
CITY OF JERSEY VILLAGE, TEXAS

16327 Lakeview Drive



Justin Ray, Mayor
Andrew Mitcham, Council Position No. 1
Greg Holden, Council Position No. 2
Bobby Warren, 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, June 19, 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: Council Member, Sheri Sheppard.

C. 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.

D. CITY MANAGER'S REPORT

1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – April 2017, General Fund Budget Projections as of May 2017, and Utility Fund Budget Projections – May 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 Parks and Recreation Departmental Report.
8. Report from Code Enforcement
9. City Social Media Summary Report
10. Introduction of Officer Eric Vento

E. 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 Budget Work Session Meeting held on May 13, 2017 and the Regular Session Meeting held on May 15, 2017. *Lorri Coody, City Secretary*
2. Consider Resolution No. 2017-39, authorizing the City Manager to enter into a contract with Minuteman Press Northwest for the printing and mailing of the monthly Jersey Village Star newsletter for the period of August 2017 to July 2019. *Lorri Coody, City Secretary*
3. Consider Resolution No. 2017-40, authorizing the City Manager to enter into a contract with GolfNow for point of sale technology, after hour's phone answering services, website development, and electronic on-line booking and tee sheets for Jersey Meadow Golf Course. *Kimberly Terrell, Director of Parks and Recreation*
4. Consider Resolution No. 2017-41, authorizing the City Manager to enter into a contract with Brinkley Sargent Wiginton Architects for the Facilities Master Plan in the amount of \$29,800. *Kimberly Terrell, Director of Parks and Recreation*
5. Consider Resolution No. 2017-42, authorizing a contract with BrightBox for the Jersey Meadow Golf Course Marketing Plan in the amount of \$13,750.00. *Kimberly Terrell, Director of Parks and Recreation*

F. REGULAR AGENDA

1. Consider Ordinance No. 2017-17, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments to the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use. *Debra Mergel, Chair Person, Planning and Zoning Commission*
2. Consider Ordinance No. 2017-18, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club. *Debra Mergel, Chair Person, Planning and Zoning Commission*
3. Consider Ordinance No. 2017-19, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts,

Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops. *Debra Mergel, Chair Person, Planning and Zoning Commission*

4. Consider Ordinance No. 2017-20, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops. *Debra Mergel, Chair Person, Planning and Zoning Commission*
5. Consider Resolution No. 2017-43, receiving the Planning and Zoning Commission's recommendation concerning amendments to the Jersey Village Code of Ordinances at Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises Requirements" in order to provide for the Regulation of Hotels. *Debra Mergel, Chair Person, Planning and Zoning Commission*
6. Consider Ordinance No. 2017-21, amending Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises requirements", to provide for regulation of hotels; providing a severability clause; and providing a penalty as provided by section 1-8 of the Code. *Kevin T. Hagerich, Director of Public Works*
7. Consider Ordinance No. 2017-22, approving the request of the Board of Directors of the Crime Control and Prevention District to amend the 2016-2017 Crime Control and Prevention District's Budget in the amount of \$24,750.00; authorizing the funding associated with the purchase and installation of security cameras for the Northwest Village Shopping Center from the Crime Control and Prevention District Fund; amending the annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2016, and ending September 30, 2017 to reflect these changes. *Eric Foerster, Chief of Police*
8. Consider Ordinance No. 2017-23, amending the Code of Ordinances of the City of Jersey Village, Texas, by amending Chapter 70, "Utilities," Article I. In General, Section 70-2 "Breaking or tampering with system," to provide for regulation of theft of water; providing a severability clause; and providing a penalty as provided by Section 1-8 of the Code. *Kevin T. Hagerich, Director of Public Works*
9. Consider Ordinance No. 2017-24, amending the City's Hotel Occupancy Tax Fund Budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, by increasing line item 05-56-5515 (consultant services) in the amount of \$14,250 and decreasing line item 05-56-5515 (advertising) in the amount of \$14,250. *Kimberly Terrell, Director of Parks and Recreation*
10. Consider Resolution No. 2017-44, authorizing a contract with Ray + Hollington Architects for the Jersey Meadow Golf Course Clubhouse Renovation Feasibility Study. *Kimberly Terrell, Director of Parks and Recreation*

11. Consider Resolution No. 2017-45, authorizing the City Manager to enter into a contract with Clark Condon Associates for the Landscape/Branding Master Plan. *Kimberly Terrell, Director of Parks and Recreation*
12. Consider Resolution No. 2017-46, authorizing the City Manager to proceed with design and construction of a dog park on Harris County Flood Control District (HCFCD) land (unit E535-01-00) at the detention pond adjacent to Jersey Meadows Drive. *Kimberly Terrell, Director of Parks and Recreation*
13. Consider Resolution No. 2017-47, establishing the intent to offer property tax abatements. *Austin Bleess, City Manager*
14. Consider Resolution No. 2017-48, establishing guidelines for property tax abatements. *Austin Bleess, City Manager*
15. Consider Resolution No. 2017-49, establishing a policy for offering Chapter 380 Economic Development Programs. *Austin Bleess, City Manager*
16. Consider Resolution No. 2017-50, authorizing the publication of Notice of a Public Hearing on the creation of a new Tax Increment Reinvestment Zone. *Austin Bleess, City Manager*
17. Consider Resolution No. 2017-51, adopting the latest edition (11th edition) of *Robert's Rules of Order* as the proper authority for procedures in City Council Meetings. *Council Member, Bobby Warren*

G. 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.

H. 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: June 15, 2017 at 11:15 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: Council Member, Sheri Sheppard

D. CITIZENS COMMENTS

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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	\$13,263,173.31				
Revenues	\$749,658.65	\$651,926.29	\$1,738,445.48	\$3,012,767.30	\$2,800,451.93	\$810,978.41	\$657,652.53	\$899,039.71				
Expenditures	\$535,349.41	\$630,129.13	\$946,002.29	\$850,445.39	\$991,651.61	\$756,294.87	\$615,855.54	\$1,027,690.28				
Projected Fund Balance	** \$13,477,482.55	\$13,499,279.71	\$14,291,722.90	\$16,454,044.81	\$18,262,845.13	\$18,317,528.67	\$18,359,325.66	\$18,230,675.09				
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	\$10,558,224.57				
Revenues	\$416,022.34	\$402,032.83	\$276,813.13	\$288,249.19	\$295,764.88	\$336,196.01	\$340,781.61	\$414,205.22				
Expenditures	\$38,611.83	\$289,563.93	\$382,658.74	\$240,768.90	\$145,482.09	\$328,422.58	\$184,554.23	\$345,478.81				
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	\$11,304,022.26	\$11,372,748.67				
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	\$456,038.11				
Revenues	\$1,647.82	\$57.46	\$441,780.96	\$920,606.37	\$822,306.28	\$27,689.69	\$39,467.48	\$15,810.23				
Expenditures	\$0.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$2,147,020.63	\$0.00	\$750.00				
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	\$576,082.67				
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	\$164,788.18				
Revenues	\$181.61	\$16,924.14	\$8,073.02	\$15,967.78	\$279.93	\$12,185.52	\$4,372.94	\$141,904.73				
Expenditures	\$0.00	\$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	\$364,677.85				
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	\$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	\$12,139.09				
Expenditures	\$8,870.13	\$1,843.86	\$7,079.33	\$829.33	\$0.00	\$7,908.66	\$0.00	\$1,658.66				
Projected Fund Balance	** \$676,478.32	\$678,031.86	\$673,707.70	\$687,292.81	\$690,381.11	\$686,397.58	\$691,494.79	\$701,975.22				
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	\$88,346.15				
Revenues	\$2,785.09	\$22.43	\$26.57	\$31.34	\$29.36	\$3,477.56	\$40.16	\$44.79				
Expenditures	\$0.00	\$0.00	\$4,799.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$0.00				
Projected Fund Balance	** \$91,131.24	\$91,153.67	\$86,381.24	\$86,412.58	\$86,441.94	\$89,919.50	\$83,459.66	\$83,504.45				
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	\$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	\$2,475.20				
Expenditures	\$0.00	\$518.05	\$200,550.00	\$657,584.58	\$54,262.57	\$120,195.07	\$103,199.72	\$147,151.00				
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	\$4,938,618.29				
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	\$1,395,088.20				
Revenues	\$300.00	\$0.00	\$200.00	\$0.00	\$100.00	\$300.00	\$0.00	\$100.00				
Expenditures	\$19,251.09	\$31,634.88	\$28,532.93	\$20,158.43	\$19,135.91	\$20,483.51	\$22,831.60	\$18,666.31				
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	\$1,215,393.54				
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	\$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	\$2,163.50				
Expenditures	\$87,182.88	\$90,466.00	\$174,352.72	\$616,623.63	\$482,640.89	\$659,151.79	\$467,078.10	\$219,093.86				
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	\$4,775,981.52				
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)	(\$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	\$138,230.06				
Expenditures	\$96,131.32	\$77,225.55	\$135,992.94	\$104,196.11	\$86,033.79	\$138,554.89	\$104,836.84	\$172,255.96				
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)	(\$3,611,279.67)	(\$3,645,305.57)				
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	\$160,989.92				
Revenues	\$0.00	\$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	\$729.57				
Projected Fund Balance	** \$156,703.77	\$156,246.82	\$154,777.68	\$153,814.62	\$153,362.41	\$151,760.21	\$151,560.21	\$150,830.64				
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	\$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	\$138,624.46				
Expenditures	\$0.00	\$62,802.54	\$56,163.14	\$97,309.25	\$92,191.13	\$125,714.30	\$0.00	\$137,757.90				
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	\$3,057,017.30				

* 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: MAY 31ST, 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	289,968.14	1,809,388.93	67.01	0.00	(890,611.07)
40-8542 SEWER SERVICE	1,300,000.00	117,544.93	885,642.16	68.13	0.00	(414,357.84)
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	291.74	6,952.57	17.38	0.00	(33,047.43)
40-8546 CREDIT CARD FEES	2,000.00	544.95	4,193.57	209.68	0.00	2,193.57
TOTAL FEES & CHARGES FOR SERVIC	4,042,000.00	408,349.76	2,718,028.28	67.24	0.00	(1,323,971.72)
INTEREST EARNED						
40-9601 INTEREST EARNED	10,000.00	2,772.31	15,425.29	154.25	0.00	5,425.29
TOTAL INTEREST EARNED	10,000.00	2,772.31	15,425.29	154.25	0.00	5,425.29
INTERFUND ACTIVITY						
TOTAL						
MISCELLANEOUS REVENUE						
40-9840 PENALTIES & ADJUSTMENTS	25,000.00	2,063.78	20,579.81	82.32	0.00	(4,420.19)
40-9899 MISCELLANEOUS	25,000.00	1,019.37	16,031.83	64.13	0.00	(8,968.17)
TOTAL MISCELLANEOUS REVENUE	50,000.00	3,083.15	36,611.64	73.22	0.00	(13,388.36)
OTHER AGENCY REVENUES						
TOTAL						
*** TOTAL FUND REVENUES ***	4,102,000.00	414,205.22	2,770,065.21	67.53	0.00	(1,331,934.79)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	14,660,224.57		13,328,289.78			
	=====		=====			

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	13,249.18	103,666.22	58.30	0.00	74,133.78
45-3003 LONGEVITY	2,000.00	136.64	1,065.35	53.27	0.00	934.65
45-3007 OVERTIME	24,500.00	2,443.69	22,507.60	91.87	0.00	1,992.40
45-3051 FICA/MEDICARE TAXES	15,700.00	1,168.34	9,777.65	62.28	0.00	5,922.35
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	0.00	341.33	6.32	0.00	5,058.67
45-3054 RETIREMENT	31,300.00	2,477.31	20,440.04	65.30	0.00	10,859.96
45-3055 HEALTH INSURANCE	60,100.00	5,132.08	39,305.96	65.40	0.00	20,794.04
45-3056 LIFE INS	500.00	31.90	248.82	49.76	0.00	251.18
45-3057 DENTAL	5,200.00	335.32	2,543.40	48.91	0.00	2,656.60
45-3058 LONG-TERM DISABILITY	800.00	59.48	443.76	55.47	0.00	356.24
TOTAL SALARIES, WAGES & BENEFIT	329,900.00	25,033.94	204,490.52	61.99	0.00	125,409.48
SUPPLIES						
45-3502 POSTAGE/FREIGHT/DEL. FEE	14,000.00	900.99	6,549.23	46.78	0.00	7,450.77
45-3503 OFFICE SUPPLIES	3,100.00	264.41	780.94	25.19	0.00	2,319.06
45-3504 WEARING APPAREL	2,000.00	0.00	671.86	33.59	0.00	1,328.14
45-3506 CHEMICALS	9,000.00	1,515.72	8,553.71	156.15	5,500.00	(5,053.71)
45-3510 BOOKS & PERIODICALS	600.00	0.00	0.00	0.00	0.00	600.00
45-3523 TOOLS/EQUIPMENT	2,000.00	0.00	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	2,681.12	18,244.21	73.28	5,500.00	8,655.79
MAINTENANCE--BLDGS, STRUC						
45-4001 BUILDINGS AND GROUNDS	4,000.00	161.15	717.16	17.93	0.00	3,282.84
45-4041 WATER SYSTEM MAINTENANCE	30,000.00	2,055.74	10,289.73	34.30	0.00	19,710.27
45-4042 SEWER SYSTEM MAINTENANCE	10,000.00	0.00	1,600.98	24.55	853.66	7,545.36
45-4043 WATER PLANTS MAINTENANCE	17,000.00	0.00	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	1,931.90	13,788.00	54.99	10,955.32	20,256.68
TOTAL MAINTENANCE--BLDGS, STRUC	122,000.00	4,148.79	47,532.52	48.64	11,808.98	62,658.50
MAINTENANCE--EQUIPMENT						
45-4504 COMPUTER SOFTWARE	5,300.00	142.00	5,402.15	91.55	(550.00)	447.85
TOTAL MAINTENANCE--EQUIPMENT	5,300.00	142.00	5,402.15	91.55	(550.00)	447.85
SERVICES						
45-5012 PRINTING	1,750.00	0.00	820.00	46.86	0.00	930.00
45-5015 LAB TESTS	23,400.00	1,732.27	11,952.80	95.10	10,300.00	1,147.20
45-5017 UTILITIES	140,000.00	10,813.09	76,472.24	54.62	0.00	63,527.76
45-5019 W.O.B. DISPOSAL-O&M CONTR	500,000.00	25,328.41	193,817.41	38.76	0.00	306,182.59
45-5020 COMMUNICATIONS	9,511.00	555.64	4,299.58	45.21	0.00	5,211.42
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	1,292.96	7,817.72	51.77	0.00	7,282.28
TOTAL SERVICES	692,061.00	39,722.37	295,676.75	44.21	10,300.00	386,084.25

