104.00	220.80	0.00	604.00
10-9014 POLITICAL SIGN PERMITS	100.00	0.00	0.00	0.00	0.00	(100.00)
10-9015 OPERATIONAL HARZADOUS PERM	100.00	0.00	0.00	0.00	0.00	(100.00)
10-9016 HOTEL/MOTEL LICENSE PERMITS	1,000.00	0.00	250.00	25.00	0.00	(750.00)
TOTAL LICENSES & PERMITS	103,700.00	10,604.78	97,776.26	94.29	0.00	(5,923.74)
INTEREST EARNED						
10-9601 INTEREST EARNED	45,000.00	11,111.61	51,774.80	115.06	0.00	6,774.80
TOTAL INTEREST EARNED	45,000.00	11,111.61	51,774.80	115.06	0.00	6,774.80
INTERFUND ACTIVITY						
10-9750 CRIME CONTROL DISTRICT REIMB.	1,048,798.00	0.00	434,180.36	41.40	0.00	(614,617.64)
10-9752 TRANSFER FROM UTLY FUND	470,000.00	0.00	0.00	0.00	0.00	(470,000.00)
10-9753 COURT SECURITY & TECH REIMB.	43,100.00	0.00	0.00	0.00	0.00	(43,100.00)
10-9754 TRANFER FROM MOTEL TAX FUND	16,500.00	0.00	0.00	0.00	0.00	(16,500.00)
TOTAL INTERFUND ACTIVITY	1,578,398.00	0.00	434,180.36	27.51	0.00	(1,144,217.64)
MISCELLANEOUS REVENUE						
10-9802 SALE OF ASSETS	0.00	0.00	500.00	0.00	0.00	500.00
10-9807 DONATIONS - POLICE DEPT.	0.00	0.00	35.00	0.00	0.00	35.00
10-9808 DONATION-CITY BEAUTIFICATION	0.00	0.00	2,000.00	0.00	0.00	2,000.00
10-9815 INSURANCE SETTLEMENT	0.00	0.00	2,437.76	0.00	0.00	2,437.76
10-9899 MISCELLANEOUS	20,000.00	5,605.32	104,047.87	520.24	0.00	84,047.87
TOTAL MISCELLANEOUS REVENUE	20,000.00	5,605.32	109,020.63	545.10	0.00	89,020.63
OTHER AGENCY REVENUES						
10-9905 FEDERAL & STATE GRANT	0.00	0.00	127,364.11	0.00	0.00	127,364.11
10-9906 LEOSE FUNDS - TRAINING GRANT	0.00	0.00	3,068.33	0.00	0.00	3,068.33
TOTAL OTHER AGENCY REVENUES	0.00	0.00	130,432.44	0.00	0.00	130,432.44
*** TOTAL FUND REVENUES ***	12,366,591.00	648,173.69	10,409,695.75	84.18	0.00	(1,956,895.25)
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*** TOTAL AVAILABLE REVENUES ***	21,893,811.31		19,936,916.06			
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
11-ADMINISTRATIVE SERVICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
11-3001 SALARIES	348,800.00	21,887.94	114,798.70	32.91	0.00	234,001.30
11-3003 LONGEVITY	1,700.00	73.84	522.15	30.71	0.00	1,177.85
11-3007 OVERTIME	1,000.00	0.00	0.00	0.00	0.00	1,000.00
11-3010 INCENTIVES	0.00	55.38	166.14	0.00	0.00	(166.14)
11-3020 EMPLOYEE AWARDS/BONUS	800.00	0.00	882.15	110.27	0.00	(82.15)
11-3051 FICA/MEDICARE TAXES	26,900.00	1,502.06	7,507.69	27.91	0.00	19,392.31
11-3052 WORKMEN'S COMPENSATION	11,800.00	0.00	7,420.40	62.88	0.00	4,379.60
11-3053 UNEMPLOYMENT COMPENSATION	3,600.00	25.59	38.83	1.08	0.00	3,561.17
11-3054 RETIREMENT	54,600.00	0.00	15,306.36	28.03	0.00	39,293.64
11-3055 HEALTH INSURANCE	74,100.00	4,452.12	30,772.28	41.53	0.00	43,327.72
11-3056 LIFE INS	400.00	19.14	133.98	33.50	0.00	266.02
11-3057 DENTAL INSURANCE	4,200.00	260.04	1,772.28	42.20	0.00	2,427.72
11-3058 LONG-TERM DISABILITY	1,500.00	68.79	473.13	31.54	0.00	1,026.87
TOTAL SALARIES, WAGES & BENEFIT	529,400.00	28,344.90	179,794.09	33.96	0.00	349,605.91
SUPPLIES						
11-3502 POSTAGE/FREIGHT/DEL. FEE	250.00	0.00	0.00	0.00	0.00	250.00
11-3503 OFFICE SUPPLIES	2,500.00	24.14	1,655.93	66.24	0.00	844.07
11-3510 BOOKS & PERIODICALS	300.00	0.00	167.50	55.83	0.00	132.50
11-3520 FOOD	4,000.00	135.29	2,316.32	57.91	0.00	1,683.68
TOTAL SUPPLIES	7,050.00	159.43	4,139.75	58.72	0.00	2,910.25
MAINTENANCE--EQUIPMENT						
11-4501 FURN., FIXT., & OFF. MACH.	250.00	0.00	0.00	0.00	0.00	250.00
TOTAL MAINTENANCE--EQUIPMENT	250.00	0.00	0.00	0.00	0.00	250.00
SERVICES						
11-5001 MAYOR & COUNCIL EXPENDITURES	4,000.00	0.00	634.94	15.87	0.00	3,365.06
11-5007 RECORDS MANAGEMENT	5,000.00	276.24	2,186.76	43.74	0.00	2,813.24
11-5012 PRINTING	250.00	0.00	215.15	86.06	0.00	34.85
11-5014 MEDICAL EXPENSES	2,500.00	126.00	2,318.00	92.72	0.00	182.00
11-5020 COMMUNICATIONS	4,500.00	381.62	3,065.13	68.11	0.00	1,434.87
11-5025 PUBLIC NOTICES	5,000.00	0.00	1,099.60	21.99	0.00	3,900.40
11-5026 CODIFICATIONS	5,000.00	491.68	2,188.52	43.77	0.00	2,811.48
11-5027 MEMBERSHIPS/SUBSCRIPTIONS	6,850.00	0.00	3,258.80	47.57	0.00	3,591.20
11-5029 TRAVEL/TRAINING	9,500.00	235.00	1,501.77	15.81	0.00	7,998.23
11-5030 CAR ALLOWANCE	6,600.00	500.00	500.00	7.58	0.00	6,100.00
11-5041 NEWSLETTER	7,500.00	445.00	2,670.00	35.60	0.00	4,830.00
TOTAL SERVICES	56,700.00	2,455.54	19,638.67	34.64	0.00	37,061.33

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
11-ADMINISTRATIVE SERVICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SUNDRY						
11-5401 ELECTION EXPENSE	7,000.00	1,648.66	3,121.95	44.60	0.00	3,878.05
TOTAL SUNDRY	7,000.00	1,648.66	3,121.95	44.60	0.00	3,878.05
PROFESSIONAL SERVICES						
11-5515 CONSULTANT SERVICES	90,000.00	0.00	91,582.94	101.76	0.00 (1,582.94)
TOTAL PROFESSIONAL SERVICES	90,000.00	0.00	91,582.94	101.76	0.00 (1,582.94)
OTHER SERVICES						
11-6005 NOTARY SURETY BONDS	300.00	0.00	0.00	0.00	0.00	300.00
TOTAL OTHER SERVICES	300.00	0.00	0.00	0.00	0.00	300.00
CAPITAL OUTLAY						
TOTAL	-----	-----	-----	-----	-----	-----
INTERFUND ACTIVITY						
11-9772 TECHNOLOGY USER FEE	5,250.00	0.00	0.00	0.00	0.00	5,250.00
TOTAL INTERFUND ACTIVITY	5,250.00	0.00	0.00	0.00	0.00	5,250.00
TOTAL 11-ADMINISTRATIVE SERVICE	695,950.00	32,608.53	298,277.40	42.86	0.00	397,672.60
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
12-LEGAL/OTHER SERVICES
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
12-3052 WORKMEN'S COMPENSATION	300.00	0.00	188.65	62.88	0.00	111.35
TOTAL SALARIES, WAGES & BENEFIT	300.00	0.00	188.65	62.88	0.00	111.35
SERVICES						
12-5023 GRANTS AND INCENTIVES	1,600,000.00	0.00	348,584.90	21.79	0.00	1,251,415.10
TOTAL SERVICES	1,600,000.00	0.00	348,584.90	21.79	0.00	1,251,415.10
SUNDRY						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
PROFESSIONAL SERVICES						
12-5502 LEGAL FEES	125,000.00	0.00	68,408.24	54.73	0.00	56,591.76
12-5515 CONSULTANT SERVICES	11,500.00	0.00	10,000.00	86.96	0.00	1,500.00
TOTAL PROFESSIONAL SERVICES	136,500.00	0.00	78,408.24	57.44	0.00	58,091.76
OTHER SERVICES						
12-6001 AUTOMOBILE LIABILITY	45,000.00	0.00	37,721.60	83.83	0.00	7,278.40
12-6003 LIABILITY-FIRE & CASUALTY INSR	65,000.00	0.00	62,037.67	95.44	0.00	2,962.33
12-6005 SURETY BONDS	1,000.00	0.00	468.00	46.80	0.00	532.00
12-6007 INSURANCE/DEDUCTIBLE	0.00	0.00	(3,083.90)	0.00	0.00	3,083.90
TOTAL OTHER SERVICES	111,000.00	0.00	97,143.37	87.52	0.00	13,856.63
INTERFUND ACTIVITY						
12-9761 TRANSFER TO GOLF FUND	346,171.00	0.00	0.00	0.00	0.00	346,171.00
12-9772 TECHNOLOGY USER FEES	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL INTERFUND ACTIVITY	346,671.00	0.00	0.00	0.00	0.00	346,671.00
TOTAL 12-LEGAL/OTHER SERVICES	2,194,471.00	0.00	524,325.16	23.89	0.00	1,670,145.84
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
13-INFO TECHNOLOGY
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
13-3001 SALARIES	122,833.00	10,179.66	67,216.24	54.72	0.00	55,616.76
13-3002 WAGES	9,600.00	620.00	4,140.00	43.13	0.00	5,460.00
13-3003 LONGEVITY	800.00	48.00	339.43	42.43	0.00	460.57
13-3007 OVERTIME	3,500.00	565.66	2,301.79	65.77	0.00	1,198.21
13-3051 FICA/MEDICARE TAXES	10,200.00	838.43	5,814.35	57.00	0.00	4,385.65
13-3052 WORKMEN'S COMPENSATION	400.00	0.00	251.54	62.89	0.00	148.46
13-3053 EMPLOYMENT TAXES	2,700.00	17.06	246.61	9.13	0.00	2,453.39
13-3054 RETIREMENT	19,200.00	0.00	9,842.34	51.26	0.00	9,357.66
13-3055 HEALTH INSURANCE	24,100.00	1,900.56	13,140.96	54.53	0.00	10,959.04
13-3056 LIFE INS	200.00	12.76	89.32	44.66	0.00	110.68
13-3057 DENTAL INSURANCE	1,500.00	124.32	848.00	56.53	0.00	652.00
13-3058 LONG-TERM DISABILITY	600.00	46.40	300.32	50.05	0.00	299.68
TOTAL SALARIES, WAGES & BENEFIT	195,633.00	14,352.85	104,530.90	53.43	0.00	91,102.10
SUPPLIES						
13-3502 POSTAGE/FREIGHT	500.00	0.00	6.59	1.32	0.00	493.41
13-3503 OFFICE SUPPLIES	250.00	0.00	129.72	51.89	0.00	120.28
13-3509 COMPUTER SUPPLIES	2,200.00	0.00	278.32	12.65	0.00	1,921.68
13-3510 BOOKS & PERIODICALS	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL SUPPLIES	3,050.00	0.00	414.63	13.59	0.00	2,635.37
MAINTENANCE--EQUIPMENT						
13-4501 FURN. FIXTURES. OFF EQUIPMENT	7,437.00	569.78	3,162.10	42.52	0.00	4,274.90
13-4502 COMPUTER EQUIPMENT	9,500.00	234.88	4,698.99	49.46	0.00	4,801.01
13-4504 SOFTWARE MAINTENANCE	138,712.00	3,122.00	55,837.08	59.03	26,044.82	56,830.10
TOTAL MAINTENANCE--EQUIPMENT	155,649.00	3,926.66	63,698.17	57.66	26,044.82	65,906.01
SERVICES						
13-5020 COMMUNICATIONS	19,950.00	1,319.60	9,066.26	45.44	0.00	10,883.74
13-5027 MEMBERSHIPS/SUBSCRIPT	1,100.00	67.82	418.32	38.03	0.00	681.68
13-5029 TRAVEL/TRAINING	7,100.00	0.00	686.97	9.68	0.00	6,413.03
TOTAL SERVICES	28,150.00	1,387.42	10,171.55	36.13	0.00	17,978.45
PROFESSIONAL SERVICES						
13-5515 CONSULTANT SERVICES	11,500.00	183.33	4,153.33	36.12	0.00	7,346.67
TOTAL PROFESSIONAL SERVICES	11,500.00	183.33	4,153.33	36.12	0.00	7,346.67
CAPITAL OUTLAY						
13-6573 COMPUTER EQUIPMENT	21,000.00	0.00	0.00	79.82	16,762.00	4,238.00
TOTAL CAPITAL OUTLAY	21,000.00	0.00	0.00	79.82	16,762.00	4,238.00

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
13-INFO TECHNOLOGY
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

INTERFUND ACTIVITY						
13-9771 TECHNOLOGY PURCHASE CONTRIBUTI	13,600.00	0.00	0.00	0.00	0.00	13,600.00
13-9772 TECHNOLOGY USER FEE	39,643.00	0.00	0.00	0.00	0.00	39,643.00
TOTAL INTERFUND ACTIVITY	53,243.00	0.00	0.00	0.00	0.00	53,243.00
 TOTAL 13-INFO TECHNOLOGY	 468,225.00	 19,850.26	 182,968.58	 48.22	 42,806.82	 242,449.60
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
14-PURCHASING
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SUPPLIES						
14-3502 POSTAGE/FREIGHT	13,000.00	1,483.52	5,863.04	45.10	0.00	7,136.96
14-3503 OFFICE SUPPLIES	5,000.00	539.90	1,912.89	38.26	0.00	3,087.11
TOTAL SUPPLIES	18,000.00	2,023.42	7,775.93	43.20	0.00	10,224.07
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MAINTENANCE--EQUIPMENT						
TOTAL						
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SERVICES						
14-5012 PRINTING	400.00	0.00	406.00	101.50	0.00	(6.00)
14-5022 RENTAL OF EQUIPMENT	2,600.00	0.00	1,224.00	47.08	0.00	1,376.00
TOTAL SERVICES	3,000.00	0.00	1,630.00	54.33	0.00	1,370.00
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PROFESSIONAL SERVICES						
TOTAL						
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CAPITAL OUTLAY						
TOTAL						
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TOTAL 14-PURCHASING	21,000.00	2,023.42	9,405.93	44.79	0.00	11,594.07
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
15-ACCOUNTING SERVICES
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
15-3001 SALARIES	172,200.00	13,340.36	93,839.98	54.49	0.00	78,360.02
15-3003 LONGEVITY	1,100.00	77.54	536.73	48.79	0.00	563.27
15-3007 OVERTIME	2,000.00	159.69	406.64	20.33	0.00	1,593.36
15-3051 FICA/MEDICARE TAXES	13,400.00	956.80	7,273.78	54.28	0.00	6,126.22
15-3052 WORKMEN'S COMPENSATION	500.00	0.00	314.42	62.88	0.00	185.58
15-3053 EMPLOYMENT TAXES	2,700.00	25.59	208.97	7.74	0.00	2,491.03
15-3054 RETIREMENT	27,200.00	0.00	13,323.94	48.99	0.00	13,876.06
15-3055 HEALTH INSURANCE	41,000.00	2,624.96	20,183.69	49.23	0.00	20,816.31
15-3056 LIFE INS	300.00	19.14	133.98	44.66	0.00	166.02
15-3057 DENTAL INSURANCE	3,200.00	211.00	1,438.76	44.96	0.00	1,761.24
15-3058 LONG-TERM DISABILITY	800.00	60.68	422.40	52.80	0.00	377.60
TOTAL SALARIES, WAGES & BENEFIT	264,400.00	17,475.76	138,083.29	52.23	0.00	126,316.71
SUPPLIES						
15-3502 POSTAGE/FREIGHT/DEL.FEE	50.00	0.00	142.90	285.80	0.00	(92.90)
15-3503 OFFICE SUPPLIES	750.00	17.86	217.13	28.95	0.00	532.87
15-3510 BOOKS & PERIODICALS	50.00	0.00	50.00	100.00	0.00	0.00
TOTAL SUPPLIES	850.00	17.86	410.03	48.24	0.00	439.97
MAINTENANCE--EQUIPMENT						
15-4501 FURN.FIXT. & OFF.MACH.	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL MAINTENANCE--EQUIPMENT	100.00	0.00	0.00	0.00	0.00	100.00
SERVICES						
15-5012 PRINTING	950.00	0.00	1,168.93	123.05	0.00	(218.93)
15-5020 COMMUNICATIONS	4,250.00	289.31	2,972.80	69.95	0.00	1,277.20
15-5027 MEMBERSHIPS	400.00	0.00	170.00	42.50	0.00	230.00
15-5029 TRAVEL/TRAINING	1,500.00	257.40	1,087.14	72.48	0.00	412.86
TOTAL SERVICES	7,100.00	546.71	5,398.87	76.04	0.00	1,701.13
SUNDRY						
15-5405 PERMITS & FEES	500.00	435.00	435.00	87.00	0.00	65.00
TOTAL SUNDRY	500.00	435.00	435.00	87.00	0.00	65.00
PROFESSIONAL SERVICES						
15-5501 AUDITS/CONTRACTS/STUDIES	27,000.00	0.00	20,861.07	77.26	0.00	6,138.93
TOTAL PROFESSIONAL SERVICES	27,000.00	0.00	20,861.07	77.26	0.00	6,138.93
CAPITAL OUTLAY						
TOTAL						

City Council Meeting Packet for May 15, 2017

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
15-ACCOUNTING SERVICES
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

INTERFUND ACTIVITY						
15-9772 TECHNOLOGY USER FEE	1,700.00	0.00	0.00	0.00	0.00	1,700.00
TOTAL INTERFUND ACTIVITY	1,700.00	0.00	0.00	0.00	0.00	1,700.00
TOTAL 15-ACCOUNTING SERVICES	301,650.00	18,475.33	165,188.26	54.76	0.00	136,461.74
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
16-CUSTOMER SERVICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES, WAGES & BENEFIT						
16-3001 SALARIES	33,900.00	2,633.60	18,280.46	53.92	0.00	15,619.54
16-3003 LONGEVITY	400.00	29.54	193.83	48.46	0.00	206.17
16-3007 OVERTIME	1,000.00	0.00	0.00	0.00	0.00	1,000.00
16-3010 INCENTIVES	1,100.00	83.08	587.49	53.41	0.00	512.51
16-3051 FICA/MEDICARE TAXES	2,800.00	184.94	1,363.15	48.68	0.00	1,436.85
16-3052 WORKMEN'S COMPENSATION	100.00	0.00	62.88	62.88	0.00	37.12
16-3053 EMPLOYMENT TAXES	900.00	8.53	8.53	0.95	0.00	891.47
16-3054 RETIREMENT	5,700.00	0.00	2,662.97	46.72	0.00	3,037.03
16-3055 HEALTH INSURANCE	17,900.00	1,417.32	9,796.60	54.73	0.00	8,103.40
16-3056 LIFE INS	100.00	6.38	44.66	44.66	0.00	55.34
16-3057 DENTAL INSURANCE	1,100.00	86.68	590.76	53.71	0.00	509.24
16-3058 LONG-TERM DISABILITY	200.00	11.98	82.46	41.23	0.00	117.54
TOTAL SALARIES, WAGES & BENEFIT	65,200.00	4,462.05	33,673.79	51.65	0.00	31,526.21
SUPPLIES						
16-3503 OFFICE SUPPLIES	500.00	0.00	148.88	29.78	0.00	351.12
TOTAL SUPPLIES	500.00	0.00	148.88	29.78	0.00	351.12
MAINTENANCE--EQUIPMENT						
16-4501 FURN., FIX, & OFF MACH EQ	400.00	(117.99)	269.54	67.39	0.00	130.46
TOTAL MAINTENANCE--EQUIPMENT	400.00	(117.99)	269.54	67.39	0.00	130.46
SERVICES						
16-5020 COMMUNICATIONS	3,850.00	197.01	2,324.39	60.37	0.00	1,525.61
16-5029 TRAVEL/TRAINING	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL SERVICES	4,350.00	197.01	2,324.39	53.43	0.00	2,025.61
PROFESSIONAL SERVICES						
16-5527 HARRIS CTY APPRAISAL DIST	65,500.00	0.00	29,830.00	45.54	0.00	35,670.00
16-5528 HARRIS CTY TAX OFFICE	7,000.00	0.00	4,396.54	62.81	0.00	2,603.46
TOTAL PROFESSIONAL SERVICES	72,500.00	0.00	34,226.54	47.21	0.00	38,273.46
OTHER SERVICES	_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____	_____
CAPITAL OUTLAY	_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____	_____
INTERFUND ACTIVITY						
16-9772 TECHNOLOGY USER FEE	250.00	0.00	0.00	0.00	0.00	250.00
TOTAL INTERFUND ACTIVITY	250.00	0.00	0.00	0.00	0.00	250.00
TOTAL 16-CUSTOMER SERVICE	143,200.00	4,541.07	70,643.14	49.33	0.00	72,556.86
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
19-MUNICIPAL COURT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
19-3001 SALARIES	179,487.00	12,333.08	88,542.72	49.33	0.00	90,944.28
19-3003 LONGEVITY	1,000.00	64.63	438.13	43.81	0.00	561.87
19-3007 OVERTIME	5,000.00	51.64	2,558.11	51.16	0.00	2,441.89
19-3010 INCENTIVES	1,600.00	175.38	1,240.19	77.51	0.00	359.81
19-3051 FICA/MEDICARE TAXES	14,383.00	934.43	7,234.97	50.30	0.00	7,148.03
19-3052 WORKMEN'S COMPENSATION	500.00	0.00	314.42	62.88	0.00	185.58
19-3053 EMPLOYMENT TAXES	4,500.00	42.65	113.46	2.52	0.00	4,386.54
19-3054 RETIREMENT	29,069.00	0.00	12,959.10	44.58	0.00	16,109.90
19-3055 HEALTH INSURANCE	44,300.00	3,623.26	23,661.10	53.41	0.00	20,638.90
19-3056 LIFE INS	400.00	25.52	165.88	41.47	0.00	234.12
19-3057 DENTAL INSURANCE	2,500.00	199.60	1,293.44	51.74	0.00	1,206.56
19-3058 LONG-TERM DISABILITY	700.00	54.70	349.39	49.91	0.00	350.61
TOTAL SALARIES, WAGES & BENEFIT	283,439.00	17,504.89	138,870.91	48.99	0.00	144,568.09
SUPPLIES						
19-3503 OFFICE SUPPLIES	2,000.00	0.00	920.08	46.00	0.00	1,079.92
19-3510 BOOKS & PERIODICALS	300.00	0.00	0.00	0.00	0.00	300.00
19-3523 TOOLS/EQUIPMENT	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL SUPPLIES	2,400.00	0.00	920.08	38.34	0.00	1,479.92
MAINTENANCE--EQUIPMENT						
19-4501 FURN., FIXT. & OFF. MACH.	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL MAINTENANCE--EQUIPMENT	500.00	0.00	0.00	0.00	0.00	500.00
SERVICES						
19-5012 PRINTING	5,000.00	526.80	1,105.99	22.12	0.00	3,894.01
19-5020 COMMUNICATIONS	3,900.00	197.01	2,324.38	59.60	0.00	1,575.62
19-5027 MEMBERSHIPS	200.00	0.00	40.00	20.00	0.00	160.00
19-5029 TRAVEL/TRAINING	4,000.00	210.27	1,771.84	44.30	0.00	2,228.16
TOTAL SERVICES	13,100.00	934.08	5,242.21	40.02	0.00	7,857.79
SUNDRY						
19-5404 JURY EXPENSE	300.00	0.00	0.00	0.00	0.00	300.00
TOTAL SUNDRY	300.00	0.00	0.00	0.00	0.00	300.00
PROFESSIONAL SERVICES						
19-5505 JUDGES	45,000.00	4,075.00	23,600.00	52.44	0.00	21,400.00
19-5506 PROSECUTORS	25,000.00	2,700.00	13,500.00	54.00	0.00	11,500.00
19-5516 COLLECTION AGENCY FEES	2,000.00	256.00	1,296.50	64.83	0.00	703.50
19-5518 INTERPRETERS	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL PROFESSIONAL SERVICES	72,500.00	7,031.00	38,396.50	52.96	0.00	34,103.50

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
19-MUNICIPAL COURT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
OTHER SERVICES TOTAL						
CAPITAL OUTLAY TOTAL						
INTERFUND ACTIVITY TOTAL						
TOTAL 19-MUNICIPAL COURT	372,239.00	25,469.97	183,429.70	49.28	0.00	188,809.30

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
21-POLICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
21-3001 SALARIES	1,411,400.00	107,128.60	724,881.14	51.36	0.00	686,518.86
21-3003 LONGEVITY	5,400.00	321.20	2,180.90	40.39	0.00	3,219.10
21-3007 OVERTIME	60,000.00	5,096.63	23,015.57	38.36	0.00	36,984.43
21-3010 INCENTIVES	22,200.00	1,523.00	9,884.06	44.52	0.00	12,315.94
21-3014 S.T.E.P. PROGRAM	60,000.00	4,608.17	28,558.76	47.60	0.00	31,441.24
21-3051 FICA/MEDICARE TAXES	117,600.00	8,745.07	60,746.74	51.66	0.00	56,853.26
21-3052 WORKMEN'S COMPENSATION	40,800.00	0.00	27,795.08	68.13	0.00	13,004.92
21-3053 EMPLOYMENT TAXES	23,400.00	260.96	(196.70)	0.84-	0.00	23,596.70
21-3054 RETIREMENT	238,400.00	(2,471.86)	104,515.34	43.84	0.00	133,884.66
21-3055 HEALTH INSURANCE	280,600.00	23,485.94	146,566.80	52.23	0.00	134,033.20
21-3056 LIFE INS	2,300.00	154.56	1,070.60	46.55	0.00	1,229.40
21-3057 DENTAL INSURANCE	20,600.00	1,459.02	10,081.10	48.94	0.00	10,518.90
21-3058 LONG-TERM DISABILITY	6,000.00	491.98	3,147.58	52.46	0.00	2,852.42
TOTAL SALARIES, WAGES & BENEFIT	2,288,700.00	150,803.27	1,142,246.97	49.91	0.00	1,146,453.03
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SUPPLIES						
21-3502 POSTAGE/FREIGHT/DEL. FEE	100.00	15.85	82.20	82.20	0.00	17.80
21-3503 OFFICE SUPPLIES	7,000.00	609.81	3,227.23	46.10	0.00	3,772.77
21-3504 WEARING APPAREL	18,474.00	408.88	5,229.19	28.31	0.00	13,244.81
21-3505 CRIME PREVENTION SUPPLIES	2,000.00	0.00	281.75	14.09	0.00	1,718.25
21-3510 BOOKS AND PERIODICALS	2,500.00	0.00	1,668.00	66.72	0.00	832.00
21-3519 AMMUNITION AND TARGETS	6,000.00	8.12	2,463.92	79.20	2,287.80	1,248.28
21-3520 FOOD	2,400.00	108.94	459.17	19.13	0.00	1,940.83
21-3523 TOOLS/EQUIPMENT	5,300.00	362.80	2,183.03	41.19	0.00	3,116.97
21-3534 PARTS AND MATERIALS	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL SUPPLIES	44,274.00	1,514.40	15,594.49	40.39	2,287.80	26,391.71
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MAINTENANCE--EQUIPMENT						
21-4501 FURN. FIXT. & OFF. MACH.	5,597.00	306.65	2,155.52	76.94	2,151.09	1,290.39
21-4503 RADIO AND RADAR EQUIPMENT	2,500.00	0.00	665.00	26.60	0.00	1,835.00
21-4510 VEHICLE CLEANING	2,000.00	36.00	174.00	8.70	0.00	1,826.00
21-4599 MISCELLANEOUS EQUIPMENT	26,065.00	1,389.11	5,034.66	55.10	9,327.50	11,702.84
TOTAL MAINTENANCE--EQUIPMENT	36,162.00	1,731.76	8,029.18	53.95	11,478.59	16,654.23
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SERVICES						
21-5012 PRINTING	2,000.00	0.00	560.04	28.00	0.00	1,439.96
21-5015 LAB TESTS	2,400.00	0.00	0.00	0.00	0.00	2,400.00
21-5020 COMMUNICATIONS	10,000.00	713.93	5,968.24	59.68	0.00	4,031.76
21-5022 RENTAL OF EQUIPMENT	30,000.00	702.75	4,551.00	39.66	7,347.00	18,102.00
21-5025 PUBLIC NOTICES	250.00	0.00	0.00	0.00	0.00	250.00
21-5027 MEMBERSHIPS	1,400.00	0.00	569.00	40.64	0.00	831.00
21-5029 TRAVEL/TRAINING	22,500.00	1,389.10	4,667.31	20.74	0.00	17,832.69
TOTAL SERVICES	68,550.00	2,805.78	16,315.59	34.52	7,347.00	44,887.41

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND

21-POLICE

DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
SUNDRY						
21-5402 JAIL EXPENSE	8,000.00	128.53	955.35	11.94	0.00	7,044.65
TOTAL SUNDRY	8,000.00	128.53	955.35	11.94	0.00	7,044.65
PROFESSIONAL SERVICES						
21-5515 CONSULTANT SERVICES	1,800.00	0.00	1,500.00	83.33	0.00	300.00
TOTAL PROFESSIONAL SERVICES	1,800.00	0.00	1,500.00	83.33	0.00	300.00
OTHER SERVICES						
21-6003 LIABILITY-FIRE & CASUALTY INSR	21,400.00	0.00	19,681.02	91.97	0.00	1,718.98
21-6005 NOTARY SURETY BONDS	340.00	0.00	0.00	0.00	0.00	340.00
TOTAL OTHER SERVICES	21,740.00	0.00	19,681.02	90.53	0.00	2,058.98
DEBT SERVICE						
TOTAL						
CAPITAL OUTLAY						
TOTAL						
INTERFUND ACTIVITY						
21-9772 TECHNOLOGY USER FEE	15,700.00	0.00	0.00	0.00	0.00	15,700.00
TOTAL INTERFUND ACTIVITY	15,700.00	0.00	0.00	0.00	0.00	15,700.00
TOTAL 21-POLICE	2,484,926.00	156,983.74	1,204,322.60	49.31	21,113.39	1,259,490.01
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
22- RED LIGHT CAMERA
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES, WAGES & BENEFIT	_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____	_____
TOTAL	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
23-COMMUNICATIONS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
23-3001 SALARIES	328,600.00	28,130.76	174,099.46	52.98	0.00	154,500.54
23-3002 WAGES	31,620.00	82.50	1,117.50	3.53	0.00	30,502.50
23-3003 LONGEVITY	1,100.00	66.50	383.83	34.89	0.00	716.17
23-3007 OVERTIME	50,000.00	3,088.98	21,323.87	42.65	0.00	28,676.13
23-3010 INCENTIVES	7,700.00	553.82	3,583.32	46.54	0.00	4,116.68
23-3051 FICA/MEDICARE TAXES	32,095.00	2,368.89	15,563.72	48.49	0.00	16,531.28
23-3052 WORKMEN'S COMPENSATION	1,100.00	0.00	691.73	62.88	0.00	408.27
23-3053 EMPLOYMENT TAXES	11,700.00	68.23	236.51	2.02	0.00	11,463.49
23-3054 RETIREMENT	59,553.00	0.00	27,097.11	45.50	0.00	32,455.89
23-3055 HEALTH INSURANCE	93,900.00	4,725.68	37,310.44	39.73	0.00	56,589.56
23-3056 LIFE INS	700.00	44.66	344.52	49.22	0.00	355.48
23-3057 DENTAL INSURANCE	5,700.00	335.32	2,566.80	45.03	0.00	3,133.20
23-3058 LONG-TERM DISABILITY	1,500.00	111.91	737.71	49.18	0.00	762.29
TOTAL SALARIES, WAGES & BENEFIT	625,268.00	39,577.25	285,056.52	45.59	0.00	340,211.48
SUPPLIES						
23-3502 POSTAGE	100.00	0.00	0.00	0.00	0.00	100.00
23-3503 OFFICE SUPPLIES	2,500.00	227.99	1,610.44	64.42	0.00	889.56
23-3504 WEARING APPAREL	2,500.00	102.66	871.24	34.85	0.00	1,628.76
23-3510 BOOKS AND PERIODICALS	200.00	0.00	0.00	0.00	0.00	200.00
23-3523 TOOLS/EQUIPMENT	1,600.00	357.56	958.02	59.88	0.00	641.98
TOTAL SUPPLIES	6,900.00	688.21	3,439.70	49.85	0.00	3,460.30
MAINTENANCE--EQUIPMENT						
23-4501 FURN.FIXT. & OFF.MACH.	1,800.00	0.00	1,491.56	0.00	(1,491.56)	1,800.00
23-4503 RADIO AND RADAR EQUIPMENT	1,250.00	0.00	0.00	0.00	0.00	1,250.00
23-4505 TELEPHONE MAINTENANCE	12,500.00	0.00	0.00	0.00	0.00	12,500.00
23-4599 MISCELLANEOUS EQUIPMENT	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL MAINTENANCE--EQUIPMENT	15,650.00	0.00	1,491.56	0.00	(1,491.56)	15,650.00
SERVICES						
23-5012 PRINTING	100.00	0.00	0.00	0.00	0.00	100.00
23-5020 COMMUNICATIONS	12,690.00	243.16	2,709.25	21.35	0.00	9,980.75
23-5023 COMMUNICATIONS-EMERGY RSP. FEE	2,000.00	0.00	0.00	0.00	0.00	2,000.00
23-5024 RADIO USAGE FEES	13,700.00	89.00	573.00	4.18	0.00	13,127.00
23-5027 MEMBERSHIPS	1,000.00	0.00	331.00	33.10	0.00	669.00
23-5029 TRAVEL/TRAINING	6,000.00	25.00	1,550.61	25.84	0.00	4,449.39
TOTAL SERVICES	35,490.00	357.16	5,163.86	14.55	0.00	30,326.14

City Council Meeting Packet for May 15, 2017

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
23-COMMUNICATIONS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
PROFESSIONAL SERVICES TOTAL						
OTHER SERVICES						
23-6005 SURETY BONDS	526.00	0.00	183.88	34.96	0.00	342.12
TOTAL OTHER SERVICES	526.00	0.00	183.88	34.96	0.00	342.12
CAPITAL OUTLAY TOTAL						
INTERFUND ACTIVITY						
23-9772 TECHNOLOGY USER FEE	53,950.00	0.00	0.00	0.00	0.00	53,950.00
TOTAL INTERFUND ACTIVITY	53,950.00	0.00	0.00	0.00	0.00	53,950.00
TOTAL 23-COMMUNICATIONS	737,784.00	40,622.62	295,335.52	39.83	(1,491.56)	443,940.04
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
25-FIRE DEPARTMENT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
25-3001 SALARIES	392,669.00	30,177.18	214,489.05	54.62	0.00	178,179.95
25-3002 WAGES	136,284.00	9,163.38	56,480.62	41.44	0.00	79,803.38
25-3003 LONGEVITY	2,400.00	180.90	1,228.17	51.17	0.00	1,171.83
25-3007 OVERTIME	40,000.00	3,632.04	24,855.86	62.14	0.00	15,144.14
25-3010 INCENTIVES	5,700.00	110.76	4,283.74	75.15	0.00	1,416.26
25-3051 FICA/MEDICARE TAXES	44,100.00	3,198.78	23,256.96	52.74	0.00	20,843.04
25-3052 WORKMEN'S COMPENSATION	18,400.00	0.00	11,570.79	62.88	0.00	6,829.21
25-3053 EMPLOYMENT TAXES	7,200.00	76.76	817.76	11.36	0.00	6,382.24
25-3054 RETIREMENT	67,800.00	0.00	33,909.14	50.01	0.00	33,890.86
25-3055 HEALTH INSURANCE	91,800.00	6,736.70	47,462.58	51.70	0.00	44,337.42
25-3056 LIFE INS	600.00	38.28	267.96	44.66	0.00	332.04
25-3057 DENTAL INSURANCE	5,700.00	471.04	3,211.04	56.33	0.00	2,488.96
25-3058 LONG-TERM DISABILITY	1,700.00	142.11	985.73	57.98	0.00	714.27
25-3059 FIREFIGHTERS' RETIREMENT	26,000.00	0.00	22,843.46	87.86	0.00	3,156.54
TOTAL SALARIES, WAGES & BENEFIT	840,353.00	53,927.93	445,662.86	53.03	0.00	394,690.14
SUPPLIES						
25-3502 SHIPPING/FREIGHT CHARGES	200.00	0.00	0.00	0.00	0.00	200.00
25-3503 OFFICE SUPPLIES	6,000.00	0.00	4,525.40	75.42	0.00	1,474.60
25-3504 WEARING APPAREL	39,950.00	1,379.12	19,402.51	60.46	4,750.00	15,797.49
25-3505 FIRE PREVENTION MATERIALS	2,900.00	0.00	0.00	0.00	0.00	2,900.00
25-3508 FILM AND CAMERA SUPPLIES	50.00	0.00	0.00	0.00	0.00	50.00
25-3510 BOOKS AND PERIODICALS	1,150.00	0.00	0.00	0.00	0.00	1,150.00
25-3515 MEDICAL SUPPLIES	19,000.00	(3,170.93)	5,860.82	30.85	0.00	13,139.18
25-3517 JANITORIAL SUPPLIES	1,400.00	0.00	410.90	29.35	0.00	989.10
25-3520 FOOD	8,999.00	296.21	6,811.33	86.53	975.71	1,211.96
25-3523 TOOLS/EQUIPMENT	39,900.00	77.89	27,112.89	67.95	0.00	12,787.11
TOTAL SUPPLIES	119,549.00	(1,417.71)	64,123.85	58.43	5,725.71	49,699.44
MAINTENANCE--EQUIPMENT						
25-4501 FURN, FIXT, & OFFICE EQPT.	3,800.00	209.00	1,476.36	57.96	726.03	1,597.61
25-4503 RADIO AND RADAR EQUIPMENT	2,500.00	0.00	398.49	15.94	0.00	2,101.51
25-4599 MAINTENANCE-MISC EQUIPMENT	39,249.00	892.56	17,726.97	45.17	0.00	21,522.03
TOTAL MAINTENANCE--EQUIPMENT	45,549.00	1,101.56	19,601.82	44.63	726.03	25,221.15
SERVICES						
25-5012 PRINTING	500.00	124.95	465.95	93.19	0.00	34.05
25-5014 MEDICAL EXPENSES	1,035.00	0.00	0.00	0.00	0.00	1,035.00
25-5020 COMMUNICATIONS	6,500.00	460.06	4,068.74	62.60	0.00	2,431.26
25-5024 RADIO USAGE FEES	15,000.00	1,062.50	6,375.00	91.67	7,375.00	1,250.00
25-5027 MEMBERSHIPS	3,115.00	25.00	1,705.25	54.74	0.00	1,409.75
25-5029 TRAVEL/TRAINING	14,750.00	1,052.75	2,897.75	19.65	0.00	11,852.25
TOTAL SERVICES	40,900.00	2,725.26	15,512.69	55.96	7,375.00	18,012.31

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
25-FIRE DEPARTMENT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SUNDRY						
TOTAL						

PROFESSIONAL SERVICES						
25-5508 MEDICAL AND OTHER WASTE-DISP	900.00	54.57	376.15	41.79	0.00	523.85
25-5512 ACCIDENT INSURANCE	5,300.00	0.00	0.00	0.00	0.00	5,300.00
25-5516 COLLECTION AGENCY FEES	61,000.00	0.00	36,870.32	60.44	0.00	24,129.68
TOTAL PROFESSIONAL SERVICES	67,200.00	54.57	37,246.47	55.43	0.00	29,953.53

OTHER SERVICES						
25-6005 SURETY BONDS	110.00	0.00	0.00	0.00	0.00	110.00
TOTAL OTHER SERVICES	110.00	0.00	0.00	0.00	0.00	110.00

CAPITAL OUTLAY						
TOTAL						

INTERFUND ACTIVITY						
25-9772 TECHNOLOGY USER FEE	71,109.00	0.00	0.00	0.00	0.00	71,109.00
25-9781 EQUIP. PURCHASE CONTRIBUTION	85,905.00	0.00	0.00	0.00	0.00	85,905.00
25-9791 EQUIPMENT USER FEE	359,297.00	0.00	0.00	0.00	0.00	359,297.00
TOTAL INTERFUND ACTIVITY	516,311.00	0.00	0.00	0.00	0.00	516,311.00

TOTAL 25-FIRE DEPARTMENT	1,629,972.00	56,391.61	582,147.69	36.56	13,826.74	1,033,997.57
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
30-PUBLIC WORKS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
30-3001 SALARIES	135,800.00	11,365.50	79,591.91	58.61	0.00	56,208.09
30-3003 LONGEVITY	700.00	44.32	313.14	44.73	0.00	386.86
30-3007 OVERTIME	1,000.00	159.41	287.69	28.77	0.00	712.31
30-3051 FICA/MEDICARE TAXES	10,600.00	799.36	6,098.46	57.53	0.00	4,501.54
30-3052 WORKMEN'S COMPENSATION	3,100.00	0.00	1,949.43	62.88	0.00	1,150.57
30-3053 EMPLOYMENT TAXES	1,800.00	17.06	17.06	0.95	0.00	1,782.94
30-3054 RETIREMENT	21,400.00	0.00	11,181.30	52.25	0.00	10,218.70
30-3055 HEALTH INSURANCE	7,700.00	603.82	4,177.98	54.26	0.00	3,522.02
30-3056 LIFE INS	200.00	12.76	89.32	44.66	0.00	110.68
30-3057 DENTAL INSURANCE	1,000.00	75.28	514.48	51.45	0.00	485.52
30-3058 LONG-TERM DISABILITY	600.00	49.65	342.15	57.03	0.00	257.85
TOTAL SALARIES, WAGES & BENEFIT	183,900.00	13,127.16	104,562.92	56.86	0.00	79,337.08
SUPPLIES						
30-3502 POSTAGE/FREIGHT/DEL. FEE	100.00	6.65	31.55	31.55	0.00	68.45
30-3503 OFFICE SUPPLIES	1,200.00	0.00	131.29	10.94	0.00	1,068.71
30-3504 WEARING APPAREL	300.00	0.00	151.00	50.33	0.00	149.00
30-3510 BOOKS AND PERIODICALS	100.00	0.00	0.00	0.00	0.00	100.00
30-3520 FOOD	1,500.00	322.69	800.94	53.40	0.00	699.06
TOTAL SUPPLIES	3,200.00	329.34	1,114.78	34.84	0.00	2,085.22
MAINTENANCE--EQUIPMENT						
30-4501 FURNITURE AND EQUIPMENT	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL MAINTENANCE--EQUIPMENT	100.00	0.00	0.00	0.00	0.00	100.00
SERVICES						
30-5012 PRINTING	400.00	0.00	26.05	6.51	0.00	373.95
30-5020 COMMUNICATIONS	4,900.00	197.00	2,330.91	47.57	0.00	2,569.09
30-5027 MEMBERSHIPS	350.00	0.00	350.00	100.00	0.00	0.00
30-5029 TRAVEL/TRAINING	2,000.00	240.52	600.52	30.03	0.00	1,399.48
30-5030 CAR ALLOWANCE	6,000.00	0.00	32.97	0.55	0.00	5,967.03
TOTAL SERVICES	13,650.00	437.52	3,340.45	24.47	0.00	10,309.55
PROFESSIONAL SERVICES						
30-5510 ENGINEERING SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00
30-5515 CONSULTANT SERVICES	10,000.00	0.00	0.00	60.00	6,000.00	4,000.00
TOTAL PROFESSIONAL SERVICES	20,000.00	0.00	0.00	30.00	6,000.00	14,000.00
OTHER SERVICES						
TOTAL						

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
30-PUBLIC WORKS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