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	560.15	21,401.34	109.75	0.00	(1,901.34)
45-5411 WATER-PURCHASED	1,608,914.00	126,375.49	829,635.64	51.56	0.00	779,278.36
45-5412 WATER AUTHORITY FEES	40,000.00	5,001.60	6,986.40	17.47	0.00	33,013.60
TOTAL SUNDRY	1,668,414.00	131,937.24	858,023.38	51.43	0.00	810,390.62
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	0.00	950.00	0.26	(560.00)	149,610.00
45-5515 CONSULTANT SERVICES	260,000.00	65,413.35	152,651.43	100.00	107,348.57	0.00
TOTAL PROFESSIONAL SERVICES	420,000.00	65,413.35	153,601.43	62.00	106,788.57	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	85.21	56,237.86	9,762.14
TOTAL CAPITAL OUTLAY	66,000.00	0.00	0.00	85.21	56,237.86	9,762.14
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	269,078.81	1,599,794.23	43.58	190,085.41	2,316,958.36
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	24,900.00	24,900.00	100.00	25,100.00	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	51,500.00	100,000.00	52.14	9,500.00	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	76,400.00	355,746.88	19.48	3,726.91	1,485,526.21
TOTAL 46-UTILITY CAPITAL PROJEC	1,845,000.00	76,400.00	355,746.88	19.48	3,726.91	1,485,526.21
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
DEBT SERVICE TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	5,951,838.00 =====	345,478.81 =====	1,955,541.11 =====	36.11 =====	193,812.32 =====	3,802,484.57 =====
EXCESS OF REVENUES OVER EXPENDITURES	(1,849,838.00) =====	68,726.41 =====	814,524.10 =====	33.55- =====	(193,812.32) =====	(2,470,549.78) =====
*** PROJECTED FUND BALANCE ***	8,708,386.57 =====		11,372,748.67 =====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: MAY 31ST, 2017

04 -IMPACT FEE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
BEGINNING FUND BALANCE	164,788.18		164,788.18			
FEES & CHARGES FOR SERVIC						
43-8547 WATER DISTRIBUTION	20,000.00	104,364.00	144,950.00	724.75	0.00	124,950.00
43-8548 SEWER PLANT CAPACITY	10,000.00	37,044.00	52,479.00	524.79	0.00	42,479.00
43-8549 WATER PLANT CAPACITY	1,500.00	0.00	0.00	0.00	0.00	(1,500.00)
TOTAL FEES & CHARGES FOR SERVIC	31,500.00	141,408.00	197,429.00	626.76	0.00	165,929.00
INTEREST EARNED						
43-9601 INTEREST EARNED	1,500.00	496.73	2,460.67	164.04	0.00	960.67
TOTAL INTEREST EARNED	1,500.00	496.73	2,460.67	164.04	0.00	960.67
*** TOTAL FUND REVENUES ***	33,000.00	141,904.73	199,889.67	605.73	0.00	166,889.67
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	197,788.18		364,677.85			
	=====		=====			

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	141,904.73	199,889.67	605.73	0.00	(166,889.67)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	197,788.18		364,677.85			
	=====		=====			

*** END OF REPORT ***

FINANCIAL STATEMENT
AS OF: MAY 31ST, 2017

11 -GOLF COURSE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
BEGINNING FUND BALANCE	(3,557,283.22)		(3,557,283.22)			
FEES & CHARGES FOR SERVIC						
80-8551 GREEN FEES	1,000,000.00	87,096.00	517,368.65	51.74	0.00	(482,631.35)
80-8553 RANGE FEES/CLUB RENTALS	80,000.00	7,154.62	52,031.58	65.04	0.00	(27,968.42)
80-8554 CLUB RENTALS	4,000.00	450.00	2,240.00	56.00	0.00	(1,760.00)
80-8555 TOURNAMENT GREENS FEES	60,000.00	25,088.25	122,923.63	204.87	0.00	62,923.63
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	540.00	10,976.97	0.00	0.00	10,976.97
80-8567 MERCHANDISE	108,290.00	11,820.36	70,674.55	65.26	0.00	(37,615.45)
80-8568 SPECIAL ORDER MERCHANDISE	40,000.00	300.02	14,959.31	37.40	0.00	(25,040.69)
80-8572 CONCESSION FEES	42,000.00	4,267.45	22,744.23	54.15	0.00	(19,255.77)
80-8575 MEMBERSHIPS	55,000.00	1,144.00	11,103.00	20.19	0.00	(43,897.00)
80-8579 CASH OVER/UNDER	0.00	77.62	212.53	0.00	0.00	212.53
TOTAL FEES & CHARGES FOR SERVIC	1,441,290.00	137,938.32	825,234.45	57.26	0.00	(616,055.55)
INTEREST EARNED						
80-9601 INTEREST EARNED	1,000.00	291.74	1,970.60	197.06	0.00	970.60
TOTAL INTEREST EARNED	1,000.00	291.74	1,970.60	197.06	0.00	970.60
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	138,230.06	827,205.05	46.25	0.00	(961,255.95)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***						
	(1,768,822.22)		(2,730,078.17)			
	=====		=====			

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	15,007.03	116,818.07	61.25	0.00	73,905.93
81-3002 WAGES	108,110.00	10,093.52	66,884.25	61.87	0.00	41,225.75
81-3003 LONGEVITY	1,248.00	81.26	605.14	48.49	0.00	642.86
81-3007 OVERTIME	500.00	55.13	593.84	118.77	0.00	(93.84)
81-3051 FICA/MEDICARE TAXES	23,074.00	1,911.66	14,757.48	63.96	0.00	8,316.52
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	0.00	1,323.46	14.71	0.00	7,676.54
81-3054 RETIREMENT	32,395.00	2,577.15	20,439.11	63.09	0.00	11,955.89
81-3055 INSURANCE	61,269.00	4,277.28	32,104.42	52.40	0.00	29,164.58
81-3056 LIFE INS	400.00	38.28	287.10	71.78	0.00	112.90
81-3057 DENTAL INSURANCE	3,539.00	274.88	2,045.16	57.79	0.00	1,493.84
81-3058 LONG-TERM DISABILITY	892.00	67.68	526.47	59.02	0.00	365.53
TOTAL SALARIES, WAGES & BENEFIT	439,190.00	34,383.87	260,660.66	59.35	0.00	178,529.34
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COST OF SALES						
81-3401 MERCHANDISE	75,000.00	12,258.43	64,928.80	93.70	5,346.20	4,725.00
81-3415 RANGE BALLS	7,500.00	2,303.76	5,389.92	71.87	0.00	2,110.08
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	573.06	10,005.92	34.47	333.81	19,660.27
TOTAL COST OF SALES	113,500.00	15,135.25	80,694.65	76.10	5,680.01	27,125.34
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SUPPLIES						
81-3502 POSTAGE/FREIGHT/DEL.FEE	500.00	0.00	53.78	10.76	0.00	446.22
81-3503 OFFICE SUPPLIES	6,000.00	872.36	4,649.48	77.49	0.00	1,350.52
81-3504 WEARING APPAREL	2,750.00	419.32	1,808.15	65.75	0.00	941.85
81-3523 TOOLS/EQUIPMENT	2,000.00	480.98	1,474.37	73.72	0.00	525.63
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	1,772.66	12,230.08	132.80	3,042.00	(3,772.08)
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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	32.99	247.03	7.06	0.00	3,252.97
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	32.99	5,447.73	34.48	0.00	10,352.27

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	555.37	4,614.59	61.53	0.00	2,885.41
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	62.78	417.02	16.68	0.00	2,082.98
81-5043 ADVERTISING/PROMOTION	26,000.00	1,492.95	11,677.05	52.72	2,030.40	12,292.55
TOTAL SERVICES	42,250.00	2,111.10	17,702.44	46.70	2,030.40	22,517.16
SUNDRY						
81-5405 CREDIT CARD CHARGES	24,900.00	3,473.25	18,989.33	76.26	0.00	5,910.67
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	0.00	249.00	16.60	0.00	1,251.00
81-5421 EQUIPMENT LEASE DEBT	2,800.00	225.00	1,800.00	64.29	0.00	1,000.00
TOTAL SUNDRY	31,200.00	3,698.25	21,712.33	69.59	0.00	9,487.67
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	0.00	23,066.26	128.15	0.00 (5,066.26)
TOTAL OTHER SERVICES	18,000.00	0.00	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	57,134.12	421,514.15	57.62	10,752.41	317,948.44
	=====	=====	=====	=====	=====	=====

City Council Meeting Packet for June 19, 2017

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	16,240.51	130,042.02	62.32	0.00	78,634.98
82-3002 WAGES	63,940.00	374.22	12,427.07	19.44	0.00	51,512.93
82-3003 LONGEVITY	2,600.00	180.92	1,437.55	55.29	0.00	1,162.45
82-3007 OVERTIME	5,000.00	1,026.81	5,774.87	115.50	0.00	(774.87)
82-3051 FICA/MEDICARE TAXES	21,500.00	1,297.05	11,553.31	53.74	0.00	9,946.69
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	0.00	198.41	2.20	0.00	8,801.59
82-3054 RETIREMENT	38,900.00	2,764.27	23,932.05	61.52	0.00	14,967.95
82-3055 INSURANCE	95,100.00	8,676.80	61,905.82	65.10	0.00	33,194.18
82-3056 LIFE INS	700.00	51.04	367.49	52.50	0.00	332.51
82-3057 DENTAL	5,400.00	546.32	3,777.20	69.95	0.00	1,622.80
82-3058 LONG-TERM DISABILITY	900.00	73.69	595.33	66.15	0.00	304.67
TOTAL SALARIES, WAGES & BENEFIT	459,617.00	31,231.63	256,979.02	55.91	0.00	202,637.98
SUPPLIES						
82-3504 WEARING APPAREL	2,500.00	154.02	222.70	8.91	0.00	2,277.30
82-3514 FUEL & OIL	21,500.00	1,667.03	7,512.71	83.78	10,500.29	3,487.00
82-3523 TOOLS/EQUIPMENT	2,000.00	0.00	873.16	43.66	0.00	1,126.84
82-3535 GROUND/SHOP SUPPLIES	6,750.00	148.61	5,310.99	78.68	0.00	1,439.01
82-3536 LANDSCAPING MATERIALS	75,000.00	1,065.82	48,806.02	80.15	11,309.76	14,884.22
TOTAL SUPPLIES	107,750.00	3,035.48	62,725.58	78.46	21,810.05	23,214.37
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	1,404.98	5,372.79	86.20	2,169.96	1,207.25
82-4599 MISCELLANEOUS EQUIPMENT	3,000.00	0.00	0.00	0.00	0.00	3,000.00
TOTAL MAINTENANCE--EQUIPMENT	11,750.00	1,404.98	5,372.79	64.19	2,169.96	4,207.25
SERVICES						
82-5022 RENTAL EQUIPMENT	5,000.00	258.00	2,064.00	41.28	0.00	2,936.00
82-5027 MEMBERSHIPS/SUBSCRIPTIONS	1,000.00	0.00	25.00	2.50	0.00	975.00
82-5029 TRAVEL/TRAINING	3,000.00	0.00	1,437.54	47.92	0.00	1,562.46
82-5040 BUILDING MAINT-OUTSOURCING	6,000.00	860.74	860.74	14.35	0.00	5,139.26
TOTAL SERVICES	15,000.00	1,118.74	4,387.28	29.25	0.00	10,612.72
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	7,231.20	24,643.20	17.60	0.00	115,356.80
TOTAL SUNDRY	141,000.00	7,231.20	24,643.20	17.48	0.00	116,356.80