CAPITAL OUTLAY						
TOTAL						

INTERFUND ACTIVITY						
30-9772 TECHNOLOGY USER FEE	1,200.00	0.00	0.00	0.00	0.00	1,200.00
30-9791 EQUIPMENT USER FEE	2,800.00	0.00	0.00	0.00	0.00	2,800.00
TOTAL INTERFUND ACTIVITY	4,000.00	0.00	0.00	0.00	0.00	4,000.00
TOTAL 30-PUBLIC WORKS	224,850.00	13,894.02	109,018.15	51.15	6,000.00	109,831.85
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
31-COMMUNITY DEVELOPMENT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
31-3001 SALARIES	259,100.00	19,878.60	139,122.03	53.69	0.00	119,977.97
31-3003 LONGEVITY	1,400.00	99.70	661.85	47.28	0.00	738.15
31-3007 OVERTIME	1,000.00	265.92	1,337.92	133.79	0.00	(337.92)
31-3010 INCENTIVES	500.00	36.92	261.08	52.22	0.00	238.92
31-3051 FICA/MEDICARE TAXES	20,100.00	1,481.56	10,930.19	54.38	0.00	9,169.81
31-3052 WORKMEN'S COMPENSATION	1,100.00	0.00	880.39	80.04	0.00	219.61
31-3053 EMPLOYMENT TAXES	3,600.00	42.65	221.83	6.16	0.00	3,378.17
31-3054 RETIREMENT	40,700.00	0.00	20,052.24	49.27	0.00	20,647.76
31-3055 HEALTH INSURANCE	58,600.00	4,395.70	30,401.22	51.88	0.00	28,198.78
31-3056 LIFE INS	500.00	31.90	223.30	44.66	0.00	276.70
31-3057 DENTAL INSURANCE	3,500.00	286.28	1,953.24	55.81	0.00	1,546.76
31-3058 LONG-TERM DISABILITY	1,100.00	90.91	627.43	57.04	0.00	472.57
TOTAL SALARIES, WAGES & BENEFIT	391,200.00	26,610.14	206,672.72	52.83	0.00	184,527.28
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SUPPLIES						
31-3503 OFFICE SUPPLIES	2,000.00	132.21	719.77	35.99	0.00	1,280.23
31-3504 WEARING APPAREL	900.00	0.00	191.97	21.33	0.00	708.03
31-3510 BOOKS AND PERIODICALS	1,500.00	37.99	698.64	46.58	0.00	801.36
31-3521 ANIMAL SHELTER	1,500.00	260.00	1,405.00	93.67	0.00	95.00
31-3523 TOOLS/EQUIPMENT	200.00	0.00	22.29	11.15	0.00	177.71
TOTAL SUPPLIES	6,100.00	430.20	3,037.67	49.80	0.00	3,062.33
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MAINTENANCE--EQUIPMENT						
TOTAL						
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SERVICES						
31-5008 ABATEMENT/SUBSTANDARD PROPERTY	100.00	0.00	0.00	0.00	0.00	100.00
31-5012 PRINTING	600.00	0.00	78.15	13.03	0.00	521.85
31-5020 COMMUNICATIONS	5,400.00	473.90	4,271.52	79.10	0.00	1,128.48
31-5027 MEMBERSHIPS	900.00	0.00	765.00	85.00	0.00	135.00
31-5029 TRAVEL/TRAINING	10,000.00	0.00	4,773.48	47.73	0.00	5,226.52
TOTAL SERVICES	17,000.00	473.90	9,888.15	58.17	0.00	7,111.85
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SUNDRY						
TOTAL						
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PROFESSIONAL SERVICES						
31-5515 CONSULTANT	12,000.00	0.00	2,138.00	17.82	0.00	9,862.00
TOTAL PROFESSIONAL SERVICES	12,000.00	0.00	2,138.00	17.82	0.00	9,862.00

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
31-COMMUNITY DEVELOPMENT
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

CAPITAL OUTLAY						
31-6571 OFFICE FURNITURE & EQUIPMENT	1,000.00	0.00	0.00	0.00	0.00	1,000.00
31-6574 COMPUTER SOFTWARE	12,000.00	0.00	0.00	0.00	0.00	12,000.00
TOTAL CAPITAL OUTLAY	13,000.00	0.00	0.00	0.00	0.00	13,000.00
INTERFUND ACTIVITY						
31-9772 TECHNOLOGY USER FEE	3,375.00	0.00	0.00	0.00	0.00	3,375.00
31-9791 EQUIPMENT USER FEE	6,000.00	0.00	0.00	0.00	0.00	6,000.00
TOTAL INTERFUND ACTIVITY	9,375.00	0.00	0.00	0.00	0.00	9,375.00
TOTAL 31-COMMUNITY DEVELOPMENT	448,675.00	27,514.24	221,736.54	49.42	0.00	226,938.46
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
32-STREETS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
32-3001 SALARIES	190,400.00	11,360.55	79,856.93	41.94	0.00	110,543.07
32-3003 LONGEVITY	2,400.00	180.92	1,258.49	52.44	0.00	1,141.51
32-3007 OVERTIME	5,000.00	177.14	1,621.65	32.43	0.00	3,378.35
32-3051 FICA/MEDICARE TAXES	11,700.00	851.65	6,385.11	54.57	0.00	5,314.89
32-3052 WORKMEN'S COMPENSATION	9,600.00	0.00	6,036.94	62.88	0.00	3,563.06
32-3053 EMPLOYMENT TAXES	2,700.00	25.59	25.59	0.95	0.00	2,674.41
32-3054 RETIREMENT	23,700.00	0.00	11,696.01	49.35	0.00	12,003.99
32-3055 HEALTH INSURANCE	43,000.00	3,399.90	23,508.14	54.67	0.00	19,491.86
32-3056 LIFE INS	300.00	19.14	133.98	44.66	0.00	166.02
32-3057 DENTAL	3,200.00	260.04	1,772.28	55.38	0.00	1,427.72
32-3058 LONG-TERM DISABILITY	700.00	51.03	355.65	50.81	0.00	344.35
TOTAL SALARIES, WAGES & BENEFIT	292,700.00	16,325.96	132,650.77	45.32	0.00	160,049.23
SUPPLIES						
32-3504 WEARING APPAREL	1,000.00	109.45	304.91	30.49	0.00	695.09
32-3523 TOOLS/EQUIPMENT	1,000.00	29.33	255.84	25.58	0.00	744.16
32-3534 PARTS AND MATERIALS	86,150.00	10,901.48	85,546.52	99.30	0.00	603.48
TOTAL SUPPLIES	88,150.00	11,040.26	86,107.27	97.68	0.00	2,042.73
MAINTENANCE--BLDGS, STRUC						
32-4002 STREET SIGNS	10,000.00	0.00	5,867.25	38.92	(1,975.06)	6,107.81
32-4003 STREET MAINTENANCE MAT'L	20,100.00	451.35	3,296.06	16.40	0.00	16,803.94
32-4004 SIDEWALK REPLACEMENT	6,000.00	0.00	1,052.60	17.54	0.00	4,947.40
TOTAL MAINTENANCE--BLDGS, STRUC	36,100.00	451.35	10,215.91	22.83	(1,975.06)	27,859.15
MAINTENANCE--EQUIPMENT						
32-4598 ORNMNTL STREET LIGHT MAIN	33,000.00	0.00	0.00	0.00	0.00	33,000.00
TOTAL MAINTENANCE--EQUIPMENT	33,000.00	0.00	0.00	0.00	0.00	33,000.00
SERVICES						
32-5016 STREET LIGHTING	210,000.00	16,211.06	97,646.67	46.50	0.00	112,353.33
32-5020 COMMUNICATIONS	5,900.00	378.04	3,594.38	60.92	0.00	2,305.62
TOTAL SERVICES	215,900.00	16,589.10	101,241.05	46.89	0.00	114,658.95
PROFESSIONAL SERVICES						
32-5507 MOSQUITO SPRAYING	18,000.00	1,425.00	4,085.00	22.69	0.00	13,915.00
32-5515 CONSULTANT SERVICES	419,500.00	0.00	220,680.82	95.35	179,319.18	19,500.00
TOTAL PROFESSIONAL SERVICES	437,500.00	1,425.00	224,765.82	92.36	179,319.18	33,415.00

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
32-STREETS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

CAPITAL OUTLAY						
TOTAL						

INTERFUND ACTIVITY						
32-9772 TECHNOLOGY USER FEE	750.00	0.00	0.00	0.00	0.00	750.00
32-9781 EQUIPMENT PURCHASE CONTRIBUTIO	90,000.00	0.00	0.00	0.00	0.00	90,000.00
32-9791 EQUIPMENT USER FEE	23,146.00	0.00	0.00	0.00	0.00	23,146.00
TOTAL INTERFUND ACTIVITY	113,896.00	0.00	0.00	0.00	0.00	113,896.00
TOTAL 32-STREETS	1,217,246.00	45,831.67	554,980.82	60.16	177,344.12	484,921.06
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
33-BUILDING MAINTENANCE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
33-3001 SALARIES	34,300.00	2,726.28	18,549.05	54.08	0.00	15,750.95
33-3003 LONGEVITY	600.00	44.30	290.92	48.49	0.00	309.08
33-3007 OVERTIME	5,000.00	50.94	334.76	6.70	0.00	4,665.24
33-3051 FICA/MEDICARE TAXES	3,100.00	187.62	1,341.82	43.28	0.00	1,758.18
33-3052 WORKMEN'S COMPENSATION	1,300.00	0.00	817.50	62.88	0.00	482.50
33-3053 EMPLOYMENT TAXES	900.00	8.53	8.53	0.95	0.00	891.47
33-3054 RETIREMENT	6,200.00	0.00	2,666.96	43.02	0.00	3,533.04
33-3055 HEALTH INSURANCE	12,600.00	1,656.04	11,442.12	90.81	0.00	1,157.88
33-3056 LIFE INS	100.00	6.38	44.66	44.66	0.00	55.34
33-3057 DENTAL	1,100.00	86.68	590.76	53.71	0.00	509.24
33-3058 LONG-TERM DISABILITY	200.00	12.53	83.27	41.64	0.00	116.73
TOTAL SALARIES, WAGES & BENEFIT	65,400.00	4,779.30	36,170.35	55.31	0.00	29,229.65
SUPPLIES						
33-3504 WEARING APPAREL	300.00	0.00	0.00	0.00	0.00	300.00
33-3517 JANITORIAL SUPPLIES	6,800.00	359.28	2,691.23	39.58	0.00	4,108.77
33-3523 TOOLS/EQUIPMENT	800.00	13.71	258.66	32.33	0.00	541.34
TOTAL SUPPLIES	7,900.00	372.99	2,949.89	37.34	0.00	4,950.11
MAINTENANCE--BLDGS, STRUC						
33-4001 MAINTENANCE-BLDG & GROUNDS	40,550.00	4,898.28	23,299.78	57.46	0.00	17,250.22
33-4002 MAINT-INSURED REPAIRS	0.00	0.00	35,289.00	0.00	(35,289.00)	0.00
TOTAL MAINTENANCE--BLDGS, STRUC	40,550.00	4,898.28	58,588.78	57.46	(35,289.00)	17,250.22
SERVICES						
33-5017 UTILITIES	125,000.00	6,636.96	42,685.52	34.15	0.00	82,314.48
TOTAL SERVICES	125,000.00	6,636.96	42,685.52	34.15	0.00	82,314.48
PROFESSIONAL SERVICES						
33-5521 PEST CONTROL SERVICES	1,100.00	197.33	394.66	35.88	0.00	705.34
TOTAL PROFESSIONAL SERVICES	1,100.00	197.33	394.66	35.88	0.00	705.34
CAPITAL OUTLAY						
33-6580 BLDG & GROUND IMPROVEMENT	121,500.00	15,578.28	66,741.28	60.90	7,250.00	47,508.72
TOTAL CAPITAL OUTLAY	121,500.00	15,578.28	66,741.28	60.90	7,250.00	47,508.72
INTERFUND ACTIVITY						
33-9791 EQUIPMENT USER FEE	2,200.00	0.00	0.00	0.00	0.00	2,200.00
TOTAL INTERFUND ACTIVITY	2,200.00	0.00	0.00	0.00	0.00	2,200.00
TOTAL 33-BUILDING MAINTENANCE	363,650.00	32,463.14	207,530.48	49.36	(28,039.00)	184,158.52
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
35-SOLID WASTE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT TOTAL						
PROFESSIONAL SERVICES						
35-5508 SOLID WASTECOLLECTION SERVICES	333,123.00	25,243.94	154,102.35	46.26	0.00	179,020.65
35-5509 STORM CLEAN-UP-DEBRIS REMOVAL	2,000.00	0.00	0.00	0.00	0.00	2,000.00
35-5519 RECYCLING PROGRAM	90,938.00	7,476.00	44,625.00	49.07	0.00	46,313.00
TOTAL PROFESSIONAL SERVICES	426,061.00	32,719.94	198,727.35	46.64	0.00	227,333.65
TOTAL 35-SOLID WASTE	426,061.00	32,719.94	198,727.35	46.64	0.00	227,333.65
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
36-FLEET SERVICES
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
SALARIES, WAGES & BENEFIT						
36-3001 SALARIES	101,700.00	7,919.76	56,048.42	55.11	0.00	45,651.58
36-3003 LONGEVITY	900.00	60.93	419.63	46.63	0.00	480.37
36-3007 OVERTIME	5,000.00	0.00	462.52	9.25	0.00	4,537.48
36-3010 INCENTIVES	600.00	46.16	326.42	54.40	0.00	273.58
36-3051 FICA/MEDICARE TAXES	8,300.00	594.01	4,514.74	54.39	0.00	3,785.26
36-3052 WORKMEN'S COMPENSATION	2,700.00	0.00	1,697.89	62.88	0.00	1,002.11
36-3053 EMPLOYMENT TAXES	1,800.00	17.06	17.06	0.95	0.00	1,782.94
36-3054 RETIREMENT	16,800.00	0.00	8,085.06	48.13	0.00	8,714.94
36-3055 HEALTH INSURANCE	18,200.00	1,433.50	9,915.14	54.48	0.00	8,284.86
36-3056 LIFE INS	200.00	12.76	89.32	44.66	0.00	110.68
36-3057 DENTAL	1,500.00	124.32	848.00	56.53	0.00	652.00
36-3058 LONG-TERM DISABILITY	500.00	35.83	250.81	50.16	0.00	249.19
TOTAL SALARIES, WAGES & BENEFIT	158,200.00	10,244.33	82,675.01	52.26	0.00	75,524.99
SUPPLIES						
36-3503 OFFICE SUPPLIES	500.00	0.00	128.66	25.73	0.00	371.34
36-3504 WEARING APPAREL	900.00	304.43	304.43	33.83	0.00	595.57
36-3510 MANUALS AND PERIODICALS	1,000.00	0.00	0.00	0.00	0.00	1,000.00
36-3514 FUEL AND OIL	129,500.00	8,324.52	55,640.33	44.33	1,760.92	72,098.75
36-3523 TOOLS/EQUIPMENT	1,900.00	158.29	292.28	15.38	0.00	1,607.72
36-3529 VEHICLE REPAIR PARTS	35,700.00	125.98	11,741.77	32.89	0.00	23,958.23
36-3535 SHOP SUPPLIES	2,800.00	245.82	1,601.67	57.20	0.00	1,198.33
TOTAL SUPPLIES	172,300.00	9,159.04	69,709.14	41.48	1,760.92	100,829.94
MAINTENANCE--EQUIPMENT						
36-4520 AUTO REPAIR/OUTSOURCED	35,900.00	(1,647.02)	33,414.25	89.60	(1,248.14)	3,733.89
TOTAL MAINTENANCE--EQUIPMENT	35,900.00	(1,647.02)	33,414.25	89.60	(1,248.14)	3,733.89
SERVICES						
36-5020 COMMUNICATIONS	2,000.00	111.82	780.96	39.05	0.00	1,219.04
36-5027 MEMBERSHIP	700.00	0.00	89.00	12.71	0.00	611.00
36-5029 TRAVEL/TRAINING	1,700.00	429.04	934.52	54.97	0.00	765.48
TOTAL SERVICES	4,400.00	540.86	1,804.48	41.01	0.00	2,595.52
SUNDRY						
36-5405 LICENSES/PERMITS	900.00	16.25	565.25	62.81	0.00	334.75
TOTAL SUNDRY	900.00	16.25	565.25	62.81	0.00	334.75
OTHER SERVICES						
TOTAL						

City Council Meeting Packet for May 15, 2017

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
36-FLEET SERVICES
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

CAPITAL OUTLAY						
36-6572 SPECIAL EQUIPMENT	7,160.00	0.00	6,547.28	91.44	0.00	612.72
36-6574 COMPUTER SOFTWARE	1,500.00	0.00	1,608.00	107.20	0.00	(108.00)
TOTAL CAPITAL OUTLAY	8,660.00	0.00	8,155.28	94.17	0.00	504.72
INTERFUND ACTIVITY						
36-9772 TECHNOLOGY USER FEE	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL INTERFUND ACTIVITY	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL 36-FLEET SERVICES	380,860.00	18,313.46	196,323.41	51.68	512.78	184,023.81
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FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
39-PARKS & RECREATION
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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SALARIES, WAGES & BENEFIT						
39-3001 SALARIES	293,401.00	22,813.65	152,556.89	52.00	0.00	140,844.11
39-3002 WAGES	49,824.00	675.00	1,251.00	2.51	0.00	48,573.00
39-3003 LONGEVITY	2,900.00	197.54	1,370.40	47.26	0.00	1,529.60
39-3007 OVERTIME	1,800.00	15.75	464.76	25.82	0.00	1,335.24
39-3051 FICA/MEDICARE TAXES	26,700.00	1,638.62	11,394.41	42.68	0.00	15,305.59
39-3052 WORKMEN'S COMPENSATION	8,700.00	0.00	5,470.97	62.88	0.00	3,229.03
39-3053 EMPLOYMENT TAXES	9,900.00	51.18	753.12	7.61	0.00	9,146.88
39-3054 RETIREMENT	46,300.00	0.00	21,532.36	46.51	0.00	24,767.64
39-3055 HEALTH INSURANCE	105,900.00	6,928.24	42,377.74	40.02	0.00	63,522.26
39-3056 LIFE INS	700.00	51.04	325.38	46.48	0.00	374.62
39-3057 DENTAL	6,600.00	497.28	2,865.92	43.42	0.00	3,734.08
39-3058 LONG-TERM DISABILITY	1,300.00	103.49	670.57	51.58	0.00	629.43
TOTAL SALARIES, WAGES & BENEFIT	554,025.00	32,971.79	241,033.52	43.51	0.00	312,991.48
SUPPLIES						
39-3504 WEARING APPAREL	2,240.00	60.57	1,374.89	61.38	0.00	865.11
39-3506 CHEMICALS	1,000.00	0.00	110.77	11.08	0.00	889.23
39-3523 TOOLS/EQUIPMENT	7,300.00	252.50	3,182.87	54.88	823.43	3,293.70
39-3531 RECREATION & EVENTS	13,000.00	172.94	3,559.81	27.38	0.00	9,440.19
39-3534 EQUIP REPAIR PARTS	3,000.00	0.00	1,216.78	40.56	0.00	1,783.22
39-3536 LANDSCAPING MATERIALS	10,000.00	1,259.84	7,852.47	78.92	40.00	2,107.53
TOTAL SUPPLIES	36,540.00	1,745.85	17,297.59	49.70	863.43	18,378.98
MAINTENANCE--BLDGS, STRUC						
39-4007 POOL MAINTENANCE	16,250.00	1.40	3,901.37	91.32	10,937.50	1,411.13
39-4008 PARK MAINTENANCE	12,000.00	554.76	4,557.58	37.98	0.00	7,442.42
TOTAL MAINTENANCE--BLDGS, STRUC	28,250.00	556.16	8,458.95	68.66	10,937.50	8,853.55
MAINTENANCE--EQUIPMENT						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SERVICES						
39-5020 COMMUNICATIONS	2,661.00	110.76	789.49	29.67	0.00	1,871.51
39-5029 TRAVEL/TRAINING	1,100.00	0.00	1,020.00	92.73	0.00	80.00
TOTAL SERVICES	3,761.00	110.76	1,809.49	48.11	0.00	1,951.51
CAPITAL OUTLAY						
39-6516 PARKS & LANDSCAPING PROJS	114,601.00	0.00	0.00	8.38	9,601.00	105,000.00
TOTAL CAPITAL OUTLAY	114,601.00	0.00	0.00	8.38	9,601.00	105,000.00

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

01 -GENERAL FUND
39-PARKS & RECREATION
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

INTERFUND ACTIVITY						
39-9772 TECHNOLOGY USER FEE	625.00	0.00	0.00	0.00	0.00	625.00
39-9791 EQUIPMENT USER FEE	14,500.00	0.00	0.00	0.00	0.00	14,500.00
TOTAL INTERFUND ACTIVITY	15,125.00	0.00	0.00	0.00	0.00	15,125.00
TOTAL 39-PARKS & RECREATION	752,302.00	35,384.56	268,599.55	38.55	21,401.93	462,300.52
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*** TOTAL EXPENSES ***	12,863,061.00	563,087.58	5,272,960.28	42.96	253,475.22	7,336,625.50
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EXCESS OF REVENUES OVER EXPENDITURES	(496,470.00)	85,086.11	5,136,735.47	983.60-	(253,475.22)	(5,379,730.25)
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*** PROJECTED FUND BALANCE ***	9,030,750.31		14,663,955.78			
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*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

03 -DEBT SERVICE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	456,038.11		456,038.11			
PROPERTY TAXES						
50-7101 CURRENT PROPERTY TAXES	2,331,782.00	38,372.17	2,275,608.86	97.59	0.00	(56,173.14)
50-7102 DELINQUENT PROPERTY TAX	30,000.00	(120.84)	(28,000.06)	93.33-	0.00	(58,000.06)
50-7103 PENALTY, INTEREST, COSTS	15,000.00	917.14	4,021.98	26.81	0.00	(10,978.02)
TOTAL PROPERTY TAXES	2,376,782.00	39,168.47	2,251,630.78	94.73	0.00	(125,151.22)
INTEREST EARNED						
50-9601 INTEREST EARNED	1,300.00	299.01	1,824.18	140.32	0.00	524.18
TOTAL INTEREST EARNED	1,300.00	299.01	1,824.18	140.32	0.00	524.18
INTERFUND ACTIVITY						
50-9752 TRANSFER FROM UTILITY FUND	92,413.00	0.00	0.00	0.00	0.00	(92,413.00)
TOTAL INTERFUND ACTIVITY	92,413.00	0.00	0.00	0.00	0.00	(92,413.00)
*** TOTAL FUND REVENUES ***	2,470,495.00	39,467.48	2,253,454.96	91.21	0.00	(217,040.04)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	2,926,533.11		2,709,493.07			
	=====		=====			

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

03 -DEBT SERVICE FUND
51-DEBT SERVICE
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

DEBT SERVICE						
51-6121 PRINCIPAL/DEBT SERVICE	1,875,000.00	0.00	1,875,000.00	100.00	0.00	0.00
51-6122 INTEREST/DEBT SERVICE	519,778.00	0.00	272,020.63	52.33	0.00	247,757.37
51-6123 MAINTENANCE FEE/DEBT SERVICE	9,000.00	0.00	1,250.00	13.89	0.00	7,750.00
TOTAL DEBT SERVICE	2,403,778.00	0.00	2,148,270.63	89.37	0.00	255,507.37
INTERFUND ACTIVITY						
TOTAL						
TOTAL 51-DEBT SERVICE	2,403,778.00	0.00	2,148,270.63	89.37	0.00	255,507.37
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	2,403,778.00	0.00	2,148,270.63	89.37	0.00	255,507.37
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	66,717.00	39,467.48	105,184.33	157.66	0.00	(38,467.33)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	522,755.11		561,222.44			
	=====		=====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

05 -MOTEL TAX FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
BEGINNING FUND BALANCE	671,639.56		671,639.56			
OTHER TAXES						
55-7635 MOTEL OCCUPANCY TAX	80,000.00	4,762.30	44,648.56	55.81	0.00	(35,351.44)
TOTAL OTHER TAXES	80,000.00	4,762.30	44,648.56	55.81	0.00	(35,351.44)
INTEREST EARNED						
55-9601 INTEREST EARNED	1,500.00	334.91	1,737.98	115.87	0.00	237.98
TOTAL INTEREST EARNED	1,500.00	334.91	1,737.98	115.87	0.00	237.98
*** TOTAL FUND REVENUES ***	81,500.00	5,097.21	46,386.54	56.92	0.00	(35,113.46)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	753,139.56		718,026.10			
	=====		=====			

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

05 -MOTEL TAX FUND
56-MOTEL TAX
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SERVICES						
56-5043 GENERAL ADVERTISING	45,000.00	0.00	12,500.00	27.78	0.00	32,500.00
56-5044 ADVERTISING	32,500.00	0.00	4,975.98	15.31	0.00	27,524.02
56-5045 SPECIAL EVENT	10,000.00	0.00	9,055.33	90.55	0.00	944.67
TOTAL SERVICES	87,500.00	0.00	26,531.31	30.32	0.00	60,968.69
PROFESSIONAL SERVICES						
TOTAL						
CAPITAL OUTLAY						
TOTAL						
INTERFUND ACTIVITY						
56-9751 TRANSFER TO GENERAL FUND	16,500.00	0.00	0.00	0.00	0.00	16,500.00
TOTAL INTERFUND ACTIVITY	16,500.00	0.00	0.00	0.00	0.00	16,500.00
TOTAL 56-MOTEL TAX	104,000.00	0.00	26,531.31	25.51	0.00	77,468.69
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	104,000.00	0.00	26,531.31	25.51	0.00	77,468.69
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(22,500.00)	5,097.21	19,855.23	88.25-	0.00	(42,355.23)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	649,139.56		691,494.79			
	=====		=====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

10 -CAPITAL IMPROVEMENTS FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
BEGINNING FUND BALANCE	7,530,073.53		7,530,073.53			
INTEREST EARNED						
90-9601 INTEREST EARNED	10,000.00	1,980.99	11,755.17	117.55	0.00	1,755.17
TOTAL INTEREST EARNED	10,000.00	1,980.99	11,755.17	117.55	0.00	1,755.17
INTERFUND ACTIVITY						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
MISCELLANEOUS REVENUE						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
OTHER AGENCY REVENUES						
90-9904 GRANT-TXDOT	0.00	0.00	28,559.18	0.00	0.00	28,559.18
TOTAL OTHER AGENCY REVENUES	0.00	0.00	28,559.18	0.00	0.00	28,559.18
*** TOTAL FUND REVENUES ***	10,000.00	1,980.99	40,314.35	403.14	0.00	30,314.35
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	7,540,073.53		7,570,387.88			
	=====		=====			

FINANCIAL STATEMENT
AS OF: APRIL 30TH, 2017

10 -CAPITAL IMPROVEMENTS FUND
91-CAPITAL IMPROVEMENTS
DEPARTMENT EXPENDITURES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
SALARIES, WAGES & BENEFIT TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
CAPITAL OUTLAY TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
CAPITAL IMPROVEMENTS						
91-7105 PARK IMPROVEMENTS	50,000.00	9,886.43	15,514.93	65.01	16,991.90	17,493.17
91-7120 290 EXPANSION	5,769,000.00	457,191.67	2,204,123.33	46.95	504,621.10	3,060,255.57
91-7121 BRIDGE REPAIR	150,000.00	0.00	216,417.00	83.97	(90,466.00)	24,049.00
91-7123 ELWOOD STREET REPAIR	0.00	0.00	80,748.75	0.00	(80,748.75)	0.00
91-7126 TAYLOR RD BLDG ENG & ARCHITECT	150,000.00	0.00	0.00	0.00	0.00	150,000.00
91-7129 STREET LIGHTING REHABILITATION	65,000.00	0.00	60,692.00	93.37	0.00	4,308.00
TOTAL CAPITAL IMPROVEMENTS	6,184,000.00	467,078.10	2,577,496.01	47.35	350,398.25	3,256,105.74
INTERFUND ACTIVITY TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL 91-CAPITAL IMPROVEMENTS	6,184,000.00 =====	467,078.10 =====	2,577,496.01 =====	47.35 =====	350,398.25 =====	3,256,105.74 =====
*** TOTAL EXPENSES ***	6,184,000.00 =====	467,078.10 =====	2,577,496.01 =====	47.35 =====	350,398.25 =====	3,256,105.74 =====
EXCESS OF REVENUES OVER EXPENDITURES	(6,174,000.00) =====	(465,097.11) =====	(2,537,181.66) =====	46.77 =====	(350,398.25) =====	(3,286,420.09) =====
*** PROJECTED FUND BALANCE ***	1,356,073.53 =====		4,992,891.87 =====			
*** END OF REPORT ***						

CITY OF JERSEY VILLAGE

PROPERTY TAX COLLECTION
REPORT

MARCH, 2017

Tax Collection System
Distribution Report - PROPERTY TAX
For Deposit Dates: 03/01/2017 thru 03/31/2017

Jurisdiction 0070 JERSEY VILLAGE

Year	Levy	Penalty Interest	Attorney	Adjustment Amount	Net Collections	Commissions (Excludes Attorney)	Net Payable	Disbursed to Jurisdiction	Disbursed to Attorneys
2016	74,288.50	3,382.16	0.00	0.00	77,670.66	0.00	77,670.66	77,670.66	0.00
2015	(121.11)	53.52	92.65	0.00	25.06	0.00	25.06	(67.59)	92.65
2014	98.69	0.00	0.00	0.00	98.69	0.00	98.69	98.69	0.00
Total:	\$74,266.08	\$3,435.68	\$92.65	\$0.00	\$77,794.41	\$0.00	\$77,794.41	\$77,701.76	\$92.65

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 03/01/2017 TO 03/31/2017
JURISDICTION: 0070 City of Jersey Village

	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----
YEAR 2016	00.742500	8,224,307.66	2,922
	-----	-----	-----

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2016	7,931,847.39	7,056.69	292,460.27	74,288.50	7,916,786.82	307,520.84	96.26	0.00
2015	67,982.76	490.03-	102,976.66-	121.11-	62,299.98-	27,306.08	78.03	0.00
2014	17,220.71	.00	11,318.78-	98.69	8,243.58-	14,145.51	39.68-	0.00
2013	11,801.76	.00	1,775.61-	0.00	756.42-	10,782.57	7.54-	0.00
2012	9,872.19	.00	371.25-	0.00	275.78-	9,776.72	2.90-	0.00
2011	11,352.50	.00	0.00	0.00	116.99	11,235.51	1.03	0.00
2010	14,282.05	.00	0.00	0.00	95.47	14,186.58	.67	0.00
2009	21,088.48	.00	0.00	0.00	144.02	20,944.46	.68	0.00
2008	8,154.80	.00	0.00	0.00	95.47	8,059.33	1.17	0.00
2007	4,797.05	.00	0.00	0.00	95.47	4,701.58	1.99	0.00
2006	4,997.50	.00	0.00	0.00	95.47	4,902.03	1.91	0.00
2005	2,398.86	.00	0.00	0.00	86.80	2,312.06	3.62	0.00
2004	1,361.02	.00	0.00	0.00	1.36	1,359.66	.10	0.00
2003	613.25	.00	0.00	0.00	1.36	611.89	.22	0.00
2002	637.88	.00	0.00	0.00	1.36	636.52	.21	0.00
2001	591.24	.00	0.00	0.00	1.36	589.88	.23	0.00
2000	872.11	.00	0.00	0.00	1.36	870.75	.16	0.00
1999	155.35	.00	0.00	0.00	1.36	153.99	.88	0.00
1998	14.48	.00	0.00	0.00	0.00	14.48		0.00
****	8,110,041.38	6,566.66	176,017.97	74,266.08	7,845,948.91	440,110.44		0.00

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TAX COLLECTION SYSTEM

PAGE: 1

TC298-M SELECTION: DEPOSIT

DEPOSIT DISTRIBUTION

INCLUDES AG ROLLBACK

REVERSALS DETAIL SCHEDULE

FROM: 03/01/2017 THRU 03/31/2017

JURISDICTION: 70 City of Jersey Village

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT
2015 RF170328	082-104-000-0020	201512	118.78-	0.00	0.00	0.00 18	118.78	0.00
2015 RF170328	082-104-000-0020	201512	0.00	0.00	0.00	0.00 18	118.78-	118.78-
2015 RF170328	107-441-000-0016	201604	0.00	0.00	0.00	0.00 18	412.09-	412.09-
2015 RF170328	107-441-000-0016	201604	371.25-	0.00	40.84-	0.00 18	412.09	0.00
	2015 TOTAL		490.03-	0.00	40.84-	0.00	0.00	530.87-
2016 RF170329	082-104-000-0020	201701	0.00	0.00	0.00	0.00 6	250.40-	250.40-
2016 RF170329	082-104-000-0020	201701	250.40-	0.00	0.00	0.00 6	250.40	0.00
2016 RF170329	082-106-000-0012	201701	0.00	0.00	0.00	0.00 6	371.25-	371.25-
2016 RF170329	082-106-000-0012	201701	371.25-	0.00	0.00	0.00 6	371.25	0.00
2016 QTR20170303	104-764-000-0016	201611	252.68	0.00	0.00	0.00 0	0.00	252.68
2016 QTR20170303	104-764-000-0016	201702	0.01	0.00	0.00	0.00 0	0.00	0.01
2016 QTR20170303	104-764-000-0016	201702	252.65	0.00	0.00	0.00 0	0.00	252.65
2016 RF170303	104-764-000-0016	201611	252.70-	0.00	0.00	0.00 0	252.70	0.00
2016 RF170303	104-764-000-0016	201611	0.00	0.00	0.00	0.00 0	252.70-	252.70-
2016 RF170303	104-764-000-0016	201702	236.14-	0.00	16.53-	0.00 0	252.67	0.00
2016 RF170303	104-764-000-0016	201702	0.00	0.00	0.00	0.00 0	252.67-	252.67-
2016 QTR20170306	105-870-000-0032	201702	64.16	0.00	0.00	0.00 0	0.00	64.16
2016 QTR20170306	105-870-000-0032	201702	276.27	0.00	19.34	0.00 0	0.00	295.61
2016 RF170306	105-870-000-0032	201702	0.00	0.00	0.00	0.00 0	359.78-	359.78-
2016 RF170306	105-870-000-0032	201702	340.44-	0.00	19.34-	0.00 0	359.78	0.00
2016 RF170329	112-884-000-0002	201612	0.00	0.00	0.00	0.00 6	371.25-	371.25-
2016 RF170329	112-884-000-0002	201612	371.25-	0.00	0.00	0.00 6	371.25	0.00
2016 RF170329	118-020-073-0052	201612	0.00	0.00	0.00	0.00 6	113.75-	113.75-
2016 RF170329	118-020-073-0052	201612	113.75-	0.00	0.00	0.00 6	113.75	0.00
2016 QTR20170306	126-106-001-0013	201702	1,161.95	0.00	0.00	0.00 0	0.00	1,161.95
2016 QTR20170306	126-106-001-0013	201702	1,248.89	0.00	87.42	0.00 0	0.00	1,336.31
2016 RF170306	126-106-001-0013	201702	0.00	0.00	0.00	0.00 0	2,498.26-	2,498.26-
2016 RF170306	126-106-001-0013	201702	2,454.55-	0.00	43.71-	0.00 0	2,498.26	0.00
2016 RF170329	127-250-007-0005	201701	371.25-	0.00	0.00	0.00 6	371.25	0.00
2016 RF170329	127-250-007-0005	201701	0.00	0.00	0.00	0.00 6	371.25-	371.25-
	2016 TOTAL		1,505.12-	0.00	27.18	0.00	0.00	1,477.94-
	YEAR 2015							
	REFUNDS		490.03-	0.00	40.84-	0.00	0.00	530.87-
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL		490.03-	0.00	40.84-	0.00	0.00	530.87-

City Council Meeting Packet for May 15, 2017

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
REVERSALS DETAIL SCHEDULE
FROM: 03/01/2017 THRU 03/31/2017
JURISDICTION: 70 City of Jersey Village

INCLUDES AG ROLLBACK

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT
	YEAR 2016							
	REFUNDS		1,505.12-	0.00	27.18	0.00	0.00	1,477.94-
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL		1,505.12-	0.00	27.18	0.00	0.00	1,477.94-
	ALL YEARS							
	REFUNDS		1,995.15-	0.00	13.66-	0.00	0.00	2,008.81-
	RETURNED ITEMS		0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS/REVERSALS		0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL		1,995.15-	0.00	13.66-	0.00	0.00	2,008.81-

General Fund
For the period ended April 30, 2017

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Property Taxes	5,927,843.00	5,927,843.00	5,673,446.53	95.71%	5,928,000.00
Electric Franchise Taxes	360,000.00	360,000.00	209,868.49	58.30%	360,000.00
Telephone Franchise	120,000.00	120,000.00	53,688.08	44.74%	120,000.00
Gas Franchise	25,000.00	25,000.00	12,835.04	51.34%	25,000.00
Cable TV Franchise	60,000.00	60,000.00	36,333.97	60.56%	60,000.00
Telecommunication	35,000.00	35,000.00	15,426.78	44.08%	35,000.00
City Sales Tax	1,900,000.00	1,900,000.00	1,820,860.68	95.83%	3,000,000.00
Sales TX-Reduce Property Taxes	950,000.00	950,000.00	910,430.32	95.83%	1,500,000.00
Mixed Drink Tax	35,000.00	35,000.00	17,242.34	49.26%	35,000.00
Fines Warrants & Bonds	837,700.00	837,700.00	614,827.97	73.39%	950,000.00
Fees & Charge for Services	368,950.00	368,950.00	221,551.06	60.05%	368,950.00
Licenses & Permits	103,700.00	103,700.00	97,776.26	94.29%	150,000.00
Interest Earned	45,000.00	45,000.00	51,774.80	115.06%	90,000.00
Interfund Activity	1,578,398.00	1,578,398.00	434,180.36	27.51%	1,578,398.00
Misc Revenue	20,000.00	20,000.00	109,020.63	545.10%	90,000.00
Other Agency Revenue	-	-	130,432.44	100.00%	131,000.00
Total Revenue	12,366,591.00	12,366,591.00	10,409,695.75	84.18%	14,421,348.00
Expenditures					
Administrative Service	645,950.00	695,950.00	298,277.40	42.86%	695,950.00
Legal/Other Services	594,471.00	2,194,471.00	524,325.16	23.89%	2,194,471.00
Info Technology	468,225.00	468,225.00	182,968.58	39.08%	468,225.00
Purchasing	21,000.00	21,000.00	9,405.93	44.79%	21,000.00
Accounting Services	301,650.00	301,650.00	165,188.26	54.76%	301,650.00
Customer Services	143,200.00	143,200.00	70,643.14	49.33%	143,200.00
Municipal Court	372,239.00	372,239.00	183,429.70	49.28%	372,239.00
Police Department	2,484,926.00	2,484,926.00	1,204,322.60	48.47%	2,484,926.00
Communications	729,594.00	737,784.00	295,335.52	40.03%	737,784.00
Fire Department	1,614,972.00	1,614,972.00	582,147.69	36.05%	1,614,972.00
Public Works	224,850.00	224,850.00	109,018.15	48.48%	224,850.00
Community Development	448,675.00	448,675.00	221,736.54	49.42%	448,675.00
Streets	1,146,746.00	1,217,246.00	554,980.82	45.59%	1,217,246.00
Building Maintenance	363,650.00	363,650.00	207,530.48	57.07%	363,650.00
Solid Waste	426,061.00	426,061.00	198,727.35	46.64%	426,061.00
Fleet Services	380,860.00	380,860.00	196,323.41	51.55%	380,860.00
Parks & Recreation	742,701.00	752,302.00	268,599.55	35.70%	752,302.00
Total Expenditures	11,109,770.00	12,848,061.00	5,272,960.28	41.04%	12,848,061.00

Utility Fund
For the period ended April 30, 2017

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Fees & Charge for Services	4,042,000.00	4,042,000.00	2,315,505.63	57.29%	4,200,000.00
Interest Earned	10,000.00	10,000.00	12,652.98	126.53%	20,000.00
Interfund Activity	-	-			
Miscellaneous Revenue	50,000.00	50,000.00	33,528.49	67.06%	60,000.00
Other Agency Revenue	-	-	-		170,000.00
Total Revenue	4,102,000.00	4,102,000.00	2,361,687.10	57.57%	4,450,000.00
Expenditures					
Water & Sewer	4,106,838.00	4,106,838.00	1,328,226.83	32.34%	4,106,838.00
Utility Capital Projects	1,845,000.00	1,845,000.00	279,346.88	15.14%	1,595,000.00
	-	-	-		-
Total Expenditures	5,951,838.00	5,951,838.00	1,607,573.71	27.01%	5,701,838.00

<i>No</i>	<i>Last Name</i>	<i>First Name</i>	<i>Date Info Requested</i>	<i>Description of Info Requested</i>	<i>Department Routed</i>	<i>Date Fwd to Dept</i>	<i>Date Received from Dept</i>	<i>Date Requestor Contacted</i>	<i>Amt</i>	<i>Date of Pick-up or Mailing</i>	<i>Open</i>	<i>Complete</i>	<i>AG Opinion</i>	<i>PROCESS TIME</i>
1	Sureshchandra	Suma	10/3/2016	Building Permits Issued from September 1, 2016 through September 30, 2016 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Danielle - PW	10/3/2016	10/5/2016	10/5/2016	\$0.00	10/05/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
2	Overall	Leah	10/4/2016	Commerical and Residential Building Permits 09-01-2016 thru 09-30-2016, including new construction, additions and remodels, tneant improvements, weimiing pools, electrical, and	Danielle - PW	10/4/2016	10/5/2016	10/5/2016	\$0.00	10/05/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
3	Harwood	Aleisha	10/5/2016	Commerical and Residential Building Permits 09-01-2016 thru 09-30-2016, including new construction, additions and remodels, tneant improvements, weimiing pools, electrical, and	Danielle - PW	10/5/2016	10/5/2016	10/5/2016	\$0.00	10/5/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
4	Kimball	Todd	10/5/2016	Segment 7 - Bid Tab	Lorri	10/5/2016	10/5/2016	10/5/2016	\$0.00	10/5/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
5	Rubenstein	Irv	10/6/2016	Report of purchasing records from 2016-05-27 to current	Isabel	10/6/2016	10/6/2016	10/6/2016	\$0.00	10/06/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
6	Arrajj	Shawn	10/6/2016	Financial Information in connection with the 2016-2017 Budget Year.	Isabel	10/6/2016	10/6/2016	10/6/2016	\$0.00	10/06/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
7	Durin	Peter	10/10/2016	List of commercial building contractors	Danielle - PW	10/10/2016	10/10/2016	10/10/2016	\$0.00	10/10/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
8	Magee	Ken	10/13/2016	Dannenbaum Contract	Lorri	10/13/2016	10/13/2016	10/13/2016	\$0.00	10/13/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
9	Montgomery	Diana	10/13/2016	17401-17427 & 17459-17497 Village Green Drive, HCAD: 1152050000001. Please provide copies of any open building or zoning code violations, the Certificates of Occupancy, any special use permits or variances issued and the approved site plan, if available.	Danielle - PW	10/13/2016	10/14/2016	10/14/2016	\$0.00	10/14/2016 via email	NO	YES		30 Minutes accumulated 30 minutes
10	Maloy	Mark	10/17/2016	Golf Course Financials	Isabel and Kimberly	10/18/2016	10/24/2016	10/24/2016	\$0.00	10/24/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
11	Thomas	Virgil	10/13/2016	Copy of Birth Certificate from Personnel File	Karen	10/13/2016	10/24/2016	10/24/2016	\$0.00	10/24/2016 via email	NO	YES		15 Minutes accumulated 15 minutes

12	Mijares	Nicole	10/20/2016	List of employees and salaries for 2015	Karen	10/20/2016	10/24/2016	10/24/2016	\$0.00	10/24/2016 via email	NO	YES		60 Minutes accumulated 60 minutes
13	Dowlearn	Grayson	10/27/2016	Site Assessment - 8805 Jones Road, Jersey Village, Texas 77065 - records pertaining to past call responses, complaints, and/or air/water/land monitoring activities in the area (within approximately 1,000 feet) of the subject property	Danielle & Mark	10/31/2016	10/31/2016	10/31/2016	\$0.00	10/31/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
14	Falke	Cathy	10/27/2016	Certificates of Occupancy for 17493, 17495, and 17497 Village Green Drive, occupied by Environmental Development Partners. 17495 would have been granted in 2001. 17497 would have been granted in 2012.	Danielle	10/31/2016	11/7/2016	11/7/2016	\$0.00	11/07/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
15	Turner	Wayne	10/28/2016	I am researching information for the two building commercial property located at 17401 and 17497 Village Green in Jersey Village, TX 77040. My request is for copies of any open violations for the property which were issued by the Fire Dept, Building Inspection Dept, Public Wks Dept, and Zoning Dept. I am also requesting a copy of the certificate of occupancy. Also, if there have been any inspections of the property by any of these departments within the past 12 months, may I have a copy of the inspection information?	Danielle & Mark	10/31/2016	11/8/2016	11/8/2016	\$0.00	11/08/2016 via email	NO	YES		5 hours accumulated time 5 hours
16	Harwood	Aleisha	11/1/2016	Commerical and Residential Building Permits 10-01-2016 thru 10-31-2016, including new construction, additions and remodels, tneant improvements, weimiing pools, electrical, and	Danielle	11/1/2016	11/1/2016	11/1/2016	\$0.00	11/01/2016 via email	NO	YES		15 Minutes accumulated 30 minutes
17	Alvarez	Carlos	11/1/2016	Foundation Repair Permit for 16217 Jersey Drive, Jersey Village, Texas	Danielle	11/1/2016	11/3/2016	11/3/2016	\$0.00	11/3/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
18	Overall	Leah	11/2/2016	Commerical and Residential Building Permits 10-01-2016 thru 10-31-2016, including new construction, additions and remodels, tneant improvements, weimiing pools, electrical, and	Danielle	11/2/2016	11/3/2016	11/3/2016	\$0.00	11/3/2016 via email	NO	YES		15 Minutes accumulated 30 minutes
19	Sureshchandra	Suma	11/3/2016	Building Permits Issued from October 1, 2016 through October 31, 2016 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Danielle	11/3/2016	11/3/2016	11/3/2016	\$0.00	11/3/2016 via email	NO	YES		15 Minutes accumulated 30 minutes
20	Lappie	John	11/7/2016	Jersey Village Election History	Lorri	11/7/2016	11/7/2016	11/7/2016	\$0.00	11/07/2016 via email	NO	YES		15 Minutes accumulated 15 minutes

21	Haley	Lee	11/7/2016	Request for Copy of Home Owner Objection for JV Baptist Church Variance Request - Meeting held October 31, 2016	Lorri	11/7/2016	11/7/2016	11/7/2016	\$0.00	11/07/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
22	Ellison	Evan	11/7/2016	Certificate of Occupancy for 17423 Village Green Dr, Jersey Village, IX 77040	Danielle	11/7/2016	11/8/2016	11/8/2016	\$0.00	11/08/2016 via email	NO	YES		15 Minutes accumulated 15 minutes
23	Williams	Katherine	11/7/2016	Re: H & M Leasing, 7777 Wright Road, Houston 77041: 1. Building Dept: Building Permits/COO, Building Code Violations, Permits for UST/AST, oil/water separators, or septic systems. 2. Fire Dept: Fire Code Violations, Fires in the past 5 years, Permits for flammable materials, Reported spill/releases of hazardous materials. 3. Public Works Dept: Date of water connection, Date of sewer connection. Special sewer discharge permits if any.	Danielle and Mark	11/7/2016	11/8/2016	11/8/2016	\$0.00	11/08/2016 via email - ADDRESS OUTSIDE CITY	NO	YES		15 Minutes accumulated 15 minutes
24	Asfa	Cynthia	11/14/2016	List of homes in JV that do not comply with regulations - example abandoned homes	Gordon	11/14/2016	11/15/2016	11/15/2016	\$0.00	11/15/2016 via email - NO INFO	NO	YES		15 Minutes accumulated 15 minutes
25	Butler	Jeff	11/29/2016	A listing of all City of Jersey Village full time employees' first, middle and last names including their title/position, primary location, email address, date of birth, date of hire, and salary. Please provide this information in an electronic format such as Excel or .csv format	Karen & Bob	11/29/2016	12/5/2016	12/5/2016	\$0.00	12/05/2016 sent email adds via mail and email	NO	YES	02/15/2017 received AG Opinion - Withhold Info.	
26	Harwood	Aleisha	12/1/2016	Commerical and Residential Building Permits 11-01-2016 thru 11-30-2016, including new construction, additions and remodels, tneant improvements, weiming pools, electrical, and	Danielle	12/1/2016	12/2/2016	12/5/2016	\$0.00	12/05/2016 via email	NO	YES		15 Minutes accumulated 45 minutes
27	Overall	Leah	12/1/2016	Commerical and Residential Building Permits 11-01-2016 thru 11-30-2016, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	12/1/2016	12/2/2016	12/5/2016	\$0.00	12/05/2016 via email	NO	YES		15 Minutes accumulated 45 minutes
28	Sureshchandra	Suma	12/5/2016	Building Permits Issued from November 1, 2016 through November 30, 2016 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Danielle	12/5/2016	12/5/2016	12/5/2016	\$0.00	12/05/2016 via email	NO	YES		15 Minutes accumulated 45 minutes
29	Callier	Megan	12/5/2016	All public information in the personnel file for Officer Troy Binford regarding; (1) all notices, findings of discipline, and/or letters of reprimand; (2) any · witness statements; (3) all public documents in the Office of internal Affairs; and (4) any complaints.	Karen and Deb	12/5/2016	12/13/2016	12/13/2016	\$6.40 paid	12/13/2016 via mail	NO	YES	12/28/2016 Ruling from AG Withhold Info	4 hours Accumulated time 4 hours

30	McBain	Joe	12/7/2016	INTRA - or INTERGOVERNMENTAL TRANSFER - Performance Evaluation - Emails from Mark Bitz 01/14/2016 and 01/16/2016 - Resignation Letter status change form	Karen	12/7/2016	12/7/2016	12/7/2016	\$0.00	12/07/2016 Hand Delivered by HR	NO	YES		15 Minutes accumulated 15 minutes
31	Dinn	Amy	12/13/2016	Any and all (1) copies of applications for building permits, (2) copies of building permits obtained, and (3) copies of approved construction plans related to any application for building permits submitted for 15913 Lakeview Drive, Jersey Village, Texas 77040 submitted from March 1, 2015 through November 15, 2016.	Danielle	12/13/2016	12/13/2016	12/14/2016	\$0.00	12/14/2016 via email - No Informaiton	NO	YES		15 Minutes accumulated 15 minutes
32	Tim	Neeley	12/14/2016	1. Listing of all active Public Improvement Districts (PIDs) within the City and 2. Public Improvement District creation ordinance for each active Public Improvement District (PID) in the City.	Christian	12/15/2016	12/15/2016	12/15/2016	\$0.00	12/15/2016 via email - No Information	NO	YES		15 Minutes accumulated 15 minutes
33	Harwood	Aleisha	1/3/2017	Commerical and Residential Building Permits 12-01-2016 thru 12-31-2016, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	1/3/2017	1/3/2017	1/3/2017	\$0.00	01/03/2017 via email	NO	YES		15 Minutes accumulated 60 minutes
34	Biederstadt	Mike	12/27/2016	All existing or proposed plans for 18106 NW Freeway, 17330 NW Freeway (Shopping Center), and 17342 NW Freeway (Valero Station).	Danielle	1/3/2017	Req. WITHDRAWN 01-10-2017	Req. WITHDRAWN 01-10-2017	\$0.00	Req. WITHDRAWN 01-10-2017	NO	YES		15 Minutes accumulated 15 minutes
35	Carpenter	Alyssa	1/4/2017	List of HOAs in Jersey Village	Lorri	1/4/2017	1/4/2017	1/4/2017	\$0.00	01/04/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
36	Overall	Leah	1/4/2017	Commerical and Residential Building Permits 12-01-2016 thru 12-31-2016, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	1/4/2017	1/4/2017	1/4/2017	\$0.00	01/04/2017 via email	NO	YES		15 Minutes accumulated 60 minutes
37	Espinoza	Jesus	1/4/2017	Original Plans at 15421 Shanghai Street	Danielle	1/4/2017	1/5/2017	1/5/2017	\$0.00	01/05/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
38	Smith	William	1/4/2017	Dangerous Building List, Dangerous House List, Code Violation List from 01/01/2016 to present.	Danielle	1/4/2017	1/4/2017	1/4/2017	\$0.00	01/04/2017 via email - NO Information	NO	YES		15 Minutes accumulated 15 minutes
39	Sureshchandra	Suma	1/5/2017	Building Permits Issued from November 1, 2016 through November 30, 2016 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Danielle	1/5/2017	1/5/2017	1/5/2017	\$0.00	1/05/2017 via email	NO	YES		15 Minutes accumulated 60 minutes
40	Warren	Bobby	1/12/2017	2016 Combination Forms	Lorri	1/13/2017	1/13/2017	1/13/2017	\$0.00	01/13/2017 via email	NO	YES		15 Minutes accumulated 15 minutes

41	Christopher	Christy	1/12/2017	<p>18106 Northwest Fwy, Jersey Village, TX 77065 - Parcel 716 Public Storage - Plans dated 3/30/1999 (Building E-1 addition) City approved date: 6/15/99 - Requesting: Sheet # A-1 and Sheet # A-2</p> <p>Public Storage - Plans dated 3/30/2010 (Office Remodel) Requesting: Sheet # A-1</p> <p>Public Storage - Plans dated 7/31/2014 (Building Revision due to Right of Way Acquisition) City Correspondence Letters Dated: 8/4/2014 & 8/11/2014 Requesting: Alta Survey page 1, page 2 and page 3, Sheet # SP-2, Sheet # A-1, Sheet # A-2, Sheet # A-3 and Sheet # D-101 The documents needed for parcel 728 are listed below. (Melissa Ferringer's case)</p> <p>17342 Northwest Fwy, Jersey Village, TX 77040 - Parcel 728 Valero Station – Two Loose Sheets - Requesting: Greenleaf Survey dated 1/29/2016 1 page, Property Site Plan, not dated</p> <p>Valero Station – Property remodel to existing Circle K dated 3/1/2016 Requesting: Cover Sheet, Sheet # C1.1, Sheet # A1.0, Sheet # A1.1, Sheet # E1.0, Sheet # E1.0</p>	Lorri	1/13/2017	1/13/2017	1/13/2017	\$0.00	1/13/2017 via inter-governmental transfer of records	NO	YES		15 Minutes accumulated 15 minutes
42	Overall	Leah	1/13/2017	Commerical and Residential Building Permits 01-01-2016 thru 03-31-2016, including new construction, additions and remodels, tenant improvements, swimming pools, electrical, and mechanical.	Danielle	1/13/2017	1/16/2017	1/16/2017	\$0.00	01/16/2017 via email	NO	YES		15 Minutes accumulated 75 minutes
43	Matthews	James	1/16/2017	I would like to review any and all records you have for the property located at 18800, 18900, 18990 Northwest Freeway (US Highway 290) and 9110 Eldridge also known as Lonestar Chevrolet through the departments: Public Works: building permits; Planning & Zoning: Certificate of Certificate of Occupancies/ violations/ zoning permits/ Activity use limitations; and Fire Department: hazardous material spills/fires/USTs/environmental concerns	Danielle, Mark, James, and Gordon	1/16/2017	1/18/2017	1/18/2017	\$0.00	01/18/2017 via email	NO	YES		2 hours accumulated 2 hours
44	Warren	Bobby	1/17/2017	01-16-2017 City Council Meeting Audio	Bob	1/18/2017	1/18/2017	1/18/2017	\$0.00	1/18/2017 via email	NO	YES		15 Minutes accumulated 45 minutes
45	Warren	Bobby	1/17/2017	01/16/2017 City Manager's Report	Lorri	1/17/2017	1/17/2017	1/17/2017	\$0.00	01/17/2017 via email	NO	YES		15 Minutes accumulated 30 minutes
46	Pinkard	Robert	1/17/2017	Electric Contract	Lorri	1/17/2017	1/17/2017	1/17/2017	\$0.00	01/17/2017 via email	NO	YES		15 minutes accumulated 15 minutes
47	Zurawski	Karen	1/24/2017	2017 Applications for Place on Ballot, Election History, and Charter Provisions for term limits	Lorri	1/24/2017	1/24/2017	1/24/2017	\$0.00	1/24/2017 via email	NO	YES		30 Minutes accumulated 30 minutes
48	Guarnere	Leighton	1/24/2017	Payroll Information on City Employees	Karen	1/24/2017	1/30/2017	1/30/2017	\$0.00	1/30/2017	NO	YES		30 Minutes accumulated 30 minutes
49	McNinch	Elisa	1/24/2017	Scope of foundation work performed at 15905 Acapulco	Danielle	1/24/2017	1/24/2017	1/24/2017	\$0.00	01/24/2017 via email	NO	YES		15 minutes accumulated 15 minutes

50	McKay	Robert	1/30/2017	Surveys for 16313 Lakeview and 16306 Congo.	Danielle	1/30/2017	1/31/2017	1/31/2017	\$0.00	01/31/2017 via email	NO	YES		15 minutes accumulated 15 minutes
51	Zurawski	Karen	1/31/2017	Candidate List	Lorri	1/31/2017	1/31/2017	1/31/2017	\$0.00	01/31/2017 via email	NO	YES		30 Minutes accumulated 45 minutes
52	Harwood	Aleisha	2/1/2017	Commerical and Residential Building Permits 01-01-2017 thru 01-31-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	2/1/2017	2/1/2017	2/1/2017	\$0.00	2/1/2017 via email	NO	YES		15 Minutes accumulated 75 minutes
53	Sureshchandra	Suma	2/1/2017	Building Permits Issued from 01-01-2017 thru 01-31-2017 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Danielle	2/1/2017	2/1/2017	2/1/2017	\$0.00	2/1/2017 via email	NO	YES		15 Minutes accumulated 75 minutes
54	Kramer	Justin	2/2/2017	An electronic copy of any and all employees for years of 2016, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.	Karen	2/2/2017	2/3/2017	2/6/2017	\$0.00	02/06/2017 via email	NO	YES		30 Minutes Accumulated 30 Minutes
55	Overall	Leah	2/6/2017	Commerical and Residential Building Permits 01-01-2017 thru 01-31-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	2/7/2017	2/7/2017	2/7/2017	\$0.00	02/07/2017 via email	NO	YES		15 Minutes accumulated 90 minutes
56	Broussard	Jesse	2/9/2017	Complete copy of Personnel File	Karen	2/10/2017	2/10/2017	2/13/2017	39.50 Paid	02/13/2017 Balance Not Going to AG picked up in person	NO	YES	02/13/2017 sent AG Request concerning TXLP on video No software - 04-27-2017 Received Opinion - Authorized to	2 hours and 30 minutes accumulated 2 hours and 30 minutes
57	Hughes	Simon H.	2/13/2017	Listing of pending lawsuits, excepting tax, condemnation, and expunction.	Lorri and Karen	2/13/2017	2/14/2017	2/14/2017	\$0.00	02/14/2017 via email	NO	YES		30 Minutes Accumulated 30 Minutes

58	Hughes	Simon H.	2/15/2017	Copies of atty bills and other documents from the four (4) pending cases requested in PIR #57	Olson&Olson	2/15/2017	AG Opinion being handled by O&O	3/1/2017	\$37.50 Pd via CK #1969	03/01/2017 via email by Olson and Olson	NO	YES	Request Closed via Scope Agreement before sending to AG	2.5 hours
59	Middaugh	Mark	2/16/2017	Request for Business Licenses issued within the past 30 days	Danielle	2/16/2017	2/16/2017	2/16/2017	\$0.00	02/16/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
60	Rubenstein	Irv	2/20/2017	Report of purchasing records from 2016-05-27 to current	Isabel	2/20/2017	2/20/2017	2/20/2017	\$0.00	02/20/2017 via email	NO	YES		15 Minutes accumulated 30 minutes
61	Ochs	Bruce	2/20/2017	Work Orders for work being done on Rio Grande and Village on March 29, 2016.	Kimberly and Kevin	2/20/2017	2/20/2017	2/20/2017	\$0.00	02/20/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
62	Arrajj	Shawn	2/20/2017	Candidate Filings	Lorri	2/20/2017	2/20/2017	2/20/2017	\$0.00	2/20/2017 via email	NO	YES		15 Minutes accumulated 30 minutes
63	Harper	CJ	2/21/2017	May 2016 Combination Forms for both EV and ED	Lorri	2/21/2017	2/21/2017	2/21/2017	\$0.00	02/21/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
64	Warren	Bobby	2/21/2017	Council Audio - February 20, 2017 City Council Meeting	Lorri	2/21/2017	2/21/2017	2/21/2017	\$0.00	2/21/2017 via email	NO	YES		15 Minutes accumulated 60 minutes
65	Darlow	Michael	2/21/2017	1. Copy of the existing contract between the city and Linebarger, 2. Copy of the termination letter sent by the city to Linebarger, 3. Copy of any collection reports given to the city by Linebarger within the last 60 days, 4. Copy of any and all proposed collection contracts submitted to the city by Linebarger within the last 30 days, 5. Any reports that would show how much money is owed to the city on outstanding warrants/citations as of February 1, 2017 and any aging reports of the outstanding receivables.	Lorri/Paul Olson &Olson	2/23/2017	AG Opin being handled by O&O				YES	NO		
66	Brown	Mike	2/22/2017	Vote on "In God We Trust" 02-20-2017 item	Lorri	2/22/2017	2/22/2017	2/22/2017	\$0.00	02/22/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
67	Rogers	Travis	2/24/2017	All building and permits pulled within past 3 years for 16001 Acapulco Drive	Danielle	2/24/2017	2/27/2017	2/27/2017	\$0.00	2/27/2017	NO	YES		15 Minutes accumulated 15 minutes
68	Harwood	Aleisha	3/1/2017	Commerical and Residential Building Permits 02-01-2017 thru 02-28-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	3/1/2017	3/1/2017	3/2/2017	\$0.00	3/2/2017 via email	NO	YES		15 Minutes accumulated 90 minutes

69	Sureshchandra	Suma	3/1/2017	Building Permits Issued from 02-01-2017 thru 02-28-2017 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Danielle	3/1/2017	3/1/2017	3/2/2017	\$0.00	3/2/2017 via email	NO	YES		15 Minutes accumulated 90 minutes
70	Levine	Burt	3/2/2017	Campaign Finance Reports for Current City Council Members for the past three (3) Years	Lorri	3/2/2017	3/6/2017	3/6/2017	\$0.00	03/06/2017 via email	NO	YES		25 Minutes accumulated 25 Minutes
71	Dicken	Dawn	3/6/2017	Roofing or building permits needed for a roof replacement/repair for 16009 Wall Street for year 2007-2017.	Danielle	3/6/2017	3/6/2017	3/6/2017	\$0.00	03/06/2017 via email	NO	YES		15 Minutes accumulated 15 Minutes
72	Salvaggio	MaryBess	3/6/2017	Copy of All Plans for 15314 Glamorgan From 1999 to present that are on file.	Danielle	3/6/2017	Sent request for AG Opinon 03-10-2017				YES	NO	Sent request for AG Opinon 03-10-2017	
73	Tang	Thanh	3/8/2017	List of HOA's	Lorri	3/8/2017	3/8/2017	3/8/2017	\$0.00	03/08/2017 via email	NO	YES		15 Minutes accumulated 15 Minutes
74	Erskien	Rod	3/13/2017	Proprietary Funds Financial Statements from the 1999-2006 CAFRs	Lorri/Isabel	3/13/2017	3/13/2017	3/13/2017	\$0.00	03/13/2017 via email	NO	YES		15 Minutes accumulated 15 Minutes
75	VanDenBosch	Linda	3/15/2017	Elevation Certificate for 15422 Leeds Lane	Danielle	3/15/2017	3/20/2017	3/20/2017	\$0.00	03/20/2017 via email	NO	YES		15 Minutes accumulated 15 Minutes
76	Glaser	David	3/16/2017	All previous construction, repair and remodel permits granted for the property located at 15306 Chichester, Jersey Village, Texas	Danielle	3/16/2017	3/20/2017	3/20/2017	\$0.00	03/20/2017 via email	NO	YES		15 Minutes accumulated 15 Minutes
77	Overall	Leah	3/20/2017	Commerical and Residential Building Permits 02-01-2017 thru 02-28-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	3/20/2017	3/20/2017	3/20/2017	\$0.00	03/20/2017 via email	NO	YES		15 Minutes accumulated 105 minutes
78	Gordon	Scott	3/20/2017	copy of the fully executed settlement agreement for the Waterline. The agreement is between Gordon NW Village, LP and the city	Lorri	3/20/2017	3/20/2017	3/20/2017	\$0.00	03/20/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
79	Wrye	Will	3/20/2017	Self- Storage Projects in JV over the past 2 years - CITY HAS NO RESPONSIVE INFORMATION	Danielle	3/21/2017	3/21/2017	3/21/2017	\$0.00	3/21/2017 via email	NO	YES		15 Minutes accumulated 15 minutes

80	Layne	Greg	3/21/2017	(a.) All responses to the 2/24/2017 RFP for Municipal Court collection services, (b.) All evaluation scores and notes related to the 2/24/2017 RFP for Municipal Court collection services, (c.) Evaluation summary/summaries in reference to the 2/24/2017 RFP for Municipal Court collection services, (d.) A copy of the Municipal Court collection contract between the City of Jersey Village and Perdue Brandon Fielder Collins and Mott, LLP	Lorri	3/21/2017	3/21/2017	4/4/2017	\$0.00	04/04/2017 via email	NO	YES	O&O worked with Perdue and Lineberger to provide responsive information	15 Minutes accumulated 15 minutes
81	Glaser	April	3/21/2017	15306 Chichester -Documentation regarding follow up inspections of the master bathroom shower, tub and vanity by the plumbing inspector.	Danielle	3/22/2017	3/22/2017	3/22/2017	\$0.00	03/22/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
82	Warren	Bobby	3/23/2017	Council Audio - March 20, 2017 City Council Meeting	Lorri	3/23/2017	3/23/2017	3/23/2017	\$0.00	03/23/2017 via email	NO	YES		15 Minutes accumulated 75 minutes
83	Hanko	Lorna	3/27/2017	Phase I Environmental Site Assessment on the property located at 17430 Northwest Freeway in Jersey Village, Texas. Please search your records for the presence of underground or aboveground storage tanks, other storage of hazardous substances or petroleum products, leaks or spills of hazardous substances or petroleum products, or other environmental incidents at this location.	Mark & Danielle	3/27/2017	4/3/2017	4/3/2017	\$0.00	04/03/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
84	Harwood	Aleisha	4/3/2017	Commerical and Residential Building Permits 03-01-2017 thru 03-31-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	4/3/2017	4/3/2017	4/3/2017	\$0.00	04/03/2017 via email	NO	YES		15 Minutes accumulated 105 minutes
85	Sureshchandra	Suma	4/3/2017	Building Permits Issued from 03-01-2017 thru 03-31-2017 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information: - Permit Number - Construction Type (ie; Residential New, Commercial Remodel) - Permit Date - Job Value - Job Square Feet - Job Address - Owner Name - Owner Address - Owner Phone - Contractor Name - Contractor Address - Contractor Phone	Danielle	4/3/2017	4/3/2017	4/3/2017	\$0.00	04/03/2017 via email	NO	YES		15 Minutes accumulated 105 minutes
86	Brown	Michael	4/3/2017	2015-2016 Ordinance approving budget with CIP	Lorri	4/3/2017	4/3/2017	4/3/2017	\$0.00	04/03/2017 via email	NO	YES		15 minutes accumulated time 30 minutes
87	Pruessner	Becky	4/5/2017	Code Violations for 16113 Singapore Ln in Jersey Village	Gordon	4/5/2017	4/5/2017	4/5/2017	\$0.00	4/5/2017 via email	NO	YES		15 minutes accumulated time 15 minutes
88	Maloy	Mark	4/7/2017	Copy of audio for April 5, 2017 P&Z and CIAC Meetings	Lorri	4/7/2017	4/7/2017	4/7/2017	\$0.00	04/07/2017 via email	NO	YES		15 minutes accumulated time 15 minutes
89	Warren	Bobby	4/10/2017	Texas Ethics Commission issued forms filed by or on behalf of C.J. Harper with your office from January 1, 2014 through April 9, 2017	Lorri	4/10/2017	4/10/2017	4/10/2017	\$0.00	04/10/2017 via email	NO	YES		15 Minutes accumulated 90 minutes

90	Warren	Bobby	4/11/2017	Texas Ethics Commission issued forms I have completed and filed with your office since January 1, 2016.	Lorri	4/11/2017	4/11/2017	4/11/2017	\$0.00	04/11/2017 via email	NO	YES		15 Minutes accumulated 105 minutes
91	Mitcham	Andrew	4/17/2017	MASTER LICENSE AGREEMENT FOR WIRELESS FACILITIES AND POLES IN THE RIGHT-OF-WAY - Template	Lorri	4/17/2017	4/17/2017	4/17/2017	\$0.00	04/17/2017 via email	NO	YES		15 minutes accumulated time 15 minutes
92	Maloy	Mark	4/17/2017	Electronic copy of the April 5, 2017 CIAC Semi-annual Report and the PandZ 2017 Annual Report on implementing the Comp. Plan	Lorri	4/17/2017	4/17/2017	4/17/2017	\$0.00	04/17/2017 via email	NO	YES		15 minutes accumulated time 30 minutes
93	Warren	Bobby	4/18/2017	April 17, 2017 City Council Meeting Audio	Lorri	4/18/2017	4/18/2017	4/18/2017	\$0.00	04/18/2017 via email	NO	YES		15 Minutes accumulated 120 minutes
94	Overall	Leah	4/20/2017	Commerical and Residential Building Permits 03-01-2017 thru 03-31-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	4/20/2017	4/20/2017	4/20/2017	\$0.00	04/20/2017 via email	NO	YES		15 Minutes accumulated 120 minutes
95	Warren	Bobby	4/21/2017	Copies of all emails between Christian Somers and Berkshire Hathaway concerning Jersey Crossing from January 1, 2016 to present.	Christian	4/24/2017	4/26/2017	Sent to O&O for processing - Atty/Client Confidential	\$37.50		YES	NO	YES	
96	Harper	CJ	4/24/2017	Auditor Presentation on Jersey Meadows	Isabel	4/24/2017	4/24/2017	4/24/2017	\$0.00	04/24/2017 via email	NO	YES		15 Minutes accumulated 30 minutes
97	Ludy	Qasim	4/24/2017	Asbestos Resport for Public Storage 18106 Northwest Freeway	Danielle	4/24/2017	4/26/2017	4/26/2017	\$0.00	04/26/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
98	Seaman	Tara	4/24/2017	April 17, 2017 City Council Meeting Audio	Lorri	4/24/2017	4/24/2017	4/24/2017	\$0.00	04/24/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
99	Warren	Bobby	4/25/2017	April 24, 2017 Combination Forms from Early Voting	Lorri	4/25/2017	4/25/2017	4/25/2017	\$0.00	4/25/2017 via email	NO	YES		15 Minutes accumulated 135 minutes
100	Warren	Bobby	4/26/2017	April 25, 2017 Combination Forms from Early Voting	Lorri	4/26/2017	4/26/2017	4/26/2017	\$0.00	4/26/2017 via email	NO	YES		15 Minutes accumulated 150 minutes
101	Warren	Bobby	4/27/2017	April 26, 2017 Combination Forms from Early Voting	Lorri	4/27/2017	4/27/2017	4/27/2017	\$0.00	04/27/2017 via email	NO	YES		15 Minutes accumulated 165 minutes
102	Warren	Bobby	4/28/2017	April 27, 2017 Combination Forms from Early Voting	Lorri	4/28/2017	4/28/2017	4/28/2017	\$0.00	04/28/2017 via email	NO	YES		15 Minutes accumulated 180 minutes
103	Warren	Bobby	5/1/2017	April 28, 2017 and April 29, 2017 Combination Forms from Early Voting	Lorri	5/1/2017	5/1/2017	5/1/2017	\$0.00	05/01/2017 via email	NO	YES		15 Minutes accumulated 195 minutes
104	Harwood	Aleisha	5/1/2017	Commerical and Residential Building Permits 04-01-2017 thru 04-30-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Danielle	5/1/2017	5/1/2017	5/1/2017	\$0.00	05/01/2017 via email	NO	YES		15 Minutes accumulated 120minutes
105	Harper	CJ	5/1/2017	8 day prior to election finance report of Bobby Warren.	Lorri	5/1/2017	5/1/2017	5/1/2017	\$0.00	05/01/2017 via email	NO	YES		15 Minutes accumulated 45 minutes

[illegible]

MONTHLY REPORT – April 2017

Jersey Village Fire Department

EMERGENCY RESPONSES

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Fire/County	11	10	6	4									31
Fire/ETJ	1	3	4	3									11
Fire/JV	34	26	52	30									142
EMS/County	2	0	6	2									10
EMS/ETJ	3	2	4	0									9
EMS/JV	58	60	53	62									233
TOTAL	109	101	125	101									436
Transports	41	35	38	40									154
Aid received	4	3	1	0									8
Aid given	4	3	6	2									15

FIRE INSPECTIONS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Inspections	74	30	71	75									250

PUBLIC EDUCATION PROGRAMS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Programs	6	4	5	5									20
Audience	223	84	141	98									546

FIRE INVESTIGATIONS CONDUCTED

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	TOTAL
1	1	2	1									5

- Volunteer members of the department assisted the Jersey Village American Legion post 324 with their annual 5K Fun run.
- Citizens Fire Academy had their Field and Burn Day. They also had their graduation day on April 18 with a potluck dinner.
- We continue to give Girl Scout, preschool and church tours at the station.
- We also continue to have Fire drills at the Elementary and High School.
- The members also provided EMS for the Daisy Dash 5k Fun Run.

Respectfully submitted,
Mark Bitz
 Fire Chief/Fire Marshal

APRIL 2017

Communication Division Monthly Report

Date	CFS - PD	CFS - FD	911 Phone	License Plate	Driver's License	Criminal History	TCIC Messages	Day Total
1-Apr	106	6	30	87	75	9	2	315
2-Apr	70	3	13	47	69	6	1	209
3-Apr	83	4	31	51	44	5	1	219
4-Apr	96	5	23	75	45	4	5	253
5-Apr	74	4	16	61	40	1	1	197
6-Apr	72	5	23	48	35	5	11	199
7-Apr	94	2	25	75	69	6	6	277
8-Apr	95	2	26	84	97	8	1	313
9-Apr	66	2	33	58	75	8	0	242
10-Apr	74	2	19	56	47	6	4	208
11-Apr	43	3	21	32	23	3	2	127
12-Apr	47	3	38	32	22	7	0	149
13-Apr	55	2	22	39	31	4	2	155
14-Apr	79	4	19	63	52	6	1	224
15-Apr	80	9	29	69	70	8	0	265
16-Apr	62	5	16	53	59	7	5	207
17-Apr	70	5	30	36	43	5	0	189
18-Apr	59	2	26	36	33	3	4	163
19-Apr	90	4	24	80	57	4	5	264
20-Apr	75	1	22	56	49	4	0	207
21-Apr	80	4	18	60	46	10	3	221
22-Apr	58	2	19	43	52	6	2	182
23-Apr	62	5	21	46	58	5	0	197
24-Apr	51	6	20	40	43	4	5	169
25-Apr	66	0	32	44	42	2	1	187
26-Apr	57	4	21	42	39	9	0	172
27-Apr	68	0	15	50	37	7	0	177
28-Apr	70	7	37	54	60	8	0	236
29-Apr	89	3	30	54	55	6	4	241
30-Apr	46	2	20	34	35	11	7	155
Totals	2137	106	719	1605	1502	177	73	6319

Communications Supervisor Kimberly Flenoury passed away April 6th. Fort Bend County sent dispatchers to cover for our division so that everyone could attend Kimberly's funeral. TCO Rayne Herzog was promoted to Communications Supervisor on April 17th. TCO Stacy Jones completed her TCIC/NCIC Full Access class.

JERSEY VILLAGE POLICE DEPARTMENT

Criminal Investigation Division Report for April, 2017

Sex Crimes/Child Cases (3): Detectives investigated the following sex/child cases this month:

1. A missing juvenile from the 11000 block of Pleasant Colony was conducted. After a thorough investigation, detectives were able to locate the missing juvenile female in the city of Houston. The juvenile was a continual runaway, and was transported to a Child Protective Service program.
2. A report of a child sexual assault is currently being investigated from the 16200 block of Crawford. This case is ongoing, and is expected to be presented to the Harris County District Attorney's office for prosecution in the near future.
3. A reported sexual assault from the 16300 block of Crawford is under active investigation. A suspect has been identified, and the case will be presented to the Harris County District Attorney's Office for prosecution.

Assault Cases (0): no assault cases were investigated this month.

Property Crimes/Burglaries and Thefts:

Robbery (0): no robbery investigations were conducted this past month.

Vehicle Burglaries (1): vehicle burglaries were investigated in the following locations:

1. 12600 block of Seattle Slew, whereby approximately \$20.00 was taken from an unlocked vehicle inside of the apartment complex.

Home / Business Burglaries (5): The following structure burglaries were investigated:

1. An apartment in the 8600 block of Jones Road, whereby electronics were taken without permission. Detectives have located a cellular phone in a pawn shop that was taken in the burglary, and are investigating a suspect.
2. A residence in the 8300 block of Rio Grande, whereby someone took video games and a console from the unlocked garage where other adolescents play video games. The suspect left behind forensic evidence, which is being processed by the Harris County Sheriff's Department.
3. An apartment in the 11000 block of Pleasant Colony, where a large television was taken. Detectives have reviewed surveillance video and are actively investigating.
4. A business in the 17300 block of US 290, whereby someone forced open the back door and took the safe. Detectives have sent photographs of the suspects to other agencies in an attempt to identify them.
5. A business in the 17400 block of US 290, whereby clothes were taken after the suspects removed the front door glass to enter the building and thus by-pass the door alarm. The investigation is currently on-going, but detectives have learned that the phone lines to the alarm were inoperative the night of the burglary.

Thefts (4): the following general thefts were investigated:

1. The theft of a wallet from the exercise facility at an apartment complex in the 8600 block of Jones Road. Detectives obtained video of the suspect, and disseminated photographs of the suspect to all surrounding apartment complexes.
2. A suspect grabbed money from the cash register from the store located in the 17300 block of US 290. Detectives disseminated photographs of the suspect in an attempt to identify him, to no avail.
3. A theft report of license plates from the 11000 block of Pleasant Colony resulted in the case being classified as “unfounded”, as the theft occurred outside of Jersey Village.
4. The theft of a cellular phone from Sam’s Club was investigated, and detectives obtained video evidence of the suspect. At the time of this report, the suspect has not been identified.

Criminal Mischief (1): the following criminal mischief cases were investigated this month:

1. 11100 block of Pleasant Colony, whereby the complainant reported that someone damaged a window to her apartment, with no evidence of anyone making entry into the apartment. Detectives viewed video near the area of the crime, and was not able to identify that the crime had actually occurred. The complainant has since stated that an \$8000.00 bracelet is missing from the kitchen counter from inside of the apartment.

Stolen Vehicles (2): The following stolen vehicles were investigated this month:

1. 18800 block of US 290, whereby a pre-owned vehicle was found to be missing after a monthly inventory check at a car dealership, without any leads or video evidence.
2. 8600 block of Jones Road, where a vehicle was taken without any investigative leads, evidence, or video.

Identity Theft/Fraud (1): the following fraud cases were investigated this month:

1. A report of forged checks was investigated from the 16500 block of Village. Detectives learned that the forgeries were committed in another jurisdiction, and the case was referred to that agency.

Hit and Run Accidents (3): The following hit-and-run crashes were investigated this month:

1. 19000 block of US 290. Detectives were able to identify and charge the suspect with Failure to Stop and Give Information.
2. 8100 block of Jones Road. Detectives have identified the suspect and are expected to have criminal charges accepted in the near future.
3. 15700 block of Congo, whereby someone struck a mailbox and fled the scene without leaving the appropriate information. There were no investigative leads to follow.

Miscellaneous:

- Five (5) destruction orders were completed for found firearms in past cases.
- One-Hundred and Eighteen (118) new pieces of property and evidence were submitted into the Property Room.
- The property room was disinfected from ceiling to floor, and the carpet cleaned.
- A patrol officer participated in the CID Rotation program, whereby patrol officers learn the investigative techniques of detectives.
- A report of “shots fired” was conducted in the 17100 block of US 290, whereby several handgun shell casings were found in the road. As of the date of this report, detectives have been unable to identify a victim of a crime.

Training Report:

This past month our department trained officers in areas such as Taser usage, Intoxilyzer operator, fingerprinting and DNA collection.

Below is a summary of the training given to our employees this month:

<u>Date</u>	<u>Officer</u>	<u>Course</u>	<u>Hours</u>	<u>Notes</u>
4/7/2017	22	Intoxilyzer Operator	616	JVPD Academy
4/7/2017	Lerma	Basic Instructor Course	40	Lonestar
4/11/2017	3	Taser User Course	24	JVPD Academy
4/12/2017	McElhaney	Less than full access Course	8	Katy PD
4/13/2017	Hale	Marshal's Conference	32	San Marcos
4/13/2017	Pribble	NIMS ICS-300 Course	24	City of Houston Emergency Management
4/13/2017	5	Taser Recertification Course	20	JVPD Academy
4/18/2017	3	DIMS Charging Software Course	12	Harris County
4/18/2017	Deb Smith	Open Records Act	12	Austin, TX
4/19/2017	5	Photography	20	JVPD Academy
4/19/2017	5	Fingerprinting/DNA	20	JVPD Academy
		Total Training Hours for Month	828	

April 2017

	March 2017	April 2017
Warrants Executed	524	299
Warrants Issued	602	904
Letters Mailed	254	185
Phone Calls	1,712	1,254
Door Hangers	17	8
Arrests	5	3
Amount collected	\$102,833.81	\$68,104.38

232 Emails Sent (Reduces Letters Mailed Out)

3 Days Municipal Court Bailiff

4 Training Days (Out of Town)

1 Holiday Day

12 Total Days Warrants Worked

Jersey Village Police Department

Investigations / Calls-For-Service Report

December, 2017

MAJOR CRIME INDEX

TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Tots
VIOLENT CRIME:													
MURDER	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	1	1	0	0	0	0	0	0	0	0	0	2
AGG. ASSAULT	1	0	1	0	0	0	0	0	0	0	0	0	2
PROPERTY CRIME:													
BURGLARY-RESIDENCE	0	3	2	4	0	0	0	0	0	0	0	0	9
BURGLARY-BUSINESS	1	1	2	5	0	0	0	0	0	0	0	0	9
ALL THEFTS:	8	10	7	6	0	0	0	0	0	0	0	0	31
<i>From Vehicles</i>	2	3	3	1	0	0	0	0	0	0	0	0	9
<i>From Coin Machines</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
AUTO THEFTS	2	3	3	3	0	0	0	0	0	0	0	0	11
MAJOR CRIMES:	12	18	16	18	0	0	0	0	0	0	0	0	64

ARRESTS: (Only Highest Classified Charge Counted Per Arrest)													
MUNICIPAL MISD.(C)	38	49	42	33	0	0	0	0	0	0	0	0	162
MISDEMEANORS (A&B)	11	9	12	10	0	0	0	0	0	0	0	0	42
<i>Misd. Narcotic Arrests</i>	3	2	4	2	0	0	0	0	0	0	0	0	11
ALL FELONIES	2	6	8	14	0	0	0	0	0	0	0	0	30
<i>Fel. Narcotic Arrests</i>	1	3	5	9	0	0	0	0	0	0	0	0	18
ARRESTS NOT BOOKED	64	70	64	15	0	0	0	0	0	0	0	0	213
TOTAL ARRESTS:	115	134	126	72	0	0	0	0	0	0	0	0	447

Jersey Village Police Department

Investigations / Calls-For-Service Report

December, 2017

OTHER CALLS FOR SERVICE

TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Tots
ACCIDENTS:													
Accident Major	10	6	0	16	0	0	0	0	0	0	0	0	32
Accident Major Auto-Ped	0	7	0	0	0	0	0	0	0	0	0	0	7
Accident Major FSRA	0	0	0	0	0	0	0	0	0	0	0	0	0
Accident Minor	102	81	117	124	1	0	0	0	0	0	0	0	425
Accident Minor FSGI	27	19	37	10	0	0	0	0	0	0	0	0	93
MISDEMEANOR CRIMINAL INVESTIGATIONS													
Assault	4	8	11	8	0	0	0	0	0	0	0	0	31
Criminal Mischief	6	11	9	7	0	0	0	0	0	0	0	0	33
Disturbance	51	44	46	72	0	0	0	0	0	0	0	0	213
Terroristic Threat	12	2	3	2	0	0	0	0	0	0	0	0	19
Tresspass	0	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	0	0	0	0	0	0	0	0	0	0	0	0	0
Solicitor	20	15	12	13	0	0	0	0	0	0	0	0	60
City Ordinance Violation.	0	0	0	0	0	0	0	0	0	0	0	0	0
Warrant Service	30	46	34	37	0	0	0	0	0	0	0	0	147
POLICE ASSISTANCE													
911 Hang Up	4	0	4	1	0	0	0	0	0	0	0	0	9
Alarms	90	102	60	73	0	0	0	0	0	0	0	0	325
Welfare Check	47	54	38	34	0	0	0	0	0	0	0	0	173
Missing Person	0	0	0	0	0	0	0	0	0	0	0	0	0
Assist JVFD/EMS	0	0	0	0	0	0	0	0	0	0	0	0	0
Assist Other Agency	0	0	0	0	0	0	0	0	0	0	0	0	0
Assist Public	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Control	2	3	1	8	0	0	0	0	0	0	0	0	14
Crime Prevention	28	75	65	75	8	0	0	0	0	0	0	0	251
Multiple Unit Response	1	0	0	1	0	0	0	0	0	0	0	0	2
MISCELLANEOUS POLICE INVESTIGATIONS													
Abandoned Vehicle	6	3	4	5	0	0	0	0	0	0	0	0	18
Found Article	0	0	0	0	0	0	0	0	0	0	0	0	0
Found Bicycle	0	0	0	0	0	0	0	0	0	0	0	0	0
Humane	14	11	7	9	0	0	0	0	0	0	0	0	41
Information	0	0	0	0	0	0	0	0	0	0	0	0	0
Investigation	6	0	2	0	0	0	0	0	0	0	0	0	8

Jersey Village Police Department

Investigations / Calls-For-Service Report

December, 2017

Open Door/Window	48	29	55	56	2	0	0	0	0	0	0	0	190
Recovery - Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspicious Person/Vehicle	306	325	332	317	11	0	0	0	0	0	0	0	1291
Traffic Hazard	69	23	50	41	0	0	0	0	0	0	0	0	183
Other Misc. Calls-For-Service	860	789	931	795	13	0	0	0	0	0	0	0	3388
Other CFS Totals:	1742	1653	1818	1703	35	0	0	0	0	0	0	0	6951
Maj.Crime & CFS Tots:	1754	1671	1834	1721	35	0	0	0	0	0	0	0	7015

**Police Department Open Positions/
Recruitment April 2017**

As of April 30, 2017, the Jersey Village Police Department has one open Patrol Position.