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	798.98	19.97	0.00	3,201.02
TOTAL PROFESSIONAL SERVICES	4,000.00	114.14	798.98	19.97	0.00	3,201.02
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	44,136.17	354,906.85	45.81	23,980.01	448,184.14
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	416.23	2,741.40	49.84	0.00	2,758.60
TOTAL SUPPLIES	5,500.00	416.23	2,741.40	49.84	0.00	2,758.60
MAINTENANCE--BLDGS, STRUC						
83-4001 BUILDINGS & GROUNDS	13,000.00	3,827.32	13,212.64	97.79	(499.41)	286.77
TOTAL MAINTENANCE--BLDGS, STRUC	13,000.00	3,827.32	13,212.64	97.79	(499.41)	286.77
MAINTENANCE--EQUIPMENT TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SERVICES						
83-5017 UTILITIES	40,000.00	2,162.74	12,601.66	31.50	0.00	27,398.34
TOTAL SERVICES	40,000.00	2,162.74	12,601.66	31.50	0.00	27,398.34
TOTAL 83-BUILDING MAINTENANCE	58,500.00	6,406.29	28,555.70	47.96	(499.41)	30,443.71
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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
<hr/>						
SALARIES, WAGES & BENEFIT TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
COST OF SALES TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
MAINTENANCE--EQUIPMENT TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SERVICES TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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: MAY 31ST, 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

CAPITAL IMPROVEMENTS						
87-7010 CAPITAL IMPROVEMENT	82,450.00	57,450.00	50,659.36	61.44	0.00	31,790.64
TOTAL CAPITAL IMPROVEMENTS	82,450.00	57,450.00	50,659.36	61.44	0.00	31,790.64
INTERFUND ACTIVITY						
TOTAL						
=====						
TOTAL 87-GC CAPITAL IMPROVEMENT	82,450.00	57,450.00	50,659.36	61.44	0.00	31,790.64
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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
<hr/>						
SALARIES, WAGES & BENEFIT						
88-3001 SALARIES AND WAGES	42,400.00	3,278.21	26,474.56	62.44	0.00	15,925.44
88-3003 LONGEVITY	800.00	59.08	465.50	58.19	0.00	334.50
88-3007 OVERTIME	500.00	186.29	989.11	197.82	0.00	(489.11)
88-3051 FICA/MEDICARE TAXES	3,400.00	260.24	2,181.00	64.15	0.00	1,219.00
88-3052 WORKER'S COMP	1,300.00	0.00	817.50	62.88	0.00	482.50
88-3053 UNEMPLOYMENT TAXES	900.00	0.00	8.50	0.94	0.00	891.50
88-3054 RETIREMENT	6,700.00	546.51	4,524.37	67.53	0.00	2,175.63
88-3055 HEALTH INSURANCE	10,500.00	829.68	6,566.84	62.54	0.00	3,933.16
88-3056 LIFE INS	100.00	6.38	51.04	51.04	0.00	48.96
88-3057 DENTAL	1,100.00	86.68	677.44	61.59	0.00	422.56
88-3058 LONG TERM DISABILITY	200.00	14.80	102.44	51.22	0.00	97.56
TOTAL SALARIES, WAGES & BENEFIT	67,900.00	5,267.87	42,858.30	63.12	0.00	25,041.70
SUPPLIES						
88-3504 WEARING APPAREL	375.00	97.71	97.71	26.06	0.00	277.29
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	233.93	313.48	20.90	0.00	1,186.52
88-3529 REPAIR PARTS	23,000.00	918.94	12,558.71	54.60	0.00	10,441.29
88-3535 GROUND/SHOP SUPPLIES	6,000.00	610.93	2,706.05	45.10	0.00	3,293.95
TOTAL SUPPLIES	32,175.00	1,861.51	16,733.04	52.01	0.00	15,441.96
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	7,129.38	59,591.34	59.49	0.00	40,583.66
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	1,818,411.00	172,255.96	915,227.40	52.21	34,233.01	868,950.59
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(29,950.00)	(34,025.90)	(88,022.35)	408.20	(34,233.01)	92,305.36
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	(3,587,233.22)		(3,645,305.57)			
	=====		=====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: MAY 31ST, 2017

01 -GENERAL FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
BEGINNING FUND BALANCE	9,527,220.31		9,527,220.31			
PROPERTY TAXES						
10-7101 CURRENT PROPERTY TAXES	5,872,843.00	35,186.85	5,769,393.63	98.24	0.00	(103,449.37)
10-7102 DELINQUENT PROPERTY TAXES	30,000.00	(51.57)	(70,746.20)	235.82-	0.00	(100,746.20)
10-7103 PENALTY, INTEREST & COSTS	25,000.00	3,553.55	13,487.93	53.95	0.00	(11,512.07)
TOTAL PROPERTY TAXES	5,927,843.00	38,688.83	5,712,135.36	96.36	0.00	(215,707.64)
OTHER TAXES						
10-7511 ELECTRIC FRANCHISE	360,000.00	30,155.05	240,023.54	66.67	0.00	(119,976.46)
10-7512 TELEPHONE FRANCHISE	120,000.00	28,395.15	82,083.23	68.40	0.00	(37,916.77)
10-7513 GAS FRANCHISE	25,000.00	12,102.19	24,937.23	99.75	0.00	(62.77)
10-7514 CABLE TV FRANCHISE	60,000.00	18,943.77	55,277.74	92.13	0.00	(4,722.26)
10-7515 TELECOMMUNICATION	35,000.00	7,921.11	23,347.89	66.71	0.00	(11,652.11)
10-7621 CITY SALES TAX	1,900,000.00	281,449.68	2,102,310.36	110.65	0.00	202,310.36
10-7622 SALES TX-RED. PROPERTY TX	950,000.00	140,724.86	1,051,155.18	110.65	0.00	101,155.18
10-7631 MIXED DRINK TAX	35,000.00	0.00	26,706.18	76.30	0.00	(8,293.82)
TOTAL OTHER TAXES	3,485,000.00	519,691.81	3,605,841.35	103.47	0.00	120,841.35
FINES WARRANTS & BONDS						
10-8001 FINES	820,000.00	81,175.18	660,393.01	80.54	0.00	(159,606.99)
10-8002 TIME PAYMENT FEE-GENERAL	10,700.00	692.54	6,475.23	60.52	0.00	(4,224.77)
10-8003 TIME PAYMENT FEE-COURT	0.00	170.65	1,608.85	0.00	0.00	1,608.85
10-8004 COURT TECHNOLOGY FEES	0.00	1,829.89	15,289.77	0.00	0.00	15,289.77
10-8005 COURT SECURITY FEE	0.00	1,372.45	11,452.17	0.00	0.00	11,452.17
10-8006 OMNI FEE	7,000.00	621.10	5,162.02	73.74	0.00	(1,837.98)
10-8007 CHILD SAFETY FEE	0.00	229.90	1,241.34	0.00	0.00	1,241.34
10-8008 JUDICIAL FEE	0.00	270.90	2,274.19	0.00	0.00	2,274.19
TOTAL FINES WARRANTS & BONDS	837,700.00	86,362.61	703,896.58	84.03	0.00	(133,803.42)
FEES & CHARGES FOR SERVIC						
10-8501 GARBAGE FEES/RESIDENTIAL	1,000.00	112.76	1,550.63	155.06	0.00	550.63
10-8503 POOL MEMBERSHIP FEES	10,000.00	5,028.00	5,303.00	53.03	0.00	(4,697.00)
10-8507 AMBULANCE SERVICE FEES	300,000.00	17,379.70	200,508.44	66.84	0.00	(99,491.56)
10-8508 TRAINING FEES-FIRE DEPT	500.00	0.00	0.00	0.00	0.00	(500.00)
10-8509 PET TAGS	700.00	105.00	725.00	103.57	0.00	25.00
10-8510 POUND FEES	150.00	0.00	40.00	26.67	0.00	(110.00)
10-8511 JERSEY VILLAGE STICKERS	0.00	10.00	90.00	0.00	0.00	90.00
10-8512 RENTAL FEE	28,000.00	100.00	3,450.00	12.32	0.00	(24,550.00)
10-8513 CHILD SAFETY FEE-COUNTY	8,000.00	780.49	6,080.50	76.01	0.00	(1,919.50)
10-8514 FOOD & BEVERAGE FEES	600.00	42.00	1,152.00	192.00	0.00	552.00
10-8515 POLICE OFFICER FEE	0.00	(420.00)	1,820.00	0.00	0.00	1,820.00
10-8999 PLAN CHECKING AND PLAT REVIEW	20,000.00	3,960.97	27,930.41	139.65	0.00	7,930.41
TOTAL FEES & CHARGES FOR SERVIC	368,950.00	27,098.92	248,649.98	67.39	0.00	(120,300.02)

City Council Meeting Packet for June 19, 2017

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	27,683.65	81,654.29	163.31	0.00	31,654.29
10-9002 PLUMBING PERMITS	6,000.00	480.00	7,750.00	129.17	0.00	1,750.00
10-9003 ELECTRICAL PERMITS	10,000.00	1,465.00	13,627.00	136.27	0.00	3,627.00
10-9004 MECHANICAL PERMITS	7,000.00	952.00	5,775.50	82.51	0.00	(1,224.50)
10-9006 SIGN PERMITS	15,000.00	15.25	6,867.48	45.78	0.00	(8,132.52)
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	1,071.00	8,374.89	83.75	0.00	(1,625.11)
10-9013 FIRE MARSHAL PERM FEES	500.00	222.00	1,326.00	265.20	0.00	826.00
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	31,888.90	129,680.16	125.05	0.00	25,980.16
INTEREST EARNED						
10-9601 INTEREST EARNED	45,000.00	12,561.15	64,335.95	142.97	0.00	19,335.95
TOTAL INTEREST EARNED	45,000.00	12,561.15	64,335.95	142.97	0.00	19,335.95
INTERFUND ACTIVITY						
10-9750 CRIME CONTROL DISTRICT REIMB.	1,048,798.00	137,757.90	571,938.26	54.53	0.00	(476,859.74)
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	137,757.90	571,938.26	36.24	0.00	(1,006,459.74)
MISCELLANEOUS REVENUE						
10-9802 SALE OF ASSETS	0.00	40,232.95	40,732.95	0.00	0.00	40,732.95
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	3,840.96	6,278.72	0.00	0.00	6,278.72
10-9816 PROPERTY LIENS/ORD VIOLATION	0.00	666.70	666.70	0.00	0.00	666.70
10-9899 MISCELLANEOUS	20,000.00	248.98	104,296.85	521.48	0.00	84,296.85
TOTAL MISCELLANEOUS REVENUE	20,000.00	44,989.59	154,010.22	770.05	0.00	134,010.22
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	899,039.71	11,320,920.30	91.54	0.00	(1,045,670.70)
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*** TOTAL AVAILABLE REVENUES ***	21,893,811.31		20,848,140.61			
	=====		=====			

City Council Meeting Packet for June 19, 2017

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	136,686.64	39.19	0.00	212,113.36
11-3003 LONGEVITY	1,700.00	73.84	595.99	35.06	0.00	1,104.01
11-3007 OVERTIME	1,000.00	0.00	0.00	0.00	0.00	1,000.00
11-3010 INCENTIVES	0.00	55.38	221.52	0.00	0.00	(221.52)
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	9,009.75	33.49	0.00	17,890.25
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	0.00	38.83	1.08	0.00	3,561.17
11-3054 RETIREMENT	54,600.00	3,521.04	22,348.44	40.93	0.00	32,251.56
11-3055 HEALTH INSURANCE	74,100.00	4,452.12	35,224.40	47.54	0.00	38,875.60
11-3056 LIFE INS	400.00	19.14	153.12	38.28	0.00	246.88
11-3057 DENTAL INSURANCE	4,200.00	260.04	2,032.32	48.39	0.00	2,167.68
11-3058 LONG-TERM DISABILITY	1,500.00	85.59	558.72	37.25	0.00	941.28
TOTAL SALARIES, WAGES & BENEFIT	529,400.00	31,857.15	215,172.28	40.64	0.00	314,227.72
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	194.77	1,850.70	74.03	0.00	649.30
11-3510 BOOKS & PERIODICALS	300.00	0.00	167.50	55.83	0.00	132.50
11-3520 FOOD	4,000.00	0.00	2,316.32	57.91	0.00	1,683.68
TOTAL SUPPLIES	7,050.00	194.77	4,334.52	61.48	0.00	2,715.48
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	236.90	871.84	21.80	0.00	3,128.16
11-5007 RECORDS MANAGEMENT	5,000.00	410.69	2,597.45	51.95	0.00	2,402.55
11-5012 PRINTING	250.00	26.05	241.20	96.48	0.00	8.80
11-5014 MEDICAL EXPENSES	2,500.00	0.00	2,318.00	92.72	0.00	182.00
11-5020 COMMUNICATIONS	4,500.00	267.07	3,332.20	74.05	0.00	1,167.80
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	0.00	2,188.52	43.77	0.00	2,811.48
11-5027 MEMBERSHIPS/SUBSCRIPTIONS	6,850.00	1,778.18	5,036.98	73.53	0.00	1,813.02
11-5029 TRAVEL/TRAINING	9,500.00	0.00	1,501.77	15.81	0.00	7,998.23
11-5030 CAR ALLOWANCE	6,600.00	500.00	1,000.00	15.15	0.00	5,600.00
11-5041 NEWSLETTER	7,500.00	445.00	3,115.00	41.53	0.00	4,385.00
TOTAL SERVICES	56,700.00	3,663.89	23,302.56	41.10	0.00	33,397.44

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	2,389.99	5,511.94	78.74	0.00	1,488.06
TOTAL SUNDRY	7,000.00	2,389.99	5,511.94	78.74	0.00	1,488.06
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	38,105.80	339,904.24	48.84	0.00	356,045.76
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	335,398.86	683,983.76	42.75	0.00	916,016.24
TOTAL SERVICES	1,600,000.00	335,398.86	683,983.76	42.75	0.00	916,016.24
SUNDRY						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
PROFESSIONAL SERVICES						
12-5502 LEGAL FEES	125,000.00	26,736.10	95,144.34	76.12	0.00	29,855.66
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	26,736.10	105,144.34	77.03	0.00	31,355.66
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	362,134.96	886,460.12	40.40	0.00	1,308,010.88
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	9,618.66	76,834.90	62.55	0.00	45,998.10
13-3002 WAGES	9,600.00	510.00	4,650.00	48.44	0.00	4,950.00
13-3003 LONGEVITY	800.00	48.00	387.43	48.43	0.00	412.57
13-3007 OVERTIME	3,500.00	1,025.26	3,327.05	95.06	0.00	172.95
13-3051 FICA/MEDICARE TAXES	10,200.00	819.77	6,634.12	65.04	0.00	3,565.88
13-3052 WORKMEN'S COMPENSATION	400.00	0.00	251.54	62.89	0.00	148.46
13-3053 EMPLOYMENT TAXES	2,700.00	0.00	246.61	9.13	0.00	2,453.39
13-3054 RETIREMENT	19,200.00	1,672.63	13,203.33	68.77	0.00	5,996.67
13-3055 HEALTH INSURANCE	24,100.00	1,900.56	15,041.52	62.41	0.00	9,058.48
13-3056 LIFE INS	200.00	12.76	102.08	51.04	0.00	97.92
13-3057 DENTAL INSURANCE	1,500.00	124.32	972.32	64.82	0.00	527.68
13-3058 LONG-TERM DISABILITY	600.00	43.34	343.66	57.28	0.00	256.34
TOTAL SALARIES, WAGES & BENEFIT	195,633.00	15,775.30	121,994.56	62.36	0.00	73,638.44
SUPPLIES						
13-3502 POSTAGE/FREIGHT	500.00	10.39	16.98	3.40	0.00	483.02
13-3503 OFFICE SUPPLIES	250.00	0.00	129.72	51.89	0.00	120.28
13-3509 COMPUTER SUPPLIES	2,200.00	135.84	414.16	18.83	0.00	1,785.84
13-3510 BOOKS & PERIODICALS	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL SUPPLIES	3,050.00	146.23	560.86	18.39	0.00	2,489.14
MAINTENANCE--EQUIPMENT						
13-4501 FURN. FIXTURES. OFF EQUIPMENT	7,437.00	569.78	3,731.88	50.18	0.00	3,705.12
13-4502 COMPUTER EQUIPMENT	9,500.00	396.00	5,094.99	53.63	0.00	4,405.01
13-4504 SOFTWARE MAINTENANCE	138,712.00	26,044.82	81,881.90	60.29	1,747.20	55,082.90
TOTAL MAINTENANCE--EQUIPMENT	155,649.00	27,010.60	90,708.77	59.40	1,747.20	63,193.03
SERVICES						
13-5020 COMMUNICATIONS	19,950.00	1,205.34	10,271.60	51.49	0.00	9,678.40
13-5027 MEMBERSHIPS/SUBSCRIPT	1,100.00	5.32	423.64	38.51	0.00	676.36
13-5029 TRAVEL/TRAINING	7,100.00	353.14	1,040.11	14.65	0.00	6,059.89
TOTAL SERVICES	28,150.00	1,563.80	11,735.35	41.69	0.00	16,414.65
PROFESSIONAL SERVICES						
13-5515 CONSULTANT SERVICES	11,500.00	0.00	4,153.33	36.12	0.00	7,346.67
TOTAL PROFESSIONAL SERVICES	11,500.00	0.00	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: MAY 31ST, 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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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	 44,495.93	 229,152.87	 52.89	 18,509.20	 220,562.93
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 2017

01 -GENERAL FUND
14-PURCHASING
DEPARTMENT EXPENDITURES

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

SUPPLIES						
14-3502 POSTAGE/FREIGHT	12,500.00	1,499.59	7,362.63	58.90	0.00	5,137.37
14-3503 OFFICE SUPPLIES	5,000.00	159.95	2,072.84	41.46	0.00	2,927.16
TOTAL SUPPLIES	17,500.00	1,659.54	9,435.47	53.92	0.00	8,064.53
MAINTENANCE--EQUIPMENT						
TOTAL	-----	-----	-----	-----	-----	-----
SERVICES						
14-5012 PRINTING	900.00	260.00	666.00	74.00	0.00	234.00
14-5022 RENTAL OF EQUIPMENT	2,600.00	0.00	1,224.00	47.08	0.00	1,376.00
TOTAL SERVICES	3,500.00	260.00	1,890.00	54.00	0.00	1,610.00
PROFESSIONAL SERVICES						
TOTAL	-----	-----	-----	-----	-----	-----
CAPITAL OUTLAY						
TOTAL	-----	-----	-----	-----	-----	-----
TOTAL 14-PURCHASING	21,000.00	1,919.54	11,325.47	53.93	0.00	9,674.53
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	13,357.42	107,197.40	62.25	0.00	65,002.60
15-3003 LONGEVITY	1,100.00	77.54	614.27	55.84	0.00	485.73
15-3007 OVERTIME	2,000.00	15.97	422.61	21.13	0.00	1,577.39
15-3051 FICA/MEDICARE TAXES	13,400.00	947.10	8,220.88	61.35	0.00	5,179.12
15-3052 WORKMEN'S COMPENSATION	500.00	0.00	314.42	62.88	0.00	185.58
15-3053 EMPLOYMENT TAXES	2,700.00	0.00	208.97	7.74	0.00	2,491.03
15-3054 RETIREMENT	27,200.00	2,100.56	17,544.70	64.50	0.00	9,655.30
15-3055 HEALTH INSURANCE	41,000.00	2,624.96	22,808.65	55.63	0.00	18,191.35
15-3056 LIFE INS	300.00	19.14	153.12	51.04	0.00	146.88
15-3057 DENTAL INSURANCE	3,200.00	211.00	1,649.76	51.56	0.00	1,550.24
15-3058 LONG-TERM DISABILITY	800.00	60.68	483.08	60.39	0.00	316.92
TOTAL SALARIES, WAGES & BENEFIT	264,400.00	19,414.37	159,617.86	60.37	0.00	104,782.14
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	46.27	263.40	35.12	0.00	486.60
15-3510 BOOKS & PERIODICALS	50.00	0.00	50.00	100.00	0.00	0.00
TOTAL SUPPLIES	850.00	46.27	456.30	53.68	0.00	393.70
MAINTENANCE--EQUIPMENT						
15-4501 FURN.FIXT. & OFF.MACH.	100.00	100.00	100.00	100.00	0.00	0.00
TOTAL MAINTENANCE--EQUIPMENT	100.00	100.00	100.00	100.00	0.00	0.00
SERVICES						
15-5012 PRINTING	950.00	0.00	1,168.93	123.05	0.00	(218.93)
15-5020 COMMUNICATIONS	4,250.00	174.77	3,147.57	74.06	0.00	1,102.43
15-5027 MEMBERSHIPS	400.00	0.00	170.00	42.50	0.00	230.00
15-5029 TRAVEL/TRAINING	1,500.00	21.40	1,108.54	73.90	0.00	391.46
TOTAL SERVICES	7,100.00	196.17	5,595.04	78.80	0.00	1,504.96
SUNDRY						
15-5405 PERMITS & FEES	500.00	0.00	435.00	87.00	0.00	65.00
TOTAL SUNDRY	500.00	0.00	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	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	 19,756.81	 187,065.27	 62.01	 0.00	 114,584.73
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	2,641.83	20,922.29	61.72	0.00	12,977.71
16-3003 LONGEVITY	400.00	29.54	223.37	55.84	0.00	176.63
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	670.57	60.96	0.00	429.43
16-3051 FICA/MEDICARE TAXES	2,800.00	185.56	1,548.71	55.31	0.00	1,251.29
16-3052 WORKMEN'S COMPENSATION	100.00	0.00	62.88	62.88	0.00	37.12
16-3053 EMPLOYMENT TAXES	900.00	0.00	8.53	0.95	0.00	891.47
16-3054 RETIREMENT	5,700.00	427.22	3,516.13	61.69	0.00	2,183.87
16-3055 HEALTH INSURANCE	17,900.00	1,417.32	11,213.92	62.65	0.00	6,686.08
16-3056 LIFE INS	100.00	6.38	51.04	51.04	0.00	48.96
16-3057 DENTAL INSURANCE	1,100.00	86.68	677.44	61.59	0.00	422.56
16-3058 LONG-TERM DISABILITY	200.00	11.98	94.44	47.22	0.00	105.56
TOTAL SALARIES, WAGES & BENEFIT	65,200.00	4,889.59	38,989.32	59.80	0.00	26,210.68
SUPPLIES						
16-3503 OFFICE SUPPLIES	500.00	39.78	188.66	37.73	0.00	311.34
TOTAL SUPPLIES	500.00	39.78	188.66	37.73	0.00	311.34
MAINTENANCE--EQUIPMENT						
16-4501 FURN., FIX, & OFF MACH EQ	400.00	43.79	313.33	78.33	0.00	86.67
TOTAL MAINTENANCE--EQUIPMENT	400.00	43.79	313.33	78.33	0.00	86.67
SERVICES						
16-5020 COMMUNICATIONS	3,850.00	82.47	2,406.86	62.52	0.00	1,443.14
16-5029 TRAVEL/TRAINING	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL SERVICES	4,350.00	82.47	2,406.86	55.33	0.00	1,943.14
PROFESSIONAL SERVICES						
16-5527 HARRIS CTY APPRAISAL DIST	65,500.00	15,244.00	45,074.00	68.82	0.00	20,426.00
16-5528 HARRIS CTY TAX OFFICE	7,000.00	(785.12)	3,611.42	51.59	0.00	3,388.58
TOTAL PROFESSIONAL SERVICES	72,500.00	14,458.88	48,685.42	67.15	0.00	23,814.58
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	19,514.51	90,583.59	63.26	0.00	52,616.41
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City Council Meeting Packet for June 19, 2017

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	13,877.14	102,419.86	57.06	0.00	77,067.14
19-3003 LONGEVITY	1,000.00	66.48	504.61	50.46	0.00	495.39
19-3007 OVERTIME	5,000.00	96.02	2,654.13	53.08	0.00	2,345.87
19-3010 INCENTIVES	1,600.00	175.38	1,415.57	88.47	0.00	184.43
19-3051 FICA/MEDICARE TAXES	14,383.00	1,044.02	8,278.99	57.56	0.00	6,104.01
19-3052 WORKMEN'S COMPENSATION	500.00	0.00	314.42	62.88	0.00	185.58
19-3053 EMPLOYMENT TAXES	4,500.00	0.00	113.46	2.52	0.00	4,386.54
19-3054 RETIREMENT	29,069.00	2,204.75	17,121.94	58.90	0.00	11,947.06
19-3055 HEALTH INSURANCE	44,300.00	4,106.50	27,767.60	62.68	0.00	16,532.40
19-3056 LIFE INS	400.00	31.90	197.78	49.45	0.00	202.22
19-3057 DENTAL INSURANCE	2,500.00	237.24	1,530.68	61.23	0.00	969.32
19-3058 LONG-TERM DISABILITY	700.00	63.28	412.67	58.95	0.00	287.33
TOTAL SALARIES, WAGES & BENEFIT	283,439.00	21,902.71	162,731.71	57.41	0.00	120,707.29
SUPPLIES						
19-3503 OFFICE SUPPLIES	2,000.00	950.24	1,870.32	93.52	0.00	129.68
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	950.24	1,870.32	77.93	0.00	529.68
MAINTENANCE--EQUIPMENT						
19-4501 FURN., FIXT. & OFF. MACH.	500.00	100.00	100.00	20.00	0.00	400.00
TOTAL MAINTENANCE--EQUIPMENT	500.00	100.00	100.00	20.00	0.00	400.00
SERVICES						
19-5012 PRINTING	5,000.00	594.70	1,700.69	34.01	0.00	3,299.31
19-5020 COMMUNICATIONS	3,900.00	82.47	2,406.85	61.71	0.00	1,493.15
19-5027 MEMBERSHIPS	200.00	80.00	120.00	60.00	0.00	80.00
19-5029 TRAVEL/TRAINING	4,000.00	275.00	2,046.84	51.17	0.00	1,953.16
TOTAL SERVICES	13,100.00	1,032.17	6,274.38	47.90	0.00	6,825.62
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	3,975.00	27,575.00	61.28	0.00	17,425.00
19-5506 PROSECUTORS	25,000.00	3,300.00	16,800.00	67.20	0.00	8,200.00
19-5516 COLLECTION AGENCY FEES	2,000.00	253.00	1,549.50	77.48	0.00	450.50
19-5518 INTERPRETERS	500.00	0.00	0.00	0.00	0.00	500.00
TOTAL PROFESSIONAL SERVICES	72,500.00	7,528.00	45,924.50	63.34	0.00	26,575.50