<i>Last Name</i>	<i>First Name</i>	<i>Req Date</i>	<i>Description of Info Requested</i>	<i>Date Requestor Contacted</i>	<i>Amt</i>	<i>Date of Pick-up or Mailing</i>	<i>Open</i>	<i>Complete</i>	<i>AG Opinion</i>	<i>PROCESS TIME</i>
KALIDAS	HAMANT	4/3/2017	2 WEEKS OF TRAFFIC TICKETS ISSUED			4/7/17 VIA EMAIL	NO	YES		00 HRS 30 MIN ACCUMLATIVE 6 HRS 30 MIN
JENNINGS	CHASE	4/3/2017	VIDEO RECORDING OF TRAFFIC STOP 3/27/17@ 0656 OFFICER ZATZKIN	WITHHOLD VIDEO PER AG ON 4/24/17					4/7/2017	
LEXISNEXIS		4/3/2017	MONTH OF MARCH TRAFFIC CITATIONS ISSUED			4/7/17 VIA EMAIL	NO	YES		3 HRS 00 MIN ACCUMLATIVE 21 HRS 00 MIN
PENAFLOIDA	JOHN	4/5/2017	COPY OF ARREST 08-1619			4/7/17 VIA EMAIL	NO	YES		2 HRS 00 MIN ACCUMLATIVE 2 HRS 00 MIN
HOSANNA	MILES	4/7/2017	17-183 911 CALLS,CAD REPORT, IN CAR VIDEO AND PHOTOS, WITNESS STATEMENT, ARESTEE: NICHOLAS DELAO				NO		4/17/17 UNABLE TO REDACT COBAN	2 HRS 00 MIN ACCUMLATIVE 2 HRS 00 MIN
BAEZA	BIANCA	4/7/2017	15-5557 ALL RECORDINGS, DOCUMENTS, VIDEO FOOTAGE, AUDIO RECORDINGS, INVESTGATION NOTES, WITNESS STATEMENT ACCIDNET ON 4/23/15			4/17/17 VIA CCMR 7014212000010227 362	NO	YES		2 HRS 00 MIN ACCUMLATIVE 2 HRS 00 MIN
THUMA	LYNN	4/10/2017	COPY OF 17-5813			4/17/17 VIA EMAIL	NO	YES		2 HRS 00 MIN ACCUMLATIVE 2 HRS 00 MIN
KALIDAS	HAMANT	4/12/2017	2 WEEKS OF TRAFFIC TICKETS ISSUED			4/17/17 VIA EMAIL	NO	YES		00 HRS 30 MIN ACCUMLATIVE 7 HRS 00 MIN
KALIDAS	HAMANT	4/24/2017	2 WEEKS OF TRAFFIC TICKETS ISSUED			5/4/17 VIA EMAIL	NO	YES		00 HRS 30 MIN ACCUMLATIVE 7 HRS 30 MIN
ACARON-VELEZ	DIEGO	4/25/2017	17-7772 COPY OF REPORT			4/25/17 VIA PU	NO	YES		00 HRS 30 MIN ACCUMLATIVE 00 HRS 30 MIN
BOEKER	SHARON	4/26/2017	VIDEO OF TRAFFIC STOP 3/27/17				YES		5/4/2017	
LEXISNEXIS		5/2/2017	MONTH OF APRIL TRAFFIC CITATIONS ISSUDE			5/4/17 VIA EMAIL	NO	YES		3 HRS 00 MIN ACCUMLATIVE 24 HRS 00 MIN
CUTTER	BIANCA	5/3/2017	COPY OF 17-7930 W/PICTURES							

**CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COLLECTIONS**

	CITY PORTION			RESTRICTED FUND				STATE & OMNI & COLLECTIONS	
MONTH	CITY FINES	WARRANT COLLECTION	CITY PORTION OMNI FEES	COURT SEC. FUND	COURT TECH. FEE	JUDICIAL EFF. FEE	CHILD SAFETY	PORTION FEES	TOTAL COLLECTION
Jan	\$60,834.97	\$6,738.92	\$432.20	\$1,142.73	\$1,523.61	\$227.96	\$190.08	\$33,864.51	\$104,954.98
Feb	\$56,673.34	\$11,662.25	\$804.58	\$1,025.35	\$1,375.08	\$204.44	\$233.08	\$39,252.74	\$111,230.86
Mar	\$111,085.70	\$13,949.55	\$908.63	\$2,050.06	\$2,744.47	\$408.24	\$208.24	\$64,366.77	\$195,721.66
Apr	\$70,021.08	\$7,431.13	\$528.45	\$1,473.69	\$1,970.12	\$293.52	\$125.00	\$42,525.96	\$124,368.95
May									\$0.00
June									\$0.00
July									\$0.00
Aug									\$0.00
Sept									\$0.00
Oct									\$0.00
Nov									\$0.00
Dec									\$0.00
Totals	\$298,615.09	\$39,781.85	\$2,673.86	\$5,691.83	\$7,613.28	\$1,134.16	\$756.40	\$180,009.98	\$536,276.45

Municipal Courts
Activity Detail
April 1, 2017 to April 30, 2017
100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1
Court: Jersey Village

CRIMINAL CASES							
	Traffic Misdemeanors			Non-Traffic Misdemeanors			
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance	Total
Cases Pending 4/1/2017:							
<i>Active Cases</i>	9,859	64	0	130	819	131	11,003
<i>Inactive Cases</i>	14,826	18	0	102	3,683	38	18,667
Docket Adjustments	0	0	0	0	0	0	0
Cases Added:							
New Cases Filed	1,010	1	0	6	179	7	1,203
Cases Reactivated	238	1	0	2	84	2	327
All Other Cases Added	0	0	0	0	0	0	0
Total Cases on Docket	11,107	66	0	138	1,082	140	12,533
Dispositions:							
Dispositions Prior to Court Appearance or Trial:							
Uncontested Dispositions	258	1	0	5	25	2	291
Dismissed by Prosecution	189	1	0	2	56	5	253
Total Dispositions Prior to Court Appearance or Trial	447	2	0	7	81	7	544
Dispositions at Court Appearance or Trial:							
Convictions:							
<i>Guilty Plea or Nolo Contendere</i>	0	0	0	0	0	0	0
<i>By the Court</i>	0	0	0	0	0	1	1
<i>By the Jury</i>	2	0	0	0	0	0	2
Acquittals:							
<i>By the Court</i>	0	0	0	0	0	0	0
<i>By the Jury</i>	0	0	0	0	0	0	0
Dismissed by Prosecution	13	0	0	0	3	2	18
Total Dispositions at Court Appearance or Trial	15	0	0	0	3	3	21
Compliance Dismissals:							
After Driver Safety Course	57	---	---	---	---	---	57
After Deferred Disposition	49	0	0	0	0	2	51
After Teen Court	0	0	0	0	0	0	0
After Tobacco Awareness Course	---	---	---	---	0	---	0
After Treatment for Chemical Dependency	---	---	---	0	0	---	0
After Proof of Financial Responsibility	28	---	---	---	---	---	28
All Other Transportation Code Dismissals	168	0	0	0	0	0	168
Total Compliance Dismissals	302	0	0	0	0	2	304
All Other Dispositions	1	0	0	0	3	0	4
Total Cases Disposed	765	2	0	7	87	12	873
Cases Placed on Inactive Status	606	1	0	9	215	0	831
Cases Pending 4/30/2017:							
<i>Active Cases</i>	9,736	63	0	122	780	128	10,829
<i>Inactive Cases</i>	15,194	18	0	109	3,814	36	19,171
Show Cause Hearings Held	50	0	0	0	2	0	52
Cases Appealed:							
After Trial	0	0	0	0	0	0	0
Without Trial	0	0	0	0	0	0	0

City Council Meeting Packet for May 15, 2017

Municipal Courts
Activity Detail
April 1, 2017 to April 30, 2017
100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1
Court: Jersey Village

CIVIL/ADMINISTRATIVE CASES	
	Total
Cases Pending 4/1/2017:	
<i>Active Cases</i>	0
<i>Inactive Cases</i>	0
Docket Adjustments	0
Cases Added:	
New Cases Filed	0
Cases Reactivated	0
All Other Cases Added	0
Total Cases on Docket	0
Dispositions:	
Uncontested Civil Fines or Penalties	0
Default Judgments	0
Agreed Judgments	0
Trial/Hearing by Judge/Hearing Officer	0
Trial by Jury	0
Dismissed for Want of Prosecution	0
All Other Dispositions	0
Total Cases Disposed	0
Cases Placed on Inactive Status	0
Cases Pending 4/30/2017:	
<i>Active Cases</i>	0
<i>Inactive Cases</i>	0
Cases Appealed:	
After Trial	0
Without Trial	0
JUVENILE/MINOR ACTIVITY	
	Total
Transportation Code Cases Filed.....	0
Non-Driving Alcoholic Beverage Code Cases Filed.....	0
Driving Under the Influence of Alcohol Cases Filed.....	0
Drug Paraphernalia Cases Filed.....	0
Tobacco Cases Filed.....	0
Truant Conduct Cases Filed.....	0
Education Code (Except Failure to Attend) Cases Filed.....	0
Violation of Local Daytime Curfew Ordinance Cases Filed.....	0
All Other Non-Traffic Fine-Only Cases Filed.....	0
Transfer to Juvenile Court:	
<i>Mandatory Transfer</i>	0
<i>Discretionary Transfer</i>	0
Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct).....	0
Held in Contempt by Criminal Court (Fined or Denied Driving Privileges).....	0
Juvenile Statement Magistrate Warning:	
<i>Warnings Administered</i>	0
<i>Statements Certified</i>	0
Detention Hearings Held.....	0
Orders for Non-Secure Custody Issued.....	0
Parent Contributing to Nonattendance Cases Filed.....	0

Municipal Courts
Activity Detail
April 1, 2017 to April 30, 2017
100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1
Court: Jersey Village

ADDITIONAL ACTIVITY		
	Number Given	Number Requests for Counsel
Magistrate Warnings:		
Class C Misdemeanors	0	---
Class A and B Misdemeanors	0	0
Felonies	0	0
		Total
Arrest Warrants Issued:		
Class C Misdemeanors		796
Class A and B Misdemeanors		0
Felonies		0
Capiases Pro Fine Issued		108
Search Warrants Issued		0
Warrants for Fire, Health and Code Inspections Filed		0
Examining Trials Conducted		0
Emergency Mental Health Hearings Held		0
Magistrate's Orders for Emergency Protection Issued		0
Magistrate's Orders for Ignition Interlock Device Issued		0
All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond		0
Driver's License Denial, Revocation or Suspension Hearings Held		0
Disposition of Stolen Property Hearings Held		0
Peace Bond Hearings Held		0
Cases in Which Fine and Court Costs Satisfied by Community Service:		
Partial Satisfaction		2
Full Satisfaction		0
Cases in Which Fine and Court Costs Satisfied by Jail Credit		33
Cases in Which Fine and Court Costs Waived for Indigency		3
Amount of Fines and Court Costs Waived for Indigency		\$ 1,000
Fines, Court Costs and Other Amounts Collected:		
Kept by City		\$ 79,650
Remitted to State		\$ 36,414
Total		\$ 116,064

City Council Meeting Packet for May 15, 2017

CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COURT ROOM ACTIVITIES

DATE	JUDGE/ PROSECUTOR	TOTAL CASES	NO SHOWED	% TO TOTAL	SHOWED	% TO TOTAL	PAYMENT PLAN	% TO TOTAL	DOCKET CLOSED	% TO TOTAL
<u>April 5, 2017</u> <u>AM Docket</u>										
	Judge Halick	239	50	21%	189	79%	16	8%	85	45%
<u>April 5, 2017</u> <u>PM Docket</u>	Brian/ Bret									
<u>April 12, 2017</u> <u>AM Docket</u>	Judge Halick	154	39	25%	115	75%	10	9%	46	40%
	Brian/Bret									
<u>April 12, 2017</u> <u>PM Docket</u>										
	Judge Brashear	133	3	2%	130	98%	4	3%	48	37%
<u>April 12, 2017</u> <u>PM Docket</u>	Brian									
<u>April 19, 2017</u> <u>AM Docket</u>	Judge Brashear	73	19	26%	54	74%	18	33%	43	80%
	Brian									
<u>April 19, 2017</u> <u>PM Docket</u>										
	Judge Brashear	220	67	30%	153	70%	15	10%	70	46%
<u>April 19, 2017</u> <u>PM Docket</u>	David									
<u>April 19, 2017</u> <u>PM Docket</u>	Judge Brashear	143	18	13%	125	87%	10	8%	47	38%
	Brian									
<u>April 26, 2017</u> <u>AM Docket</u>										
	Judge Brashear	23	2	9%	21	91%	5	24%	8	38%
<u>April 26, 2017</u> <u>AM Docket</u>	Brian									
<u>TOTAL</u>		985	198	20%	787	80%	78	10%	347	44%

City Council Meeting Packet for May 15, 2017

**CITY OF JERSEY VILLAGE
STOP SIGNS AND SPEEDING CITATIONS WITHIN THE RESIDENTIAL AREA
FOR THE MONTH OF APRIL 2017**

03030-01		4/13/2017 RAN STOP SIGN	JERSEY DRIVE
C0040975	-1	4/3/2017 RAN STOP SIGN	12400 SEATTLE SLEW
C0040962	-1	4/2/2017 RAN STOP SIGN - INTERSECTION	RIO GRANDE
C0040974	-1	4/3/2017 RAN STOP SIGN - INTERSECTION	16200 WALL
C0041046	-1	4/6/2017 RAN STOP SIGN - INTERSECTION	LAKEVIEW
C0041049	-1	4/6/2017 RAN STOP SIGN - INTERSECTION	AUSTRALIA
C0041130	-1	4/9/2017 RAN STOP SIGN - INTERSECTION	VILLAGE
C0041189	-1	4/13/2017 RAN STOP SIGN - INTERSECTION	LAKEVIEW
C0041298	-1	4/19/2017 RAN STOP SIGN - INTERSECTION	17300 VILLAGE GREEN
C0041334	-1	4/21/2017 RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0041389	-1	4/25/2017 RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0041419	-1	4/27/2017 RAN STOP SIGN - INTERSECTION	16000 WALL
C0041420	-1	4/27/2017 RAN STOP SIGN - INTERSECTION	CAPRI
C0041425	-1	4/27/2017 RAN STOP SIGN - INTERSECTION	VILLAGE
C0040989	-1	4/4/2017 SPEEDING 50 MPH in a 30 MPH zone	16100 JERSEY DR
C0041023	-1	4/5/2017 SPEEDING 40 MPH in a 30 MPH zone	16200 JERSEY
C0041088	-1	4/7/2017 SPEEDING 39 MPH in a 25 MPH zone	16200 LAKEVIEW
C0041190	-1	4/13/2017 SPEEDING 44 MPH in a 25 MPH zone	15400 PHILIPPINE
C0041257	-1	4/17/2017 SPEEDING 36 MPH in a 25 MPH zone	15700 SEATTLE
C0041299	-1	4/19/2017 SPEEDING 37 MPH in a 25 MPH zone	16400 LAKEVIEW
C0041301	-1	4/19/2017 SPEEDING 36 MPH in a 25 MPH zone	16400 LAKEVIEW
C0041303	-1	4/19/2017 SPEEDING 35 MPH in a 25 MPH zone	16400 LAKEVIEW
C0041461	-1	4/29/2017 SPEEDING 37 MPH in a 25 MPH zone	15400 PHILIPPINE
C0041050	-1	4/6/2017 SPEEDING IN SCHOOL ZONE 30 MPH in	15700 CONGO
C0041275	-1	4/18/2017 SPEEDING IN SCHOOL ZONE 30 MPH in	15800 CONGO
C0041276	-1	4/18/2017 SPEEDING IN SCHOOL ZONE 31 MPH in	15800 CONGO
C0041323	-1	4/20/2017 SPEEDING IN SCHOOL ZONE 30 MPH in	15700 CONGO
C0041392	-1	4/25/2017 SPEEDING IN SCHOOL ZONE 30 MPH in	15700 CONGO
C0041427	-1	4/27/2017 SPEEDING IN SCHOOL ZONE 30 MPH in	15800 CONGO
C0041445	-1	4/28/2017 SPEEDING IN SCHOOL ZONE 30 MPH in	15700 CONGO

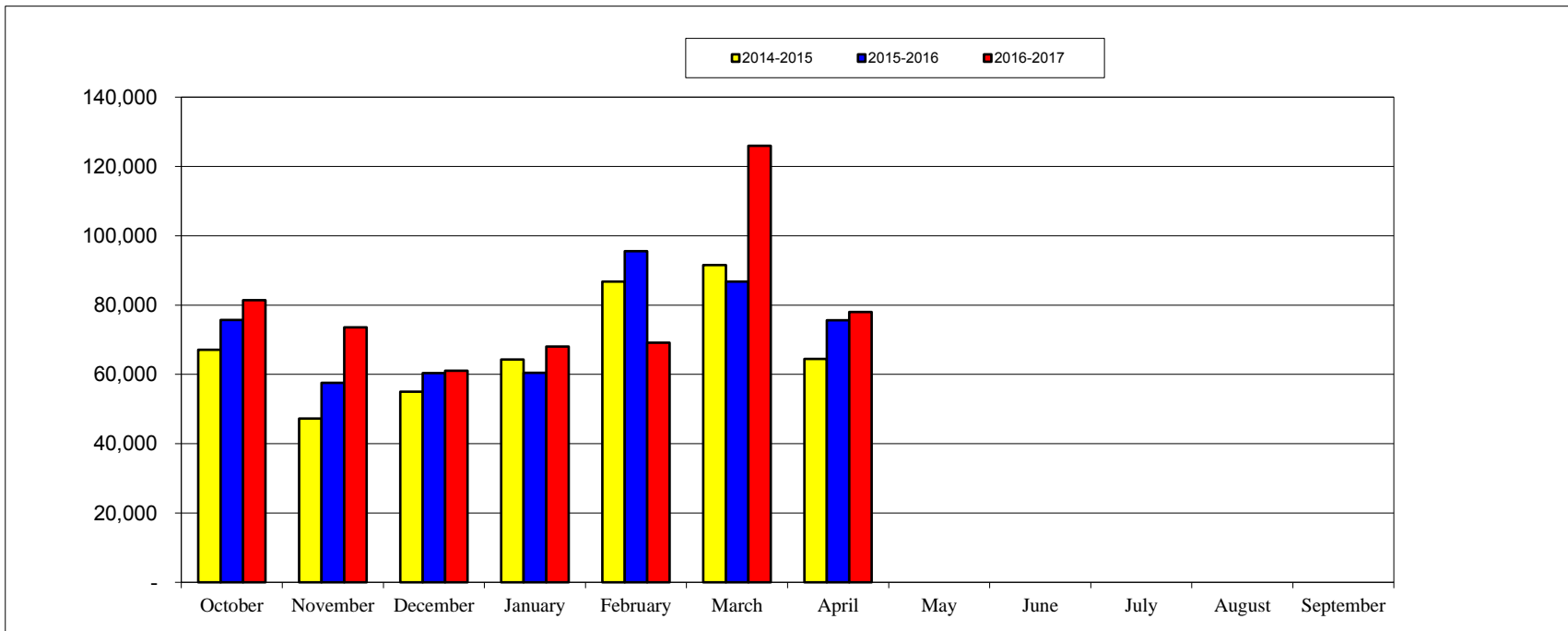
STOP SIGN :	14
SPEEDING:	16
TOTAL:	30

JERSEY VILLAGE MUNICIPAL COURT ACTIVITY REPORT

GENERAL PROCEEDS

FY 2014, 2015, 2016

	2014-2015	2015-2016	2016-2017
October	67,067	75,707	81,429
November	47,218	57,537	73,598
December	55,001	60,389	61,011
January	64,320	60,478	68,006
February	86,769	95,587	69,140
March	91,565	86,734	125,944
April	64,485	75,627	77,981
May			
June			
July			
August			
September			
FY Total	\$ 476,425	\$ 512,060	\$ 557,110
Average Per Month	\$ 68,061	\$ 73,151	\$ 79,587



CITY OF JERSEY VILLAGE PUBLIC WORKS DEPARTMENT 2017 YEARLY REPORT												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	WATER											
WATER PLANT #1 SEATTLE	0	0	0	0								
WATER PLANT #2 VILLAGE	.004	0	0.344	1.328								
WATER PLANT #3 WEST	0.187	0.84	0.822	0.76								
CITY OF HOUSTON (SEATTLE)	32.38	30.155	35.976	38.178								
INTERCONNECT(529)	0.097	0.046	0.045	0.038								
TOTAL(Million Gallons)	32.668	31.041	37.187	39.62								
MAX DAILY FLOW	1.363	1.717	1.593	1.773								
METER READS	3154	3166	3163	3169								
WATER OFF/ON	77	43	34	35								
METER ACCURACY TESTS	0	0	0	0								
MAIN BREAKS REPAIRED	0	0	0	0								
WATER LEAKS REPAIRED	3	1	6	4								
FIRE HYDRANTS SERVICED	0	0	0	22								
METER INSTALLATIONS	0	1	1	2								
SERVICE INSPECTIONS	0	0	0	0								
QUALITY	2	1	2	2								
PRESSURE	2	1	1	0								
SEWER COMPLAINTS	4	3	0	2								
	WHITE OAK BAYOU											
AVG. DAILY FLOW (EFFLUENT)	1.036	0.9151	0.9861	*								
JV PORTION	0.5065	0.3842	0.4321	*								
% OF PLANT	47.6%	27.9%	43.0%	*								
	GARBAGE											
Residential Customers	2130	2146	2144	2135								
Complaints	2	3	4	1								
	COMMUNITY DEVELOPMENT											
Plans Checked	14	24	23	14								
Sign Plan Reviews	0	0	3	0								
Permits Issued	109	83	121	96								
Inspections (Permit)	159	131	165	185								
Insp (Site)	2	0	1	1								
Conferences	9	4	5	6								
Certificate of Occupancy (Residential)	0	1	5	3								
Certificate of Occupancy (Commercial)	1	3	0	1								
Street/Sidewalk Repairs (in yards)	0	6	0	1								
Sign repairs	4	1	1	1								
	CODE ENFORCEMENT											
Violation Letters	17	22	35	24								
Red tags for ordinance violations	36	37	45	38								
Conferences	22	23	25	29								
Signs picked up-bandit and ROW signs	36	57	23	30								
Animals picked up	5	3	4	3								
Animals taken to HC	3	1	2	0								
Traps Issued	2	1	3	2								
	FLEET											
Work Orders	38	38	47	37								
Preventative Maintenance	12	4	8	6								
Unscheduled Repairs	14	20	23	14								
New Vehicle Set ups	2	0	0	0								

* - unavailable at this time

To: Austin Bleess
City Manager

May 8, 2017

From: Kevin T. Hagerich, MPA
Director of Public Works

Subject: Construction / Field Projects Update

1. Segment 7, US 290 Project: Water/Sewer Line Installation is complete.
2. DOT. Sound Wall right-of-entry sent received back from TxDOT. Working though to see if there are conflicts with CenterPoint.
3. Storm Water / Sewer Camera Project Underway
4. Long Term Recovery Update:
 - a. Updated website with current status / information.
 - b. Updated Meeting today. Pretty much finishing up Phase II items and working on Phase III items. Tentative Final Public Meeting 22 June 2017.
5. Meter Replacement Phase II: 622 replaced thus far.
6. Working with Michael from Jones & Carter on 2 aged

Jersey Meadow Golf Course
Monthly Report

FY 2016 - 2017													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,521	2,355	1,972	1,584	2,223	2,331	3,281						16,267
Tournament Rounds	771	472	325	341	336	549	473						3,267
Range buckets	1,783	1,256	968	632	991	1,279	1,412						8,321
Star Memberships	2,235.00	1,570.00	25.00	1,029.00	1,510.00	1,024.00	2,221.00						9,614
Green Fees	71,022.49	65,681.11	50,027.42	38,520.25	61,122.97	55,752.79	88,247.62						430,375
Tournament Fees	23,727.00	15,666.88	9,089.41	9,620.52	9,547.76	15,065.14	15,118.67						97,835
Range Fees	8,258.92	6,360.11	4,774.40	4,514.09	6,347.68	6,640.74	7,981.02						44,877
Club Rental	340.00	260.00	100.00	125.00	275.00	150.00	475.00						1,725
Sales of Merchandise	8,480.22	10,003.82	11,483.44	6,450.19	12,081.93	12,342.40	12,562.48						73,404
Concession Fees	3,607.96	2,907.70	2,282.52	1,852.88	2,529.79	3,058.07	4,267.45						20,506
Miscellaneous Fees	60.00	722.47	219.00	5,601.50	1,621.00	1,773.00	1,123.32						11,120
Total Income	\$117,731.59	\$103,172.09	\$78,001.19	\$67,713.43	\$95,036.13	\$95,806.14	\$131,996.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$689,457.13
Weather Totals	2 W	5 W/1CM/1H	4 W/2RO/1H	3 W/7RO	6W/1CM/1RO	3W/5RO/1CM	2W/1CM/3RO	10 TT					25W/18RO/4CM/2H
Income Per Round	\$35.08	\$35.94	\$33.95	\$34.64	\$36.55	\$32.91	\$34.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34.80
FY 2015 - 2016													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,839	2,010	1,964	2,015	2,397	2,561	2,433	2,911	2,591	3,012	1,874	2,215	28,822
Tournament Rounds	89	73	33		154	57	428	571	672	428	430	458	3,393
Range buckets	1,045	528	626	857	1,195	1,224	1,152	1,354	1,444	1,484	922	1,132	12,963
Star Memberships	2,320.00	1,840.00	2,160.00	2,720.00	3,200.00	2,880.00	3,120.00	3,195.00	4,105.00	4,720.00	1,680.00	2,765.00	34,705
Green Fees	81,461.98	58,415.91	56,870.74	61,260.67	71,371.18	78,811.81	77,316.60	88,465.87	74,355.72	88,449.72	49,618.51	60,651.53	847,050
Tournament Fees	3,507.47	3,480.00	1,600.50		5,307.31	2,457.42	13,699.36	17,393.71	19,728.37	13,160.39	12,453.56	13,837.02	106,625
Range Fees	6,099.17	3,205.02	3,985.47	4,891.36	7,045.93	6,953.50	7,080.21	6,496.23	6,269.88	7,647.03	4,584.13	6,253.36	70,511
Sales of Merchandise	5,520.79	4,143.21	4,484.56	3,588.10	4,733.45	7,385.19	7,318.89	7,988.63	10,044.66	11,428.74	8,048.85	7,391.68	82,077
Concession Fees	3,615.16	2,390.07	2,115.33	2,117.89	2,454.64	2,951.94	3,371.51	4,035.94	3,650.00	3,548.87	2,127.83	2,529.94	34,909
Miscellaneous Income	3,946.41	1,958.57	2,801.66	1,458.15	3,350.88	2,642.18	797.99	75.00	625.00	4,181.00	165.00	45.00	22,047
Total Income	\$106,470.98	\$75,432.78	\$74,018.26	\$76,036.17	\$97,463.39	\$104,082.04	\$112,704.56	\$127,650.38	\$118,778.63	\$133,135.75	\$78,677.88	\$93,473.53	\$1,197,924.35
Weather Totals	5 rain	7 rain/1 closed	8 rain/1 closed	6 rain	3 rain	5 rain	6 rain/2 closed	1 A/1 RO/5 rain	1 RO/ 6 rain	2 rain	2 RO / 12 rain	5 rain	74 R / 1 A / 4 closed
Income Per Round	\$35.57	\$35.33	\$35.98	\$36.39	\$36.95	\$38.66	\$38.30	\$35.74	\$35.14	\$37.33	\$33.42	\$33.94	\$36.11
FY 2014-2015													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,309	2,227	1,938	1,741	1,857	2,353	2,787	2,175	2,559	3,101	2,683	2,788	29,518
Tournament Rounds	282	72	9	82	88	122	86	427	282	24	150	40	1,664
Range buckets	1,205	641	514	662	828	747	1,054	570	828	1,119	1,022	1,038	10,228
Star Memberships	2,800.00	1,440.00	2,480.00	3,200.00	3,280.00	3,760.00	4,560.00	4,160.00	5,040.00	5,280.00	3,040.00	3,630.00	42,670
Green Fees	93,432.44	65,090.39	52,482.91	50,493.14	55,649.84	67,830.42	82,135.12	69,453.93	73,951.39	89,770.24	79,091.67	82,386.10	861,768
Tournament Fees	11,123.00	2,937.00	387.00	3,529.00	3,129.71	4,620.00	4,300.00	13,300.96	8,646.00	1,212.00	5,491.00	2,000.00	60,676
Range Fees	7,330.62	3,963.32	3,113.21	3,748.13	5,169.54	4,715.30	6,622.06	3,757.32	5,067.31	6,489.92	5,983.85	6,385.83	62,346
Sales of Merchandise	7,737.66	6,531.42	5,201.81	3,940.79	3,821.79	5,315.21	6,723.45	6,429.09	7,312.73	6,651.59	6,020.07	8,047.46	73,733
Concession Fees	5,320.35	2,303.14	1,699.47	1,673.08	2,006.87	2,573.29	3,161.08	3,508.66	2,945.26	3,050.58	2,780.99	2,863.49	33,886
Miscellaneous Income	6,978.24	1,694.18	3,203.26	2,857.26	3,025.80	2,979.57	3,634.69	3,312.38	5,031.37	9,249.57	3,373.41	6,628.33	51,968
Total Income	\$134,722.31	\$83,959.45	\$68,567.66	\$69,441.40	\$76,083.55	\$91,793.79	\$111,136.40	\$103,922.34	\$107,994.06	\$121,703.90	\$105,780.99	\$111,941.21	\$1,187,047.06
Weather Totals	3 rain	8 rain/1 closed	8 rain/1 closed	15 weather days	8 weather days	9 rain	8 rain	14 rain	7 rain	1 rain	4 rain	8 rain	93/2
Income Per Round	\$36.74	\$35.89	\$33.94	\$36.34	\$37.43	\$35.57	\$37.10	\$38.34	\$36.24	\$37.26	\$36.27	\$38.30	\$36.70

Jersey Meadow Golf Course
Monthly Report

FY 2013 - 2014														
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals	
Rounds played	2,915	2,352	2,125	2,234	2,158	2914	3457	3175	3344	3,457	3,350	2,749	34,230	
Tournament Rounds	178	75	0	30	30	95	246	363	203	13	17	44	1,294	
Range buckets	1,088	698	720	912	900	842	1506	1307	1212	1,018	1,024	901	12,128	
Star Memberships	3,120.00	4,390.00	3,330.00	6,640.00	3,840.00	5,120.00	4,240.00	4,710.00	7,310.00	3,440.00	3,440.00	3,280.00	52,860	
Green Fees	78,645.99	63,957.07	54,503.69	59,507.83	61,185.05	83,182.58	100,859.16	89,579.55	95,691.73	97,238.07	97,159.65	76,287.19	957,798	
Tournament Fees	6,989.00	2,680.43	0.00	1,316.00	1,209.00	2,534.96	9,242.34	12,779.32	7,574.00	585.00	765.00	1,778.00	47,453	
Range Fees	6,647.62	4,336.49	4,162.33	5,026.01	5,483.68	5,532.44	9,420.71	8,235.84	7,269.11	6,702.15	6,660.53	5,748.74	75,226	
Sales of Merchandise	6,732.73	4,941.18	4,868.91	3,557.24	4,717.04	7,505.23	9,270.66	8,478.68	7,672.13	7,363.93	7,248.10	5,954.23	78,310	
Concession Fees	4,015.08	2,590.27	1,934.64	2,341.60	2,520.77	3,237.75	4,575.36	4,251.76	4,177.83	3,535.74	3,767.37	3,083.69	40,032	
Miscellaneous Income	6,106.08	3,660.45	5,745.04	3,590.43	3,913.54	6,608.67	8,326.80	7,177.72	7,189.39	10,967.77	8,019.90	6,743.05	78,049	
Total Income	\$112,256.50	\$86,555.89	\$74,544.61	\$81,979.11	\$82,869.08	\$113,721.63	\$145,935.03	\$135,212.87	\$136,884.19	\$129,832.66	\$127,060.55	\$102,874.90	\$1,329,727.02	
Weather Totals	6 rain	8 rain/1 closed	10 rain/1 closed	9 rain & freeze	12 weather days	8 rain/ice	2 rain	6 rain	6 rain	4 Rain	3 rain	7 rain	81/2	
Income Per Round	\$35.28	\$33.85	\$33.51	\$33.28	\$36.12	\$36.09	\$38.26	\$36.89	\$36.53	\$36.42	\$36.72	\$35.66	\$35.94	
FY 2012 - 2013														
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals	
Rounds played	3,018	2,701	2,244	1,888	2,550	3207	2986	3685	3335	3,481	3,654	2,915	35,664	
Tournament Rounds	252	138	0	156	92	179	440	90	350	0	82	40	1,819	
Range buckets	1,225	1,124	943	806	1180	1569	1345	1471	1206	1,262	1,355	1,008	14,494	
Star Memberships	4,350.00	4,050.00	4,230.00	4,880.00	3,660.00	6,850.00	4,510.00	5,280.00	6,030.00	4,150.00	4,640.00	3,455.00	56,085	
Green Fees	86,691.45	77,195.74	66,045.80	50,321.20	74,964.54	94,102.73	89,278.09	100,813.49	94,131.86	98,224.36	100,669.60	78,876.70	1,011,316	
Tournament Fees	8,655.62	5,338.38	0.00	4,745.00	2,760.00	2,766.50	15,348.30	3,910.50	12,267.00	0.00	3,755.00	1,350.00	60,896	
Range Fees	5,976.93	5,252.15	4,365.00	4,511.84	6,538.66	8,935.26	7,721.35	8,554.73	7,279.42	6,721.38	7,694.45	5,895.41	79,447	
Sales of Merchandise	8,211.11	6,279.45	5,291.47	5,096.26	7,156.90	6,303.31	7,527.24	9,687.40	8,406.51	7,139.90	8,140.62	6,834.45	86,075	
Concession Fees	4,346.28	3,229.36	2,428.81	2,219.61	2,973.60	3,707.31	4,715.23	4,243.94	4,231.43	3,478.68	3,953.92	3,033.14	42,561	
Miscellaneous Income	8,632.04	7,495.90	5,620.06	5,243.28	4,711.82	7,607.33	7,745.64	10,292.53	8,570.49	10,133.72	10,472.34	6,591.64	93,117	
Total Income	\$126,863.43	\$108,840.98	\$87,981.14	\$77,017.19	\$102,765.52	\$130,272.44	\$136,845.85	\$142,782.59	\$140,916.71	\$129,848.04	\$139,325.93	\$106,036.34	\$1,429,496.16	
Weather Totals	1 rain	2 rain/1 closed	6 rain/1 closed	11 rain	6 rain	1 rain	5 rain	3 rain/2 maint.	1 rain	8 rain	3 rain	4 rain	51/4	
Income Per Round	\$37.47	\$36.91	\$37.32	\$35.29	\$37.51	\$36.45	\$38.63	\$36.42	\$36.60	\$36.11	\$36.05	\$34.71	\$36.64	
FY 2011 - 2012														
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals	
Rounds played	3,197	2,584	2,384	2,523	1,930	3094	3742	3759	3335	3,037	3,316	3,149	36,050	
Tournament Rounds	252	220	0	71	119	58	456	311	301	115	21	109	2,033	
Range buckets	1,348	1,116	979	1137	689	1472	1821	1605	1467	927	1,191	1,227	14,979	
Star Memberships	3,450.00	2850.00	3420.00	4720.00	3215.00	5015.00	6740.00	5690.00	4950.00	3890.00	4847.00	3675.00	52,462	
Green Fees	86,961.06	75,789.86	66,383.52	70,031.71	49,635.21	86,204.47	109,812.57	101,462.44	96,117.30	84,902.59	89,724.88	87,838.57	1,004,864	
Tournament Fees	6,976.00	8,911.01	0.00	2,125.00	3,870.00	2,446.00	16,031.00	12,603.07	10,326.00	4,672.24	882.00	3,847.00	72,689	
Range Fees	6,802.86	5,318.24	4,844.98	5,507.43	3,280.61	7,335.68	9,617.08	7,870.86	7,048.26	5,095.15	5,629.80	6,001.17	74,352	
Sales of Merchandise	7,610.47	6,144.44	8,357.47	5,799.85	5,647.97	8,602.16	13,579.42	15,595.32	11,351.62	9,054.05	8,974.84	7,509.52	108,227	
Concession Fees	3,829.49	2,640.15	2,549.98	2,739.64	1,954.47	3,838.73	5,659.13	5,245.18	4,728.65	3,673.72	3,812.72	4,014.84	44,687	
Miscellaneous Income	7,053.00	6,609.23	8,529.79	7,177.18	8,492.85	9,448.03	10,858.82	11,964.72	14,350.84	8,464.58	10,883.66	10,891.51	114,724	
Total Income	\$122,682.88	\$108,262.93	\$94,085.74	\$98,100.81	\$76,096.11	\$122,890.07	\$172,298.02	\$160,431.59	\$148,872.67	\$119,752.33	\$124,754.90	\$123,777.61	\$1,472,005.66	
Weather Totals	1 rain	4 rain/1 closed	7 rain/1 closed	6 rain	8 rain	8 rain	3 rain	2 rain/2 maint.	4 rain	10 rain	3 rain	6 rain	62/4	
Income Per Round	\$34.57	\$37.59	\$38.03	\$36.00	\$35.57	\$37.40	\$39.44	\$38.02	\$39.58	\$36.76	\$35.93	\$36.86	\$37.27	

Jersey Meadow Golf Course
Monthly Report

FY 2010 - 2011													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,643	2,534	2,366	2,179	2,297	3312	3522	3690	3179	3,526	3,029	3,338	36,615
Tournament Rounds	294	68	20	22	77	176	468	193	273	0	30	63	1,684
Range buckets	1,510	1,058	916	888	1274	1876	2048	1770	1257	1,472	1,083	1,135	16,287
Star Memberships	3075.00	2952.50	3835.00	2320.00	3520.00	3860.00	6380.00	6930.00	5710.00	4695.00	4460.00	3375.00	51,113
Green Fees	101,562.24	67,761.92	64,035.46	61,557.60	65,186.16	91,510.28	102,436.44	105,157.54	88,722.13	100,567.92	79,639.48	92,029.90	1,020,167
Tournament Fees	9,094.00	2,664.00	600.00	880.00	2,545.00	6,039.00	17,102.50	7,620.00	9,933.00	0.00	1,330.50	3,087.00	60,895
Range Fees	7,443.85	5,011.14	4,410.23	4,189.24	5,695.23	8,978.85	10,252.89	8,390.40	6,227.00	6,703.44	5,361.79	5,459.55	78,124
Sales of Merchandise	6,734.53	4,917.85	6,226.12	4,002.56	4,432.63	7,361.35	9,508.45	9,991.97	8,419.59	7,303.99	6,060.27	6,186.80	81,146
Concession Fees	3,581.73	1,901.35	1,982.47	1,769.18	1,796.90	3,822.67	4,904.61	4,531.72	3,851.24	3,425.06	2,734.75	3,382.25	37,684
Miscellaneous Income	7,687.65	5,445.04	6,054.75	3,064.49	3,199.22	6,996.28	8,449.28	10,103.68	13,433.44	8,449.96	7,207.17	8,411.14	88,502
Total Income	\$139,179.00	\$90,653.80	\$87,144.03	\$77,783.07	\$86,375.14	\$128,568.43	\$159,034.17	\$152,725.31	\$136,296.40	\$131,145.37	\$106,793.96	\$121,931.64	\$1,417,630.32
Weather Totals	0 rain	5 rain/1 closed	6 rain/2 closed	16 rain	7 rain/freeze	3 rain/close	0 rain	1 rain	1 rain	5 rain	0 rain	4 rain	48/3
Income Per Round	\$34.57	\$33.71	\$34.92	\$34.29	\$34.90	\$35.75	\$38.26	\$37.55	\$37.83	\$35.86	\$33.45	\$34.86	\$35.68
FY 2009 - 2010													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,787	2,676	1,560	1,793	1,627	2733	3109	3650	3115	2,694	3,108	2,819	31,671
Tournament Rounds	176	56	18	50	39	210	630	318	191	106	224	140	2,158
Range buckets	774	1,042	403	577	732	1294	1704	1732	1117	743	1,176	1,028	12,322
Star Memberships	2700.00	2850.00	2325.00	2960.00	3035.00	4750.00	5025.00	5805.00	5885.00	3555.00	4535.00	2805.00	46,230
Green Fees	78,163.14	72,799.20	43,991.37	47,155.91	42,930.20	71,732.46	84,216.76	101,977.53	83,465.56	76,115.18	82,571.47	76,588.52	861,707
Tournament Fees	6,126.00	2,824.80	444.78	2,135.00	1,642.00	6,486.04	21,182.46	11,408.00	6,786.00	2,475.00	5,375.00	4,874.24	71,759
Range Fees	4,345.85	5,197.37	1,815.11	2,687.57	3,608.29	6,477.58	8,578.17	9,026.51	5,391.05	3,714.83	6,032.45	5,152.87	62,028
Sales of Merchandise	4,941.78	5,032.06	5,025.00	5,026.29	3,846.26	7,538.45	10,722.17	10,200.46	7,924.24	7,138.28	8,416.68	6,215.64	82,027
Concession Fees	2,803.45	2,170.75	1,164.27	1,396.99	1,314.78	2,360.74	3,573.23	3,373.94	2,942.60	2,415.79	2,542.38	2,559.23	28,618
Miscellaneous Income	4,127.54	5,618.95	4,115.81	4,023.44	3,989.91	7,178.92	8,167.90	10,002.32	14,955.42	7,893.33	9,647.04	7,796.88	87,517
Total Income	\$103,207.76	\$96,493.13	\$58,881.34	\$65,385.20	\$60,366.44	\$106,524.19	\$141,465.69	\$151,793.76	\$127,349.87	\$103,307.41	\$119,120.02	\$105,992.38	\$1,239,887.19
Weather Totals	12 rain	4 rain/1 closed	16rain/1 closed	12 rain&freeze	9 rain	5 rain	5 rain	3 rain	6 rain	14 rain	3 rain	7 rain	96/2
Income Per Round	\$33.92	\$34.28	\$35.84	\$33.87	\$34.41	\$34.58	\$36.49	\$36.79	\$36.74	\$35.63	\$34.39	\$34.87	\$35.29
FY 2008 - 2009													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,073	2,824	2,263	2,903	2,765	3064	3454	4292	3705	3,492	3,553	2,971	38,359
Tournament Rounds	436	217	40	59	166	172	253	621	222	90	182	274	2,732
Range buckets	1,473	1,336	896	1501	1283	1482	1808	2449	1747	1,442	1,568	1,234	18,219
Star Memberships	3,675.00	2,175.00	2,850.00	3,300.00	3,375.00	2,625.00	4,725.00	5,600.00	4,875.00	4,275.00	3,900.00	3,375.00	44,750
Green Fees	85,378.23	81,782.92	63,107.88	85,114.72	75,556.66	83,037.88	98,381.09	118,199.30	101,442.89	92,519.10	97,926.16	79,959.42	1,062,406
Tournament Fees	16,915.15	8,620.00	1,734.00	1,618.25	5,782.56	5,966.00	7,105.22	24,132.78	9,199.52	3,574.37	3,384.00	11,096.02	99,128
Range Fees	7,543.82	6,492.82	4,726.70	7,260.72	6,467.39	7,234.18	9,423.98	12,183.42	8,925.09	7,124.29	8,068.39	6,298.10	91,749
Sales of Merchandise	7,680.45	5,845.06	5,749.02	6,175.08	7,378.24	7,647.01	8,649.23	9,469.04	9,003.92	7,768.97	8,691.51	6,723.18	90,781
Concession Fees	3,646.01	2,257.19	1,771.73	2,303.93	2,331.45	2,416.99	3,417.68	4,094.73	3,271.77	3,054.93	2,968.04	2,587.46	34,122
Miscellaneous Income	9,671.94	7,325.63	7,825.08	7,667.00	9,325.27	6,641.10	7,269.75	10,287.23	14,040.61	12,834.43	10,524.28	7,107.67	110,520
Total Income	\$134,510.60	\$114,498.62	\$87,764.41	\$113,439.70	\$110,216.57	\$115,568.16	\$138,971.95	\$183,966.50	\$150,758.80	\$131,151.09	\$135,462.38	\$117,146.85	\$1,533,455.63
Weather Totals	4 rain	3 rain/1 closed	5 rain/1 closed	3 rain	4 rain	9 rain	5 rain	0 rain	1 rain	4 rain	3 rain	7 rain	48/2
Income Per Round	\$37.29	\$36.94	\$36.87	\$37.18	\$36.45	\$34.90	\$36.21	\$36.31	\$37.15	\$35.42	\$35.22	\$35.06	\$36.23