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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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OTHER SERVICES						
TOTAL						
CAPITAL OUTLAY						
TOTAL						
INTERFUND ACTIVITY						
TOTAL						
TOTAL 19-MUNICIPAL COURT	372,239.00	31,513.12	216,900.91	58.27	0.00	155,338.09
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	104,393.39	829,274.53	58.76	0.00	582,125.47
21-3003 LONGEVITY	5,400.00	345.20	2,526.10	46.78	0.00	2,873.90
21-3007 OVERTIME	60,000.00	579.34	23,594.91	39.32	0.00	36,405.09
21-3010 INCENTIVES	22,200.00	1,495.31	11,379.37	51.26	0.00	10,820.63
21-3014 S.T.E.P. PROGRAM	60,000.00	1,613.45	30,172.21	50.29	0.00	29,827.79
21-3051 FICA/MEDICARE TAXES	117,600.00	7,833.63	68,580.37	58.32	0.00	49,019.63
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	0.00	(196.70)	0.84-	0.00	23,596.70
21-3054 RETIREMENT	238,400.00	16,375.44	141,579.38	59.39	0.00	96,820.62
21-3055 HEALTH INSURANCE	280,600.00	22,247.66	168,814.46	60.16	0.00	111,785.54
21-3056 LIFE INS	2,300.00	160.94	1,231.54	53.55	0.00	1,068.46
21-3057 DENTAL INSURANCE	20,600.00	1,496.66	11,577.76	56.20	0.00	9,022.24
21-3058 LONG-TERM DISABILITY	6,000.00	483.22	3,630.80	60.51	0.00	2,369.20
TOTAL SALARIES, WAGES & BENEFIT	2,288,700.00	157,024.24	1,319,959.81	57.67	0.00	968,740.19
SUPPLIES						
21-3502 POSTAGE/FREIGHT/DEL. FEE	100.00	0.00	82.20	82.20	0.00	17.80
21-3503 OFFICE SUPPLIES	7,000.00	514.98	3,742.21	53.46	0.00	3,257.79
21-3504 WEARING APPAREL	18,474.00	750.07	5,979.26	32.37	0.00	12,494.74
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	963.18	3,427.10	79.61	1,349.60	1,223.30
21-3520 FOOD	2,400.00	81.71	540.88	22.54	0.00	1,859.12
21-3523 TOOLS/EQUIPMENT	5,300.00	110.39	2,293.42	43.27	0.00	3,006.58
21-3534 PARTS AND MATERIALS	500.00	98.68	98.68	19.74	0.00	401.32
TOTAL SUPPLIES	44,274.00	2,519.01	18,113.50	43.96	1,349.60	24,810.90
MAINTENANCE--EQUIPMENT						
21-4501 FURN. FIXT. & OFF. MACH.	5,597.00	350.17	2,505.69	76.94	1,800.92	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	67.74	241.74	12.09	0.00	1,758.26
21-4599 MISCELLANEOUS EQUIPMENT	26,065.00	110.11	5,144.77	55.52	9,327.50	11,592.73
TOTAL MAINTENANCE--EQUIPMENT	36,162.00	528.02	8,557.20	54.44	11,128.42	16,476.38
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	565.00	565.00	23.54	0.00	1,835.00
21-5020 COMMUNICATIONS	10,000.00	599.41	6,567.65	65.68	0.00	3,432.35
21-5022 RENTAL OF EQUIPMENT	30,000.00	140.25	4,691.25	39.66	7,206.75	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	1,429.20	6,096.51	27.10	0.00	16,403.49
TOTAL SERVICES	68,550.00	2,733.86	19,049.45	38.30	7,206.75	42,293.80

FINANCIAL STATEMENT
AS OF: MAY 31ST, 2017

01 -GENERAL FUND
21-POLICE
DEPARTMENT EXPENDITURES

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

SUNDRY						
21-5402 JAIL EXPENSE	8,000.00	241.96	1,197.31	14.97	0.00	6,802.69
TOTAL SUNDRY	8,000.00	241.96	1,197.31	14.97	0.00	6,802.69
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	244.95	244.95	72.04	0.00	95.05
TOTAL OTHER SERVICES	21,740.00	244.95	19,925.97	91.66	0.00	1,814.03
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	163,292.04	1,388,303.24	56.66	19,684.77	1,076,937.99
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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: MAY 31ST, 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	22,544.28	196,643.74	59.84	0.00	131,956.26
23-3002 WAGES	31,620.00	1,500.00	2,617.50	8.28	0.00	29,002.50
23-3003 LONGEVITY	1,100.00	44.34	428.17	38.92	0.00	671.83
23-3007 OVERTIME	50,000.00	2,928.64	24,252.51	48.51	0.00	25,747.49
23-3010 INCENTIVES	7,700.00	443.05	4,026.37	52.29	0.00	3,673.63
23-3051 FICA/MEDICARE TAXES	32,095.00	2,046.49	17,610.21	54.87	0.00	14,484.79
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	0.00	236.51	2.02	0.00	11,463.49
23-3054 RETIREMENT	59,553.00	4,026.43	36,069.08	60.57	0.00	23,483.92
23-3055 HEALTH INSURANCE	93,900.00	4,725.68	42,036.12	44.77	0.00	51,863.88
23-3056 LIFE INS	700.00	44.66	389.18	55.60	0.00	310.82
23-3057 DENTAL INSURANCE	5,700.00	335.32	2,902.12	50.91	0.00	2,797.88
23-3058 LONG-TERM DISABILITY	1,500.00	74.74	812.45	54.16	0.00	687.55
TOTAL SALARIES, WAGES & BENEFIT	625,268.00	38,713.63	328,715.69	52.57	0.00	296,552.31
SUPPLIES						
23-3502 POSTAGE	100.00	0.00	0.00	0.00	0.00	100.00
23-3503 OFFICE SUPPLIES	2,500.00	92.05	1,702.49	68.10	0.00	797.51
23-3504 WEARING APPAREL	2,500.00	(1.56)	869.68	34.79	0.00	1,630.32
23-3510 BOOKS AND PERIODICALS	200.00	0.00	0.00	0.00	0.00	200.00
23-3523 TOOLS/EQUIPMENT	1,600.00	216.90	1,174.92	73.43	0.00	425.08
TOTAL SUPPLIES	6,900.00	307.39	3,747.09	54.31	0.00	3,152.91
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	82.47	2,791.72	86.54	8,190.00	1,708.28
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	662.00	4.83	0.00	13,038.00
23-5027 MEMBERSHIPS	1,000.00	7.50	338.50	33.85	0.00	661.50
23-5029 TRAVEL/TRAINING	6,000.00	756.52	2,307.13	38.45	0.00	3,692.87
TOTAL SERVICES	35,490.00	935.49	6,099.35	40.26	8,190.00	21,200.65

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	39,956.51	340,237.57	47.02	6,698.44	390,847.99

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	29,695.68	244,184.73	62.19	0.00	148,484.27
25-3002 WAGES	136,284.00	9,045.90	65,526.52	48.08	0.00	70,757.48
25-3003 LONGEVITY	2,400.00	180.90	1,409.07	58.71	0.00	990.93
25-3007 OVERTIME	40,000.00	2,870.29	27,726.15	69.32	0.00	12,273.85
25-3010 INCENTIVES	5,700.00	110.76	4,394.50	77.10	0.00	1,305.50
25-3051 FICA/MEDICARE TAXES	44,100.00	3,094.66	26,351.62	59.75	0.00	17,748.38
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	0.00	817.76	11.36	0.00	6,382.24
25-3054 RETIREMENT	67,800.00	5,132.03	44,366.04	65.44	0.00	23,433.96
25-3055 HEALTH INSURANCE	91,800.00	6,736.70	54,199.28	59.04	0.00	37,600.72
25-3056 LIFE INS	600.00	38.28	306.24	51.04	0.00	293.76
25-3057 DENTAL INSURANCE	5,700.00	471.04	3,682.08	64.60	0.00	2,017.92
25-3058 LONG-TERM DISABILITY	1,700.00	142.88	1,128.61	66.39	0.00	571.39
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	57,519.12	508,506.85	60.51	0.00	331,846.15
SUPPLIES						
25-3502 SHIPPING/FREIGHT CHARGES	200.00	6.65	6.65	3.33	0.00	193.35
25-3503 OFFICE SUPPLIES	6,000.00	410.68	4,936.08	82.27	0.00	1,063.92
25-3504 WEARING APPAREL	39,950.00	838.77	20,241.28	64.73	5,620.00	14,088.72
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	2,266.42	8,127.24	42.77	0.00	10,872.76
25-3517 JANITORIAL SUPPLIES	1,400.00	106.40	517.30	36.95	0.00	882.70
25-3520 FOOD	8,999.00	33.98	6,845.31	86.91	975.71	1,177.98
25-3523 TOOLS/EQUIPMENT	39,900.00	981.21	28,094.10	77.87	2,977.00	8,828.90
TOTAL SUPPLIES	119,549.00	4,644.11	68,767.96	65.53	9,572.71	41,208.33
MAINTENANCE--EQUIPMENT						
25-4501 FURN, FIXT, & OFFICE EQPT.	3,800.00	148.47	1,624.83	57.96	577.56	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	63.24	17,790.21	47.28	765.00	20,693.79
TOTAL MAINTENANCE--EQUIPMENT	45,549.00	211.71	19,813.53	46.45	1,342.56	24,392.91
SERVICES						
25-5012 PRINTING	500.00	0.00	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	329.39	4,398.13	67.66	0.00	2,101.87
25-5024 RADIO USAGE FEES	15,000.00	1,062.50	7,437.50	91.67	6,312.50	1,250.00
25-5027 MEMBERSHIPS	3,115.00	0.00	1,705.25	54.74	0.00	1,409.75
25-5029 TRAVEL/TRAINING	14,750.00	0.00	2,897.75	19.65	0.00	11,852.25
TOTAL SERVICES	40,900.00	1,391.89	16,904.58	56.77	6,312.50	17,682.92

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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
<hr/>						
SUNDRY						
TOTAL						
<hr/>						
PROFESSIONAL SERVICES						
25-5508 MEDICAL AND OTHER WASTE-DISP	900.00	54.57	430.72	47.86	0.00	469.28
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	7,407.45	44,277.77	72.59	0.00	16,722.23
TOTAL PROFESSIONAL SERVICES	67,200.00	7,462.02	44,708.49	66.53	0.00	22,491.51
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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
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CAPITAL OUTLAY						
TOTAL						
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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
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TOTAL 25-FIRE DEPARTMENT	1,629,972.00	71,228.85	658,701.41	41.47	17,227.77	954,042.82
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	7,863.95	87,455.86	64.40	0.00	48,344.14
30-3003 LONGEVITY	700.00	27.70	340.84	48.69	0.00	359.16
30-3007 OVERTIME	1,000.00	0.00	287.69	28.77	0.00	712.31
30-3051 FICA/MEDICARE TAXES	10,600.00	782.82	6,881.28	64.92	0.00	3,718.72
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	0.00	17.06	0.95	0.00	1,782.94
30-3054 RETIREMENT	21,400.00	1,760.87	14,736.55	68.86	0.00	6,663.45
30-3055 HEALTH INSURANCE	7,700.00	603.82	4,781.80	62.10	0.00	2,918.20
30-3056 LIFE INS	200.00	12.76	102.08	51.04	0.00	97.92
30-3057 DENTAL INSURANCE	1,000.00	75.28	589.76	58.98	0.00	410.24
30-3058 LONG-TERM DISABILITY	600.00	48.47	390.62	65.10	0.00	209.38
TOTAL SALARIES, WAGES & BENEFIT	183,900.00	11,175.67	117,532.97	63.91	0.00	66,367.03
SUPPLIES						
30-3502 POSTAGE/FREIGHT/DEL. FEE	100.00	0.00	31.55	31.55	0.00	68.45
30-3503 OFFICE SUPPLIES	1,200.00	73.21	204.50	17.04	0.00	995.50
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	146.10	947.04	63.14	0.00	552.96
TOTAL SUPPLIES	3,200.00	219.31	1,334.09	41.69	0.00	1,865.91
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	82.45	2,413.36	49.25	0.00	2,486.64
30-5027 MEMBERSHIPS	350.00	0.00	350.00	100.00	0.00	0.00
30-5029 TRAVEL/TRAINING	2,000.00	272.55	873.07	43.65	0.00	1,126.93
30-5030 CAR ALLOWANCE	6,000.00	3,461.55	3,494.52	58.24	0.00	2,505.48
TOTAL SERVICES	13,650.00	3,816.55	7,157.00	52.43	0.00	6,493.00
PROFESSIONAL SERVICES						
30-5510 ENGINEERING SERVICES	10,000.00	9,239.50	9,239.50	92.40	0.00	760.50
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	9,239.50	9,239.50	76.20	6,000.00	4,760.50
OTHER SERVICES						
TOTAL						

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	24,451.03	135,263.56	62.83	6,000.00	83,586.44
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	19,220.60	158,342.63	61.11	0.00	100,757.37
31-3003 LONGEVITY	1,400.00	96.01	757.86	54.13	0.00	642.14
31-3007 OVERTIME	1,000.00	265.92	1,603.84	160.38	0.00	(603.84)
31-3010 INCENTIVES	500.00	36.92	298.00	59.60	0.00	202.00
31-3051 FICA/MEDICARE TAXES	20,100.00	1,431.53	12,361.72	61.50	0.00	7,738.28
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	0.00	221.83	6.16	0.00	3,378.17
31-3054 RETIREMENT	40,700.00	3,085.91	26,326.68	64.68	0.00	14,373.32
31-3055 HEALTH INSURANCE	58,600.00	3,791.88	34,193.10	58.35	0.00	24,406.90
31-3056 LIFE INS	500.00	25.52	248.82	49.76	0.00	251.18
31-3057 DENTAL INSURANCE	3,500.00	248.64	2,201.88	62.91	0.00	1,298.12
31-3058 LONG-TERM DISABILITY	1,100.00	78.47	705.90	64.17	0.00	394.10
TOTAL SALARIES, WAGES & BENEFIT	391,200.00	28,281.40	238,142.65	60.87	0.00	153,057.35
SUPPLIES						
31-3503 OFFICE SUPPLIES	2,000.00	243.97	963.74	48.19	0.00	1,036.26
31-3504 WEARING APPAREL	900.00	0.00	191.97	21.33	0.00	708.03
31-3510 BOOKS AND PERIODICALS	1,500.00	0.00	698.64	46.58	0.00	801.36
31-3521 ANIMAL SHELTER	1,500.00	0.00	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	243.97	3,281.64	53.80	0.00	2,818.36
MAINTENANCE--EQUIPMENT						
TOTAL						
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	359.35	4,630.87	85.76	0.00	769.13
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	359.35	10,247.50	60.28	0.00	6,752.50
SUNDRY						
TOTAL						
PROFESSIONAL SERVICES						
31-5515 CONSULTANT	12,000.00	1,319.00	3,457.00	28.81	0.00	8,543.00
TOTAL PROFESSIONAL SERVICES	12,000.00	1,319.00	3,457.00	28.81	0.00	8,543.00

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	30,203.72	255,128.79	56.86	0.00	193,546.21
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	14,742.45	94,599.38	49.68	0.00	95,800.62
32-3003 LONGEVITY	2,400.00	180.92	1,439.41	59.98	0.00	960.59
32-3007 OVERTIME	5,000.00	202.45	1,824.10	36.48	0.00	3,175.90
32-3051 FICA/MEDICARE TAXES	11,700.00	1,110.54	7,495.65	64.07	0.00	4,204.35
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	0.00	25.59	0.95	0.00	2,674.41
32-3054 RETIREMENT	23,700.00	1,820.36	15,351.11	64.77	0.00	8,348.89
32-3055 HEALTH INSURANCE	43,000.00	4,366.38	27,874.52	64.82	0.00	15,125.48
32-3056 LIFE INS	300.00	31.90	165.88	55.29	0.00	134.12
32-3057 DENTAL	3,200.00	335.32	2,107.60	65.86	0.00	1,092.40
32-3058 LONG-TERM DISABILITY	700.00	51.03	406.68	58.10	0.00	293.32
TOTAL SALARIES, WAGES & BENEFIT	292,700.00	22,841.35	157,326.86	53.75	0.00	135,373.14
SUPPLIES						
32-3504 WEARING APPAREL	1,000.00	0.00	304.91	30.49	0.00	695.09
32-3523 TOOLS/EQUIPMENT	1,000.00	0.00	255.84	25.58	0.00	744.16
32-3534 PARTS AND MATERIALS	86,150.00	0.00	85,546.52	99.30	0.00	603.48
TOTAL SUPPLIES	88,150.00	0.00	86,107.27	97.68	0.00	2,042.73
MAINTENANCE--BLDGS, STRUC						
32-4002 STREET SIGNS	10,000.00	922.38	6,789.63	48.15	(1,975.06)	5,185.43
32-4003 STREET MAINTENANCE MAT'L	20,100.00	283.89	3,579.95	17.81	0.00	16,520.05
32-4004 SIDEWALK REPLACEMENT	6,000.00	9.99	1,062.59	17.71	0.00	4,937.41
TOTAL MAINTENANCE--BLDGS, STRUC	36,100.00	1,216.26	11,432.17	26.20	(1,975.06)	26,642.89
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	16,198.44	113,845.11	54.21	0.00	96,154.89
32-5020 COMMUNICATIONS	5,900.00	308.33	3,902.71	66.15	0.00	1,997.29
TOTAL SERVICES	215,900.00	16,506.77	117,747.82	54.54	0.00	98,152.18
PROFESSIONAL SERVICES						
32-5507 MOSQUITO SPRAYING	18,000.00	1,140.00	5,225.00	29.03	0.00	12,775.00
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	1,140.00	225,905.82	92.62	179,319.18	32,275.00

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	41,704.38	598,519.94	63.74	177,344.12	441,381.94
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	2,676.18	21,225.23	61.88	0.00	13,074.77
33-3003 LONGEVITY	600.00	44.30	335.22	55.87	0.00	264.78
33-3007 OVERTIME	5,000.00	82.77	417.53	8.35	0.00	4,582.47
33-3051 FICA/MEDICARE TAXES	3,100.00	186.22	1,528.04	49.29	0.00	1,571.96
33-3052 WORKMEN'S COMPENSATION	1,300.00	0.00	817.50	62.88	0.00	482.50
33-3053 EMPLOYMENT TAXES	900.00	0.00	8.53	0.95	0.00	891.47
33-3054 RETIREMENT	6,200.00	434.78	3,539.34	57.09	0.00	2,660.66
33-3055 HEALTH INSURANCE	12,600.00	1,656.04	13,098.16	103.95	0.00	(498.16)
33-3056 LIFE INS	100.00	6.38	51.04	51.04	0.00	48.96
33-3057 DENTAL	1,100.00	86.68	677.44	61.59	0.00	422.56
33-3058 LONG-TERM DISABILITY	200.00	12.16	95.43	47.72	0.00	104.57
TOTAL SALARIES, WAGES & BENEFIT	65,400.00	5,185.51	41,793.46	63.90	0.00	23,606.54
SUPPLIES						
33-3504 WEARING APPAREL	300.00	0.00	0.00	0.00	0.00	300.00
33-3517 JANITORIAL SUPPLIES	6,800.00	259.60	2,950.83	43.39	0.00	3,849.17
33-3523 TOOLS/EQUIPMENT	800.00	0.00	258.66	32.33	0.00	541.34
TOTAL SUPPLIES	7,900.00	259.60	3,209.49	40.63	0.00	4,690.51
MAINTENANCE--BLDGS, STRUC						
33-4001 MAINTENANCE-BLDG & GROUNDS	40,550.00	2,224.46	25,524.24	62.95	0.00	15,025.76
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	2,224.46	60,813.24	62.95	(35,289.00)	15,025.76
SERVICES						
33-5017 UTILITIES	125,000.00	7,294.80	49,980.32	39.98	0.00	75,019.68
TOTAL SERVICES	125,000.00	7,294.80	49,980.32	39.98	0.00	75,019.68
PROFESSIONAL SERVICES						
33-5521 PEST CONTROL SERVICES	1,100.00	0.00	394.66	35.88	0.00	705.34
TOTAL PROFESSIONAL SERVICES	1,100.00	0.00	394.66	35.88	0.00	705.34
CAPITAL OUTLAY						
33-6580 BLDG & GROUND IMPROVEMENT	121,500.00	7,250.00	73,991.28	60.90	0.00	47,508.72
TOTAL CAPITAL OUTLAY	121,500.00	7,250.00	73,991.28	60.90	0.00	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	22,214.37	230,182.45	53.59	(35,289.00)	168,756.55
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	26,601.06	180,703.41	54.25	0.00	152,419.59
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	52,101.00	57.29	0.00	38,837.00
TOTAL PROFESSIONAL SERVICES	426,061.00	34,077.06	232,804.41	54.64	0.00	193,256.59
TOTAL 35-SOLID WASTE	426,061.00	34,077.06	232,804.41	54.64	0.00	193,256.59
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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
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SALARIES, WAGES & BENEFIT						
36-3001 SALARIES	101,700.00	7,919.76	63,968.18	62.90	0.00	37,731.82
36-3003 LONGEVITY	900.00	62.78	482.41	53.60	0.00	417.59
36-3007 OVERTIME	5,000.00	74.84	537.36	10.75	0.00	4,462.64
36-3010 INCENTIVES	600.00	46.16	372.58	62.10	0.00	227.42
36-3051 FICA/MEDICARE TAXES	8,300.00	599.89	5,114.63	61.62	0.00	3,185.37
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	0.00	17.06	0.95	0.00	1,782.94
36-3054 RETIREMENT	16,800.00	1,263.29	10,599.75	63.09	0.00	6,200.25
36-3055 HEALTH INSURANCE	18,200.00	1,433.50	11,348.64	62.36	0.00	6,851.36
36-3056 LIFE INS	200.00	12.76	102.08	51.04	0.00	97.92
36-3057 DENTAL	1,500.00	124.32	972.32	64.82	0.00	527.68
36-3058 LONG-TERM DISABILITY	500.00	35.83	286.64	57.33	0.00	213.36
TOTAL SALARIES, WAGES & BENEFIT	158,200.00	11,573.13	95,499.54	60.37	0.00	62,700.46
SUPPLIES						
36-3503 OFFICE SUPPLIES	500.00	0.00	128.66	25.73	0.00	371.34
36-3504 WEARING APPAREL	900.00	0.00	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	9,763.81	65,404.14	51.39	1,140.98	62,954.88
36-3523 TOOLS/EQUIPMENT	1,900.00	53.66	345.94	18.21	0.00	1,554.06
36-3529 VEHICLE REPAIR PARTS	35,700.00	4,607.49	16,349.26	45.80	0.00	19,350.74
36-3535 SHOP SUPPLIES	2,800.00	284.34	1,886.01	67.36	0.00	913.99
TOTAL SUPPLIES	172,300.00	14,709.30	84,418.44	49.66	1,140.98	86,740.58
MAINTENANCE--EQUIPMENT						
36-4520 AUTO REPAIR/OUTSOURCED	55,900.00	7,378.88	40,793.13	70.74	(1,248.14)	16,355.01
TOTAL MAINTENANCE--EQUIPMENT	55,900.00	7,378.88	40,793.13	70.74	(1,248.14)	16,355.01
SERVICES						
36-5020 COMMUNICATIONS	2,000.00	110.50	891.46	44.57	0.00	1,108.54
36-5027 MEMBERSHIP	700.00	0.00	89.00	12.71	0.00	611.00
36-5029 TRAVEL/TRAINING	1,700.00	0.00	934.52	54.97	0.00	765.48
TOTAL SERVICES	4,400.00	110.50	1,914.98	43.52	0.00	2,485.02
SUNDRY						
36-5405 LICENSES/PERMITS	900.00	49.75	615.00	68.33	0.00	285.00
TOTAL SUNDRY	900.00	49.75	615.00	68.33	0.00	285.00
OTHER SERVICES						
TOTAL						

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	400,860.00	33,821.56	231,396.37	57.70	(107.16)	169,570.79
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FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	21,755.41	174,312.30	59.41	0.00	119,088.70
39-3002 WAGES	49,824.00	1,043.00	2,294.00	4.60	0.00	47,530.00
39-3003 LONGEVITY	2,900.00	199.38	1,569.78	54.13	0.00	1,330.22
39-3007 OVERTIME	1,800.00	0.00	464.76	25.82	0.00	1,335.24
39-3051 FICA/MEDICARE TAXES	26,700.00	1,596.79	12,991.20	48.66	0.00	13,708.80
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	0.00	753.12	7.61	0.00	9,146.88
39-3054 RETIREMENT	46,300.00	3,422.35	28,543.38	61.65	0.00	17,756.62
39-3055 HEALTH INSURANCE	105,900.00	6,445.00	48,822.74	46.10	0.00	57,077.26
39-3056 LIFE INS	700.00	44.66	370.04	52.86	0.00	329.96
39-3057 DENTAL	6,600.00	459.64	3,325.56	50.39	0.00	3,274.44
39-3058 LONG-TERM DISABILITY	1,300.00	95.85	766.42	58.96	0.00	533.58
TOTAL SALARIES, WAGES & BENEFIT	554,025.00	35,062.08	279,684.27	50.48	0.00	274,340.73
SUPPLIES						
39-3504 WEARING APPAREL	2,240.00	0.00	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	588.20	3,771.07	62.94	823.43	2,705.50
39-3531 RECREATION & EVENTS	13,000.00	0.00	3,559.81	27.38	0.00	9,440.19
39-3534 EQUIP REPAIR PARTS	3,000.00	690.21	1,906.99	63.57	0.00	1,093.01
39-3536 LANDSCAPING MATERIALS	10,000.00	429.41	8,281.88	83.22	40.00	1,678.12
TOTAL SUPPLIES	36,540.00	1,707.82	19,005.41	54.38	863.43	16,671.16
MAINTENANCE--BLDGS, STRUC						
39-4007 POOL MAINTENANCE	16,250.00	1,943.18	5,844.55	93.92	9,417.50	987.95
39-4008 PARK MAINTENANCE	11,575.00	372.89	4,930.47	54.41	1,368.00	5,276.53
TOTAL MAINTENANCE--BLDGS, STRUC	27,825.00	2,316.07	10,775.02	77.49	10,785.50	6,264.48
MAINTENANCE--EQUIPMENT						
TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SERVICES						
39-5020 COMMUNICATIONS	2,661.00	110.76	900.25	33.83	0.00	1,760.75
39-5029 TRAVEL/TRAINING	1,525.00	502.36	1,522.36	99.83	0.00	2.64
TOTAL SERVICES	4,186.00	613.12	2,422.61	57.87	0.00	1,763.39
CAPITAL OUTLAY						
39-6516 PARKS & LANDSCAPING PROJS	114,601.00	9,601.00	9,601.00	8.38	0.00	105,000.00
TOTAL CAPITAL OUTLAY	114,601.00	9,601.00	9,601.00	8.38	0.00	105,000.00