Jersey Meadow Golf Course
Monthly Report

FY 2007 - 2008													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,192	2,480	2,736	2,093	2,660	3294	3571	3931	3740	3,937	3,454	2,602	37,690
Tournament Rounds	671	239	52	14	136	92	633	403	236	25	22		2,523
Range buckets	1,319	1,048	1046	670	1139	1692	2003	1847	1599	1,598	1,235	1,143	16,339
Star Memberships	1,125.00	1,550.00	1,725.00	2,325.00	3,450.00	7,350.00	3,300.00	5,100.00	6,125.00	7,275.00	4,725.00	3,200.00	47,250
Green Fees	85,660.56	66,972.27	79,060.69	60,368.18	75,060.02	96,735.43	98,765.00	112,642.50	104,126.56	105,197.39	97,231.84	74,327.25	1,056,148
Tournament Fees	20,010.12	8,577.00	1,944.01	626.00	4,597.00	3,000.95	19,915.27	14,606.25	8,681.00	808.25	1,249.00		84,015
Range Fees	6,998.33	5,620.11	5,594.84	3,316.53	5,701.59	8,831.93	10,254.45	10,181.57	8,019.81	7,948.89	6,211.84	5,264.15	83,944
Sales of Merchandise	6,323.97	6,795.17	7,157.44	4,211.03	5,220.90	8,454.32	8,533.52	10,289.47	9,891.12	8,167.06	8,573.44	4,885.10	88,503
Concession Fees	2,720.64	2,116.80	1,881.42	1,429.58	2,044.44	2,845.78	3,576.02	4,247.24	3,361.53	3,120.31	3,078.02	2,131.87	32,554
Miscellaneous Income	3,649.17	3,294.29	2,554.38	2,735.65	4,626.10	4,846.64	11,084.79	12,245.83	14,991.62	10,154.55	10,227.21	6,841.60	87,252
Total Income	\$126,487.79	\$94,925.64	\$99,917.78	\$75,011.97	\$100,700.05	\$132,065.05	\$155,429.05	\$169,312.86	\$155,196.64	\$142,671.45	\$131,296.35	\$96,649.97	\$1,479,664.60
Weather Totals	4 rain	4 rain/1 closed	5 rain/1 closed	9 rain	5 rain	5 rain	1 rain	2 rain	8 rain	6 rain	10 rain	6 closed-like	65/2
Income Per Round	\$32.45	\$34.34	\$35.22	\$34.50	\$34.78	\$36.83	\$36.19	\$37.89	\$37.49	\$34.17	\$36.41	\$35.91	\$35.62
FY 2006 - 2007													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	2,568	2,743	2,148	1,634	2,112	2933	3492	3239	2647	2,625	2,954	2,977	32,072
Tournament Rounds	831	241			78	167	365	163	506	17	83	354	2,805
Range buckets	852	1,017	619	328	632	1329	1282	1032	828	573	963	1,334	10,789
Star Memberships	825.00	1,125.00	900.00	1,200.00	2,025.00	2,550.00	2,025.00	2,025.00	2,700.00	1,925.00	1,950.00	2,850.00	22,100
Green Fees	75,052.08	77,054.99	61,958.41	46,047.63	56,727.00	82,002.01	99,339.96	89,832.90	74,158.69	70,256.48	77,765.35	86,213.98	896,409
Tournament Fees	26,126.45	8,229.66			2,340.00	5,984.52	12,937.27	5,764.00	18,891.57	544.00	2,336.64	15,028.00	98,182
Range Fees	4,486.00	5,059.11	2,966.69	1,641.14	3,305.97	6,574.96	6,450.73	5,493.95	4,170.50	2,964.69	4,660.35	6,313.05	54,087
Sales of Merchandise	5,756.99	6,144.51	4,545.42	2,018.11	4,485.95	7,001.69	6,762.30	7,439.75	7,492.20	5,128.58	6,279.02	5,522.72	68,577
Concession Fees	2,753.47	1,831.77	849.49	837.97	1,471.62	2,361.81	3,116.86	2,325.47	2,603.71	1,741.09	2,161.42	2,346.82	24,402
Miscellaneous Income	2,861.56	2,584.60	3,755.19	2,290.00	2,423.00	3,468.25	5,474.79	5,195.82	5,667.66	9,645.66	4,445.60	4,146.88	51,959
Total Income	\$117,861.55	\$102,029.64	\$74,975.20	\$54,034.85	\$72,778.54	\$109,943.24	\$136,106.91	\$118,076.89	\$115,684.33	\$92,205.50	\$99,598.38	\$122,421.45	\$1,215,716.48
Weather Totals				15 rain/cold	6 rain/cold	5 rain	3 rain	9 rain	12 rain	15 rain	4 rain	1 rain	
Income Per Round	\$34.43	\$33.82	\$34.49	\$32.33	\$32.31	\$34.64	\$34.76	\$34.11	\$35.83	\$34.17	\$32.15	\$35.90	\$34.22
FY 2005 - 2006													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,071	2,326	2,455	2,571	2,094	3,000	3,817	3,241	2,760	2,838	3,056	3,060	34,289
Tournament Rounds	342	372	122	14	123	275	216	303	254	214	107	273	2,615
Range Buckets	1,348	854	1,032	863	754	1,468	1,666	1,125	915	958	1,123	1,143	13,249
Star Memberships	825.00	750.00	525.00	1,950.00	975.00	1,500.00	1,598.00	945.00	1,785.00	2,250.00	750.00	1,095.00	14,948
Green Fees	83,308.78	64,013.19	68,822.00	67,352.18	54,583.70	78,298.53	106,519.47	83,888.84	74,680.30	78,797.17	77,376.73	81,821.30	919,462
Tournament Fees	11,166.20	11,292.59	4,058.00	623.00	5,168.84	8,581.15	7,073.12	8,324.82	6,950.00	5,527.00	3,878.00	10,384.78	83,028
Range Fees	6,370.11	4,580.34	5,192.32	4,300.89	3,572.44	6,376.90	7,462.75	5,430.79	4,506.92	4,860.93	5,547.94	5,670.09	63,872
Sales of Merchandise	6,352.08	4,710.74	5,973.00	5,587.32	4,895.17	5,634.42	7,388.88	6,373.86	6,177.10	5,357.32	6,436.83	6,133.67	71,020
Concession Fees	2,790.10	1,842.23	1,655.27	1,581.45	1,144.16	1,846.17	2,892.01	2,455.09	2,292.43	1,865.99	2,056.32	2,395.12	24,816
Miscellaneous Income	1,592.00	3,000.28	1,843.00	1,676.00	1,660.18	1,954.00	6,361.74	8,579.88	5,424.63	5,062.01	4,973.97	2,453.64	44,581
Total Income	\$112,404.27	\$90,189.37	\$88,068.59	\$83,070.84	\$71,999.49	\$104,191.17	\$139,295.97	\$115,998.28	\$101,816.38	\$103,720.42	\$101,019.79	\$109,953.60	\$1,221,728.17
Weather Totals													
Income Per Round	\$32.69	\$33.15	\$33.97	\$31.38	\$32.04	\$31.36	\$34.14	\$32.46	\$33.19	\$33.25	\$31.70	\$32.66	\$32.70

Jersey Meadow Golf Course
Monthly Report

FY 2004 - 2005													
	October	November	December	January	February	March	April	May	June	July	August	September	YTD Totals
Rounds played	3,118	2,006	2,531	2,293	1,589	2,474	3,064	2,758	2,956	2,912	2,893	2,488	31,082
Tournament Rounds	277	106	70	3	36	150	277	408	263	57	60	110	1,817
Range buckets	0	665	1,163	891	476	1,101	1,550	1,293	1,226	748	1,068	852	11,033
Star Memberships	480.00	0.00	675.00	2,181.00	675.00	2,100.00	2,850.00	1,950.00	1,725.00	1,500.00	1,425.00	1,050.00	16,611
Green Fees	74,189.66	51,783.51	62,571.20	59,311.24	41,562.60	66,557.58	85,036.07	71,311.04	74,745.97	77,384.45	71,587.00	62,165.00	798,205
Tournament Fees	12,244.20	4,070.00	2,690.00	350.00	1,362.23	4,532.00	8,260.76	13,663.66	9,030.60	2,289.01	2,365.00	4,048.00	64,905
Range Fees	360.00	2,817.98	3,872.64	3,668.49	2,028.03	4,701.63	6,928.84	6,292.07	6,066.74	3,544.83	4,894.00	4,313.66	49,489
Sales of Merchandise	4,790.63	2,674.76	6,274.93	4,686.93	3,987.02	5,930.59	8,513.16	6,768.94	6,379.57	8,554.90	6,392.00	4,394.00	69,347
Concession Fees	2,886.22	3,589.83			916.00	1,535.00	2,196.04	2,163.80	2,638.75	2,088.86	2,074.00	1,650.00	21,739
Miscellaneous Income	180.00	60.00	1,401.00	930.00	727.00	1,408.00	2,183.09	2,724.00	6,716.64	3,941.67	4,276.00	12,914.17	37,462
Total Income	\$95,130.71	\$64,996.08	\$77,484.77	\$71,127.66	\$51,257.88	\$86,764.80	\$115,967.96	\$104,873.51	\$107,303.27	\$99,303.72	\$93,013.00	\$90,534.83	\$1,057,758.19
Weather Totals						10 R; 20 S	2R; 28 S	3R; 28S	30S; No R	12R; 19 S	7R; 25 S	4R; 26S	
Income Per Round	\$27.88	\$30.77	\$29.53	\$30.03	\$31.13	\$32.27	\$33.86	\$32.51	\$32.80	\$32.94	\$31.02	\$34.44	\$31.65
FY 2003 - 2004													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	2,838	2,605	2,735	2,186	1,829	2,824	3,261	3,203	1,952	0	0	3,841	27,274
Tournament Rounds	582	317	12	29	240	140	370	153	82	32	0	537	1,912
Range buckets	1,247	1,124	1,015	614	512	903	1,746	1,431	576	0	0	0	9,168
Star Memberships	880.00	485.00	617.00	2,840.00	1,620.00	2,485.00	2,810.00	1,670.00	50.00	0.00	0.00	1,220.00	\$14,677.00
Green Fees	70,103.87	65,595.91	64,691.42	52,796.04	43,975.88	66,495.18	81,103.98	82,362.52	25,167.00	0.00	0.00	77,631.05	629,922.85
Tournament Fees	18,430.40	10,762.40	464.40	1,015.00	2,747.00	3,595.00	3,718.50	5,235.00	2,912.21	2,956.16	0.00	11,150.00	62,986.07
Range Fees	4,026.35	3,865.34	3,230.29	2,270.18	1,911.88	3,048.27	6,152.89	5,249.27	1,827.36	0.00	0.00	175.00	31,756.83
Sales of Merchandise	5,129.89	4,224.64	7,198.84	4,165.57	4,035.75	5,954.69	7,510.77	5,908.66	4,261.91	424.55	0.00	6,037.47	54,852.74
Concession Fees	2,013.15	3,492.29	2,560.00	1,977.00	1,731.20	1,740.36	2,485.45	2,965.09	3,108.38	0.00	0.00	81.92	22,154.84
Miscellaneous Income	2,240.00	1,920.00	1,323.00	1,275.00	1,640.00	840.82	499.00	953.00	3,285.75	250.00	0.00	192.00	14,418.57
Total Income	\$102,823.66	\$90,345.58	\$80,084.95	\$66,338.79	\$57,661.71	\$84,159.32	\$104,280.59	\$104,343.54	\$40,612.61	\$3,630.71	\$0.00	\$96,487.44	\$830,768.90
Income Per Round	\$29.81	\$30.75	\$28.93	\$28.67	\$27.09	\$27.56	\$27.95	\$30.59	\$19.94	\$0.00	\$0.00	\$21.76	\$27.96
FY 2002 - 2003													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	2,637	3,056	2,275	2,460	1,777	3,199	3,900	4,354	3,915	3,647	3,280	2,557	37,057
Tournament Rounds	0	159	0	0	188	138	66	287	62	59	17	248	1,224
Range buckets	843	1,084	861	752	415	1,256	2,003	1,941	1,532	1,500	1,529	1,232	14,948
Star Memberships	400.00	300.00	1,115.00	7,465.00	3,578.00	4,420.00	5,205.00	3,990.00	2,610.00	1,895.00	1,790.00	805.00	\$33,573.00
Green Fees	59,060.50	83,865.33	59,280.09	57,262.20	41,843.58	76,659.46	100,788.23	107,607.15	95,050.74	82,944.99	78,205.60	59,952.70	902,520.57
Tournament Fees	10,519.97	5,164.20	0.00	0.00	2,598.97	4,602.65	1,840.00	10,473.00	1,550.00	2,130.00	595.00	8,425.00	47,898.79
Range Fees	2,136.97	3,105.58	2,242.99	2,007.38	990.85	3,100.81	5,061.68	4,843.09	3,583.54	3,625.44	5,109.22	3,918.18	39,725.73
Sales of Merchandise	4,852.77	5,794.15	4,434.45	2,578.44	2,578.83	5,989.11	6,515.03	7,535.29	5,503.11	5,638.05	5,540.26	3,653.07	60,612.56
Concession Fees	3,692.00	3,146.00	2,056.00	2,079.00	1,494.00	2,970.00	2,969.95	3,999.34	5,224.34	3,331.06	3,097.78	2,473.09	36,532.56
Miscellaneous Income	1,650.00	1,860.00	2,265.00	1,419.00	1,695.00	2,130.00	2,550.00	2,805.00	6,380.00	6,588.00	2,295.00	2,160.00	33,797.00
Total Income	\$82,312.21	\$103,235.26	\$71,393.53	\$72,811.02	\$54,779.23	\$99,872.03	\$124,929.89	\$141,252.87	\$119,901.73	\$106,152.54	\$96,632.86	\$81,387.04	\$1,154,660.21
Income Per Round	\$31.06	\$32.02	\$30.89	\$26.56	\$26.06	\$28.60	\$30.19	\$29.58	\$29.49	\$28.13	\$28.77	\$28.73	\$29.29

Jersey Meadow Golf Course
Monthly Report

FY 2001 - 2002													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	3,203	3,061	2,774	2,800	2,969	3,734	4,385	4,735	4,182	4,139	3,580	3,592	43,154
Tournament Rounds													
Range buckets	1,388	1,374	844	1,261	1,316	1,897	2,131	2,143	1,818	1,813	1,506	1,476	18,967
Star Memberships				3,075.00	1,650.00	2,275.00	1,725.00	1,125.00	725.00	550.00	775.00	950.00	\$12,850.00
Green Fees/Cart Fees	72,224.98	77,087.14	65,224.37	68,447.62	70,028.61	91,055.04	111,535.50	119,348.59	104,195.50	104,907.23	89,569.50	79,854.95	1,053,479.03
Tournament Fees	17,967.54	10,416.85	1,552.00	0.00	3,741.00	2,498.00	12,004.42	6,740.00	2,220.70	0.00	1,919.00	17,433.92	76,493.43
Range Fees	3,924.83	3,699.12	2,181.79	3,236.49	3,508.36	4,850.70	5,791.90	5,805.72	4,675.54	4,822.48	4,043.98	3,696.75	50,237.66
Sales of Merchandise	7,501.72	7,470.10	8,574.76	4,093.24	4,597.56	8,690.81	7,429.96	7,877.93	8,103.63	5,589.34	5,526.70	4,663.97	80,119.72
Concession Fees	4,471.00	3,728.00	2,457.00	850.00	4,046.00	3,656.00	4,778.00	4,932.00	4,636.00	4,331.00	3,382.00	2,992.00	44,259.00
Miscellaneous Income					3,348.03	10.00		2,115.00	5,080.00	1,880.00	1,860.00	3,030.00	17,323.03
Total Income	\$106,090.07	\$102,401.21	\$79,989.92	\$75,777.35	\$90,919.56	\$113,035.55	\$143,264.78	\$147,944.24	\$129,636.37	\$122,080.05	\$107,076.18	\$112,621.59	\$1,334,761.87
Income Per Round	\$33.12	\$33.45	\$28.84	\$27.37	\$30.07	\$29.66	\$32.28	\$31.01	\$30.83	\$29.36	\$29.69	\$31.09	\$30.63
FY 2000 - 2001													
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
Rounds played	3632	2387	2224	1,526	2,087	2,196	3,929	3,482	3,097	3,564	3,433	3,480	35,037
Tournament Rounds													
Range buckets				567	755	1,194	1,757	1,498	1,293	1,252	1,229	1,218	10,763
Green Fees/Cart Fees	100,532.00	59,091.00	57,691.00	42,849.85	53,215.20	55,637.91	108,176.93	93,704.77	79,608.10	86,599.86	76,676.57	82,458.86	\$896,242.05
Tournament Fees	19,585.00	7,087.00	6,235.00	0.00	0.00	4,107.87	9,607.00	14,018.50	332.64	792.00	2,186.00	4,023.02	67,974.03
Range Fees	6,702.00	3,778.00	3,198.00	2,365.14	3,229.47	5,533.59	7,552.85	6,458.97	5,754.22	5,431.94	4,280.78	3,776.78	58,061.74
Sales of Merchandise	19,858.00	4,548.00	5,884.00	3,055.92	2,960.74	8,316.70	9,143.74	7,896.28	7,636.53	6,951.08	8,554.69	6,491.01	91,296.69
Concession Fees	285.00	808.00	417.00	1,726.00	2,278.00	2,982.00	4,942.00	3,701.00	3,099.00	3,441.00	3,256.00	3,505.00	30,440.00
Miscellaneous Income	-571.00	3,254.00	2,407.00										
Total Income	\$146,391.00	\$78,566.00	\$75,832.00	\$49,996.91	\$61,683.41	\$76,578.07	\$139,422.52	\$125,779.52	\$96,430.49	\$103,215.88	\$94,954.04	\$100,254.67	\$1,144,014.51
Income Per Round	\$40.31	\$32.91	\$34.10	\$32.76	\$29.56	\$34.87	\$35.49	\$36.12	\$31.14	\$28.96	\$27.66	\$28.81	\$32.65
Notes: 1. October, November, December 2000 Golf Course under private management contract. City took over management January 1, 2001.													
2. Green Fees and Cart Fees combined into one fee beginning January 2002.													
3. Food and drinks contracted out to private vendor as of January 2001.													
4. Star Membership program began in January 2002.													
5. FY 2000 -2001 - records in Smith Systems Software, no printouts available and the software is offline.													
6. Concession Fees shown in time period of purchase, not when received.													
7. Income/Round: Income does not include Star Memberships; Rounds includes Rounds Played and Tournament Rounds.													
8. Miscellaneous Income includes: Cart fee, Handicap Service, Leagues, expired Gift Certificates, Miscellaneous merchandise and Junior Camp.													
9. As of April, 2016, Leagues are accounted for in Rounds played and in Green Fees.													
10. FY 2016-2017 - Line Item added: Club Rental.													
11. Weather abbreviations: W-weather RO-rain out CM-course maintenance TT-temporary tees H-holiday													
12. Miscellaneous Income changed to Miscellaneous Fees FY 2016-2017 per Finance.													

CITY OF JERSEY VILLAGE, TEXAS**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSET****GOLF COURSE FUND****April 30, 2017****Fiscal Year October 1, 2016 thru September 30, 2017****Unaudited**

	April 2017	FISCAL YEAR TO DATE
OPERATING REVENUES		
Charges for Services	130,357	687,296
Total Operating Revenue	<u>\$130,357</u>	<u>\$687,296</u>
OPERATING EXPENSES		
Personal services	62,903	483,769
Supplies	16,502	87,344
Repairs and Maintenance	2,731	18,768
Contractual Services	6,947	53,050
Other	9,908	94,195
Depreciation	27,475	192,326
Total Operating Expenses	<u>\$126,467</u>	<u>\$929,452</u>
Operating Income (Loss)	<u>\$3,891</u>	<u>(\$242,156)</u>
NON OPERATING REVENUES		
Interest and investment revenue	308	1,679
Miscellaneous Revenue	0	0
	<u>\$308</u>	<u>\$1,679</u>
Total non operating revenue (expenses)	\$308	\$1,679
Income (loss) before contributions and transfers		
Transfers In	0	0
Transfers out	0	0
Change in net assets	\$4,199	(\$240,477)
Total net assets beginning of the year		\$2,932,961
Total net assets end of the year**		\$2,692,484

**** These are preliminary non-audited numbers**

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Golf Course Fund
For the period ended April 30, 2017

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Fees & Charge for Services	1,441,290.00	1,441,290.00	687,296.13	47.69%	1,441,290.00
Interest Earned	1,000.00	1,000.00	1,678.86	167.89%	2,500.00
Interfund Activity	346,171.00	346,171.00	-	0.00%	346,171.00
Miscellaneous Revenue	-	-	-	0.00%	-
Other Agency Revenue	-	-	-	0.00%	-
Total Revenue	1,788,461.00	1,788,461.00	688,974.99	38.52%	1,789,961.00
Expenditures					
Club House	750,215.00	750,215.00	361,822.44	48.23%	750,215.00
Course Maintenance	827,071.00	827,071.00	308,023.08	37.24%	827,071.00
Building Maintenance	58,500.00	58,500.00	22,149.41	37.86%	58,500.00
Capital Improvement	52,500.00	52,500.00	(6,790.64)	0.00%	52,500.00
Equipment Maintenance	100,175.00	100,175.00	51,921.81	51.83%	100,175.00
Total Expenditures	1,788,461.00	1,788,461.00	737,126.10	41.22%	1,788,461.00

JERSEY MEADOW GOLF COURSE

Social Media Summary Report - April 2017

4/1/17 - 4/30/17

5/09/2017

Facebook



Page Likes

302

Change

12

Posts

18

Reach

22073

Most popular post: "New group clinic program starts next month..... " reaching 335 people with 3 likes and 3 shares.

Twitter



Followers

29

Change

-1

Tweets

1

Impressions

378

Top tweet: Need a new bag? If we don't have it in stock we can special order it for you!

Instagram



Followers

26

Change

1

Posts

0

Interactions

0

No activity

Yelp



Avg. Rating

3

Reviews

6

Responses

0

No activity

Google Plus



Avg. Rating

3.7

Reviews

16

Responses

0

4 stars: "Overall, a great course in good condition. Fun to play."

Golf Advisor



Avg. Rating

3.5

Reviews

93

Responses

0

3 stars: The marshals could have allowed our group to go thru when a par 5 hole was open in front of the group ahead of us.

1 star: Currently they are leveling the tee boxes and have moved the tee markers up about 50 yards of the standard tee boxes. Charging near full-price for a course that is in this type of condition is unsavory and poor customer service.

2 stars: no comment left

Trip Advisor



Avg. Rating

4.5

Reviews

3

Responses

0

No activity

**CITY OF JERSEY VILLAGE
MEMORANDUM**

TO: AUSTIN BLEESS, CITY MANAGER
FROM: KIMBERLY TERRELL, DIRECTOR OF PARKS & RECREATION
SUBJECT: PARKS & RECREATION – APRIL REPORT
DATE: MAY 9, 2017

Golf Course

Operations: For the month of April, the course brought in \$88,248 in green fees and \$15,119 in tournament play. According to the Monthly Report, the course has played 3,281 rounds of golf and 473 rounds in tournament play. The income per round is \$34.57. There were two (2) weather days, three (3) day of closure for weather and one (1) day of closure for maintenance. In addition, there were ten (10) days where we were on temporary tees. There were \$12,562 in merchandise sales. We are seeing some increase in play and tournaments due to the closure of Pinecrest.

Maintenance:

Weeds: Warmer temperatures are causing the grass to grow in and fill the voids left by weeds. Some cool spells (under 60 degrees) have slightly browned the grass and have stalled growth slightly. Goose and Crabgrass pre-emergent has been applied three times since the start of the year. Herbicide has been sprayed to kill the dollar weed and will continue to be applied in order to kill it completely.

Greens: Fertilizer is being applied weekly to greens and verticutting is being done every other week.

Trees: Root slicing around greens, fairways, and tees has been completed to reduce competition for turf. Several “volunteer” trees have been removed to increase light to turf.

Aerification: Tees, fairways and slopes were aerified in March. Greens will be aerified on May 31 and June 1. The course will remain open.

Projects: Supplemental projects for this year include a marketing plan, septic system repair, tee box leveling and bunker renovations. Bunker renovation project for #5 front trap, #17 front trap and #12 right side trap is being scheduled with the contractor. The tee leveling project is complete. We have extended and expanded some of the tees to increase yardage. We are back filling behind curbs with grass and dirt from tee leveling. Two applications of fertilizer have been applied to renovated tee boxes to speed up grow-in time. We should be off temporary tees on May 10th.

Parks & Recreation

Park Maintenance:

The Parks crew continues to maintain all of the green space throughout the City. Replacement of fall surfacing at Clark Henry Park is complete. Swings have been replaced and the old wooden see-saw has been replaced with a spinning orb which has been popular with the kids.

The pool is up and running for swim meets and will fully open to the public on May 27th. Passes are available at City Hall or at the pool during swim season. Water aerobics has started and will continue throughout the summer an hour before swim meets/pool opening.

Supplemental projects for this fiscal year include a wayfinding/branding/landscape master plan and the construction of a dog park. The RFQ for the master plan is online. Potential locations for the dog park have being identified. These areas are over 1-acre in size and have low current usage. The Parks Department has asked to be placed on the White Oak Bayou Joint Powers Board agenda to discuss the possible use of their property between the Philippine plant and the bayou for a dog park. Once we know if they will allow it, a public meeting will be held to determine a preferred location.

Facility Maintenance:

Facility supplemental projects for this fiscal year include a facility study, Police and Fire Department repairs, City Hall repairs, Civic Center acoustic improvements and maintenance items at Taylor Rd. The RFQ is being developed for the study. Police and Fire Department and City Hall repairs are nearly complete.

Events:

The Recreation and Events Committee are currently planning a Fourth of July Parade. The parade will flow from City Hall/Fire Station to Clark Henry Park down Jersey Dr. and will begin at 9 a.m. The Ice Cream Social will be held at the conclusion of the parade. The committee is collecting parade applications.

Address	Violation	Red Tag	Letter Mailed	Date
0 Glamorgan	No Solicitors Permit	x		3/21/2017
15917 Congo	Trash on driveway, Blight		x	3/21/2017
16241 Seattle	Utility trlr parked-stored on driveway	x		3/21/2017
16518 St Helier	Vehicle on street over 24 hrs	x		3/21/2017
15909 Seattle	Utility trlr parked-stored on driveway		x	3/22/2017
16225 St Helier	Home occupation		x	3/22/2017
15902 Lakeview	Yard waste at curb too early	x		3/22/2017
28 Oakmont Ct.	Utility trlr parked-stored on driveway		x	3/23/2017
2 Oakmont Ct	Vacant lot maintenance		x	3/23/2017
15701 Acapulco	Yard maintenance required	x		3/23/2017
44 Cherry Hills	Recycle can at curb after 7am	x		3/23/2017
8526 Ivy Falls	No Fence Permit	x		3/24/2017
8302 Argentina	Vehicle on street over 24 hrs	x		3/24/2017
16325 St Hellier	No POD Permit	x		3/24/2017
7815 Zilonis	Vacant lot maintenance		x	3/24/2017
15701 Acapulco	Yard maintenance required		x	3/27/2017
15801 Seattle	No Dumpster Permit	x		3/27/2017
16241 Seattle	Realtor sign in city r.o.w.	x		3/27/2017
15813 Elwood	Yard waste at curb too early	x		3/27/2017
15801 Seattle	Dumpster Permit required		x	3/28/2017
0 West Rd	Vacant lot maintenance		x	3/28/2017
16317 Smith	Tree clearance at sidewalk		x	3/28/2017
7831 Zilonis	Yard maintenance required	x		3/29/2017
15602 Jersey	Yard maintenance required	x		3/29/2017
16006 Jersey	No Irrigation Permit	x		3/29/2017
7803 Hamilton Cr	Box trlr parked-stored		x	3/29/2017
0 Jersey Dr	Yard maintenance required		x	3/30/2017
15422 Shanghai	Fowl prohibited		x	3/30/2017
7831 Zilonis	Yard maintenance required		x	3/30/2017
16502 St Hellier	Unregistered dogs		x	3/31/2017
16502 Jersey	Lot maintenance		x	3/31/2017
15709 Jersey	Yard maintenance required	x		3/31/2017
15509 Jersey	Yard maintenance required		x	4/3/2017
8210 Argentina	Realtor sign in city r.o.w.	x		4/3/2017
15805 Congo	Yard waste at curb too early	x		4/3/2017
72 Cherry Hills	Yard waste at curb too early	x		4/3/2017
16022 Seattle	Contractor sign moved from r.o.w.	x		4/3/2017
15909 Seattle	Utility trlr parked-stored on driveway		x	4/4/2017
15918 Singapore	Yard maintenance required	x		4/4/2017
16226 Seattle	Vehicle on street over 24 hrs	x		4/4/2017
16506 Cornwall	Contractor sign no workers present	x		4/4/2017
8721 Wyndm Vllge	Contractor sign no workers present	x		4/5/2017
46 Pebble Beach	Realtor sign in city r.o.w.	x		4/5/2017
14 Cherry Hills	No Mechanical Permit	x		4/5/2017
8210 N Tahoe	Tree branches obstructing street	x		4/6/2017
15509 Lakeview	Yard waste at curb too early	x		4/6/2017
15326 Jersey	Trash cans visible		x	4/6/2017
16310 Acapulco	No Pet Registration	x		4/10/2017
0 Seattle	No Solicitors Permit	x		4/10/2017
15913 Seattle	Yard maintenance required	x		4/10/2017

[illegible]

[illegible]

City of Jersey Village
Social Media Summary Report
May 2017

Statistics are for the month of April 2017

Facebook



Page Likes	New Likes	Posts	Page Reach	Page Engagement
120	120	36	7534	648

Twitter



Followers	New Followers	Tweets	Impressions	Profile Visits
6	6	34	659	32

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON APRIL 17, 2017 AT 7:00 P.M. IN THE CIVIC CENTER, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor Ray at 7:00 p.m. with the following present:

Mayor, Justin Ray
Council Member, Andrew Mitcham
Council Member, Greg Holden
Council Member, C. J. Harper
Council Member, Sheri Sheppard
Council Member, Gary Wubbenhorst

City Manager, Austin Bleess
City Secretary, Lorri Coody
City Attorney, Leah Hayes

Staff in attendance: Mark Bitz, Fire Chief; Eric Foerster, Chief of Police; Isabel Kato, Finance Director; Kevin T. Hagerich, Public Works Director; and Kimberly Terrell, Director of Parks and Recreation.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. **Prayer & Pledge by: Jeremy E. Ray American Legion Post 324.**

C. PRESENTATION

1. **Presentation of Police Department Employee of the First Quarter Award – by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324.**

Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post #324, along with Mayor Ray, presented the Police Department Employee of the First Quarter award to Officer Devron Limerick.

D. CITIZENS COMMENTS

Citizens who have signed a card and wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information or existing policy. Citizens are limited to five (5) minutes for their presentation to the City Council.

Mark Maloy, 7803 Hamilton Circle, Jersey Village, Texas (713) 553-8625 – Mr. Maloy spoke to City Council about pending legislation that seeks to limit tax revenues for cities. Mr. Maloy told Council that under current law, a city may raise eight percent more tax revenue than what was collected in the prior year by holding two public hearing; and if tax payers do not agree they can call for a roll back election through the petition process. The new legislation seeks to lower any tax revenue increase to four percent and requires an automatic election, not the petition process, on increases greater than four percent in order to gain tax payer approval. Mr. Maloy supports the passage of this new legislation.

Michael Brown, 16025 Wall Street, Jersey Village, Texas (713) 937-3123 – Mr. Brown spoke to transparency. He encourages City Council to adopt the item on the agenda concerning the posting of City Council Meeting packets on-line. He would like to see these packets posted well ahead of the City Council Meetings in order that residents have time to review the material and research issues if necessary. He suggested that if the packets must be posted on the Friday

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before a City Council Meeting that City Council consider moving their meeting date to the third Wednesday of each month instead of the third Monday. Mr. Brown also suggested that City Council follow the lead of the City of Katy who is also conducting a flood study, but have already begun some projects to alleviate flooding. He suggested that Council consider building a berm around the Golf Course to alleviate flooding in Jersey Village. He also wants the shopping center located at 17400 NW FWY to replace the handicapped parking that has been eliminated due to the US HWY 290 Expansion Project.

Laurel Calkins, 16001 Wall Street, Jersey Village, Texas (713) 466-1122 – Ms. Calkins told City Council that she was encouraged by the flood study meeting held last month, but would like to see the next public meeting be a true town hall meeting wherein questions can be asked and the response be heard by all attending. She too encouraged Council to adopt the transparency item on the agenda and she thanked Council Member Harper for bringing this issue before the Council. She told City Council that she is concerned about the lawsuit issue posted on the agenda. She believes that the owners have a good point and that the City is exposed.

Suellen Denton, 14500 Cutter Road, Houston, Texas (850) 207-1108 – Ms. Denton spoke to City Council about the services offered by Fairbanks Library. She wants City Council to know how important libraries are and how they support the community. She listed some areas of support which included:

- ESL Classes
- Computer Classes
- Job Seminars
- CPR Classes
- Free Passport Services
- Free Notary Services
- Literacy Programs for Children
- Teen Programs

She wants City Council to be an advocate for the importance of libraries in the community.

E. CITY MANAGER'S REPORT

City Manager Bleess gave the monthly report. As part of the report, he introduced Officer Brittany McClure, joining the Jersey Village Police Department.

- 1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – January 2016, General Fund Budget Projections as of February 2017 and Utility Fund Budget Projections – February 2017**
- 2. Open Records Requests – Non-Police, Recreational Vehicle Registration Update**
- 3. Fire Departmental Report and Communication Division's Monthly Report**
- 4. Police Activity Report, Warrant Report, Investigations/Calls for Service Report, Staffing/Recruitment Report, and Police Open Records Requests**

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5. **Municipal Court Collection Report, Municipal Court Activity Report, Municipal Court Courtroom Activity Report, Speeding and Stop Sign Citations within Residential Areas Report, and Court Proceeds Comparison Report.**
6. **Public Works Departmental Report and Construction and Field Projects Update**
7. **Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary; Golf Course Social Media Summary Report, and the Parks and Recreation Departmental Report**
8. **Report from Code Enforcement**
9. **Introduction of Officer Brittany McClure**

F. CONSENT AGENDA

The following items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will not be separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

1. **Consider approval of the Minutes for the Regular Session Meeting held on March 20, 2017.**
2. **Consider Resolution No. 2017-27, designating the Police Chief as Acting City Manager during temporary absences or disabilities of the City Manager.**

RESOLUTION NO. 2017-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING THE POLICE CHIEF AS ACTING CITY MANAGER DURING PERIODS OF TEMPORARY ABSENCE OR DISABILITY OF THE CITY MANAGER.

Council Member Mitcham moved to approve items 1 and 2 on the consent agenda. Council Member Harper seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard and Wubbenhorst

Nays: None

The motion carried.

G. CLOSE THE REGULAR SESSION

Mayor Ray closed the Regular Session at 7:24 p.m. to convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071– Consult with Attorney.

REGULAR MEETING OF THE CITY COUNCIL
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H. EXECUTIVE SESSION

1. **Consult with Attorney pursuant to the Texas Open Meetings Act Section 551.071 regarding Cause No. 1061305; *Jones Road Holding Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 2, Harris County, Texas.**
2. **Consult with Attorney pursuant to the Texas Open Meetings Act Section 551.071 regarding Cause No. 1074704; *Jones Road Project Ltd. vs. City of Jersey Village, Texas*; County Civic Court at Law No. 3, Harris County, Texas.**
3. **Consult with attorney pursuant to the Texas Open Meetings Act Section 551.071 regarding pending lawsuit: *City of Jersey Village, Texas v. Group 1 Realty, Inc. (Sterling McCall Collision Center)*; in the County Court at Law No. 1 in and for Harris County, Texas.**

I. ADJOURN EXECUTIVE SESSION

Mayor Ray adjourned the Executive Session at 8:29 p.m. and reconvened the Regular Session, stating that no final actions, decisions, or votes were had during the Executive session.

J. REGULAR AGENDA

1. **Discuss and take appropriate action on matters discussed in Executive Session regarding the pending lawsuit: regarding Cause No. 1061305; *Jones Road Holding Ltd. vs. City of Jersey Village, Texas*; County Civil Court at Law No. 2, Harris County, Texas.**

This item was not called. No action was taken.

2. **Discuss and take appropriate action on matters discussed in Executive Session regarding Cause No. 1074704; *Jones Road Project Ltd. vs. City of Jersey Village, Texas*; County Civic Court at Law No. 3, Harris County, Texas.**

This item was not called. No action was taken.

3. **Consideration and possible action to approve settlement of pending lawsuit: *City of Jersey Village, Texas v. Group 1 Realty, Inc. (Sterling McCall Collision Center)*; in the County Court at Law No. 1 in and for Harris County, Texas.**

With no discussion on the matter, Council Member Mitcham moved to approve the Settlement Agreement in the amount of \$180,000. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard and Wubbenhorst

Nays: None

The motion carried.

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4. Consider Resolution No. 2017-28, receiving the Capital Improvements Advisory Committee's April 2017 Semiannual Progress Report.

Rick Faircloth, Vice Chairperson, introduced the item. He told Council that the Capital Improvements Advisory Committee (CIAC) met on April 5, 2017 to discuss and review the following in order to prepare a Semiannual Progress Report for presentation to City Council on April 17, 2017:

1. The City's Growth Rate – New Construction Permits Issued since October 2016;
2. Capital Improvements Projects completed or in progress since October 2016;
3. Impact Fees Collected – Water/Wastewater since October 2016; and
4. Overview of the Capital Improvement Projects proposed during the Impact Fee Study.

This item is to receive the April 2017 Semiannual Progress Report prepared at the April 5, 2017 CIAC Meeting.

With limited discussion on the matter, Council Member Sheppard moved to approve Resolution No. 2017-28, receiving the Capital Improvements Advisory Committee's April 2017 Semiannual Progress Report. Council Member Harper seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE'S APRIL 2017 SEMIANNUAL PROGRESS REPORT.

5. Consider Resolution No. 2017-29, receiving the Planning and Zoning Commission's 2017 Annual Progress Report pertaining to the City's progress in implementing the Comprehensive Plan.

Rick Faircloth, Vice Chairperson, introduced the item. He told Council that the Planning and Zoning Commission (P&Z) met on April 5, 2017 to discuss and review of the City's progress in implementing the Comprehensive Plan and to prepare their Annual Progress Report for presentation to City Council on April 17, 2017. The review included the following:

1. The City's progress in implementing the Plan;
2. Changes in conditions that form the basis of the Plan;
3. Community support for the Plan's goals, strategies, and actions; and

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4. Changes in State laws.

This item is to receive the 2017 Annual Progress Report prepared at the April 5, 2017 P&Z Meeting.

Council engaged in discussion about the status of the planned projects for completion this budget year: Branding, Wayfinding, and Landscaping. Parks Director Terrell told Council that Staff is working on a combined RFQ for these activities and expects it to be finalized in time to bring back the results to City Council during the June/July time frame. The target date for completion of the study is October 2017.

There was also discussion about enhancement plans for the City Pool. Director Terrell explained that a Parks and Recreation Master Plan will be developed, which will recommend enhancements to this facility.

Council also wondered about the cost of projects scheduled for FY 2017-2018. Director Terrell explained that these projections will be presented at the Staff/Council Budget Retreat in May.

With no further discussion on the matter, Council Member Mitcham moved to approve Resolution No. 2017-29, receiving the Planning and Zoning Commission's 2017 Annual Progress Report pertaining to the City's progress in implementing the Comprehensive Plan. Council Member Holden seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S 2017 ANNUAL PROGRESS REPORT PERTAINING TO THE CITY'S PROGRESS IN IMPLEMENTING THE COMPREHENSIVE PLAN.

6. **Consider Resolution No. 2017-30, finding that CenterPoint Energy Houston Electric, LLC's Application for Approval to Amend its Distribution Cost Recovery Factor pursuant to 16 Tex. Admin. Code § 25.243 to increase distribution rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the Company; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and legal counsel.**

Austin Bleess, City Manager, introduced the item. Background information is as follows:

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The City of Jersey Village, Texas is an electric utility customer of CenterPoint Energy Houston Electric, and a regulatory authority with an interest in the rates and charges of CenterPoint. Additionally, the City is a member of the Gulf Coast Coalition of Cities (GCCC), a coalition of similarly situated cities served by CenterPoint that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in the CenterPoint's service area.

On April 6, 2017, CenterPoint filed an Application for Approval to amend its Distribution Cost Recovery Factor ("DCRF") Pursuant to 16 Tex. Admin. Code § 25.243 to Increase Distribution Rates with each of the cities in their service area. In the filing, the Company asserts that it is seeking an increase in distribution revenues of \$89,560,854 for the period of September 1, 2017 to August 31, 2018 compared to the revenues approved in its most recent base rate case, Docket No. 38339.

GCCC is coordinating its review of CenterPoint's DCRF filing with designated attorneys and consultants to resolve issues in the Company's application; and recommends, at this time, that GCCC members deny the DCRF.

With limited discussion on the matter, Council Member Wubbenhorst moved to approve Resolution No. 2017-30, finding that CenterPoint Energy Houston Electric, LLC's Application for Approval to Amend its Distribution Cost Recovery Factor pursuant to 16 Tex. Admin. Code § 25.243 to increase distribution rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the Company; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and legal counsel. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-30

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS FINDING THAT CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC'S APPLICATION FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR PURSUANT TO 16 TEX. ADMIN. CODE § 25.243 TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

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7. Discuss and take appropriate action concerning transparency in the agenda preparation process to include the posting of supporting documentation for public viewing.

Council Member CJ Harper introduced the item. He told Council that he requested this item be placed on the agenda as a follow-up to the actions taken by the Council at the January 16, 2017 Meeting wherein Council engaged in discussion about transparency and making City Council Meeting Packets public. He reminded Council that those discussions ended in approving a motion that the City Secretary meet with the City Attorney, the IT Director, and the City Manager to formulate a plan for posting supporting agenda documentation to the City's website and present the plan to City Council for review.

Since the January 16, 2017 agenda, a public version of the meeting packet for both the February and March meetings were prepared and reviewed by Staff. Updates were made according to the findings/suggestions resulting from these reviews and a final version was prepared for Council's review at this meeting. Accordingly, Council Member Harper asked City Council to review the document and make decisions concerning the following items:

1. **Format** – Staff recommends the April 17, 2017 final product version.
2. **Time for Posting** – Staff recommends no later than 72 hours before the regularly scheduled City Council Meetings.
3. **Place for Posting** – Staff recommends the City's website on the City Council Agendas and Minutes page.
4. **Format for City Council Member Use** – Staff has no recommendation but desires direction concerning which format Council desires to work from: (1) the Public Version of the meeting packet or (2) the traditional meeting packet version.

Council engaged in discussion about the public version of the meeting packet and about the four items listed above with a majority of the discussions centering on the time for posting. Most felt that no later than the 72 hours before the regularly scheduled City Council Meeting gives Staff sufficient time to prepare the agenda and the agenda packets. It was also the consensus of Council that the traditional format will serve as the format to be used by City Council Members.

With no further discussion on the matter, Council Member Harper moved to approve the April 17, 2017 final product version of the public version meeting packet to be posted no later than 72 hours before the regularly scheduled City Council Meetings on the City's website on the City Council Agendas and Minutes page and selects the traditional version of the meeting packet as the desired format for City Council Members. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

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Nays: None

The motion carried.

8. Consider Resolution No. 2017-31, authorizing the city to create an official social media presence.

Austin Bleess, City Manager, introduced the item. Background information is as follows:

Staff would like to get the city active on social media by rolling out social media accounts on Facebook and Twitter, with the possible expansion into other social media arenas at future dates or as new platforms become popular.

The social media archiving costs for this is \$200 a month, and was budgeted for in this fiscal year. The social media archiving software is needed to assist with responding to any public information requests received regarding social media posts.

Staff intends to use social media to promote community events, provide information to citizens, market Jersey Village to the surrounding areas, and more. These efforts should not cause an undue burden on staff to update or manage social media information. However, a few guidelines are needed and include the following:

- a. This site welcomes family-friendly comments and posts, and the City reserves the right to immediately remove content that contains personal attacks, profanity and information unrelated to the topic.
- b. Comments posted to this page will be monitored. The City of Jersey Village, Texas reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, promote illegal activity, promote commercial services or products or are not topically related to the particular posting.
- c. All content and comments posted to this official City of Jersey Village, Texas, social media site are subject to public disclosure laws.

Council engaged in discussion about the nature of the information that will be posted on these sites. City Manager Bleess explained that it will be informational and not interactive. He went on to state that the purpose is to provide information about community events, provide information to citizens, market Jersey Village to the surrounding areas, and more. Should there be posts requesting in-depth information, that person will be directed to the appropriate department head for further attention.

There were questions about Council Members interacting on the sites. City Attorney Hayes instructed that the Open Meetings Act prohibits such interaction unless it is via a message board, which observes strict requirements.

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There was discussion about the social media archive software and how it interacts with the processing of open records requests.

With no further discussion on the matter, Council Member Sheppard moved to approve Resolution No. 2017-31, authorizing the city to create an official social media presence. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY TO CREATE AN OFFICIAL SOCIAL MEDIA PRESENCE.

9. Consider Resolution No. 2017-32, authorizing the Finance Director to convert a 72-hour position to an 80-hour full time position.

Isabel Kato, Finance Director, introduced the item. Background information is as follows:

The employee in the part-time clerk position for the Municipal Court/Finance recently retired. The position is now vacant. This position previously was approved to work up to 72 hours biweekly. The duties of the employee for this position are assisting the Municipal Court and assisting the Accounting Section of the Finance Department. Furthermore, a portion of the salary will be reimbursed by the Court Collection Agency.

Staff is requesting the approval of this Resolution in order to increase the hours for the clerk position from 72 to 80 hours.

With limited discussion on the matter, Council Member Harper moved to approve Resolution No. 2017-32, authorizing the Finance Director to convert a 72-hour position to an 80-hour full time position. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE FINANCE DIRECTOR TO CONVERT A 72-HOUR POSITION TO AN 80-HOUR FULL TIME POSITION.

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10. Consider Resolution No. 2017-33, to approve extension of wastewater services to Weatherford Technology Center located at 11909 Spencer Road.

Kevin T. Hagerich, Director of Public Works, introduced the item. Background information is as follows:

The Public Works Department has received a letter from McDonough Engineering Corporation on behalf of their client Weatherford Technology Center, requesting sanitary sewer services from the City of Jersey Village. Weatherford Technology Services is located on the south side of Spencer Road. They currently operate a small zero discharge wastewater treatment plant to serve their restrooms and break room. No water (process water) is used in their production activities. The City of Jersey Village will not benefit from the construction of a new sewer line and there is no cost to the City for installation.

Any improvement to City utilities will be required to follow Chapter 14, Article VIII of the City's Building and Development Code; Public Utilities. All designs and specifications must be approved by City Engineer, Brooks & Sparks Inc. The contractor plans to convey the wastewater lines to the City; however, staff will require the following conditions are met:

- a. That Weatherford Technology Center obtains permission from Texas Department of Transportation for placement of sewage line in the street right-of-way (ROW).
- b. That Weatherford Technology Center agrees to install the sewage line within Texas Department of Transportation right-of-way (ROW) at their expense.
- c. That all legal documents be reviewed and approved by the City's attorney.
- d. The City shall not accept ownership or maintenance of any public improvements until the developer submits all final plats, all as-built drawings and a one-year maintenance bond.

Staff does not recommend approval of this request as we are currently in the Phase VII, 290 Project and development has been identified in our Comprehensive Plan. The stress on that system cannot be determined at this time.

Council engaged in discussion about the impact of adding this service to our system. Public Works Director Hagerich explained that since we only know what they have told us, it is difficult to estimate the impact without further information. He did tell the Council that this property is located outside the City's ETJ and that is concerning.

City Attorney Hayes went on to explain that since the property in question is outside the City's ETJ and the requestor does not pay taxes, approval of this service would need to be supported by a utility agreement, which would serve as the basis for enforcement.

There was discussion about where the current service ends. Public Works Director Hagerich told Council that it ends at Spencer and Jones Road, which requires that this requestor burrow under FM 529 and other right-of-ways at their own expense.

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 17, 2017

City Attorney Hayes added that there are some jurisdictional issues with approving this service outside the City's ETJ such as ownership of the lines. She also mentioned that the City of Houston can provide these services.

With no further discussion on the matter, Mayor Ray called for a motion on Resolution No. 2017-33, approving the extension of wastewater service to Weatherford Technology Center, located at 11909 Spencer Road. Hearing no motion, the Resolution failed for lack of a motion.

RESOLUTION NO. 2017-33 – FAILED – NO MOTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE EXTENSION OF WASTEWATER SERVICE TO WEATHERFOD TECHNOLOGY CENTER, LOCATED AT 11909 SPENCER ROAD.

- 11. Consider Ordinance No. 2017-13, amending the Asset Forfeiture Fund Budget of the city for the fiscal year beginning October 1, 2016, and ending September 30, 2017; authorizing the purchase of Evidence Tracking Software Upgrade and Maintenance Renewal from FileOnQ, a sole source vendor, as permitted by Chapter 59 of the Code of Criminal Procedure; and providing for severability.**

Eric Foerster, Chief of Police, introduced the item. He told City Council that the FileOnQ software and maintenance are up for renewal, and both are needed in order to fully utilize the existing software. This item is to request a budget amendment in order to make the purchase from the Asset Forfeiture Fund Budget.

With limited discussion on the matter, Council Member Holden moved to approve Ordinance No. 2017-13, amending the Asset Forfeiture Fund Budget of the city for the fiscal year beginning October 1, 2016, and ending September 30, 2017; authorizing the purchase of Evidence Tracking Software Upgrade and Maintenance Renewal from FileOnQ, a sole source vendor, as permitted by Chapter 59 of the Code of Criminal Procedure; and providing for severability. Council Member Harper seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-13

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE ASSET FORFEITURE FUND BUDGET OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017; AUTHORIZING THE PURCHASE OF EVIDENCE TRACKING SOFTWARE UPGRADE AND MAINTENANCE RENEWAL FROM FILEONQ, A SOLE SOURCE

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 17, 2017

VENDOR, AS PERMITTED BY CHAPTER 59 OF THE CODE OF CRIMINAL PROCEDURE; AND PROVIDING FOR SEVERABILITY.

- 12. Consider Ordinance No. 2017-14, amending the General Fund budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017 by increasing line item 01-25-5516 in the amount of \$15,000 to pay the collection agency for their services.**

Mark Bitz, Fire Chief, introduced the item. He told City Council that the ambulance revenues have exceeded predictions. Initially, it was estimated that \$300,000 would be collected by the collection service in FY 2016-2017. However, because of the collection service efforts, it is likely that collections will be as much as \$440,000. As a result, associated expenditures for the collection agency are expected to be approximately \$15,000 higher than the budgeted amount of \$46,000, and funds must be added to the line item in order to pay the collection agency for their services.

Accordingly, Staff is requesting the approval of this Ordinance in order to transfer \$15,000 from the General Fund to line item 01-25-5516, Collection Agency Fees to pay the collection agency for their services.

With no discussion on this matter, Council Member Harper moved to approve Ordinance No. 2017-14, amending the General Fund budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017 by increasing line item 01-25-5516 in the amount of \$15,000 to pay the collection agency for their services. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

ORDINANCE NO. 2017-14

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 BY INCREASING LINE ITEM 01-25-5516 IN THE AMOUNT OF \$15,000 TO PAY THE COLLECTION AGENCY FOR THEIR SERVICES.

- 13. Consider Resolution No. 2017-34, setting a date and time to conduct the 2017-2018 Council/Staff Budget Retreat.**

Austin Bleess, City Manager, introduced the item. Background information is as follows:

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – April 17, 2017

Every year, after the May Election, Staff meets with Council in a retreat setting to discuss the financial condition of the city. During this retreat, in addition to receiving information about the overall condition of the City, Council receives information about:

- Accomplishments achieved since the last retreat;
- Supplemental requests being made for the upcoming budget year;
- Short-term concerns for the City with a review of both short and long-term incentives; and
- Departmental Information.

Proposed dates for the annual Council/Staff Budget Retreat are the:

- May 15, 16, and 17, 2017 beginning at 6:00 p.m.
- Friday, May 19, 2017 at 9:00 a.m.
- Saturday, May 20, 2017 at 9:00 a.m.

This item is to select a date for the annual Council/Staff Budget Retreat.

Council discussed the various dates and reviewed their schedules in order to select a date suitable for attendance by all Council Members.

With no further discussion on the matter, Council Member Mitcham moved to approve Resolution No. 2017-34, setting Saturday, May 13, 2017 at 9:00 a.m. as the date and time to conduct the annual Council/Staff Budget Retreat. Council Member Holden seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard, and Wubbenhorst

Nays: None

The motion carried.

RESOLUTION NO. 2017-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, SETTING A DATE AND TIME TO CONDUCT THE 2017-2018 COUNCIL/STAFF BUDGET RETREAT.

K. MAYOR AND COUNCIL COMMENTS

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make a reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutory recognition for purposes of this subdivision;

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- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

Council Member Wubbenhorst: Council Member Wubbenhorst had no comments.

Council Member Sheppard: Council Member Sheppard had no comments.

Council Member Mitcham: Council Member Mitcham extended condolences to Kimberly Flenoury's family.

Council Member Holden: Council Member Holden had no comments.

Council Member Harper: Council Member Harper thanked Staff for their help on the transparency item.

Mayor Ray: Mayor Ray had no comments.

L. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 9:24 p.m.

Lorri Coody, City Secretary

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST DISCUSSION FORM**

AGENDA DATE: May 15, 2017

AGENDA ITEM: G1

AGENDA SUBJECT: Consider Resolution 2017-35, electing a Mayor Pro Tem.

Department/

Prepared By: Lorri Coody

Date Submitted: May 8, 2017

EXHIBITS: [Resolution No. 2017-35](#)

BUDGETARY IMPACT:	Required Expenditure:	\$	0,000.00
	Amount Budgeted:	\$	0,000.00
	Appropriation Required:	\$	0,000.00

CITY MANAGER APPROVAL: NMC

BACKGROUND INFORMATION:

According to Article II, Sec. 2.05 of the City Charter, Council shall, at its first meeting following the general municipal election, elect one of its members as mayor pro tem.

The mayor pro tem shall act as mayor during the absence or disability of the mayor and shall have power to perform every act the mayor could perform; provided, however, that the mayor pro tem shall be entitled to vote upon all matters considered by the council.

If the mayor and the mayor pro tem are absent from a meeting, the council shall elect an attending member to preside over such meeting.

RECOMMENDED ACTION:

MOTION: To approve Resolution 2017-35, electing _____ as Mayor Pro Tem.

RESOLUTION NO. 2017-35

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY
VILLAGE, TEXAS, ELECTING A MAYOR PRO TEM.**

WHEREAS, the City Council shall, at its first meeting following the general municipal election,
elect one of its members as mayor pro tem, and;

WHEREAS, City Council has nominated and approved the election of a mayor pro tem, now therefore;

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE,
TEXAS:**

THAT, _____, is elected as the Mayor Pro tem for the City Council for
the City of Jersey Village for a term of one year at the pleasure of Council.

PASSED AND APPROVED this the **15th** day of **May, 2017**.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: May 15, 2017

AGENDA ITEM: G2

AGENDA SUBJECT: Discuss and take appropriate action regarding Council Liaison Assignments.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** May 8, 2017

EXHIBITS: [Resolution No. 2017-36](#)
[Exhibit A](#) - Council Liaison Appointments

BUDGETARY IMPACT:	Required Expenditure:	\$
	Amount Budgeted:	\$
	Appropriation Required:	\$

CITY MANAGER APPROVAL: AB

BACKGROUND INFORMATION:

City Council members serve as liaisons to all city boards and committees. In this capacity, council members primarily serve to represent the desires of council to the board.

There are no established procedures for assigning liaison positions. With the recent election, the Building Board of Adjustment and Appeals does not have a liaison. This agenda item has been placed to allow Council Members to fill the vacant position, and adjust other positions as desired.

Current assignments are:

Planning and Zoning Commission and
Capital Improvements Advisory Committee
Building Board of Adjustment and Appeals
Recreation and Events
Golf Course Advisory Committee
Board of Adjustment

Andrew Mitcham
C. J. Harper
Sheri Sheppard
Greg Holden
Gary Wubbenhorst

RECOMMENDED ACTION:

MOTION: Approval of Resolution 2017-36, assigning Council Members to serve as liaison to various city committees and boards.

RESOLUTION NO. 2017-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, APPOINTING COUNCIL LIAISONS TO VARIOUS BOARDS AND COMMITTEES.

WHEREAS, Section 9.12 of the City of Jersey Village Charter authorizes the establishment of such boards, agencies, and commissions deemed necessary for the conduct of the city's business, and;

WHEREAS, the City Council of Jersey Village has caused to be created the Planning and Zoning Commission, the Capital Improvements Advisory Committee, the Building Board of Adjustment, the Zoning Board of Adjustment, the Golf Course Committee, and the Recreation and Events Committee, and;

WHEREAS, it has been the longstanding practice of Council Members to serve as liaisons for each of the aforementioned boards, agencies, or commissions, **NOW THEREFORE**;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS

THAT, the following Council Members are appointed to serve as Council Liaison to various boards and committees as detailed in the attached Exhibit A.

PASSED AND APPROVED this the **15th** day of **May, 2017**.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

City of Jersey Village – May 15, 2017
City Council Liaison Assignments
Exhibit A

Planning and Zoning Commission and
Capital Improvements Advisory Committee

Building Board of Adjustment and Appeals

Recreation and Events

Golf Course Advisory Committee

Board of Adjustment

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST DISCUSSION FORM**

AGENDA DATE: May 8, 2017

AGENDA ITEM: G3

AGENDA SUBJECT: Consider Resolution No. 2017-37, accepting the resignation of Crime Control and Prevention District Board Member C. J. Harper, and appointing a new member to the Crime Control and Prevention District for the unexpired term ending August 31, 2017.

Department/Prepared By: Lorri Coody

Date Submitted: May 8, 2017

EXHIBITS: [Resolution No. 2017-37](#)
[Resignation of C. J. Harper](#)

BUDGETARY IMPACT: none

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The Jersey Village Crime Control and Prevention District ("District"), organized and existing under Chapter 363, Texas Local Government Code, is governed by a board of directors of seven members appointed by the City Council for terms of two years.

The current members of the board of directors and the termination dates of their terms of office are Greg Holden, August 31, 2017; Justin Ray, August 31, 2017; C. J. Harper, August 31, 2017; Gary Wubbenhorst, August 31, 2018; Sheri Sheppard, August 31, 2018; Andrew Mitcham, August 31, 2018; and J. Lane DuBois-Freeman, August 31, 2018.

C. J. Harper has resigned as member of the board of directors. Bobby Warren is a newly elected Council Member.

RECOMMENDED ACTION:

Motion: To accept the resignation of Crime Control and Prevention District Board Member C. J. Harper, and approve Resolution No. 2017-37, appointing Bobby Warren as a Director of the Crime Control and Prevention District for the unexpired term ending August 31, 2017.

RESOLUTION NO. 2017-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ACCEPTING RESIGNATION OF C. J. HARPER DIRECTOR OF THE JERSEY VILLAGE CRIME CONTROL DISTRICT AND APPOINTING REPLACEMENT.

WHEREAS, the Jersey Village Crime Control and Prevention District (“District”), organized and existing under Chapter 363, Texas Local Government Code, is governed by a board of directors of seven members appointed by the City Council for terms of two years; and,

WHEREAS, The current members of the board of directors and the termination dates of their terms of office are Greg Holden, August 31, 2017; Justin Ray, August 31, 2017; C. J. Harper, August 31, 2017; Gary Wubbenhorst, August 31, 2018; Sheri Sheppard, August 31, 2018; Andrew Mitcham, August 31, 2018; and J. Lane DuBois-Freeman, August 31, 2018; and

WHEREAS, C. J. Harper has resigned as a member of the board of directors; **NOW THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS THAT:

Section 1. The recitals set forth in the preamble to this Resolution are hereby approved, ratified and confirmed.

Section 2. The resignation of C. J. Harper as a member of the District’s board of directors is hereby accepted.

Section 3. Bobby Warren is hereby appointed as a Director of the Crime Control and Prevention District for the unexpired term ending August 31, 2017.

PASSED AND APPROVED this 15th day of May, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

C. J. Harper

May 8, 2017

Ms. Lorri Coody
City Secretary
City of Jersey Village
16501 Jersey Drive
Jersey Village, Texas 77040

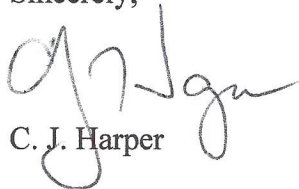
Re: Crime Control and Prevention District

Dear Ms. Coody:

Joining the tradition of outgoing Councilmembers please receive this correspondence as formal notification of resignation as Director on the City of Jersey Village Crime Control and Prevention District (CCPD) effective May 15, 2017. In this Mr. Warren's participation will be expedited and the important work of the CCPD may continue forward.

I appreciate the opportunity to serve the citizens of our great city on this Board and I wish Mr. Warren, you and the other Board Members well. Thank you for all you do.

Sincerely,



C. J. Harper

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: May 15, 2017

AGENDA ITEM: G5

AGENDA SUBJECT: Consider Ordinance No. 2017-16, amending the City's General Fund budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, in the amount of \$20,000 in order to cover additional costs associated with outsourcing fleet repairs.

Department/Prepared By: Kevin T. Hagerich, Director of Public Works

Date Submitted: May 9, 2017

EXHIBITS: [Ordinance 2017-16](#)
[Exhibit A](#) – Budget Amendment Form

BUDGETARY IMPACT:	Required Expenditure:	\$	55,900.00
	Amount Budgeted:	\$	35,900.00
	Appropriation Required:	\$	20,000.00

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The Fleet Services department is entrusted with maintaining the City's fleet, including emergency response vehicles. Due to the increased cost and frequency of outsourced repairs, and unforeseen vehicle collisions, Fleet Services is in need of immediate funding.

City Staff is respectfully requesting the approval of this Ordinance in order to increase line item 01-36-4520 (Auto Outsource) by \$20,000. The additional funding will allow for the continued maintenance and repair of the City's vehicles.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2017-16, amending the City's General Fund budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, in the amount of 20,000 in order to cover additional costs associated with outsourcing fleet repairs.

ORDINANCE NO. 2017-16

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 BY INCREASING LINE ITEM 01-36-4520 IN THE AMOUNT OF \$20,000 IN ORDER TO COVER ADDITIONAL COSTS ASSOCIATED WITH OUTSOURCING FLEET REPAIRS.

WHEREAS, subsequent to the adoption of the annual budget for the City of Jersey Village for the fiscal year beginning October 1, 2016, and ending September 30, 2017, the City has expenditure changes; and

WHEREAS, the City Manager has recommended that such budget be amended to reflect such revenues and expenditures in accordance with Exhibit A attached hereto and made a part hereof; and

WHEREAS, the City Council finds and determines that the budget should be amended as recommended by the City Manager; **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS THAT:

Section 1. The recitals contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted.

Section 2. The annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2016, and ending September 30, 2017, is hereby amended by increasing the appropriations to the account contained therein as provided in the attached:

- Exhibit A – Budget Amendment form, General Fund by increasing line item 01-36-4520 (Auto Outsource) in the amount not to exceed \$20,000.

Section 3. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Jersey Village, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part of this declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED this 15th day of May, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

**CITY OF JERSEY VILLAGE
BUDGET TRANSFER / AMENDMENT REQUEST FORM**

- ☐ I request the following budget transfer between line item within the same division:

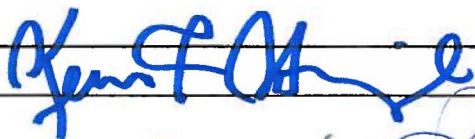
<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

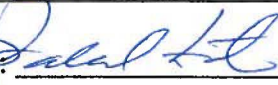
- ☒ I request the following amendment to the current budget to increase the overall budget by the amount designated below: **Only one item per form.**


<u>From the fund balance of:</u>		<u>To Line Item</u>	<u>Amount</u>
<input checked="" type="checkbox"/> General Fund		36-4520_____	\$20,000_____
<input type="checkbox"/> Utility Fund		_____	_____
<input type="checkbox"/> Capital Improvements Fund		_____	_____
<input type="checkbox"/> Other _____		_____	_____

Justification

Funds are required in order to cover increased cost and frequency of outsourced fleet repairs.

Requested by:  Date 3 MAY 17

Finance: Sufficient Funds ☒ Exist ☐ Do Not Exist ☐  Date 5/3/17

City Manager: Approved / Not Approved:  Date 5/4/17

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: May 15, 2017

AGENDA ITEM: G5

AGENDA SUBJECT: Consider Resolution No. 2017-38, reviewing and approving the City of Jersey Village Purchasing Procedures in compliance with the Texas Government Code Chapter 252 Purchasing and Contracting Authority of Municipalities.

Department/Prepared By: Austin Bless **Date Submitted:** May 5, 2017

EXHIBITS: [Resolution No. 2017-38](#)
[Exhibit A](#) – Purchasing Procedures – Red Lined Version
[Exhibit A](#) – Purchasing Procedures with Revisions

BUDGETARY IMPACT:	Required Expenditure:	\$	0.00
	Amount Budgeted:	\$	0.00
	Appropriation Required:	\$	0.00

BACKGROUND INFORMATION:

In looking at ways that I believe we can streamline work and make things more efficient throughout the city, one of the first things that we can easily do is update the Purchasing Policy to be more reflective of the times that we live in. The original purchasing policy was approved in 1993, and while there was some tweaking that has been made to the policy in the years since there are a few areas that should be updated.

We are proposing to raise the dollar amount threshold for purchase orders so Department Heads can approve up to \$3,000, the Finance Director can approve up to \$5,000 and the City Manager can approve up to \$10,000. This is for things requiring purchase orders only. There are still several checks and balances throughout the purchasing process.

The other big change to this is all purchase orders will be done electronically, rather than via paper. This will save staff time, decrease our physical storage needs, and make the process flow much smoother.

A few of the other changes in the policy allow for the city to donate equipment that has not sold at public auction to a non-profit organization, updates the policy to reflect current practices, and other various housekeeping edits.

RECOMMENDED ACTION:

Motion: To approve Resolution 2017-38, reviewing and approving the City of Jersey Village Purchasing Procedures in compliance with the Texas Government Code Chapter 252 Purchasing and Contracting Authority of Municipalities.

RESOLUTION NO. 2017-38

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS, REVIEWING AND APPROVING THE CITY OF JERSEY VILLAGE PURCHASING PROCEDURES IN COMPLIANCE WITH THE TEXAS GOVERNMENT CODE CHAPTER 252 PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

That the City of Jersey Village Purchasing Procedures, a copy of which is attached hereto as “Exhibit A” and made a part hereof, is hereby reviewed and approved in compliance with the Texas Government Code, Purchasing and Contracting Authority of Municipalities Chapter 252.

PASSED AND APPROVED this the 15th day of May, A.D., 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

CITY OF JERSEY VILLAGE ADMINISTRATIVE PROCEDURES		
SUBJECT: Purchasing Procedures	EFFECTIVE DATE: 12/20/93	REVISED DATE: 5/15/2017 3/12/2014
APPROVED:	Reference No: 93-02 (Original) 2017-XX (Revised)	

Comment [LC1]: I think this number represents the City Council Resolution Number

Comment [LC2]: The page Numbering on the Document needs updating once all edits are made.

INTRODUCTION

Public purchasing is the process of acquiring all goods and services by a public entity that is necessary to provide the public with the services they require.

Public purchasing has several goals:

- To purchase the proper good or service to suit the City's needs.
- To obtain the best possible price for the good or service.
- To have the good or service available where and when it is needed.
- To assure a continuing supply of needed goods and services.
- To guard against any misappropriation of the City.

Public purchasing must also assure ~~that~~:

- Responsible bidders are given a fair opportunity to compete for the government's business. This is done partially by the statutory requirements for competitive bids and proposals, and partially by the City's own purchasing procedures.
- Safeguarding of public funds. To insure that the best value is received for the public dollar.
- ~~To insure that p~~Public spending is not used to enrich elected officials or government employees, or to confer favors on favored constituents.

The efficiency and effectiveness of any program depends on good, sound principles of management. Purchasing is not different. There are common, basic principles of purchasing that can be applied to any purchasing program to make it operate to the best advantage of any government.

Whenever there is a question, see **Chapter 252, Texas Local Government Code** for details ~~(see~~ Appendix A).

Comment [LC3]: This is the only reference to Appendix A. If we keep the Appendix do we need to cite it somewhere in the procedures?

ETHICAL STANDARDS

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Jersey Village procurement operation.

To achieve the purpose of ~~this Policy~~ these procedures, it is essential that those doing business with the City of Jersey Village also observe the ethical standards prescribed here.

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Jersey Village by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of the City of Jersey Village to breach the standards of ethical conduct set forth in ~~this code~~ these procedures.
3. It shall be a breach of ethics for any employee of the City of Jersey Village to participate directly or indirectly in procurement when the employee of the City of Jersey Village knows that:
 - the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
 - a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
4. Gratuities. It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Jersey Village, or for any employee or former employee of the City of Jersey Village to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering or advice, investigation, auditing, or in any other advisory capacity in any preceding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract of subcontract, or to any solicitation or proposal therefore pending before this government.

5. Kickbacks. It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Jersey Village, or any person associated therewith, as an inducement for the award of a subcontract or order.
6. Contract Clause. The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every purchasing contract and solicitation for purchase.
7. Confidentiality. It shall be a breach of ethics for any employee or former employee of the City of Jersey Village to knowingly ~~to~~ use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Comment [LC4]: Interesting – I have not seen this in ANY of the contracts I have processed.

Much of what is written in ~~this~~ these Purchasing ~~Manual~~ Procedures is governed by statutory requirements of local, state or federal origin. The requirements of the statutes have been incorporated into our internal system. Circumvention or disregard of these procedures and/or policies may result in disciplinary action or termination.

AUDITING

Auditing is the process of examining information (such as data and original documents), operations (such as workflow, physical layout and documents in use), requirements (such as laws, procedures, policies), staff (such as personnel and level of training) and results of operations (such as reports of operations, results of statistical tests and counts) to determine the mathematical accuracy, legality, propriety, efficiency, and effectiveness of operations. It is a process of determining whether all transactions are properly recorded in the accounts and appropriately reported to management, and whether the office is operating to the best advantage.

Internal (or management) audits will be done periodically by Finance of the purchases made by the City. Internal audits are typically concerned with increased efficiency and effectiveness in the purchasing process. ~~Internal audits are usually more concerned with the relationships of the purchasing office to the rest of the government, especially higher management and the governing body.~~

Certain objectives should be followed in purchasing to ensure that:

1. All transactions are properly authorized.
2. All ordering procedures are correctly followed.
3. Competitive bidding and proposal statutes are complied with.
4. Purchases should be sales tax free.
5. All other purchasing statutes are followed completely.
6. Materials, supplies, services and capital assets purchased are received and recorded by the appropriate department.
7. Materials, supplies and capital assets received are properly safeguarded and accounted for.

8. Operations conform to prescribed procedures and policies.
9. Operations are being conducted in the most efficient and effective manner.
10. Sufficient funds must be appropriated before the obligation is incurred.

TYPES OF PURCHASES

There are several different types of purchases. They are as follows:

Non-Stocked Items

These items are not stocked or warehoused by the City. They may or may not be a standardized item, but are not in such constant demand as to be considered a supply or other stocked item. These items are procured by either bids or negotiated price quotes, according to the statutory or local requirement.

Stocked or Warehoused Items

These items are in such constant usage by the City that they are stocked routinely. These items are usually purchased on annual contracts with provisions to replenish stocks as needed. These items should be standardized to the maximum extent possible. Commonly used office products will be maintained in a ~~“Central Store”~~ a central location managed by Purchasing the designated department.

Comment [IK5]: I thought we were taking of “Central Store”

Emergency

Emergency purchases are made to meet a critical, unforeseen need to the City. Because the City’s ability to serve the public would be impaired if purchases are not made immediately, emergency purchases are exempt from standard purchasing procedures.

Sole Source

Sole source purchases are goods and services available from only one supplier. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. These purchases are exempt from the standard bidding requirement. Departments may be required to certify that only one supplier is available. It is a violation of this policy and may lead to disciplinary action to state a vendor is sole source when other sources are available.

Services

The City purchases a variety of services. The services are usually obtained through contracts or agreements.

PURCHASING PROCEDURES

When a department recognizes the need for a commodity, it should first ~~examine the Central Store Inventory Sheet~~ check existing stock to see if the item is available. If the commodity is a stock item, the ~~Central Store will issue it to the user~~ department may utilize the item. If the item is not maintained in stock, the department should begin the purchasing procedure. ~~Purchase orders are required for all purchases equaling or exceeding \$500.00.~~

Comment [IK6]: "Central Store"?

Comment [IK7]:

Comment [IK8]: I thought the purchase order amount was changing

Bid pricing and bidding limits are established to ensure that sizable purchases are subjected to fair competition among available, responsible vendors. But even though certain purchases are exempt for some reason from the statutory or local ordinance requirements for bids, the department shall maintain adequate controls over purchases to insure compliance with ~~this policy~~ these procedures. Procedures are put in place to ensure that the user is not splitting orders to escape the bidding requirements. A periodic internal audit will be done to ensure all procedures are being followed.

State Law and City policy requires seeking competitive pricing or bids for the item or service to be purchased. The procedures for obtaining the competitive bids are categorized by level of expenditure. The five categories by order of magnitude of expenditure are defined below.

Competitive Bidding

It is the policy of the City of Jersey Village to use competitive principles in awarding all public contracts of any amount with very limited exceptions. This includes the purchase and lease of goods, the purchase of services, and construction projects. These competitive principles will apply to all departments and divisions of the city. Competitive bidding means letting the available vendors compete with each other to provide goods and/or services.

Competitive bidding ensures that public monies are spent properly, legally, and for public projects only, and that the best possible value is received for the money. Secondly, it gives those qualified and responsible vendors who desire to do business with the City a fair and equitable opportunity to do so.

Cities are required to contact at least two disadvantaged business from a list provided by the State Purchasing and General Services Commission where purchases are greater than \$3,000 but less than \$50,000.

Formal Bids

Formal competitive bidding and competitive proposals are required by statute for purchases amounting to \$50,000 or more. Insurance must be competitively bid for expenditures of more than \$50,000. Items over \$50,000 that are purchased through statewide contracts are exempt from the bidding requirements as authorized by state statute.

All formal bids for goods, services, or contractual needs will be initiated through ~~Purchasing in cooperation with~~ the requesting department. ~~This centralization promotes development and maintenance of records of supply sources, prices, specifications, legal and other requirements.~~

The formal bid procedure will take a minimum of three weeks before a bid can be awarded to a vendor. Bids shall be on a standard form (see Exhibit 9302-~~24~~ & 9302-~~35~~). The initiating department will be responsible for vendor solicitation prior to the bid opening and vendor notification after the bids are considered and approved by the City Council. All legal advertising will be through the City Secretary's office.

After receipt, the City Secretary will keep the bids and related information in the central files. A copy will be furnished to the department upon request.

In formally bidding out a purchase, the following general requirements apply:

- The bids are to be advertised, based on the specifications and conditions of purchase ~~provided by the government developed by the department. Specification development shall be completed at the user or initiating department level.~~ All formal bids shall be submitted to Purchasing City Secretary for processing. The City Secretary will be responsible for advertising of the bid request and receiving and opening the bid document.
- Bids are received until a certain future date and hour set out in the specifications. After that date and time, no further bids are accepted. ~~If less than three (3) bids are received, the bids will not be opened. The unopened bids will be presented to Council or disposition.~~
- The bids are opened at the specified date and hour, and submitted to City Council. Generally the lowest and best responsible bid is accepted, but only one bid may be accepted. If no bid is found to be acceptable, the entire bidding process must be repeated.

Comment [LC9]: Need to look at this – Purchasing?

Comment [LC10]: We do not do this now. No matter the number received, we open the bids. I wonder if there is some State Statute that requires not opening when less than three.

Bids may be subject to bonding requirements: where there is a question of applicability, request confirmation from the City Attorney. This is to ensure that if the bidder attempts to withdraw after his bid is accepted, the City will not suffer loss.

~~Formal bidding procedures should be used for purchase of items costing less than \$50,000 whenever it can be expected that by doing so will result in a cost savings to the City. Even emergency or relatively small purchases should use all practical means to obtain the best price available.~~

Competitive Proposals

Competitive proposals are similar to competitive bids, but are limited in scope by Texas statutes. They can only be used for procurements of high-technology products or services. The definition of “high technology” is somewhat vague. Purchasers should keep abreast of recent developments in this area.

- The specification is written using performance standards rather than the description of the good or service. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.

- Vendors submit proposals of their own design for a system to satisfy the requirement set forth in the proposal. Proposals may incorporate entirely different hardware or services to accomplish the same performance.
- After proposals are received, the government may enter into negotiations with as many vendors as have submitted feasible proposals in order to arrive at the best possible proposal for each vendor.

Informal Bids

Purchases of items or services costing less than \$50,000 are not required to go through the formal bid process. However, all purchases should undergo a competitive process to insure the best and lowest price possible to the city.

Purchases \$50,000 and Over

Purchases of \$50,000 or more are formally bid out as described earlier. Upon award of the bid to the lowest, best responsible bidder by Council the initiating department shall input and submit a Purchase Requisition to Finance for issuance of a purchase order. Receipt of the goods or services shall only occur after issuance of the purchase order.

Purchases Between ~~\$5,000~~\$10,000 and \$49,999

When a purchase falls below formal bid limits, but costs between ~~\$5,000~~\$10,000 and \$49,999, the following procedures shall apply:

- a) Written request for price quotations shall be sent to at least three vendors; wherever possible, requests for quotations should be sent to five or more vendors. Where a list of vendors is maintained, the list should be rotated so that, over time, all vendors are contacted an approximate equal number of times.
- b) The request for price quotations will be on a Quote sheet (see Exhibit 9302-~~12~~). It should contain at least the following information:
 - 1) name and address of vendor;
 - 2) description of item;
 - 3) quantity required;
 - 4) last date quotations accepted;
 - 5) approximate date delivery is required; and,
 - 6) terms and conditions of purchase.
- c) The standard form should request certain specific information, such as:
 - 1) total or unit price, as specified;
 - 2) the date through which quoted price will be effective; ~~and~~
 - 3) an estimate of shipping cost if applicable; ~~and~~

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Tab stops: Not at 1.3"

- d) The request for price quotations should require that the quoted price would be honored during the stated period.

All contracts (purchases for expenditures involving ~~five thousand dollars \$5,000~~ \$10,000 or more) must be expressly approved in advance by the City Council, and accompanied by the required Texas Ethics Commission Form 1295 if:

- a) the expenditure is not specifically budgeted,
- b) the City proposes to award the bid to other than the low bidder meeting specifications, or
- c) less than three bids are received and the vendor(s) is not a sole source supplier.

Purchases Costing between ~~\$500.00 and \$5,000~~ \$3,000 and \$9,999

Where a purchase costs ~~\$500.00~~ \$3,000 or more but less than ~~\$5,000.00~~ \$9,999, the following procedures shall apply:

Comment [LC11]: \$9,999

- a) Written or telephone requests for price quotations are made to at least three vendors. The list of vendors should be rotated so that all vendors are contacted an approximate equal number of times.
- b) For telephone price quotations, certain information should be provided to the vendor, including at least the following:
 - 1) description of item;
 - 2) number of items required;
 - 3) date delivery required, as accurately as possible; and,
 - 4) the terms and conditions of purchase.
- c) Whether a written or telephoned price quotation is received, certain specific information should be obtained, and recorded in writing, such as:
 - 1) the name and address of the vendor;
 - 2) total of unit price, as specified;
 - 3) date through which quoted price will be effective;
 - 4) name of representative giving the quote; and,
 - 5) the specific product offered, if not already stated.
- d) After receipt of the quotes, a Quote Sheet shall be completed (see Exhibit 9302-~~12~~). The department will then complete the purchase order requisition process as described in the section below. The purchase requisition shall specify the lowest, best responsible quote for the item to be purchased.

Purchases Under ~~\$500.00~~\$3,000

Purchases under ~~\$500.00~~\$3,000 are to be made by authorized individuals using charge accounts at selected vendors. The charge receipt shall be signed and returned immediately to the department for completion. The department shall immediately approve the purchase and transmit the charge receipt to Finance as described in the accounts payable procedures to complete the purchasing process. Where a department wishes to maintain an accurate day-to-day account of its expenditures, funds should be encumbered through the purchase order system.

Purchases \$50 and Under

If the item is \$50 or under, it may be purchased using petty cash funds. Petty cash procurement is used for the purchase of small quantity general supply items. The major advantage of a petty cash purchase is the immediate payment to the vendor. The vendor's original sales receipt is attached to a petty cash voucher and given to the petty cash custodian for reimbursement.

THE PURCHASE ORDER PROCESS

Requisitioning is formally requesting that a purchase order be issued. The Purchase Order authorizes a purchase to be made. The purchase order issuance process begins with requesting (requisitioning) the purchase order. Each department shall make requisitions for its purchasing needs. The requisition process includes a system of authorization and safeguards so that improper or illegal purchasing is difficult both to initiate and to conceal.

The requisition process ~~may shall~~ be through an electronic process (~~see Appendix B) or by completing the purchase requisition form (Exhibit 9302-1).~~ The electronic purchase requisition system originates in the ~~InVision Financial Software computer program.~~ Each department is responsible for completing the electronic purchase order process. Preparation must be done far enough ahead of the date that the goods/services are needed to allow adequate time for following the procedures established in ~~this policy~~these procedures.

All requests shall be processed ~~within five working days.~~ If a request is to be held (for budget transfers, vendor quotation forms to be sent out, etc.) or cannot be processed within a five day period, the initiating department will be notified immediately. When additional funds are needed the requesting department will submit a budget transfer/amendment for the required funds.

The electronic purchase order system does not relieve the initiating or user department of the responsibility of completing the appropriate paperwork as defined elsewhere in ~~this policy~~these procedures (see also Exhibits 9302-1 (Purchase Requisition Form) and 9302-12 (Quote Sheet). The above forms, referred hereon as the backup documents, shall be used for data input into the ~~InVision Financial Software~~ system.

Upon completion of the data input, the initiating department will scan and/or convert the backup documents into a "pdf" file and place the file in the Xerox DocuShare file folder for Purchasing, under the appropriate fiscal year. The file name shall be the purchase order number as assigned by ~~InVision Financial Software~~ preceded by the "#" symbol. The initiating department will then file the original backup documents in the department's files. The files shall be maintained ~~for at~~

Comment [LC12]: Do you think we should name a vendor here. Perhaps something like "originates in the computer program designated by the Finance Director.

Comment [LC13]: How does this five days relate to the requirement to check daily discussed in paragraph 3 under Approval Authorization

Comment [LC14]: Same comment as above

Comment [LC15]: Same comment as above

Comment [LC16]: Is this happening now???

Comment [LC17]: Same comment as above

Comment [LC18]: Same Comment

~~least two years or~~ as provided by the City's record control schedules. The City Manager ~~shall~~ should not approve any purchase order until the electronic files are received.

~~After approval of the purchase order by the city manager, the accounting specialist in the finance department assigned the responsibility for issuance of the purchase order document will create an electronic copy of the purchase order (pdf format) and attach it to the backup documents to complete the documentation.~~

Approval Authorization:

There are three levels of approval provided for issuance of a purchase order. Department directors are authorized to approve purchase orders for their departments without further approvals up to a defined level. The next level of approval is the department director and the finance director. Finally, for purchase orders over a specified level, the purchase order must be approved by the department director, the finance director and the city manager.

The levels required for the various approvals are as follows:

APPROVAL LEVEL	UP TO	IF OVER BUDGET
Department	\$500.00 \$3,000 or greater	\$500.00 or greater
Finance	\$1,000.00 \$5,000 or greater	\$500.00 or greater
City Manager	\$3,000.00 \$10,000 or greater	\$2,000.00 or greater

It is the responsibility of the department directors, the finance director and the city manager to check the ~~InVision~~ Financial Software program on a daily basis, after 2:00 p.m. to approve the purchase orders. ~~The steps to create an electronic purchase order are provided in Appendix C.~~

~~Finance will print the purchase order (see Exhibit 9302.3) based upon the items listed in the purchase requisition register.~~ The Purchase Order will be signed-approved by the Finance Director (verifying availability of funds) and the City Manager (approving the purchase) in the financial software. The original, signed-approved copy of the Purchase Order will be mailed-sent by the accounting specialist to the vendor. This will confirm the purchase of the item(s).

Upon receipt of the purchased item(s) a Payment Authorization Form shall be issued by the receiving department, authorizing payment for the purchased item(s) and noting the purchase order number and that the payment will be a closeout of the P.O. Items purchased through purchase orders may receive partial payments. Where this occurs, the purchase order number and the notation that the payment is a partial payment must be made on the payment authorization.

EXCEPTIONS TO THE PURCHASING CYCLE

Comment [LC19]: Same Comment as above

Comment [LC20]: Who is this person, would it be better if each Department took care of sending the purchase order to the vendor

As with any set of guidelines there will be exceptions. This section will deal primarily with those more common exceptions to the normal purchasing cycle with the understanding that the exceptions will only apply when there is a legitimate and obvious need. Following is a list of the most common exceptions to the normal purchasing cycle:

1. emergency situations;
2. purchasing under blanket or open P.O.;
3. training and seminars/memberships, subscriptions, registrations and publications;
4. media advertising;
5. contracting for personal/or professional services;
6. maintenance contracts and construction contracts.

Emergency Situations

An emergency is commonly described as an unforeseen situation, which adversely and unduly affects the life, health, or convenience of the citizens of Jersey Village; or, a circumstance that would cause a loss to the City (such as an inordinate amount of down time). If an emergency arises during normal work hours, the affected director or the director's authorized representative shall:

1. notify the City Manager and/or Finance Director of the situation;
2. the department will immediately initiate the purchase order requisition process;
3. as soon as possible, all related paperwork, i.e. invoices, parking slips, or any backup relating to the purchase will be forwarded to Finance for the files.

If an emergency should arise after regular hours, the department director or the director's authorized representative may proceed with the emergency acquisition on the next regular day of business, the department will issue a confirming requisition, a brief explanation of the purchase will be forwarded to Finance. When a purchase order number is issued the user department will forward that number to the appropriate vendor.

Purchasing Under Blanket Order or Open Purchase Order

Often a department will do business with a single source vendor several times in a short span i.e. and for the same item (Municipal Garage with an auto parts supplier). The City may desire to take advantage of any quantity discounts or to fix the price of the items over the purchasing period. In this instance it is more practical to issue a blanket purchase order or open purchase order number to the vendor than to process each individual purchase. Caution should be exercised in utilizing the open purchase order to assure that departments do not exceed budgeted amounts or duplicate purchases. Periodic checking should be done to verify low prices.

Blanket purchase orders shall cover specific items (i.e. 16" radial tires) and a maximum quantity to be purchased over the lifetime of the purchase order (i.e. 100 16" radial tires). The City may purchase less than the actual quantity authorized but not more.

Training, Seminars, Memberships, Subscriptions, Registrations, and Publications

A purchase order is not required for expenses incurred in connection with training and seminars, memberships, subscriptions, registrations and publications. However, departments are responsible for maintaining budget allowances. The City Manager must approve all expenditures for training and seminars according to the established policy.

Legal Advertising

A purchase order is not required for legal advertising expenses. A copy of the publication shall be attached to the invoice and sent to Finance for processing.

Contracting for Personal/Professional Services

A Purchase Order will be required for all personal/professional service contracts. Contracting for professional services (engineering consultant, rate analyst, etc.) will be the responsibility of the department seeking such services. Any goods or services consumed in conjunction with a contracted professional service must be acquired through normal purchase procedures. It shall be the responsibility of the contracting department to notify Finance of the closing or expiration of the contract.

Maintenance Contracts and Construction Contracts

A purchase order will be required for maintenance and construction contracts such as computer maintenance and engineering contracts. Contracting for maintenance and construction services will be the responsibility of the department seeking such services. It shall be the responsibility of the contracting department to notify Finance of the closing or expiration of the contract.

SUPPLY AGREEMENTS

The purpose of a supply agreement is to contract the acquisition of commodities, as they are needed from a chosen vendor at a fixed price for a specified period of time. These agreements are formally bid and vendors are approved by City Council. These contracts eliminate the necessity of bidding commodities each time they are needed while allowing the City quantitative purchasing at optimum prices.

Bid data is compiled by listing items and estimated quantities to be utilized over a specific period of time. Quantities are to be estimates only and vendors are advised that actual purchases may vary 25 percent, more or less, than estimated quantities. Purchase orders will be issued for each individual purchase.

There are provisions in the contract for vendors to follow if the increased cost of an item to the vendor exceeds the selling price contracted to the City. Documentation is to be provided before a line item or lot can be re-bid.

Contracts will be awarded on per item, per lot, or all or none basis; decision for award will be at the discretion of the director whose department will be utilizing the commodities. The contract should also contain a termination clause applicable to both parties; thirty days written notice of intent to cancel is required to conclude the contract.

MAINTENANCE CONTRACTS AND SERVICE AGREEMENTS

Where feasible, the City may enter into yearly contractual agreements with selected vendors for various maintenance services. These contracts may include, but not be limited to, office machine maintenance, cleaning services, pest control, and equipment rental agreements. Negotiation of these contracts and agreements is the responsibility of the responsible department head. One copy (original signatures) of the agreement shall be provided to the City Secretary for the permanent records.

RECEIVING MERCHANDISE/SERVICES

When receiving ordered goods, the responsible department will conduct an initial inspection of the merchandise to determine its condition. A comparison is made of the goods received against the product specifications as established by the City. Once determination has been made that the article(s) received are to the Purchase Order specifications, the items are then placed in use and a Receiving Report forwarded to Finance to complete the purchasing process.

Damaged or Defective Merchandise

If the merchandise is damaged or defective, the division performing the inspection should notify the Vendor. Arrangements should then be made for return and/or replacement of the merchandise. Payment should not be authorized for damaged or defective merchandise. Finance should be notified of the problem and a "hold" placed on the purchase order.

Incomplete/Partial Orders

In the event an order is incomplete, an inquiry should be made for scheduled shipment of the remaining order. Authorization for payment of a partial order is accomplished by signing the ticket indicating the purchase order number, date, vendor and items received and then forwarding this information along with a payment authorization, specifically noting a partial payment of a purchase order to Finance for processing.

VOIDING A PURCHASE ORDER

A purchase order may be voided through the use of the Purchase Requisition Form. The initiating department shall complete a Purchase Requisition Form as if it were requesting a purchase order; the information being taken from the open purchase order. In the description (justification) section of the form the initiating department will request that the purchase order be voided and the reason for voiding the purchase order. The form will be forwarded to finance and the city manager's office for approval. Once all approvals are obtained finance will void the purchase order.