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	49,300.09	321,488.31	44.28	11,648.93	419,164.76
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*** TOTAL EXPENSES ***	12,883,061.00	1,027,690.28	6,353,418.52	51.04	221,717.07	6,307,925.41
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(516,470.00)	(128,650.57)	4,967,501.78	918.89-	(221,717.07)	(5,262,254.71)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	9,010,750.31		14,494,722.09			
	=====		=====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: MAY 31ST, 2017

03 -DEBT SERVICE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
BEGINNING FUND BALANCE	456,038.11		456,038.11			
PROPERTY TAXES						
50-7101 CURRENT PROPERTY TAXES	2,331,782.00	13,895.18	2,289,504.04	98.19	0.00	(42,277.96)
50-7102 DELINQUENT PROPERTY TAX	30,000.00	(21.17)	(28,021.23)	93.40-	0.00	(58,021.23)
50-7103 PENALTY, INTEREST, COSTS	15,000.00	1,402.40	5,424.38	36.16	0.00	(9,575.62)
TOTAL PROPERTY TAXES	2,376,782.00	15,276.41	2,266,907.19	95.38	0.00	(109,874.81)
INTEREST EARNED						
50-9601 INTEREST EARNED	1,300.00	333.82	2,158.00	166.00	0.00	858.00
TOTAL INTEREST EARNED	1,300.00	333.82	2,158.00	166.00	0.00	858.00
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	15,610.23	2,269,065.19	91.85	0.00	(201,429.81)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	2,926,533.11		2,725,103.30			
	=====		=====			

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	750.00	2,000.00	22.22	0.00	7,000.00
TOTAL DEBT SERVICE	2,403,778.00	750.00	2,149,020.63	89.40	0.00	254,757.37
INTERFUND ACTIVITY						
TOTAL						
TOTAL 51-DEBT SERVICE	2,403,778.00	750.00	2,149,020.63	89.40	0.00	254,757.37
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	2,403,778.00	750.00	2,149,020.63	89.40	0.00	254,757.37
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	66,717.00	14,860.23	120,044.56	179.93	0.00	(53,327.56)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	522,755.11		576,082.67			
	=====		=====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: MAY 31ST, 2017

05 -MOTEL TAX FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<hr/>						
BEGINNING FUND BALANCE	671,639.56		671,639.56			
OTHER TAXES						
55-7635 MOTEL OCCUPANCY TAX	80,000.00	11,765.21	56,413.77	70.52	0.00	(23,586.23)
TOTAL OTHER TAXES	80,000.00	11,765.21	56,413.77	70.52	0.00	(23,586.23)
INTEREST EARNED						
55-9601 INTEREST EARNED	1,500.00	373.88	2,111.86	140.79	0.00	611.86
TOTAL INTEREST EARNED	1,500.00	373.88	2,111.86	140.79	0.00	611.86
*** TOTAL FUND REVENUES ***	81,500.00	12,139.09	58,525.63	71.81	0.00	(22,974.37)
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	753,139.56		730,165.19			
	=====		=====			

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	1,658.66	6,634.64	20.41	0.00	25,865.36
56-5045 SPECIAL EVENT	10,000.00	0.00	9,055.33	90.55	0.00	944.67
TOTAL SERVICES	87,500.00	1,658.66	28,189.97	32.22	0.00	59,310.03
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	1,658.66	28,189.97	27.11	0.00	75,810.03
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	104,000.00	1,658.66	28,189.97	27.11	0.00	75,810.03
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(22,500.00)	10,480.43	30,335.66	134.83-	0.00	(52,835.66)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	649,139.56		701,975.22			
	=====		=====			
*** END OF REPORT ***						

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	2,183.50	13,938.67	139.39	0.00	3,938.67
TOTAL INTEREST EARNED	10,000.00	2,183.50	13,938.67	139.39	0.00	3,938.67
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	2,183.50	42,497.85	424.98	0.00	32,497.85
	=====	=====	=====	=====	=====	=====
*** TOTAL AVAILABLE REVENUES ***	7,540,073.53		7,572,571.38			
	=====		=====			

FINANCIAL STATEMENT
AS OF: MAY 31ST, 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	0.00	15,514.93	68.28	18,626.48	15,858.59
91-7120 290 EXPANSION	5,769,000.00	219,093.86	2,423,217.19	47.06	291,721.28	3,054,061.53
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	219,093.86	2,796,589.87	47.47	139,133.01	3,248,277.12
INTERFUND ACTIVITY TOTAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL 91-CAPITAL IMPROVEMENTS	6,184,000.00	219,093.86	2,796,589.87	47.47	139,133.01	3,248,277.12
	=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***	6,184,000.00	219,093.86	2,796,589.87	47.47	139,133.01	3,248,277.12
	=====	=====	=====	=====	=====	=====
EXCESS OF REVENUES OVER EXPENDITURES	(6,174,000.00)	(216,910.36)	(2,754,092.02)	46.86	(139,133.01)	(3,280,774.97)
	=====	=====	=====	=====	=====	=====
*** PROJECTED FUND BALANCE ***	1,356,073.53		4,775,981.51			
	=====		=====			
*** END OF REPORT ***						

CITY OF JERSEY VILLAGE

PROPERTY TAX COLLECTION

REPORT

APRIL, 2017

Tax Collection System
Distribution Report - PROPERTY TAX
For Deposit Dates: 04/01/2017 thru 04/30/2017

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	133,257.38	3,432.57	514.82	0.00	137,204.77	0.00	137,204.77	136,689.95	514.82
2015	(417.34)	(1.56)	(2.39)	0.00	(421.29)	0.00	(421.29)	(418.90)	(2.39)
Total:	\$132,840.04	\$3,431.01	\$512.43	\$0.00	\$136,783.48	\$0.00	\$136,783.48	\$136,271.05	\$512.43

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 04/01/2017 TO 04/30/2017
JURISDICTION: 0070 City of Jersey Village

	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----
YEAR 2016	00.742500	8,230,024.19	2,973
	-----	-----	-----

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2016	7,931,847.39	5,716.53	298,176.80	133,257.38	8,050,044.20	179,979.99	97.81	0.00
2015	67,982.76	353.45	102,623.21-	417.34-	62,717.32-	28,076.87	81.05	0.00
2014	17,220.71	.00	11,318.78-	0.00	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	6,069.98	182,087.95	132,840.04	7,978,788.95	313,340.38		0.00

TC298-M SELECTION: DEPOSIT

DEPOSIT DISTRIBUTION

INCLUDES AG ROLLBACK

REVERSALS DETAIL SCHEDULE

FROM: 04/01/2017 THRU 04/30/2017

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 RF170426	082-120-000-0019	201601	0.00	0.00	0.00	0.00 19	334.12-	334.12-
2015 RF170426	082-120-000-0019	201601	334.12-	0.00	0.00	0.00 19	334.12	0.00
2015 D0404172	107-452-000-0064	201703	127.75-	0.00	33.21-	32.19-0	0.00	193.15-
2015 RF170426	122-482-004-0007	201601	72.77-	0.00	0.00	0.00 19	72.77	0.00
2015 RF170426	122-482-004-0007	201601	0.00	0.00	0.00	0.00 19	72.77-	72.77-
	2015 TOTAL		534.64-	0.00	33.21-	32.19-	0.00	600.04-
2016 QTR20170417	107-453-000-0016	201703	0.81	0.00	0.01	0.00 0	0.00	0.82
2016 QTR20170417	107-453-000-0016	201702	123.65	0.00	0.82	0.00 0	0.00	124.47
2016 QTR20170417	107-453-000-0016	201701	124.46	0.00	0.00	0.00 0	0.00	124.46
2016 QTR20170417	107-453-000-0016	201703	123.65	0.00	0.00	0.00 0	0.00	123.65
2016 RF170417	107-453-000-0016	201703	0.00	0.00	0.00	0.00 0	124.46-	124.46-
2016 RF170417	107-453-000-0016	201702	0.00	0.00	0.00	0.00 0	124.46-	124.46-
2016 RF170417	107-453-000-0016	201702	123.64-	0.00	0.82-	0.00 0	124.46	0.00
2016 RF170417	107-453-000-0016	201703	122.82-	0.00	1.64-	0.00 0	124.46	0.00
2016 RF170417	107-453-000-0016	201701	0.00	0.00	0.00	0.00 0	124.46-	124.46-
2016 RF170417	107-453-000-0016	201701	124.46-	0.00	0.00	0.00 0	124.46	0.00
2016 RF170427	107-454-000-0021	201612	371.25-	0.00	0.00	0.00 7	371.25	0.00
2016 RF170427	107-454-000-0021	201612	0.00	0.00	0.00	0.00 7	371.25-	371.25-
2016 RF170427	221-270-380-0000	201612	0.00	0.00	0.00	0.00 7	445.46-	445.46-
2016 RF170427	221-270-380-0000	201612	445.46-	0.00	0.00	0.00 7	445.46	0.00
	2016 TOTAL		815.06-	0.00	1.63-	0.00	0.00	816.69-
	YEAR 2015							
	REFUNDS		406.89-	0.00	0.00	0.00	0.00	406.89-
	RETURNED ITEMS		127.75-	0.00	33.21-	32.19-	0.00	193.15-
	TRANSFERS/REVERSALS		0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL		534.64-	0.00	33.21-	32.19-	0.00	600.04-
	YEAR 2016							
	REFUNDS		815.06-	0.00	1.63-	0.00	0.00	816.69-
	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		815.06-	0.00	1.63-	0.00	0.00	816.69-
	ALL YEARS							
	REFUNDS		1,221.95-	0.00	1.63-	0.00	0.00	1,223.58-
	RETURNED ITEMS		127.75-	0.00	33.21-	32.19-	0.00	193.15-
	TRANSFERS/REVERSALS		0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL		1,349.70-	0.00	34.84-	32.19-	0.00	1,416.73-

General Fund
For the period ended May 31, 2017

	Adopted Budget	Current Budget	YTD Actual	% of Actual compared to Budget	Projections
Revenue					
Property Taxes	5,927,843.00	5,927,843.00	5,712,135.36	96.36%	5,928,000.00
Electric Franchise Taxes	360,000.00	360,000.00	240,023.54	66.67%	360,000.00
Telephone Franchise	120,000.00	120,000.00	82,083.23	68.40%	120,000.00
Gas Franchise	25,000.00	25,000.00	24,937.23	99.75%	25,000.00
Cable TV Franchise	60,000.00	60,000.00	55,277.74	92.13%	60,000.00
Telecommunication	35,000.00	35,000.00	23,347.89	66.71%	35,000.00
City Sales Tax	1,900,000.00	1,900,000.00	2,102,310.36	110.65%	3,000,000.00
Sales TX-Reduce Property Taxes	950,000.00	950,000.00	1,051,155.18	110.65%	1,500,000.00
Mixed Drink Tax	35,000.00	35,000.00	26,706.18	76.30%	35,000.00
Fines Warrants & Bonds	837,700.00	837,700.00	703,896.58	84.03%	990,000.00
Fees & Charge for Services	368,950.00	368,950.00	248,649.98	67.39%	368,950.00
Licenses & Permits	103,700.00	103,700.00	129,680.16	125.05%	150,000.00
Interest Earned	45,000.00	45,000.00	64,335.95	142.97%	100,000.00
Interfund Activity	1,578,398.00	1,578,398.00	571,938.26	36.24%	1,578,398.00
Misc Revenue	20,000.00	20,000.00	154,010.22	770.05%	160,000.00
Other Agency Revenue	-	-	130,432.44	100.00%	131,000.00
Total Revenue	12,366,591.00	12,366,591.00	11,320,920.30	91.54%	14,541,348.00
Expenditures					
Administrative Service	645,950.00	695,950.00	339,904.24	48.84%	695,950.00
Legal/Other Services	594,471.00	2,194,471.00	886,460.12	40.40%	2,194,471.00
Info Technology	468,225.00	468,225.00	229,152.87	48.94%	468,225.00
Purchasing	21,000.00	21,000.00	11,325.47	53.93%	21,000.00
Accounting Services	301,650.00	301,650.00	187,065.27	62.01%	301,650.00
Customer Services	143,200.00	143,200.00	90,583.59	63.26%	143,200.00
Municipal Court	372,239.00	372,239.00	216,900.91	58.27%	372,239.00
Police Department	2,484,926.00	2,484,926.00	1,388,303.24	55.87%	2,484,926.00
Communications	729,594.00	737,784.00	340,237.57	46.12%	737,784.00
Fire Department	1,614,972.00	1,614,972.00	658,701.41	40.79%	1,614,972.00
Public Works	224,850.00	224,850.00	135,263.56	60.16%	224,850.00
Community Development	448,675.00	448,675.00	255,128.79	56.86%	448,675.00
Streets	1,146,746.00	1,217,246.00	598,519.94	49.17%	1,217,246.00
Building Maintenance	363,650.00	363,650.00	230,182.45	63.30%	363,650.00
Solid Waste	426,061.00	426,061.00	232,804.41	54.64%	426,061.00
Fleet Services	380,860.00	380,860.00	231,396.37	60.76%	380,860.00
Parks & Recreation	742,701.00	752,302.00	321,488.31	42.73%	752,302.00
Total Expenditures	11,109,770.00	12,848,061.00	6,353,418.52	49.45%	12,848,061.00