PURCHASING AND CENTRAL STORE

~~The City shall maintain a purchasing operation that will be responsible for items that are centrally purchased and/or warehoused. The four primary purposes in establishing and maintaining a centralized warehouse or central store are:~~

1. ~~to provide a central receiving, inspection and issuing point for goods;~~
2. ~~to facilitate the purchasing and storage of larger quantities of frequently used items;~~
3. ~~to ensure the availability of frequently needed goods on a timely; and;~~
4. ~~to ensure the availability and access to those items of an unusual nature required to restore customer services in an emergency situation.~~

Stock Levels

~~The selection of items stocked in the Central Store is determined by the needs of the user departments. It is the responsibility of department heads to inform Purchasing of their needs and requirements. Stock levels are determined according to use and demand. Purchasing shall maintain a Central Store Inventory List containing a description of all items maintained in the Central Store.~~

~~Users are reminded that before initiating a purchase through normal purchasing procedures, they should check with Purchasing to determine if the desired good is in stock or on order.~~

~~Several factors govern the quantity of inventories. These include:~~

1. ~~Current user needs;~~
2. ~~Time required replacing inventory stocks;~~
3. ~~Available storage space;~~
4. ~~Market conditions;~~
5. ~~Turnover ratio.~~

~~Purchasing will be responsible for monitoring the above factors to determine if an item not currently in inventory should be stocked, or conversely if a little used item should be deleted from inventory stock. Additionally, input from user departments regarding inventories will always be encouraged. (All requests in writing). A periodic list will be sent to all departments to determine reorder levels.~~

Economic Ordering Quantity

~~Each item maintained in the Central Store inventory will have an assigned Economic Ordering Quantity (EOQ). The EOQ is a predetermined reorder point for warehouse stock items utilizing the four factors governing inventory quantities. When an item reaches its minimum stock level, this will signal the Central Store to initiate a reorder of that item.~~

~~Although EOQ's will serve as a fixed reorder point, a certain amount of flexibility due to changing market conditions and actual usage must be allowed to adjust the minimum reorder point as necessary. EOQ can only be effective if user departments maintains an awareness of their needs and requirements.~~

Central Store Procedures

~~To obtain stock items from the Central Store, authorized individuals must report their needs to Purchasing. Most items will be charged to the Purchasing budget. However, specialized items used only by one department will be charged to the department's budget. When this occurs Purchasing~~

~~will complete a charge-out sheet initialed by the user. The user will be required to give the fund, division and object codes.~~

~~To return unneeded stock to the Central Store, users will notify Purchasing which, upon inspection of the returned good for serviceability, will place the item back into inventory, credit the proper account, and note "returned" on the Central Store charge sheet initialed by the returnee.~~

Inventory

~~A physical inventory of all Central Store stock will be conducted on a routine basis. It will then be reconciled with that period's activities and forwarded to Finance. A summary of monthly divisional charge-outs will be sent to all departments for review. At the same time one copy will be sent to Finance for inclusion in the financial report and another will be retained by Purchasing for future reference.~~

FIXED ASSETS

A fixed asset is categorized by two factors: (1) whether the initial cost of the item is \$5,000 or more, and (2) if the anticipated useful life exceeds one year. Examples of fixed assets include office machines, furniture, vehicles and equipment (clothing items are excluded from fixed assets). All inquiries should be forwarded to Finance. Where a purchase meets the definition of a fixed asset, the user department will complete a Fixed Asset Inventory Processing Form (see Exhibit 9302-64) and forward it to Finance.

Comment [IK21]: Nobody is doing this part

INSPECTION OF GOODS

The inspection of ordered goods will be accomplished at one of three locations, depending upon the nature of the commodity ordered.

At the Central StoreAt the Department

~~Purchasing-The ordering department~~ will be responsible for inspecting, upon delivery, all normal stock items and general use goods ordered ~~through it. If the good has been ordered for a specific department, an authorized representative of that department should be present during the initial inspection.~~ Any discrepancies (damages, improper specifications, etc.) noted upon initial inspection will be reported in writing to the freight carrier and/or the originating vendor. The ordering department must be aware of arrival for inspection purposes.

At the Vendor's Location

Special order items involving technical specifications and a substantial investment may require inspection at the point of origin. Such items include: rolling stock, heavy equipment, fabricated machinery, etc. Pre-delivery inspections will be conducted by an authorized representative of the requesting department.

At the Job Site

Inspections at the job site will be used to insure compliance with specifications and to determine that the ordered goods will actually perform and function for which they were purchased. Examples of goods and materials that will require on the job inspections are concrete, asphalt, pre-coated stone, and specialized equipment which has passed pre-delivery inspection.

TESTING

Two basic formats of testing should be performed on products: pre-testing, and post-purchase testing.

The first, pre-testing, will utilize value analysis and research and development methodology. This procedure will involve conducting practical in-house field tests on new product samples supplied by various manufacturers for the purpose of determining useful life versus total cost. Departments will be selected from time to time to participate in field tests on new products with the necessary instructions on how to monitor and maintain the test climate. Results of the tests will be analyzed to determine the economic feasibility of purchasing that particular product based on cost and performance.

The second method of testing, post-purchase, will be employed after a particular item has been purchased. This method will be applied to high-cost capital goods whose normal life cycle exceeds one year. The purpose of testing and monitoring after the purchase is to gather enough data on which to base future purchases. If the performance of a product over its life is rated at an unacceptable level, it will be documented as such by test data and not be considered for purchase in the future. This method of testing will be particularly applicable to motorized and heavy equipment. Test data will be obtained from operating records as maintained by the department and repair facilities.

PROPERTY SALVAGE AND DISPOSAL

Many items may outlive their usefulness and become unserviceable or obsolete. If it is found that the item is no longer serviceable to the City it shall be reported to the employee charged with maintaining the inventory of fixed assets for ultimate disposal. A Fixed Asset Inventory Processing Form (see Exhibit 9302-6) must be filled out by the user department and the item transferred to Purchasing the designated department for storage and ultimate disposal by the most advantageous (to the city) method.

Comment [LC22]: Might need to designate someone other than Purchasing

Upon approval by the City Council and City Manager, surplus materials and equipment may be disposed of in one of the following methods:

1. public auction;
2. trade-in on new equipment;
3. sealed bids;
4. destruction as unsalvageable;
- 4-5. donation to non-profit organization or
- 5-6. negotiated price by Council.

SPECIFICATIONS

All well-written specifications are the product of concentrated group effort and are worth preserving. They represent the fruits of lengthy deliberation and study, combined with past experiences, and are essential to any efficient purchasing program.

Specification Definition

A specification is a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection or preparing an item for delivery, or preparing or installing it for use. The specification is the total description of the purchase.

Specification Purpose

The purpose of any specification is to provide purchasing personnel with clear guides to purchasing, and to provide vendors with firm criteria of minimum product or service acceptability. A good specification has four characteristics:

1. **It sets the minimum acceptability of the good or service.** The term minimum acceptability is key, since the vendor must know the minimum standard to determine what to provide. Too high a standard means tax dollars will be wasted. Too low a standard, and the good or service will not meet the expectations of the user.
2. **It should promote competitive bidding.** The maximum number of responsible vendors should be able to bid to the specification. Restrictive specifications decrease competition.
3. **It should contain provisions for reasonable tests and inspections for acceptability of the good or service.** The methods and timing of testing and inspecting must be indicated in the specification. Tests should refer to nationally recognized practices and standards, whenever possible.
4. **It should provide for an equitable award to the lowest responsible bidder.** The buyer obtains goods or services that will perform to expectations, and the vendor is able to provide the goods or services at an equitable agreed price.

Who Prepares the Specifications?

Specifications may be obtained from a number of sources. In-house personnel, usually in the using division, often prepare the specific standards although outside agencies may also be used. ~~If the City has a designated Purchasing Agent, the Purchasing Agent should have final acceptance of the specifications. This will insure proper quality control and avoid proliferation of conflicting specifications.~~

Where to Obtain Specifications

Often it will be necessary for the user department to write its own specifications. However it is a good idea to first try to obtain existing specifications. Specifications may be obtained from the vendors and other governmental units. Further, Appendix B-A to this document provides a list of sources for assistance in developing specifications.

Comment [LC23]: Looks like this Appendix was eliminated

Specification Types

There are a number of types of specifications that are commonly used. The names may vary by the source describing them, but the following are the most commonly used terms. A single specification may be a combination of two or more of these types, especially the first two.

Design Specifications

Detailed descriptions of a good or service, including such things as details of construction or production, dimensions, chemical composition, physical properties, materials, ingredients and all other details needed for the provider to produce an item of minimum acceptability. Design specifications are usually required for construction projects and custom produced items and for many services.

Performance Specifications

Where the goods and/or services are described in terms of required performance. They may include such details as required power, strength of material, test methods and standards of acceptability and recommended practices.

Combination Specifications

Combines elements of both design and performance specifications. Some features of each are included to allow a vendor to use ingenuity to meet the performance needs of the government and also to require certain necessary design characteristics. This is probably the most common type of specification.

Brand-Name Specifications

Lists a good or service by brand name, model and other identifying specifics, in order to limit the bidding to a single preferred product. Since this type of specification discourages competition, it should not be used unless the item is the only one which will satisfy the government's requirement. This type specification is useful for purchasing replacement parts where only the brand name item will work.

Brand Name or Equal Specifications

Similar to brand name specifications, except that products equal to the characteristics of the named brand are specified as acceptable.

Qualified Products List Specifications

Based on a list of products, identified by manufacturers' name and model numbers, which are the only items that will be acceptable. These are used when quality is such a critical factor and testing so lengthy or expensive that the government wants to stay with proven products.

Standard Specifications

Using a single specification for one or more goods/services that are ordered on a recurring basis and that have the same general purpose saves time in the long run. The same specification is used each time an order is placed or bids are advertised. Examples are office supplies, paper, janitorial supplies and copier service contracts. Standardized specifications will usually be more complete and detailed than one-time specifications.

Specifications Writing

The following steps should be followed in writing a specification.

- Step 1. Determine that an acceptable specification is not available and a new one must be written or an old one must be revised.
- Step 2. Gather data for the specification. Sources are:
 - a) using department - Determine their needs and requirements
 - b) vendors and manufacturers
 - c) trade associations for that commodity, service or product
 - d) other local government, state, federal and Canadian specifications and standards
 - e) private or public standards-writing organizations, such as:
 - 1) ASTM-American Society for Testing and Materials 1916 Race Street, Philadelphia, Pennsylvania 19103
 - 2) SAE - Society of Automotive Engineers
 - 3) ASHRAE-American Society of Heating, Refrigeration and Air-Conditioning Engineers
 - 4) Many, many others. Contact the vendor for the commodity or a trade association for the commodity for information.
- Step 3. Analyze and evaluate the data based on requirements.
- Step 4. Decide on parameters for the item of service and set minimum levels of acceptance so that the items purchased will meet the needs of the City.

Step 5. Write the proposed specification. Use a standard format for all specifications to ensure uniform preparation, and to promote easier understanding by users of the specification.

Step 6. Where applicable, and especially for standardized specifications, circulate the specification to:

- a) all potential users
- b) vendors on the vendor list that supply the item of service
- c) ~~Purchasing Agent~~

Comment [LC24]: ???

Request their comments. You should strongly suggest that vendors submit comments promptly, since the final specification will be binding on all vendors. Users should comment on unsatisfactory aspects of the specification to avoid protests later.

Step 7. Analyze and evaluate comments on the proposed specification:

- a) tabulate recommended changes
- b) evaluate the affect on proposed specification
- c) discuss with users

STANDARDIZATION

Purpose

Standards are used in the writing of specifications, as well as in drawing plans for construction and manufacture. They are necessary to provide a universally recognized reference to measures for quality, quantity, size and so forth.

Definition

A standard, as defined in Webster's New Collegiate Dictionary, is "something set up and established by authority as a rule for the measure of quantity, weight, extent, value or quality." A standard may be expressed in weight, length, composition, purity, diameter or a combination of these and other measures and description.

Authority

Standards are established by authority. Therefore, they must be set up by a recognized body of authority in the particular field of use. These are such organizations as the Air Conditioning and Refrigeration Institute, and the Underwriters Laboratory, Inc. Standards setting organizations may also be governmental organizations, such as the National Bureau of Standards, which acts as the official setter of standards in the United States.

Most governments buy large quantities of several goods and services, such as office supplies, maintenance supplies, automobiles supplies and so on. In many governments, the individual

departments buy these items on their own, whatever kind and brand they want, as they need them. However, it's almost always much more efficient and cheaper to consolidate these individual purchases and buy standardized items using standard specifications.

Value

Standardization enables you to get the best value for your dollars. It allows you to establish a City wide standard quality for needed items, while taking advantage of ~~economies~~ economies of scale (larger purchases for lower cost), fewer items to service, and increased purchasing efficiency (fewer orders to place). Many routinely needed items can be purchased on annual contracts at a great savings to the City.

Planning Ahead

Setting standards and developing a standardization program requires a sincere effort by all concerned. Purchasing must, together with user departments and input from suppliers, decide on the requirements for items to be included in the standardization program. Then, of course, all purchases of the standardized items must be made from that specification only.

Here are the steps in establishing a standardization program.

- Step 1. **Determine the good or service to be standardized.** Products are selected based on the criteria.
- Step 2. **Develop selection criteria.** Few governments will select a product based solely on its being the highest quality on the market. Criteria should include minimum acceptable quality, availability, cost, service requirements, availability of service, cost of service and others. Remember that the item selected should be as compatible as possible with those in use.
- Step 3. **If required, develop a standard specification for the good or service.** A standard specification will accomplish the goals mentioned above, while allowing the ~~purchasing office~~ department making the purchase to proceed in a routine way to procure the items.
- Step 4. **If products are to be procured from a qualified products list, evaluate the products.** Use consumer reports, experience of users and actual testing. Use whatever means that will allow you to make the best decision possible about which product(s) to select as the standard.
- Step 5. **Purchase all items on the list of standardized products from the specifications developed.** Exceptions should only be on an emergency basis with full justification.

SAMPLE SPECIFICATION FORMAT

Specification for good or service

1.0 Scope and Intent

- 1.1 Scope: Explain title and summarize the applicable
- 1.2 Intent: State use of the item and using department.

2.0 Definitions and Applicable Documents

- 2.1 Definitions: Define technical and critical terms where necessary.
- 2.2 Applicable Documents: List and reference all documents referred to in this specification, including title, edition or issue number, year of publication and publisher or originating organization. If necessary, state where the document(s) can be located.

3.0 Requirements

- 3.1 Performance Requirements and Characteristics: List all functional needs and performance requirements. Include work related needs which the item must achieve.
- 3.2 Design Features and Requirements: List all design requirements, including materials, manufacturing standards and directions, dimensions, physical characteristics of all kinds, and workmanship standards.
- 3.3 Other Requirements: List any requirements not covered in the first two sections.

4.0 Quality Assurance

- 4.1 Test Requirements: List any testing requirements including sampling, inspection, laboratory certifications and other quality control requirements.
- 4.2 Remedies and Penalties: List all remedies available to the government for non-compliance with specifications. Detail penalties on the provider for failure to perform or comply.

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Appendix A	Sources for Bid Specifications
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~~CITY OF JERSEY VILLAGE~~
~~PURCHASE REQUISITION~~

~~JERSEY VILLAGE, TEXAS 77040~~

~~ITEMS OVER \$25,000/\$50,000 MUST BE FORMALLY BID, REQUIRE CITY COUNCIL VOTE OF APPROVAL AND SIGNATURE OF THE CITY MANAGER. THE CITY WILL NOT ACCEPT GOODS DELIVERED WITHOUT A VALID PURCHASE ORDER~~

CITY MANAGER APPROVAL: _____

DEPARTMENT: _____ ACCOUNT: _____ DATE: _____

DESCRIPTION OF ITEM TO BE PURCHASED	

LOW BID	VENDOR	CONTACT PERSON	PHONE #	PRICE QUOTED

I, the undersigned, attest that I received the above quotes for purchase of the item(s) described above and request authorization to purchase said item(s) from the vendor designated as low bid.

DEPARTMENT

DEPARTMENT DIRECTOR APPROVAL

Exhibit 9302-3
PURCHASE ORDER
CITY OF JERSEY VILLAGE

PURCHASE ORDER # _____ DATE _____

ISSUED TO:

VEND #:

Company Name

Company Address

City, State Zip Code

SHIP TO:

City of Jersey Village

16501 Jersey Drive

Jersey Village, Texas 77040

Department Head/Title

QTY	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
-----	-------------	------------	-----------------

Total

Approved By:

Isabel Kato
Finance Director

Approved By:

~~Mike Castro~~ Austin Bleess
City Manager

EXHIBIT 9302-24
CITY OF JERSEY VILLAGE
BID SHEET
Page 1 of 2

BID INVITATION NUMBER: _____

INSTRUCTIONS TO BIDDERS:

1. Refer to "Instructions to Bidders" before completing Bid.
2. Price. Quote your best price, F.O.B. Destination, on each item.
3. Delivery Date. If delivery date is not shown in Column 4, or indicated date cannot be met, bidder shall state best delivery time

ITEM NUMBER	DESCRIPTION, PART NUMBER	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
TOTAL BID						

In submitting this bid, I certify the following:

- 1 That the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder, or with any competitor.
- 2 That I am an Equal Opportunity Employer.

BIDDER

AUTHORIZED SIGNATURE

DATE

9302-2

**CITY OF JERSEY VILLAGE
BID SHEET
Page 2 of 2**

BID INVITATION NUMBER: _____

ITEM NUMBER	DESCRIPTION, SPECIFICATION & SUPPLIER'S PART NUMBER	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
TOTAL						

BID INVITATION NO.

BIDDER

AUTHORIZED SIGNATURE

DATE

9302-3

Exhibit 9302-35

**CITY OF JERSEY VILLAGE
PURCHASING OFFICE
INSTRUCTIONS TO BIDDERS**

Preparation of Bids

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation, drawings, specifications, etc., must be requested in writing to Purchasing the specified contact within the bid packet with sufficient time allowed for a reply to reach bidders before the submission of their bids. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an amendment to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders.

1. Specifications

Bidders are expected to examine the specifications, drawings, standard provisions and all instructions. Failure to do so will be at the bidder's risk. Bidders may provide a product exceeding specifications, as an alternate bid, if they so desire.

2. Information Required

Each bidder shall furnish the information required by the invitation. The bidder shall sign the Bid Invitation, Bid Sheet, and, when appropriate, Specifications. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the City purchasing office.

- A. The bidder should quote its lowest and best price, F.O.B. destination on each item. If delivery and shipping quantities affect unit bid price, multiple bids may be made so as to indicate "price break" quantities in order for the City to determine maximum economic benefits. Pricing should include packaging and transportation unless otherwise specified. Pricing shall be entered on the Bid Sheet in ink or typewritten. Totals shall be entered in the "Total Price" column of the Bid Sheet. In case of discrepancy between unit price and extended price, the unit price will be presumed to be correct.
- B. Bids should be firm. If the bidder, however, believes it necessary to base its price on price adjustment, such a bid may be considered, but only as an alternate bid.
- C. Transportation Charges. If the quoted price does not include transportation charges, such charges must be itemized separately; provided, however, that the City shall have the right to designate what method of transportation shall be used to ship the goods.
- D. Taxes. The City does not pay Federal Excise Taxes and/or Texas and local retail sales and use taxes. Tax exemption certificates can be provided upon request.
- E. Time, if stated as a number of days, will include Saturdays, Sundays, and holidays. Time of delivery is part of the bid and very important. The required delivery date indicated is at point of destination. If the indicated date cannot be met or date is not indicated, bidder shall state its best delivery time.
- F. If the bid invitation indicates "approved equal" products are acceptable, the seller may offer an "equal" product as an alternate bid. Final "approved equal" determination remains with the City.
- G. Bids submitted on other than City forms or with different terms or provisions may not be considered as responsive bids.

3. Submission of Bids

- A. Sealed bids should be returned in an envelope marked on the outside with the bidder's name and address and **bid number**.

Address to:
 City of Jersey Village
~~Purchasing Office~~ City Secretary
~~16501 Jersey Drive~~ 16327 Lakeview Drive
~~Houston~~ Jersey Village, TX 77040-1999
 BID NO.:
 BID DATE:

- B. Sealed bids may be delivered in person to the City Secretary, ~~16501 Jersey Drive~~ 16327 Lakeview Drive.
- C. Bids must be returned in sufficient time so as to be received and time stamped at the above location on or before the published bid date and time shown on the bid invitation. Bids received after the published time and date cannot be considered.

4. Modification or Withdrawal of Bids

Bids may be modified or withdrawn by written or telegraphic notice received by the ~~City purchasing office~~ City Secretary prior to the exact hour and date specified for receipt of bids. A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for the receipt of bids.

5. Evaluation Factors

- A. Most Advantageous Bid. The City will award purchase orders and contracts to the lowest and responsible bidder, which represents the most advantageous bid to the City, price and other factors considered. In determining the "most advantageous" bid or proposal, price, quantifiable factors, and other factors are considered. This would include specifications, delivery requirements, the initial purchase price, life expectancy, cost of maintenance and operation, operating efficiency, training requirements, disposal value, and other factors contributing to the overall acquisition cost of an item. Consideration may be given, but not necessarily limited to conformity to the specifications, product warranty, a bidder's proposed service, ability to supply and provide service, delivery to required schedules, and past performance in other contracts with the City including timely delivery.
- B. Partial Awards. Bidders may furnish pricing for all or any portion of the bid invitation. Unless the bidder specifies otherwise in his bid, the City may award the contract for any time or group of items shown on the bid invitation.

C. Reservations. The City expressly reserves the right to:

- 1) Waive as an informality, minor deviations from specifications at a lower price than the low bid meeting all aspects of the specifications and consider it, if it is determined that total cost is lower and the overall function is improved or not impaired;
- 2) Waive any defect, irregularity or informality in any bid or bidding procedure;
- 3) Reject or cancel any or all bids;
- 4) Reissue a bid invitation;
- 5) Extend the bid opening time and date;
- 6) Procure any item by other means;
- 7) Increase or decrease the quantity specified in the bid invitation, unless the bidder specifies otherwise;
- 8) Consider and accept an alternate bid as provided herein when most advantageous to the City.

6. **Acceptance**

Acceptance of bidder's offer for an open market purchase will be in the form of a purchase order. Acceptance of bidder's offer for supply agreements will be by acceptance letter. Subsequent purchase orders and release orders may be issued as appropriate.

7. **Conflicts of Interest**

Bidders must comply with the conflict of interest provisions of the City Charter and Code of Ordinances. Prior to the submission of a bid, Bidders may be required to file with the City ~~purchasing office~~ a disclosure of interests on a form supplied by the City. Bidders must also file a Form 1925 with the Texas Ethics Commission. Bidders are obligated to provide updated information concerning the disclosure of interests, as warranted, throughout the time the bids are being considered.

8. **Notice to all Bidders**

- A. Bids must be in a sealed envelope addressed to City of Jersey Village, ~~Purchasing Office~~ City Secretary. The bid invitation number and bid opening date must be shown in the lower left hand corner.
- B. The **Bid Invitation** and all **Bid Sheets** must be signed by bidder.
- C. If no date is shown on Bid Sheet, **bidder must enter his best lead-time**. Lead-time is the time it takes the supplier to deliver after he receives an order from the City.
- D. Bidder must state if his bid is all or none, or if any other conditions apply, otherwise, **City may pick and choose any item or group of items according to the City's best interest.**

Before submitting your bid, please read all bid invitation documents carefully. If there are questions, contact the buyer indicated on the Bid Invitation. Any discrepancies between the bid invitation and the bidder's response generally extend the bid evaluation period and often cause the bid to be declared non-responsive.

Facsimile Bids

The City Charter requires that all bids submitted be sealed and delivered in the manner required by the bid invitation, to be opened in the presence of one or more City employees and those bidders desiring to be present. Therefore, bids submitted directly to the City by facsimile machines will be considered non-responsive.

Exhibit 9302-46

CITY OF JERSEY VILLAGE
FIXED ASSET
INVENTORY PROCESSING FORM

☐ New ☐ Transfer ☐ Auction ☐ Disposal
Check the appropriate box.

Inventory Tag Number: _____ Description: _____

Date of Purchase / Transfer / Auction / Disposal: _____ Reason: _____

Current location of item: ☐ City Hall ☐ Annex ☐ Police ☐ Fire ☐ Garage ☐ Water Plant

Room number (if applicable): _____

VIN or Serial number: _____ Vendor Name: _____

Model number: _____ License number: _____

Vehicle number: _____ Cost: _____ Inventory date: _____

Form completed by: _____

Comments: _____

To complete the processing of this form:

1. Obtain an inventory tag number and fixed asset inventory form when a fixed asset is purchased.
2. Attach the fixed asset form in front of the check request when the invoice is submitted for payment.
3. The cost of an asset includes all normal and reasonable expenditures necessary to get the asset in place and in use. This cost includes the invoice price, less any discount plus freight charges and cost assemble.
4. Location must be very specific and when moved to another location, prepare transfer form.

APPENDIX A

FEDERAL GOVERNMENT SOURCES FOR SPECIFICATIONS

General Services Administration
Specifications Unit (WFSIS)
7th and D Streets, S.W.
Washington, D.C. 20407
202/472-2205 or 2140

Department of Health and Human
Services
National Institute for Occupational Safety
and Health
Robert A. Taft Laboratories
4676 Columbia Parkway
Cincinnati, OH 45226
GSA Spec Activity
Naval Weapons Plant
Room 3197
Building 301
Washington, D.C. 20407

Department of Defense
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, PA 19102
215/697-3321

STANDARDS WRITING ORGANIZATIONS

American Bar Association (ABA)
1700 K Street, N.W.
Washington, D.D. 20036
202/331/2200

American National Standards Inst.
1430 Broadway
New York, NY 10018
212/354-3300

American Society for Testing
and Materials (ASTM)
1916 Race Street
Philadelphia, PA 19101
215/299-5400

American Society of Mechanical
Engineers (ASME)
345 East 47th Street
New York, NY 10017
212/705-7000

American Welding Society (AWS)
2001 N.W. 7th Street
Miami, FL 33125
305/443-9353

Electronic Industries Assoc.(EIA)
2001 Eye Street, N.W.
Washington, D.C. 2000
202/457-4900

Engineering Societies Library (ESL0)
345 East 47th Street
New York, NY 10017
212/705-7611

International Coalition of Procurement Standards
(ICPS)
1916 Race Street
Philadelphia, PA 19103
212/299-5524

National Bureau of Standards
(NBS)
Gaithersburg, MD 20899
301/975-2000

National Fire Protection Assoc.
(NFPA)
Battery March Park
Quincy, MA 02269
617/328-9230

National Standards Assoc., Inc.
(NSA)
5161 River Road
Bethesda, MD 20816
301/951-1310

National Technical Information
Services
5285 Port Royal Road
Springfield, VA 22161
703/487-4600

Society of Automotive Eng.
400 Commonwealth Dr.
Warrendale, PA 15096
312/272-8800

Underwriters Lab., Inc. (UL)
Public Information Service
333 Pfingsten Rd.
Northbrook, IL 60062
312/272-8800

OTHER SOURCES OF SPECIFICATIONS INFORMATION

Association for the Advancement of
Medical Instrumentation
19901 North Ft. Meyer Dr.
Suite 602
Arlington, VA 22209
703/525-4890

American Assoc. of State Highway and
Transportation Officials
444 North Capitol Street, N.W. Suite 225
Washington, D.C. 20001
202/624-5800

American Assoc. of Textile Chemists and Colorist
1 Davis Drive
P.O. Box 12215
Research Triangle Park, NC 27709
919/549-8141

American Concrete Institute
22400 West 7 Mile Road
Box 19150, Redford Station
Detroit, MI 48219
313/532-2600

Anti-Friction Bearing Mfg. Assoc.
Suite 704
Arlington, VA 22202
703/939-1261

American Gas Assoc.
8501 East Pleasant Valley Road
Cleveland, OH 44131
216/524-4994

American Gear Mfg. Assoc.
1901 North Ft. Meyer Dr. Suite 1000
Arlington, VA 22209
703/525-1600

The Asphalt Institute
Asphalt Institute Building
College Park, MD 20740
301/277-4258

Aerospace Ind. Assoc. of America, Inc.
1725 DeSalle Street, N.W.
Washington, DC 20036
202/429-4600

The American Institute of Architects
1735 New York Ave., N.W.
Washington, D.C. 20006
202/626-7300

American Institute of Chemical
Engineers
345 East 47th St.
New York, NY 10017
212/705-8022

American Institute of Steel
Construction
400 north Michigan Ave
Chicago, IL 60611
312/670-2400

1235 Jefferson Davis Highway
American Nuclear Society
555 North Kensington Ave.
La Grange Park, IL 60525
312/352-6611

American National Standards
Institute
1430 Broadway
New York, NY 10018
212/354-3300

OTHER SOURCES OF SPECIFICATIONS INFORMATION

American Railway Engineering Assoc.
2000 L Street, N.W.
Washington, D.C. 20036
202/293-3692

American Society of Quality
Control
230 West Wells Street
Milwaukee, WI 53203
414/272-8575

Air Conditioning and Refrigeration Institute
1501 Wilson Boulevard
Arlington, VA 22209
703/524-8800

Amer. Soc. of Sanitary Engineering
P.O. Box 9712
Bay Village, OH 44140
216/835-3040

Aeronautical Radio, Inc.
2551 Riva Road
Annapolis, MD 21401
301/266-4000

American Society for Testing
and Materials
1916 Race Street
Philadelphia, PA 19103
215/299-5400

American Society of Agricultural
Engineers
2950 Niles Road
St. Joseph, MI 49085
616/429-0300

American Welding Society, Inc.
550 N.W. 42nd Ave.
Miami, FL 33126
305/443-9353

American Society of Civil Engineers
345 East 47th Street
New York, NY 10017
212/705-7510

American Water Works Assoc.
6666 West Quincy Ave.
Denver, CO 80235
303/794-7711

American Society of Heating, Refri-
gerating, and Air Conditioning
Engineers
1791 Tullie Circle, N.E.
Atlanta, GA 30329
404-636-8400

Buyers Laboratory, Inc.
20 Railroad Ave.
Hackensack, NJ 07601
201/488-0404

American Society of Mechanical Eng.
345 East 47th St.
New York, NY 10017
212/705-7722

Compressed Gas Assoc., Inc.
Crystal Gateway 1, Suite 501
1235 Jefferson Davis Hwy.
Arlington, VA 22202
703/979-22202

OTHER SOURCES OF SPECIFICATIONS INFORMATION

The American Society for Non
-destructives Testing, Inc.
4153 Arlingate Plaza
Columbus, OH 43228
614/274-7003

Electronic Industries Assoc.
2001 Eye Street, N.W.
Washington, D.C. 20006
202/457-490

Gas Processors Assoc.
1812 First Place
Tulsa, OK 74102
918/582-5112

National Assoc. of State
Purchasing Officials
P.O. Box 11910
Lexington, KY 40578-606/252-2291

Institute of Electrical and
Electronics Eng.
345 East 47th St.
New York, NY 10017
212/705-7960

National Electrical Mfg. Assoc.
2101 L Street, N.W.
Washington, D.C. 22037
202/457-8400

Illuminating Engineering Society
345 East 47th Street
New York, NY 10017
212/705-7920

National Fire Protection Agency
Battery March Park
Quincy, MA 02269
17/770-3000

The Institute for Interconnecting
and Packaging Electronics Circuits
3451 Church St.
Evanston, IL 60203
312/677-2850

National Fluid Power Assoc.
3333 North Mayfair Road
Milwaukee, WI 53222
414/259-0990

Instrument Society of America
P.O. Box 12277
Research Triangle Park, NC 27709
919/549-8411

National Institute of Govern-
mental Purchasing
115 Hillwood Ave
Suite 201
Falls Church, VA 22046
703/533-7300

Manufacturers Standardization Society
National Institute of Justice
of the Valve and Fittings Ind.
5203 Leesburg Pike
Suite 502
Falls Church, VA 22041
703/998-7996

U.S. Department of Justice
1-800-248-2742
Technology Assessment Program
Information Center
(Criminal Justice Technology)

OTHER SOURCES OF SPECIFICATIONS INFORMATION

National Assoc. of Corrosion Eng. 1440 South Creek Dr. Houston, TX 77084 713/492-0535	National Purchasing Inst. Inc 201 West Belt Line Road Suite D Cedar Hill, TX 75104 214/291-9997
National Assoc. of Purchasing Mgt. 2055 East Centennial Circle P.O. Box 22160 Tempe, AZ 85282	Radio Technical Commission for Aeronautics 1425 K Street, N.S. Suite 500 Washington, D.C. 20005 202/626-2400
National Sanitation Foundation 3475 Plymouth Road P.O. Box 1468 Ann Arbor, MI 48106 313/769-8010	Society of Automotive Eng. 400 Commonwealth Drive Warrendale, PA 15096 412-776-4841
Pipe Fabrication Institute 1326 Freeport Road Pittsburg, PA 15238 412/782-1624	Semiconductor Equip. and Mat. Institute, Inc. 625 Ellis St. Mt. View, CA 94043- 415/964-5111
Public Technology, Inc. 1301 Pennsylvania Ave. N.W. Suite 704 Washington, D.C. 20004 202/626-2400	Sheet Metal and Air Conditioning Contractors Nat'l. Assoc. 8224 Old Courthouse Road Tysons Center Vienna, VA 22180 703/790-9890
Technical Assoc. of the Pulp and Paper Ind. Tech. Park/Atlanta P.O. Box 105113 Atlanta, TA 30348 404/446	Underwriters Laboratories, Inc. 333 Pfingsten Road Northbrook, IL 60062 312/272-8800

APPENDIX B

ELECTRONIC PURCHASE ORDER SYSTEM

Instructions to Create a Requisition:

1. Click the InVision InCode Financial Software Icon.
2. Click on PO.

From the Purchase Order Menu bar, select Processing > Requisition Process.

1. Click the Input button. The P/O Requisition Input screen opens.
2. In the Requisition Number field, click the Next # button to have the system generate a requisition number for you.
3. From the Packet, to create a new packet, click the New button to open the New Packet popup, type an appropriate name for the new packet, select the department you want to associate with the packet, and click the OK button to close the popup.

The following steps take place on the Item tab:

4. In the Vendor field, type the number of the vendor for the requisition or click light bulb to select from a list of vendors.
5. In the Department field, type the code of the PO department you want to associate with the requisition or click light bulb to select from a list of departments. If you selected a departmental packet from the Packet pull down list, the system loads the department number for you and disables this field.
6. In the 'Approved by' field, type the name of the person approving the requisition. This name prints under the approval statement on the purchase order. The default entry is the person in the selected PO department who is designated.
8. In the 'Ordered by' field, type the name of the person ordering goods or services. This name prints under the encumbrance statement on the purchase order. The default entry is the person in the selected PO department who is designated or may enter new ordered by name.
9. In the P.O. Description field, type a more detailed description of the goods or services ordered. This information prints on the purchase order.
10. In the Internal Notes field, type additional comments about the purchase order. This information is for internal use only and does not print on the purchase order.
11. From the 'Ship to' pull down list, select the ship to code for the department that will be receiving the goods or services. (This is the place where the item is to be delivered, or the service is to be performed, if there is a central receiving area, it will receive most

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deliveries. Delivery may also be directly to the user, to a work site, or to another authorized location.)

— Following are ship to codes:

- ADM: 16501 Jersey Village Dr. Attn.: Administration Department
- BRN: 16327 Lakeview. Attn.: Fleet Service
- CHA: 16327 Lakeview. Attn.: Public Works
- FDA: 16327 Lakeview. Attn.: Fire Department
- FIN: 16501 Jersey Dr. Attn.: Finance Department
- GOF: 8502 Rio Grande. Attn.: Golf Course
- PDF: 16401 Lakeview. Police Department

12. In the Issued field, type the issue date for the requisition or use the calendar button to select the date.

13. In the Est. Delivery field, type the date on which you expect the requested goods or services to be delivered or use the calendar button to select the date.

The following steps take place on the Distribution tab:

14. In the Account field, type the fund number and account number of the G/L account to which you want to distribute expenses for an item on the requisition or click light bulb to select from a list of accounts. Note: The total budget and the available budget for the selected account display beneath the grid.

15. In the Description field, type a description of the goods or services for this distribution item using up to 30 characters. The default entry is the summary description you entered on the Item tab. Changing this entry does not affect the description on the Item tab.

16. How you respond to the Ordered fields depends on whether or not you are ordering in quantity. Follow the instructions below that apply to you:

Note: If budget checking is enabled, the system warns you if the selected G/L account is over budget. The system will either allow you to continue after you close the warning message, require you to enter a password in order to continue, or prevent you from continuing.

17. If you need to distribute additional items on the requisition, press TAB to load a blank record in the edit fields.

18. Repeat steps 14-17 until you have distributed all items on the requisition.

Section 2 Print the Requisition Register

From the Purchase Order Menu bar, select Processing > Requisition Process.

1. Click the Register button. The P/O Requisition Register screen opens.

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2. From the Packet pull-down list, select the packet for which you want to print the register.

3. In the Report Type field, select the degree of detail you want on the report. Your options are:

Detailed—Prints detailed information for all requisitions currently in the system including the G/L distribution. In addition, the report shows PO totals by month, by department, by status, and by G/L account.

Summary—Prints one line per requisition that lists the requisition number, vendor information, description, current status, PO department, purchase order number, order date, and amount. Like the detailed version, the summary report shows PO totals by month, by department, by status, and by G/L account.

4. If you want the report to start a new page for each requisition, mark the One per Page checkbox.

5. If you want the report to include project information for G/L accounts that are set up to interface with Project Accounting, mark the Print Projects checkbox.

6. Click the OK button or press your Accept key to run the report. The report prints to the preview screen where you can review, format, and print.

Section 3 Approve requisitions

From the Purchase Order Menu bar, select Processing > Requisition Approval Process. Use the fields in the Requisition Selection Information frame to specify selection criteria for the requisitions you want to view in the display grid.

1. From the Department pull-down list, select the PO department for which you want to select requisitions for approval. The default selection is All Departments.

2. From the Packet pull-down list, select the requisition packet that contains the requisitions from which you want to select requisitions for approval. The default selection is All Packets.

3. If you only want to select requisitions that you are authorized to approve, mark the Authorized Approval Only checkbox.

4. If you only want to select requisitions that are distributed to one or more accounts that are over budget, mark the Over Budget Requisitions Only checkbox.

Note: You cannot mark both this checkbox and the Under Budget Requisitions Only checkbox.

5. If you only want to select requisitions that are distributed to accounts that are all under budget, mark the Under Budget Requisitions Only checkbox.

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Note: You cannot mark both this checkbox and the Over Budget Requisitions Only checkbox.

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6.The Current Approval frame lists each defined approval level and has a checkbox for each approval status (Unapproved, Approved, Rejected) at each level. For each level, mark the checkbox(es) for the status(es) of the requisitions you want to select.

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7.Click the Select button. The system loads the requisitions that match your selection criteria into the display grid.

For each requisition in the selection, the system displays the requisition number, vendor number, vendor name, the summary description, the distribution amount, and the approval status by approval level. Each approval level is represented by a column in the grid. The heading for each column is a single letter that coincides with the initial assigned to the level in Requisition Approval Level Maintenance. An asterisk (*) indicates a level that is not defined in the system. The cells for each level for which you have approval authorization are shaded white. The cells for each level for which you do not have approval authorization or for which the requisition falls below the maximum for automatic approval are shaded yellow. Indicates that the requisition has been approved at the corresponding level.

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Indicates that the requisition has been rejected at the corresponding level. An empty cell indicates that the requisition has been either approved or rejected at the corresponding level.

Tip: You can click on the green number in the Req. # column to open the Requisition Input program with information for the selected requisition loaded or you can click on the green number in the Vendor column to open the Vendor Management program with information for the vendor of the selected requisition loaded.

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8.How you proceed at this point depends on what you want to do. Follow the instructions below that apply to you:

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—To approve requisitions individually while bypassing the Requisition Approval popup, follow this procedure:

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a.Mark the Auto Approve checkbox.

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b.To approve a requisition at all levels for which you are authorized and for which the 'Default to Approved' option is marked on your Approval Authorization Maintenance record, double click anywhere in the row that contains the requisition (except in the Req. # and Vendor columns).

c.Repeat these steps for all requisitions you need to approve.

If you want to use the Approve All function to approve all selected requisitions at all levels for which you are authorized and for which the 'Default to Approved' option is marked on your Approval Authorization Maintenance record, click the Approve All button.

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If you want to access the Requisition Approval popup so that you can selectively approve, reject, or change the approval or rejection status of a requisition, follow this procedure:

- a. Clear the Auto Approve checkbox, if necessary.
 - b. In the row that contains the requisition on which you want to take action, click in the white shaded cell of an approval level for which you are authorized. The Requisition Approval popup opens.
 - c. In the Approval Level frame, mark or clear the appropriate checkbox for each level for which you are authorized. To approve at a given level, mark the corresponding Approve checkbox. To reject at a given level, mark the corresponding Reject checkbox. To either approve or reject at a given level, ensure that both the Approve and Reject checkboxes are cleared.
 - d. If you marked a Reject checkbox, the system enables the Rejection E Mail field so that you can send an e-mail indicating your rejection of the requisition. Select an option to indicate how to handle the rejection e-mail. Your options are:
 - e. Click the OK button. The popup closes and the display grid updates to reflect your actions.
9. When you finish, click the OK button to save your changes and reset the screen.

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CITY OF JERSEY VILLAGE ADMINISTRATIVE PROCEDURES		
SUBJECT: Purchasing Procedures	EFFECTIVE DATE: 12/20/93	REVISED DATE: 5/15/2017
APPROVED:	Reference No: 93-02	

INTRODUCTION

Public purchasing is the process of acquiring all goods and services by a public entity that is necessary to provide the public with the services they require.

Public purchasing has several goals:

- To purchase the proper good or service to suit the City's needs.
- To obtain the best possible price for the good or service.
- To have the good or service available where and when it is needed.
- To assure a continuing supply of needed goods and services.
- To guard against any misappropriation of the City.

Public purchasing must also assure:

- Responsible bidders are given a fair opportunity to compete for the government's business. This is done partially by the statutory requirements for competitive bids and proposals, and partially by the City's own purchasing procedures.
- Safeguarding of public funds. To insure that the best value is received for the public dollar.
- Public spending is not used to enrich elected officials or government employees, or to confer favors on favored constituents.

The efficiency and effectiveness of any program depends on good, sound principles of management. Purchasing is not different. There are common, basic principles of purchasing that can be applied to any purchasing program to make it operate to the best advantage of any government.

Whenever there is a question, see **Chapter 252, Texas Local Government Code** for details.

ETHICAL STANDARDS

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Jersey Village procurement operation.

To achieve the purpose of these procedures, it is essential that those doing business with the City of Jersey Village also observe the ethical standards prescribed here.

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Jersey Village by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of the City of Jersey Village to breach the standards of ethical conduct set forth in these procedures.
3. It shall be a breach of ethics for any employee of the City of Jersey Village to participate directly or indirectly in procurement when the employee of the City of Jersey Village knows that:
 - the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
 - a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
4. Gratuities. It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Jersey Village, or for any employee or former employee of the City of Jersey Village to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering or advice, investigation, auditing, or in any other advisory capacity in any preceding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract of subcontract, or to any solicitation or proposal therefore pending before this government.

5. Kickbacks. It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Jersey Village, or any person associated therewith, as an inducement for the award of a subcontract or order.
6. Contract Clause. The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every purchasing contract and solicitation for purchase.
7. Confidentiality. It shall be a breach of ethics for any employee or former employee of the City of Jersey Village to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Much of what is written in these Purchasing Procedures is governed by statutory requirements of local, state or federal origin. The requirements of the statutes have been incorporated into our internal system. Circumvention or disregard of these procedures and/or policies may result in disciplinary action or termination.

AUDITING

Auditing is the process of examining information (such as data and original documents), operations (such as workflow, physical layout and documents in use), requirements (such as laws, procedures, policies), staff (such as personnel and level of training) and results of operations (such as reports of operations, results of statistical tests and counts) to determine the mathematical accuracy, legality, propriety, efficiency, and effectiveness of operations. It is a process of determining whether all transactions are properly recorded in the accounts and appropriately reported to management, and whether the office is operating to the best advantage.

Internal (or management) audits will be done periodically by Finance of the purchases made by the City. Internal audits are typically concerned with increased efficiency and effectiveness in the purchasing process.

Certain objectives should be followed in purchasing to ensure that:

1. All transactions are properly authorized.
2. All ordering procedures are correctly followed.
3. Competitive bidding and proposal statutes are complied with.
4. Purchases should be sales tax free.
5. All other purchasing statutes are followed completely.
6. Materials, supplies, services and capital assets purchased are received and recorded by the appropriate department.
7. Materials, supplies and capital assets received are properly safeguarded and accounted for.
8. Operations conform to prescribed procedures and policies.
9. Operations are being conducted in the most efficient and effective manner.

10. Sufficient funds must be appropriated before the obligation is incurred.
TYPES OF PURCHASES

There are several different types of purchases. They are as follows:

Non-Stocked Items

These items are not stocked or warehoused by the City. They may or may not be a standardized item, but are not in such constant demand as to be considered a supply or other stocked item. These items are procured by either bids or negotiated price quotes, according to the statutory or local requirement.

Stocked or Warehoused Items

These items are in such constant usage by the City that they are stocked routinely. These items are usually purchased on annual contracts with provisions to replenish stocks as needed. These items should be standardized to the maximum extent possible. Commonly used office products will be maintained in a central location managed by the designated department.

Emergency

Emergency purchases are made to meet a critical, unforeseen need to the City. Because the City's ability to serve the public would be impaired if purchases are not made immediately, emergency purchases are exempt from standard purchasing procedures.

Sole Source

Sole source purchases are goods and services available from only one supplier. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. These purchases are exempt from the standard bidding requirement. Departments may be required to certify that only one supplier is available. It is a violation of this policy and may lead to disciplinary action to state a vendor is sole source when other sources are available.

Services

The City purchases a variety of services. The services are usually obtained through contracts or agreements.

PURCHASING PROCEDURES

When a department recognizes the need for a commodity, it should first check existing stock to see if the item is available. If the commodity is a stock item, the department may utilize the item. If the item is not maintained in stock, the department should begin the purchasing procedure.

Bid pricing and bidding limits are established to ensure that sizable purchases are subjected to fair competition among available, responsible vendors. But even though certain purchases are exempt for some reason from the statutory or local ordinance requirements for bids, the department shall maintain adequate controls over purchases to insure compliance with these procedures. Procedures are put in place to ensure that the user is not splitting orders to escape the bidding requirements. A periodic internal audit will be done to ensure all procedures are being followed.

State Law and City policy requires seeking competitive pricing or bids for the item or service to be purchased. The procedures for obtaining the competitive bids are categorized by level of expenditure. The five categories by order of magnitude of expenditure are defined below.

Competitive Bidding

It is the policy of the City of Jersey Village to use competitive principles in awarding all public contracts of any amount with very limited exceptions. This includes the purchase and lease of goods, the purchase of services, and construction projects. These competitive principles will apply to all departments and divisions of the city. Competitive bidding means letting the available vendors compete with each other to provide goods and/or services.

Competitive bidding ensures that public monies are spent properly, legally, and for public projects only, and that the best possible value is received for the money. Secondly, it gives those qualified and responsible vendors who desire to do business with the City a fair and equitable opportunity to do so.

Cities are required to contact at least two disadvantaged business from a list provided by the State Purchasing and General Services Commission where purchases are greater than \$3,000 but less than \$50,000.

Formal Bids

Formal competitive bidding and competitive proposals are required by statute for purchases amounting to \$50,000 or more. Insurance must be competitively bid for expenditures of more than \$50,000. Items over \$50,000 that are purchased through statewide contracts are exempt from the bidding requirements as authorized by state statute.

All formal bids for goods, services, or contractual needs will be initiated through the requesting department.

The formal bid procedure will take a minimum of three weeks before a bid can be awarded to a vendor. Bids shall be on a standard form (see Exhibit 9302-2 & 9302-3). The initiating department will be responsible for vendor solicitation prior to the bid opening and vendor notification after the bids are considered and approved by the City Council. All legal advertising will be through the City Secretary's office.

After receipt, the City Secretary will keep the bids and related information in the central files. A copy will be furnished to the department upon request.

In formally bidding out a purchase, the following general requirements apply:

- The bids are to be advertised, based on the specifications and conditions of purchase developed by the department. All formal bids shall be submitted to City Secretary for processing. The City Secretary will be responsible for advertising of the bid request and receiving and opening the bid document.
- Bids are received until a certain future date and hour set out in the specifications. After that date and time, no further bids are accepted.
- The bids are opened at the specified date and hour, and submitted to City Council. Generally the lowest and best responsible bid is accepted, but only one bid may be accepted. If no bid is found to be acceptable, the entire bidding process must be repeated.

Bids may be subject to bonding requirements: where there is a question of applicability, request confirmation from the City Attorney. This is to ensure that if the bidder attempts to withdraw after his bid is accepted, the City will not suffer loss.

Competitive Proposals

Competitive proposals are similar to competitive bids, but are limited in scope by Texas statutes. They can only be used for procurements of high-technology products or services. The definition of “high technology” is somewhat vague. Purchasers should keep abreast of recent developments in this area.

- The specification is written using performance standards rather than the description of the good or service. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.
- Vendors submit proposals of their own design for a system to satisfy the requirement set forth in the proposal. Proposals may incorporate entirely different hardware or services to accomplish the same performance.
- After proposals are received, the government may enter into negotiations with as many vendors as have submitted feasible proposals in order to arrive at the best possible proposal for each vendor.

Informal Bids

Purchases of items or services costing less than \$50,000 are not required to go through the formal bid process. However, all purchases should undergo a competitive process to insure the best and lowest price possible to the city.

Purchases \$50,000 and Over

Purchases of \$50,000 or more are formally bid out as described earlier. Upon award of the bid to the lowest, best responsible bidder by Council the initiating department shall input and submit a Purchase Requisition to Finance for issuance of a purchase order. Receipt of the goods or services shall only occur after issuance of the purchase order.

Purchases Between \$10,000 and \$49,999

When a purchase falls below formal bid limits, but costs between \$10,000 and \$49,999, the following procedures shall apply:

- a) Written request for price quotations shall be sent to at least three vendors; wherever possible, requests for quotations should be sent to five or more vendors. Where a list of vendors is maintained, the list should be rotated so that, over time, all vendors are contacted an approximate equal number of times.
- b) The request for price quotations will be on a Quote sheet (see Exhibit 9302-1). It should contain at least the following information.
 - 1) name and address of vendor;
 - 2) description of item;
 - 3) quantity required;
 - 4) last date quotations accepted;
 - 5) approximate date delivery is required; and
 - 6) terms and conditions of purchase.
- c) The standard form should request certain specific information, such as:
 - 1) total or unit price, as specified;
 - 2) the date through which quoted price will be effective;
 - 3) an estimate of shipping cost if applicable; and
- d) The request for price quotations should require that the quoted price would be honored during the stated period.

All contracts (purchases for expenditures involving \$10,000 or more) must be expressly approved in advance by the City Council, and accompanied by the required Texas Ethics Commission Form 1295 if:

- a) the expenditure is not specifically budgeted,
- b) the City proposes to award the bid to other than the low bidder meeting specifications, or
- c) less than three bids are received and the vendor(s) is not a sole source supplier.

Purchases Costing between \$3,000 and \$9,999

Where a purchase costs \$3,000 or more but less than \$9,999, the following procedures shall apply:

- a) Written or telephone requests for price quotations are made to at least three vendors. The list of vendors should be rotated so that all vendors are contacted an approximate equal number of times.
- b) For telephone price quotations, certain information should be provided to the vendor, including at least the following:
 - 1) description of item;
 - 2) number of items required;
 - 3) date delivery required, as accurately as possible; and
 - 4) the terms and conditions of purchase.
- c) Whether a written or telephoned price quotation is received, certain specific information should be obtained, and recorded in writing, such as:
 - 1) the name and address of the vendor;
 - 2) total of unit price, as specified;
 - 3) date through which quoted price will be effective;
 - 4) name of representative giving the quote; and
 - 5) the specific product offered, if not already stated.
- d) After receipt of the quotes, a Quote Sheet shall be completed (see Exhibit 9302-1). The department will then complete the purchase order requisition process as described in the section below. The purchase requisition shall specify the lowest, best responsible quote for the item to be purchased.

Purchases Under \$3,000

Purchases under \$3,000 are to be made by authorized individuals using charge accounts at selected vendors. The charge receipt shall be signed and returned immediately to the department for completion. The department shall immediately approve the purchase and transmit the charge receipt to Finance as described in the accounts payable procedures to complete the purchasing process. Where a department wishes to maintain an accurate day-to-day account of its expenditures, funds should be encumbered through the purchase order system.

Purchases \$50 and Under

If the item is \$50 or under, it may be purchased using petty cash funds. Petty cash procurement is used for the purchase of small quantity general supply items. The major advantage of a petty cash purchase is the immediate payment to the vendor. The vendor's original sales receipt is attached to a petty cash voucher and given to the petty cash custodian for reimbursement.

THE PURCHASE ORDER PROCESS

Requisitioning is formally requesting that a purchase order be issued. The Purchase Order authorizes a purchase to be made. The purchase order issuance process begins with requesting (requisitioning) the purchase order. Each department shall make requisitions for its purchasing needs. The requisition process includes a system of authorization and safeguards so that improper or illegal purchasing is difficult both to initiate and to conceal.

The requisition process shall be through an electronic process. The electronic purchase requisition system originates in the Financial Software. Each department is responsible for completing the electronic purchase order process. Preparation must be done far enough ahead of the date that the goods/services are needed to allow adequate time for following the procedures established in these procedures.

All requests shall be processed within five working days. If a request is to be held (for budget transfers, vendor quotation forms to be sent out, etc.) or cannot be processed within a five day period, the initiating department will be notified immediately. When additional funds are needed the requesting department will submit a budget transfer/amendment for the required funds.

The electronic purchase order system does not relieve the initiating or user department of the responsibility of completing the appropriate paperwork as defined elsewhere in these procedures (9302-1 (Quote Sheet)). The above forms, referred hereon as the backup documents, shall be used for data input into the Financial Software system.

Upon completion of the data input, the initiating department will scan and/or convert the backup documents into a "pdf" file and place the file in the Xerox DocuShare file folder for Purchasing, under the appropriate fiscal year. The file name shall be the purchase order number as assigned by Financial Software preceded by the "#" symbol. The initiating department will then file the original backup documents in the department's files. The files shall be maintained as provided by the City's record control schedules. The City Manager should not approve any purchase order until the electronic files are received.

Approval Authorization:

There are three levels of approval provided for issuance of a purchase order. Department directors are authorized to approve purchase orders for their departments without further approvals up to a defined level. The next level of approval is the department director and the finance director. Finally, for purchase orders over a specified level, the purchase order must be approved by the department director, the finance director and the city manager.

The levels required for the various approvals are as follows:

APPROVAL LEVEL	UP TO	IF OVER BUDGET
Department	\$3,000 or greater	\$500.00 or greater
Finance	\$5,000 or greater	\$500.00 or greater
City Manager	\$10,000 or greater	\$2,000.00 or greater

It is the responsibility of the department directors, the finance director and the city manager to check the Financial Software program on a daily basis, after 2:00 p.m. to approve the purchase orders.

The Purchase Order will be approved by the Finance Director (verifying availability of funds) and the City Manager (approving the purchase) in the financial software. The approved copy of the Purchase Order will be sent by the originating department to the vendor. This will confirm the purchase of the item(s).

Upon receipt of the purchased item(s) a Payment Authorization Form shall be issued by the receiving department, authorizing payment for the purchased item(s) and noting the purchase order number and that the payment will be a closeout of the P.O. Items purchased through purchase orders may receive partial payments. Where this occurs, the purchase order number and the notation that the payment is a partial payment must be made on the payment authorization.

EXCEPTIONS TO THE PURCHASING CYCLE

As with any set of guidelines there will be exceptions. This section will deal primarily with those more common exceptions to the normal purchasing cycle with the understanding that the exceptions will only apply when there is a legitimate and obvious need. Following is a list of the most common exceptions to the normal purchasing cycle:

1. emergency situations;
2. purchasing under blanket or open P.O.;
3. training and seminars/memberships, subscriptions, registrations and publications;
4. media advertising;
5. contracting for personal/or professional services;
6. maintenance contracts and construction contracts.

Emergency Situations

An emergency is commonly described as an unforeseen situation, which adversely and unduly affects the life, health, or convenience of the citizens of Jersey Village; or, a circumstance that would cause a loss to the City (such as an inordinate amount of down time). If an emergency arises during normal work hours, the affected director or the director's authorized representative shall:

1. notify the City Manager and/or Finance Director of the situation;
2. the department will immediately initiate the purchase order requisition process;
3. as soon as possible, all related paperwork, i.e. invoices, parking slips, or any backup relating to the purchase will be forwarded to Finance for the files.

If an emergency should arise after regular hours, the department director or the director's authorized representative may proceed with the emergency acquisition on the next regular day of business, the department will issue a confirming requisition, a brief explanation of the purchase will be forwarded to Finance. When a purchase order number is issued the user department will forward that number to the appropriate vendor.

Purchasing Under Blanket Order or Open Purchase Order

Often a department will do business with a single source vendor several times in a short span i.e. and for the same item (Municipal Garage with an auto parts supplier). The City may desire to take advantage of any quantity discounts or to fix the price of the items over the purchasing period. In this instance it is more practical to issue a blanket purchase order or open purchase order number to the vendor than to process each individual purchase. Caution should be exercised in utilizing the open purchase order to assure that departments do not exceed budgeted amounts or duplicate purchases. Periodic checking should be done to verify low prices.

Blanket purchase orders shall cover specific items (i.e. 16" radial tires) and a maximum quantity to be purchased over the lifetime of the purchase order (i.e. 100 16" radial tires). The City may purchase less than the actual quantity authorized but not more.

Training, Seminars, Memberships, Subscriptions, Registrations, and Publications

A purchase order is not required for expenses incurred in connection with training and seminars, memberships, subscriptions, registrations and publications. However, departments are responsible for maintaining budget allowances. The City Manager must approve all expenditures for training and seminars according to the established policy.

Legal Advertising

A purchase order is not required for legal advertising expenses. A copy of the publication shall be attached to the invoice and sent to Finance for processing.

Contracting for Personal/Professional Services

A Purchase Order will be required for all personal/professional service contracts. Contracting for professional services (engineering consultant, rate analyst, etc.) will be the responsibility of the department seeking such services. Any goods or services consumed in conjunction with a contracted professional service must be acquired through normal purchase procedures. It shall be the responsibility of the contracting department to notify Finance of the closing or expiration of the contract.

Maintenance Contracts and Construction Contracts

A purchase order will be required for maintenance and construction contracts such as computer maintenance and engineering contracts. Contracting for maintenance and construction services will be the responsibility of the department seeking such services. It shall be the responsibility of the contracting department to notify Finance of the closing or expiration of the contract.

SUPPLY AGREEMENTS

The purpose of a supply agreement is to contract the acquisition of commodities, as they are needed from a chosen vendor at a fixed price for a specified period of time. These agreements are formally bid and vendors are approved by City Council. These contracts eliminate the necessity of bidding

commodities each time they are needed while allowing the City quantitative purchasing at optimum prices.

Bid data is compiled by listing items and estimated quantities to be utilized over a specific period of time. Quantities are to be estimates only and vendors are advised that actual purchases may vary 25 percent, more or less, than estimated quantities. Purchase orders will be issued for each individual purchase.

There are provisions in the contract for vendors to follow if the increased cost of an item to the vendor exceeds the selling price contracted to the City. Documentation is to be provided before a line item or lot can be re-bid.

Contracts will be awarded on per item, per lot, or all or none basis; decision for award will be at the discretion of the director whose department will be utilizing the commodities. The contract should also contain a termination clause applicable to both parties; thirty days written notice of intent to cancel is required to conclude the contract.

MAINTENANCE CONTRACTS AND SERVICE AGREEMENTS

Where feasible, the City may enter into yearly contractual agreements with selected vendors for various maintenance services. These contracts may include, but not be limited to, office machine maintenance, cleaning services, pest control, and equipment rental agreements. Negotiation of these contracts and agreements is the responsibility of the responsible department head. One copy (original signatures) of the agreement shall be provided to the City Secretary for the permanent records.

RECEIVING MERCHANDISE/SERVICES

When receiving ordered goods, the responsible department will conduct an initial inspection of the merchandise to determine its condition. A comparison is made of the goods received against the product specifications as established by the City. Once determination has been made that the article(s) received are to the Purchase Order specifications, the items are then placed in use and a Receiving Report forwarded to Finance to complete the purchasing process.

Damaged or Defective Merchandise

If the merchandise is damaged or defective, the division performing the inspection should notify the Vendor. Arrangements should then be made for return and/or replacement of the merchandise. Payment should not be authorized for damaged or defective merchandise. Finance should be notified of the problem and a "hold" placed on the purchase order.

Incomplete/Partial Orders

In the event an order is incomplete, an inquiry should be made for scheduled shipment of the remaining order. Authorization for payment of a partial order is accomplished by signing the ticket indicating the purchase order number, date, vendor and items received and then forwarding this information along with a payment authorization, specifically noting a partial payment of a purchase order to Finance for processing.

VOIDING A PURCHASE ORDER

A purchase order may be voided through the use of the Purchase Requisition Form. The initiating department shall complete a Purchase Requisition Form as if it were requesting a purchase order; the information being taken from the open purchase order. In the description (justification) section of the form the initiating department will request that the purchase order be voided and the reason for voiding the purchase order. The form will be forwarded to finance and the city manager's office for approval. Once all approvals are obtained finance will void the purchase order.

FIXED ASSETS

A fixed asset is categorized by two factors: (1) whether the initial cost of the item is \$5,000 or more, and (2) if the anticipated useful life exceeds one year. Examples of fixed assets include office machines, furniture, vehicles and equipment (clothing items are excluded from fixed assets). All inquiries should be forwarded to Finance.

INSPECTION OF GOODS

The inspection of ordered goods will be accomplished at one of three locations, depending upon the nature of the commodity ordered.

At the Department

The ordering department will be responsible for inspecting, upon delivery, all normal stock items and general use goods ordered. Any discrepancies (damages, improper specifications, etc.) noted upon initial inspection will be reported in writing to the freight carrier and/or the originating vendor. The ordering department must be aware of arrival for inspection purposes.

At the Vendor's Location

Special order items involving technical specifications and a substantial investment may require inspection at the point of origin. Such items include: rolling stock, heavy equipment, fabricated machinery, etc. Pre-delivery inspections will be conducted by an authorized representative of the requesting department.

At the Job Site

Inspections at the job site will be used to insure compliance with specifications and to determine that the ordered goods will actually perform and function for which they were purchased. Examples of goods and materials that will require on the job inspections are concrete, asphalt, pre-coated stone, and specialized equipment which has passed pre-delivery inspection.

TESTING

Two basic formats of testing should be performed on products: pre-testing, and post-purchase testing.

The first, pre-testing, will utilize value analysis and research and development methodology. This procedure will involve conducting practical in-house field tests on new product samples supplied by various manufacturers for the purpose of determining useful life versus total cost. Departments will be selected from time to time to participate in field tests on new products with the necessary instructions on how to monitor and maintain the test climate. Results of the tests will be analyzed to determine the economic feasibility of purchasing that particular product based on cost and performance.

The second method of testing, post-purchase, will be employed after a particular item has been purchased. This method will be applied to high-cost capital goods whose normal life cycle exceeds one year. The purpose of testing and monitoring after the purchase is to gather enough data on which to base future purchases. If the performance of a product over its life is rated at an unacceptable level, it will be documented as such by test data and not be considered for purchase in the future. This method of testing will be particularly applicable to motorized and heavy equipment. Test data will be obtained from operating records as maintained by the department and repair facilities.

PROPERTY SALVAGE AND DISPOSAL

Many items may outlive their usefulness and become unserviceable or obsolete. If it is found that the item is no longer serviceable to the City it shall be reported to the employee charged with maintaining the inventory of fixed assets for ultimate disposal. A Fixed Asset Inventory Processing Form (see Exhibit 9302-6) must be filled out by the user department and the item transferred to the designated department for storage and ultimate disposal by the most advantageous (to the city) method.

Upon approval by the City Council and City Manager, surplus materials and equipment may be disposed of in one of the following methods:

1. public auction;
2. trade-in on new equipment;
3. sealed bids;
4. destruction as unsalvageable;
5. donation to non-profit organization or
6. negotiated price by Council.

SPECIFICATIONS

All well-written specifications are the product of concentrated group effort and are worth preserving. They represent the fruits of lengthy deliberation and study, and when combined with past experiences they are essential to any efficient purchasing program.

Specification Definition

A specification is a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award. A specification may

include requirements for testing, inspection or preparing an item for delivery, or preparing or installing it for use. The specification is the total description of the purchase.

Specification Purpose

The purpose of any specification is to provide purchasing personnel with clear guides to purchasing, and to provide vendors with firm criteria of minimum product or service acceptability. A good specification has four characteristics:

1. **It sets the minimum acceptability of the good or service.** The term minimum acceptability is key, since the vendor must know the minimum standard to determine what to provide. Too high a standard means tax dollars will be wasted. Too low a standard, and the good or service will not meet the expectations of the user.
2. **It should promote competitive bidding.** The maximum number of responsible vendors should be able to bid to the specification. Restrictive specifications decrease competition.
3. **It should contain provisions for reasonable tests and inspections for acceptability of the good or service.** The methods and timing of testing and inspecting must be indicated in the specification. Tests should refer to nationally recognized practices and standards, whenever possible.
4. **It should provide for an equitable award to the lowest responsible bidder.** The buyer obtains goods or services that will perform to expectations, and the vendor is able to provide the goods or services at an equitable agreed price.

Who Prepares the Specifications?

Specifications may be obtained from a number of sources. In-house personnel, usually in the using division, often prepare the specific standards although outside agencies may also be used.

Where to Obtain Specifications

Often it will be necessary for the user department to write its own specifications. However it is a good idea to first try to obtain existing specifications. Specifications may be obtained from the vendors and other governmental units. Further, Appendix A to this document provides a list of sources for assistance in developing specifications.

Specification Types

There are a number of types of specifications that are commonly used. The names may vary by the source describing them, but the following are the most commonly used terms. A single specification may be a combination of two or more of these types, especially the first two.

Design Specifications

Design Specifications are detailed descriptions of goods or services, includes such things as details of construction or production, dimensions, chemical composition, physical properties, materials, ingredients and all other details needed for the provider to produce an item of minimum acceptability. Design specifications are usually required for construction projects and custom produced items and for many services.

Performance Specifications

Performance Specifications are when the goods and/or services are described in terms of required performance, they may include such details as required power, strength of material, test methods and standards of acceptability and recommended practices.

Combination Specifications

Combination Specifications combines elements of both design and performance specifications. Some features of each are included to allow a vendor to use ingenuity to meet the performance needs of the government and also to require certain necessary design characteristics. This is probably the most common type of specification.

Brand-Name Specifications

Brand-Name Specifications list a good or service by brand name, model and other identifying specifics, in order to limit the bidding to a single preferred product. Since this type of specification discourages competition, it should not be used unless the item is the only one which will satisfy the government's requirement. This type specification is useful for purchasing replacement parts where only the brand name item will work.

Brand-Name or Equal Specifications

Brand-Name or Equal Specifications are similar to brand-name specifications, except that products equal to the characteristics of the named brand are specified as acceptable.

Qualified Products List Specifications

Qualified Products List Specifications are based on a list of products, identified by manufacturers' name and model numbers, which are the only items that will be acceptable. These are used when quality is such a critical factor and testing so lengthy or expensive that the government wants to stay with proven products.

Standard Specifications

Standard Specifications use a single specification for one or more goods/services that are ordered on a recurring basis and that have the same general purpose saves time in the long run. The same specification is used each time an order is placed or bids are advertised. Examples are office

supplies, paper, janitorial supplies and copier service contracts. Standardized specifications will usually be more complete and detailed than one-time specifications.

Specifications Writing

The following steps should be followed in writing a specification.

- Step 1. Determine that an acceptable specification is not available and a new one must be written or an old one must be revised.
- Step 2. Gather data for the specification. Sources are:
 - a) using department - Determine their needs and requirements;
 - b) vendors and manufacturers;
 - c) trade associations for that commodity, service or product;
 - d) other local government, state, federal and Canadian specifications and standards;
 - e) private or public standards-writing organizations, such as:
 - 1) ASTM-American Society for Testing and Materials 1916 Race Street, Philadelphia, Pennsylvania 19103;
 - 2) SAE - Society of Automotive Engineers;
 - 3) ASHRAE-American Society of Heating, Refrigeration and Air-Conditioning Engineers; and
 - 4) Many, many others. Contact the vendor for the commodity or a trade association for the commodity for information.
- Step 3. Analyze and evaluate the data based on requirements.
- Step 4. Decide on parameters for the item of service and set minimum levels of acceptance so that the items purchased will meet the needs of the City.
- Step 5. Write the proposed specification. Use a standard format for all specifications to ensure uniform preparation, and to promote easier understanding by users of the specification.
- Step 6. Where applicable, and especially for standardized specifications, circulate the specification to:
 - a) all potential users;
 - b) vendors on the vendor list that supply the item of service; and
 - c) Request their comments. You should strongly suggest that vendors submit comments promptly, since the final specification will be binding on all vendors. Users should comment on unsatisfactory aspects of the specification to avoid protests later.
- Step 7. Analyze and evaluate comments on the proposed specification:

- a) tabulate recommended changes;
- b) evaluate the effect of proposed specification; and
- c) discuss these effects with users.

STANDARDIZATION

Purpose

Standards are used in the writing of specifications, as well as in drawing plans for construction and manufacture. They are necessary to provide a universally recognized reference to measures for quality, quantity, size and so forth.

Definition

A standard, as defined in Webster's New Collegiate Dictionary, is "something set up and established by authority as a rule for the measure of quantity, weight, extent, value or quality." A standard may be expressed in weight, length, composition, purity, diameter or a combination of these and other measures and description.

Authority

Standards are established by authority. Therefore, they must be set up by a recognized body of authority in the particular field of use. These are such organizations as the Air Conditioning and Refrigeration Institute, and the Underwriters Laboratory, Inc. Standards setting organizations may also be governmental organizations, such as the National Bureau of Standards, which acts as the official setter of standards in the United States.

Most governments buy large quantities of several goods and services, such as office supplies, maintenance supplies, automobiles supplies and so on. In many governments, the individual departments buy these items on their own, whatever kind and brand they want, as they need them. However, it's almost always much more efficient and cheaper to consolidate these individual purchases and buy standardized items using standard specifications.

Value

Standardization enables you to get the best value for your dollars. It allows you to establish a City wide standard quality for needed items, while taking advantage of economies of scale (larger purchases for lower cost), fewer items to service, and increased purchasing efficiency (fewer orders to place). Many routinely needed items can be purchased on annual contracts at a great savings to the City.

Planning Ahead

Setting standards and developing a standardization program requires a sincere effort by all concerned. Purchasing must, together with user departments and input from suppliers, decide on

the requirements for items to be included in the standardization program. Then, of course, all purchases of the standardized items must be made from that specification only.

Here are the steps in establishing a standardization program.

- Step 1. **Determine the good or service to be standardized.** Products are selected based on the criteria.
- Step 2. **Develop selection criteria.** Few governments will select a product based solely on its being the highest quality on the market. Criteria should include minimum acceptable quality, availability, cost, service requirements, availability of service, cost of service and others. Remember that the item selected should be as compatible as possible with those in use.
- Step 3. **If required, develop a standard specification for the good or service.** A standard specification will accomplish the goals mentioned above, while allowing the department making the purchase to proceed in a routine way to procure the items.
- Step 4. **If products are to be procured from a qualified products list, evaluate the products.** Use consumer reports, experience of users and actual testing. Use whatever means that will allow you to make the best decision possible about which product(s) to select as the standard.
- Step 5. **Purchase all items on the list of standardized products from the specifications developed.** Exceptions should only be on an emergency basis with full justification.

SAMPLE SPECIFICATION FORMAT

Specification for good or service

1.0 Scope and Intent

1.1 Scope: Explain title and summarize the applicable

1.2 Intent: State use of the item and using department.

2.0 Definitions and Applicable Documents

2.1 Definitions: Define technical and critical terms where necessary.

2.2 Applicable Documents: List and reference all documents referred to in this specification, including title, edition or issue number, year of publication and publisher or originating organization. If necessary, state where the document(s) can be located.

3.0 Requirements

3.1 Performance Requirements and Characteristics: List all functional needs and performance requirements. Include work related needs which the item must achieve.

3.2 Design Features and Requirements: List all design requirements, including materials, manufacturing standards and directions, dimensions, physical characteristics of all kinds, and workmanship standards.

3.3 Other Requirements: List any requirements not covered in the first two sections.

4.0 Quality Assurance

4.1 Test Requirements: List any testing requirements including sampling, inspection, laboratory certifications and other quality control requirements.

4.2 Remedies and Penalties: List all remedies available to the government for non-compliance with specifications. Detail penalties on the provider for failure to perform or comply.

INDEX

<u>EXHIBIT</u>	<u>DOCUMENT</u>
9302-1	Quote Sheet
9302-2	Standard Bid Form
9302-3	Instructions to Bidders
Appendix A	Sources for Bid Specifications

**Exhibit 9302-1
QUOTE SHEET
CITY OF JERSEY VILLAGE
FOR PURCHASES LESS THAN \$50,000.00 BUT MORE THAN \$3,000
(TO BE ATTACHED TO PURCHASE ORDER FORM)**

DEPARTMENT:_____ **ACCOUNT:**_____ **DATE:**_____

DESCRIPTION OF ITEM TO BE PURCHASED

LOW BID	VENDOR	CONTACT PERSON	PHONE #	PRICE QUOTED

I, the undersigned, attest that I received the above quotes for purchase of the item(s) described above and request authorization to purchase said item(s) from the vendor designated as low bid.

DEPARTMENT

DEPARTMENT DIRECTOR APPROVAL

EXHIBIT 9302-2
CITY OF JERSEY VILLAGE
BID SHEET
Page 1 of 2

BID INVITATION NUMBER: _____

INSTRUCTIONS TO BIDDERS:

1. Refer to "Instructions to Bidders" before completing Bid.
2. Price. Quote your best price, F.O.B. Destination, on each item.
3. Delivery Date. If delivery date is not shown in Column 4, or indicated date cannot be met, bidder shall state best delivery time

ITEM NUMBER	DESCRIPTION, PART NUMBER	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
TOTAL BID						

City Council Meeting Packet for May 15, 2017

In submitting this bid, I certify the following:

- 1 That the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder, or with any competitor.
- 2 That I am an Equal Opportunity Employer.

BIDDER

AUTHORIZED SIGNATURE

DATE

CITY OF JERSEY VILLAGE
BID SHEET
Page 2 of 2

BID INVITATION NUMBER: _____

ITEM NUMBER	DESCRIPTION, SPECIFICATION & SUPPLIER'S PART NUMBER	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
TOTAL						

City Council Meeting Packet for May 15, 2017

BID INVITATION NO.	BIDDER	AUTHORIZED SIGNATURE	DATE
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Exhibit 9302-3

CITY OF JERSEY VILLAGE INSTRUCTIONS TO BIDDERS

Preparation of Bids

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation, drawings, specifications, etc., must be requested in writing to the specified contact within the bid packet with sufficient time allowed for a reply to reach bidders before the submission of their bids. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an amendment to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders.

1. Specifications

Bidders are expected to examine the specifications, drawings, standard provisions and all instructions. Failure to do so will be at the bidder's risk. Bidders may provide a product exceeding specifications, as an alternate bid, if they so desire.

2. Information Required

Each bidder shall furnish the information required by the invitation. The bidder shall sign the Bid Invitation, Bid Sheet, and, when appropriate, Specifications. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the City.

- A. The bidder should quote its lowest and best price, F.O.B. destination on each item. If delivery and shipping quantities affect unit bid price, multiple bids may be made so as to indicate "price break" quantities in order for the City to determine maximum economic benefits. Pricing should include packaging and transportation unless otherwise specified. Pricing shall be entered on the Bid Sheet in ink or typewritten. Totals shall be entered in the "Total Price" column of the Bid Sheet. In case of discrepancy between unit price and extended price, the unit price will be presumed to be correct.
- B. Bids should be firm. If the bidder, however, believes it necessary to base its price on price adjustment, such a bid may be considered, but only as an alternate bid.
- C. Transportation Charges. If the quoted price does not include transportation charges, such charges must be itemized separately; provided, however, that the City shall have the right to designate what method of transportation shall be used to ship the goods.
- D. Taxes. The City does not pay Federal Excise Taxes and/or Texas and local retail sales and use taxes. Tax exemption certificates can be provided upon request.
- E. Time, if stated as a number of days, will include Saturdays, Sundays, and holidays. Time of delivery is part of the bid and very important. The required delivery date indicated is at point of destination. If the indicated date cannot be met or date is not indicated, bidder shall state its best delivery time.
- F. If the bid invitation indicates "approved equal" products are acceptable, the seller may offer an "equal" product as an alternate bid. Final "approved equal" determination remains with the City.
- G. Bids submitted on other than City forms or with different terms or provisions may not be considered as responsive bids.

3. Submission of Bids

- A. Sealed bids should be returned in an envelope marked on the outside with the bidder's name and address and **bid number**.

Address to:
City of Jersey Village
City Secretary

16327 Lakeview Drive
Jersey Village, TX 77040-1999
BID NO.:
BID DATE:

- B. Sealed bids may be delivered in person to the City Secretary, 16327 Lakeview Drive.
- C. Bids must be returned in sufficient time so as to be received and time stamped at the above location on or before the published bid date and time shown on the bid invitation. Bids received after the published time and date cannot be considered.

4. **Modification or Withdrawal of Bids**

Bids may be modified or withdrawn by written or telegraphic notice received by the City Secretary prior to the exact hour and date specified for receipt of bids. A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for the receipt of bids.

5. **Evaluation Factors**

- A. **Most Advantageous Bid.** The City will award purchase orders and contracts to the lowest and responsible bidder, which represents the most advantageous bid to the City, price and other factors considered. In determining the "most advantageous" bid or proposal, price, quantifiable factors, and other factors are considered. This would include specifications, delivery requirements, the initial purchase price, life expectancy, cost of maintenance and operation, operating efficiency, training requirements, disposal value, and other factors contributing to the overall acquisition cost of an item. Consideration may be given, but not necessarily limited to conformity to the specifications, product warranty, a bidder's proposed service, ability to supply and provide service, delivery to required schedules, and past performance in other contracts with the City including timely delivery.
- B. **Partial Awards.** Bidders may furnish pricing for all or any portion of the bid invitation. Unless the bidder specifies otherwise in his bid, the City may award the contract for any time or group of items shown on the bid invitation.
- C. **Reservations.** The City expressly reserves the right to:
 - 1) Waive as an informality, minor deviations from specifications at a lower price than the low bid meeting all aspects of the specifications and consider it, if it is determined that total cost is lower and the overall function is improved or not impaired;
 - 2) Waive any defect, irregularity or informality in any bid or bidding procedure;
 - 3) Reject or cancel any or all bids;
 - 4) Reissue a bid invitation;
 - 5) Extend the bid opening time and date;
 - 6) Procure any item by other means;
 - 7) Increase or decrease the quantity specified in the bid invitation, unless the bidder specifies otherwise;
 - 8) Consider and accept an alternate bid as provided herein when most advantageous to the City.

6. **Acceptance**

Acceptance of bidder's offer for an open market purchase will be in the form of a purchase order. Acceptance of bidder's offer for supply agreements will be by acceptance letter. Subsequent purchase orders and release orders may be issued as appropriate.

7. **Conflicts of Interest**

Bidders must comply with the conflict of interest provisions of the City Charter and Code of Ordinances. Prior to the submission of a bid, Bidders may be required to file with the City a disclosure of interests on a form supplied by the City. Bidders must also file a Form 1925 with the Texas Ethics Commission. Bidders are obligated to provide updated information concerning the disclosure of interests, as warranted, throughout the time the bids are being considered.

8. Notice to all Bidders

- A. Bids must be in a sealed envelope addressed to City of Jersey Village, City Secretary. The bid invitation number and bid opening date must be shown in the lower left hand corner.
- B. The **Bid Invitation** and all **Bid Sheets** must be signed by bidder.
- C. If no date is shown on Bid Sheet, **bidder must enter his best lead-time.** Lead-time is the time it takes the supplier to deliver after he receives an order from the City.
- D. Bidder must state if his bid is all or none, or if any other conditions apply, otherwise, **City may pick and choose any item or group of items according to the City's best interest.**

Before submitting your bid, please read all bid invitation documents carefully. If there are questions, contact the buyer indicated on the Bid Invitation. Any discrepancies between the bid invitation and the bidder's response generally extend the bid evaluation period and often cause the bid to be declared non-responsive.

9. Facsimile Bids

The City Charter requires that all bids submitted be sealed and delivered in the manner required by the bid invitation, to be opened in the presence of one or more City employees and those bidders desiring to be present. Therefore, bids submitted directly to the City by facsimile machines will be considered non-responsive.

APPENDIX A

FEDERAL GOVERNMENT SOURCES FOR SPECIFICATIONS

General Services Administration
Specifications Unit (WFSIS)
7th and D Streets, S.W.
Washington, D.C. 20407
202/472-2205 or 2140

Department of Health and Human
Services
National Institute for Occupational Safety
and Health
Robert A. Taft Laboratories
4676 Columbia Parkway
Cincinnati, OH 45226
GSA Spec Activity
Naval Weapons Plant
Room 3197
Building 301
Washington, D.C. 20407

Department of Defense
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, PA 19102
215/697-3321

STANDARDS WRITING ORGANIZATIONS

American Bar Association (ABA)
1700 K Street, N.W.
Washington, D.D. 20036
202/331/2200

American National Standards Inst.
1430 Broadway
New York, NY 10018
212/354-3300

American Society for Testing
and Materials (ASTM)
1916 Race Street
Philadelphia, PA 19101
215/299-5400

American Society of Mechanical
Engineers (ASME)
345 East 47th Street
New York, NY 10017
212/705-7000

American Welding Society (AWS)
2001 N.W. 7th Street
Miami, FL 33125
305/443-9353

Electronic Industries Assoc.(EIA)
2001 Eye Street, N.W.
Washington, D.C. 2000
202/457-4900

Engineering Societies Library (ESL)
345 East 47th Street
New York, NY 10017
212/705-7611

International Coalition of Procurement Standards
(ICPS)
1916 Race Street
Philadelphia, PA 19103
212/299-5524

National Bureau of Standards
(NBS)
Gaithersburg, MD 20899
301/975-2000

National Fire Protection Assoc.
(NFPA)
Battery March Park
Quincy, MA 02269
617/328-9230

National Standards Assoc., Inc.
(NSA)
5161 River Road
Bethesda, MD 20816
301/951-1310

National Technical Information
Services
5285 Port Royal Road
Springfield, VA 22161
703/487-4600

Society of Automotive Eng.
400 Commonwealth Dr.
Warrendale, PA 15096
312/272-8800

Underwriters Lab., Inc. (UL)
Public Information Service
333 Pfingsten Rd.
Northbrook, IL 60062
312/272-8800

OTHER SOURCES OF SPECIFICATIONS INFORMATION

Association for the Advancement of
Medical Instrumentation
19901 North Ft. Meyer Dr.
Suite 602
Arlington, VA 22209
703/525-4890

American Assoc. of State Highway and
Transportation Officials
444 North Capitol Street, N.W. Suite 225
Washington, D.C. 20001
202/624-5800

American Assoc. of Textile Chemists and Colorist
1 Davis Drive
P.O. Box 12215
Research Triangle Park, NC 27709
919/549-8141

American Concrete Institute
22400 West 7 Mile Road
Box 19150, Redford Station
Detroit, MI 48219
313/532-2600

Anti-Friction Bearing Mfg. Assoc.
Suite 704
Arlington, VA 22202
703/939-1261

American Gas Assoc.
8501 East Pleasant Valley Road
Cleveland, OH 44131
216/524-4994

American Gear Mfg. Assoc.
1901 North Ft. Meyer Dr. Suite 1000
Arlington, VA 22209
703/525-1600

The Asphalt Institute
Asphalt Institute Building
College Park, MD 20740
301/277-4258

Aerospace Ind. Assoc. of America, Inc.
1725 DeSalle Street, N.W.
Washington, DC 20036
202/429-4600

The American Institute of Architects
1735 New York Ave., N.W.
Washington, D.C. 20006
202/626-7300

American Institute of Chemical
Engineers
345 East 47th St.
New York, NY 10017
212/705-8022

American Institute of Steel
Construction
400 North Michigan Ave
Chicago, IL 60611
312/670-2400

1235 Jefferson Davis Highway
American Nuclear Society
555 North Kensington Ave.
La Grange Park, IL 60525
312/352-6611

American National Standards
Institute
1430 Broadway
New York, NY 10018
212/354-3300

OTHER SOURCES OF SPECIFICATIONS INFORMATION

American Railway Engineering Assoc.
2000 L Street, N.W.
Washington, D.C. 20036
202/293-3692

American Society of Quality
Control
230 West Wells Street
Milwaukee, WI 53203
414/272-8575

Air Conditioning and Refrigeration Institute
1501 Wilson Boulevard
Arlington, VA 22209
703/524-8800

Amer. Soc. of Sanitary Engineering
P.O. Box 9712
Bay Village, OH 44140
216/835-3040

Aeronautical Radio, Inc.
2551 Riva Road
Annapolis, MD 21401
301/266-4000

American Society for Testing
and Materials
1916 Race Street
Philadelphia, PA 19103
215/299-5400

American Society of Agricultural
Engineers
2950 Niles Road
St. Joseph, MI 49085
616/429-0300

American Welding Society, Inc.
550 N.W. 42nd Ave.
Miami, FL 33126
305/443-9353

American Society of Civil Engineers
345 East 47th Street
New York, NY 10017
212/705-7510

American Water Works Assoc.
6666 West Quincy Ave.
Denver, CO 80235
303/794-7711

American Society of Heating, Refri-
gerating, and Air Conditioning
Engineers
1791 Tullie Circle, N.E.
Atlanta, GA 30329
404-636-8400

Buyers Laboratory, Inc.
20 Railroad Ave.
Hackensack, NJ 07601
201/488-0404

American Society of Mechanical Eng.
345 East 47th St.
New York, NY 10017
212/705-7722

Compressed Gas Assoc., Inc.
Crystal Gateway 1, Suite 501
1235 Jefferson Davis Hwy.
Arlington, VA 22202
703/979-22202

OTHER SOURCES OF SPECIFICATIONS INFORMATION

The American Society for Non
-destructives Testing, Inc.
4153 Arlingate Plaza
Columbus, OH 43228
614/274-7003

Gas Processors Assoc.
1812 First Place
Tulsa, OK 74102
918/582-5112

Institute of Electrical and
Electronics Eng.
345 East 47th St.
New York, NY 10017
212/705-7960

Illuminating Engineering Society
345 East 47th Street
New York, NY 10017
212/705-7920

The Institute for Interconnecting
and Packaging Electronics Circuits
3451 Church St.
Evanston, IL 60203
312/677-2850

Instrument Society of America
P.O. Box 12277
Research Triangle Park, NC 27709
919/549-8411

Manufacturers Standardization Society
National Institute of Justice
of the Valve and Fittings Ind.
5203 Leesburg Pike
Suite 502
Falls Church, VA 22041
703/998-7996

Electronic Industries Assoc.
2001 Eye Street, N.W.
Washington, D.C. 20006
202/457-490

National Assoc. of State
Purchasing Officials
P.O. Box 11910
Lexington, KY 40578-606/252-2291

National Electrical Mfg. Assoc.
2101 L Street, N.W.
Washington, D.C. 22037
202/457-8400

National Fire Protection Agency
Battery March Park
Quincy, MA 02269
17/770-3000

National Fluid Power Assoc.
3333 North Mayfair Road
Milwaukee, WI 53222
414/259-0990

National Institute of Govern-
mental Purchasing
115 Hillwood Ave
Suite 201
Falls Church, VA 22046
703/533-7300

U.S. Department of Justice
1-800-248-2742
Technology Assessment Program
Information Center
(Criminal Justice Technology)

OTHER SOURCES OF SPECIFICATIONS INFORMATION

National Assoc. of Corrosion Eng.
1440 South Creek Dr.
Houston, TX 77084
713/492-0535

National Assoc. of Purchasing Mgt.
2055 East Centennial Circle
P.O. Box 22160
Tempe, AZ 85282

National Sanitation Foundation
3475 Plymouth Road
P.O. Box 1468
Ann Arbor, MI 48106
313/769-8010

Pipe Fabrication Institute
1326 Freeport Road
Pittsburg, PA 15238
412/782-1624

Public Technology, Inc.
1301 Pennsylvania Ave. N.W.
Suite 704
Washington, D.C. 20004
202/626-2400

Technical Assoc. of the Pulp and
Paper Ind. Tech. Park/Atlanta
P.O. Box 105113
Atlanta, GA 30348
404/446

National Purchasing Inst. Inc
201 West Belt Line Road
Suite D
Cedar Hill, TX 75104
214/291-9997

Radio Technical Commission for
Aeronautics
1425 K Street, N.S.
Suite 500
Washington, D.C. 20005
202/626-2400

Society of Automotive Eng.
400 Commonwealth Drive
Warrendale, PA 15096
412-776-4841

Semiconductor Equip. and Mat.
Institute, Inc.
625 Ellis St.
Mt. View, CA 94043- 415/964-5111

Sheet Metal and Air Conditioning
Contractors Nat'l. Assoc.
8224 Old Courthouse Road
Tysons Center
Vienna, VA 22180
703/790-9890

Underwriters Laboratories, Inc.
333 Pfingsten Road
Northbrook, IL 60062
312/272-8800

**CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: May 15, 2017

AGENDA ITEM: G6

AGENDA SUBJECT: Receive presentation by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324 recognizing the Jersey Village Police and Fire Departments for their assistance with the Jersey Village American Legion 5K Fun Run.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** May 10, 2017

EXHIBITS:

BUDGETARY IMPACT:	Required Expenditure:	\$
	Amount Budgeted:	\$
	Appropriation Required:	\$

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Receive presentation by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324 recognizing the Jersey Village Police and Fire Departments for their assistance with the Jersey Village American Legion 5K Fun Run.

RECOMMENDED ACTION:

MOTION: N/A