Utility Fund
For the period ended May 31, 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	2,718,028.28	67.24%	4,200,000.00
Interest Earned	10,000.00	10,000.00	15,425.29	154.25%	25,000.00
Interfund Activity	-	-			
Miscellaneous Revenue	50,000.00	50,000.00	36,611.64	73.22%	50,000.00
Other Agency Revenue	-	-	-		170,000.00
Total Revenue	4,102,000.00	4,102,000.00	2,770,065.21	67.53%	4,445,000.00
Expenditures					
Water & Sewer	4,106,838.00	4,106,838.00	1,599,794.23	38.95%	4,106,838.00
Utility Capital Projects	1,845,000.00	1,845,000.00	355,746.88	19.28%	1,595,000.00
	-	-	-		-
Total Expenditures	5,951,838.00	5,951,838.00	1,955,541.11	32.86%	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, teant 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	3/7/2017	\$0.00	03/07/2017 sent some info via letter by our Atty	NO	YES	03/07/2017 sent AG Request for Opinion - 05-12-2017 Received Opinion - Authorized to Withhold	N/A
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	<p>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.</p> <p>It would be ideal if each record contained the following information:</p> <ul style="list-style-type: none"> - 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	5/23/2017	\$0.00	5/23/2017	NO	YES	Sent request for AG Opinon 03-10-2017. Rec'd AG Opinion 05-23-17 - Must Release Info	N/A
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

106	Sureshchandra	Suma	5/1/2017	<p>Building Permits Issued from 04-01-2017 thru 04-30-2017 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools.</p> <p>It would be ideal if each record contained the following information:</p> <ul style="list-style-type: none"> - 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	5/1/2017	5/1/2017	5/1/2017	\$0.00	05/01/2017 via email	NO	YES		15 Minutes accumulated 120 minutes
107	Mauriello	Deborah	5/1/2017	CC Audio for 08-15-16; Bobby Warren's Finance Report filed April 28, 2017; Gary Wubbenhorst Campain Reports filed 2016-2017; and Justin Ray Campaign Finance Reports Filed 2015-2017	Lorri	5/1/2017	5/1/2017	5/1/2017	\$0.00	05/01/2017 via email	NO	YES		30 Minutes accumulated 30 minutes
108	Gregory	Kelly	5/2/2017	Fencing Permits from 2002 to present for the properties located at 15617 and 15613 Honolulu Street.	Danielle	5/2/2017	5/3/2017	5/3/2017	\$0.00	5/3/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
109	Warren	Bobby	5/2/2017	May 1, 2017 Combination Forms from Early Voting	Lorri	5/2/2017	5/2/2017	5/2/2017	\$0.00	5/2/2017 via email	NO	YES		15 Minutes accumulated 210 minutes
110	Warren	Bobby	5/3/2017	May 1, 2017 Combination Forms from Early Voting	Lorri	5/3/2017	5/3/2017	5/3/2017	\$0.00	5/3/2017 via email	NO	YES		15 Minutes accumulated 225 minutes
111	Earnest	Stephen	5/3/2017	Foundation pennits or reapairs to 16210 Singapore Ln	Danielle	5/4/2017	5/4/2017	5/4/2017	\$0.00	05/04/2017 via email - No Records	NO	YES		15 Minutes accumulated 15 minutes
112	Lopez	Shanna	5/5/2017	Current Solid Waste Contract with Amendments, current pricing matrix charged by the service provider to the city for all lines of business, and copy of the city's W-9 if any costs occur.	Lorri, Kevin and Isabel	5/5/2017	5/5/2017	5/5/2017	\$0.00	05/05/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
113	Sessa	Jacqueline	5/9/2017	Master Contract List	Lorri	5/9/2017	5/9/2017	5/9/2017	\$0.00	5/9/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
114	Maloy	Mark	5/15/2017	Various data from the Golf Course pertaining to man hours spent maintaining the course, types and cost of chemicals/fertilizer used to maintain the course.	Kimberly	5/16/2017	5/23/2017	5/23/2017	\$37.50	05/23/2017 via email	NO	YES		2.5 hours accumulated time is 3 hours
115	Berger	Bren	5/16/2017	Request for 8414 Hawaii Elevation Certificate	Danielle	5/16/2017	5/18/2017	5/18/2017	\$0.00	05/18/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
116	Warren	Bobby	5/18/2017	CC Audio for 05-15-2017.	Lorri	5/18/2017	5/18/2017	5/18/2017	\$0.00	05/18/2017 via email	NO	YES		15 Minutes accumulated 240 minutes
117	Maloy	Mark	5/18/2017	know who the city has hired to do the work at the Clark Henry Park swimming pool water slides and other work that was approved to be done recently to the pool.	Kimberly	5/18/2017	5/19/2017	5/19/2017	\$0.00	05/19/2017 via email	NO	YES		15 minutes accumulated time 30 minutes
118	Harper	C.J.	5/23/2017	City Manager's Weekly Update to City Council on May 19, 2017	Lorri	5/23/2017	5/23/2017	5/23/2017	\$0.00	05/23/2017 via email	NO	YES		15 Minutes accumulated 60 minutes

119	Zeringue	Mark	5/24/2017	Building Plans for 106 Wind Rose Ct, Jersey Village 77064	Permits	5/24/2017	Req. WITHDRAWN 05/24/2017	Req. WITHDRAWN 05/24/2017	\$0.00	Req. WITHDRAWN 05/24/2017	NO	YES		Req. WITHDRAWN 05/24/2017
120	Sureshchandra	Suma	6/1/2017	Building Permits Issued from 05-01-2017 thru 05-31-2017 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	6/1/2017	6/12/2017	6/12/2017	\$0.00	06/12/2017 via email	NO	YES		15 Minutes accumulated 135 minutes
121	Harper	CJ	6/1/2017	City Manager's Weekly Update to City Council on May 26, 2017	Lorri	6/1/2017	6/1/2017	6/1/2017	\$0.00	06/01/2017 via email	NO	YES		15 Minutes accumulated 75 minutes
122	Harwood	Aleisha	6/1/2017	Commerical and Residential Building Permits 05-01-2017 thru 05-31-2017, including new construction, additions and remodels, tneant improvements, swimming pools, electrical, and mechanical.	Ashley	6/1/2017	6/12/2017	6/12/2017	\$0.00	06/12/2017 via email	NO	YES		15 Minutes accumulated 135 minutes
123	Neeley	Tim	6/12/2017	Economic Development incentive related agreements or amendments approved between 1/1/2017 and 3/31/2017 including (as applicable):	Lorri	06/12/201	6/12/2017	6/12/2017	\$0.00	06/12/2017 via email	NO	YES		15 Minutes accumulated 15 minutes
124	Lozano	Gilbert	6/12/2017	FTO daily evaluations from Filed Training Daily Program from 11-14-2016 through 05-12-2017.	Eric	6/12/2017	6/12/2017	6/12/2017	\$0.00	06/12/2017 via email	NO	YES		65 Minutes accumulated 65 Minutes
125	Rutherford	Courtney	6/13/2017	FEMA certificates on file for Courtney Rutherford and Y'Mica Caesar	Karen	6/13/2017	6/13/2017	6/13/2017	\$0.00	06/13/2017 via email	NO	YES		15 Minutes accumulated 15 minutes

MONTHLY REPORT – May 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	3								34
Fire/ETJ	1	3	4	3	2								13
Fire/JV	34	26	52	30	34								176
EMS/County	2	0	6	2	7								17
EMS/ETJ	3	2	4	0	4								13
EMS/JV	58	60	53	62	51								284
TOTAL	109	101	125	101	101								537
Transports	41	35	38	40	37								191
Aid received	4	3	1	0	1								9
Aid given	4	3	6	2	4								19

FIRE INSPECTIONS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Inspections	74	30	71	75	90								340

PUBLIC EDUCATION PROGRAMS CONDUCTED

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Programs	6	4	5	5	10								30
Audience	223	84	141	98	290								836

FIRE INVESTIGATIONS CONDUCTED

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	TOTAL
1	1	2	1	0								5

- We provided multiple days of CPR training for the police and dispatchers
- The members went to the Baptist Church for splash day for over 100 children that attend that school
- 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.

Respectfully submitted,
Mark Bitz
 Fire Chief/Fire Marshal

MAY 2017								
Communication Division Monthly Report								
Date	CFS - PD	CFS - FD	911 Phone	License Plate	Driver's License	Criminal History	TCIC Messages	Day Total
1-May	86	4	26	67	53	9	9	254
2-May	58	2	22	45	29	1	7	164
3-May	66	6	18	49	38	3	11	191
4-May	72	1	42	58	54	7	3	237
5-May	63	5	29	53	45	6	5	206
6-May	110	4	37	88	81	9	10	339
7-May	77	4	18	47	59	9	0	214
8-May	94	3	17	60	44	2	3	223
9-May	89	10	37	60	64	5	5	270
10-May	84	9	24	56	42	8	1	224
11-May	92	3	25	70	51	6	0	247
12-May	94	3	27	77	70	11	1	283
13-May	111	3	22	85	78	6	9	314
14-May	63	3	21	50	54	6	4	201
15-May	72	3	23	41	42	8	0	189
16-May	82	0	20	48	53	0	1	204
17-May	87	3	14	49	44	5	0	202
18-May	71	2	26	59	59	6	5	228
19-May	95	6	27	4	61	11	6	210
20-May	85	2	33	53	67	8	10	258
21-May	79	0	14	45	72	6	0	216
22-May	82	3	24	59	51	7	17	243
23-May	67	4	30	56	39	2	13	211
24-May	84	2	16	67	43	4	0	216
25-May	81	3	17	68	47	2	3	221
26-May	88	4	18	56	56	4	0	226
27-May	95	3	24	60	64	4	3	253
28-May	99	3	24	51	50	6	4	237
29-May	53	1	18	30	35	3	4	144
30-May	67	5	30	32	31	6	1	172
31-May	81	0	20	53	38	2	4	198
Totals	2527	104	743	1696	1614	172	139	6995

Five of our dispatchers were able to attend CPR classes given by Captain Rob Missall. He will be scheduling more classes in June for other dispatchers to attend. TCO Stacy Jones received her EMD certification. Communications Supervisor and TCO Theresa Regan attended a Terminal Agency Coordinator class. This class goes through information that we need to keep our TCIC/NCIC entries for stolen, wanted, missing, or lost persons/items up to state and federal standards. It also addresses any updates that have been made that will affect our operations.

JERSEY VILLAGE POLICE DEPARTMENT

Criminal Investigation Division Report for May, 2017

Sex Crimes/Child Cases (0): There were no sex crimes or child cases investigated this month.

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

Property Crimes/Burglaries and Thefts:

Robbery (1): a robbery investigation was conducted at the T-Mobile store located in the 17400 block of Northwest Freeway. Investigators interviewed the victims and witnesses, obtained video of the crime, submitted BOLO's to other agencies, and placed the crime into social media and Crime Stoppers of Houston for media exposure. An investigative lead was pursued from an anonymous tip but an arrest has not been made as of the date of this report.

Home / Business Burglaries (8): The following structure burglaries were investigated:

1. A business was burglarized twice (2) in the 8600 block of Jones road and both cases are under active investigation. Detectives are working with other agencies to identify a ring of burglars responsible for similar burglaries in the Harris County area.
2. A pre-owned car dealership was burglarized in the 17000 block of Northwest Freeway and is under active investigation. Detectives have a "person of interest" identified and are pursuing Polygraph Examinations. The case is ongoing.
3. Two (2) cases of storage buildings being entered at a construction site in the 15500 block of Northwest Freeway were investigated. All investigative leads were followed and the case has been closed.
4. A vacant home for sale was burglarized in the 16400 block of Wall. This case is similar to two other vacant-home burglaries in June, 2017, where officers nearly captured the suspect in the act of a burglary on Koester St. Detectives feel that the same suspect is responsible for all three burglaries, and are working with forensic evidence to identify the suspect. These cases remain active.
5. A residential burglary in the 15300 block of Mauna Loa was investigated by detectives, and pawn shops were searched for the missing items, to no avail. Case remains active pending further leads.
6. An apartment burglary was investigated in the 11000 block of Pleasant Colony, where items were reported missing, but detectives determined that the crime did not occur as reported by the victim. The case was cleared unfounded.

Vehicle Burglaries (4): vehicle burglaries were investigated in the following locations:

1. A beer-truck was burglarized as it made a delivery in the 17300 block of Northwest Freeway. There were no video or investigative leads to follow and the case was closed.
2. Officers on patrol located an Xfinity truck with a broken window in the 8600 block of Jones Road. After tracking down a company representative, it was determined that nothing was taken.
3. A purse was stolen from a vehicle in the 17400 block of Northwest Freeway. The case is under active investigation.
4. Construction items were taken from a trailer in the 17400 block of Northwest Freeway. Officers detained several suspects and investigated them as suspects but were not able to criminally charge them. These case remains inactive pending further leads.

Thefts (3): the following general thefts were investigated:

1. A theft on money in the 15600 block of Jersey Drive was investigated by detectives, who were able to identify and charge the suspect with theft.
2. A stolen trailer was investigated in the 16100 block of Northwest Freeway. After an extensive search, and creating BOLO's for other agencies, detectives learned that the suspects were captured on video using the stolen trailer committing other thefts in South Houston.
3. The theft of a package was investigated from the 15300 block of Leeds. The investigation revealed that the package was not stolen by anyone, and a family member probably misplaced the item. The case was deemed unfounded.

Criminal Mischief (0): There were no criminal mischief investigations this month.

Stolen Vehicles (1): The following stolen vehicles were investigated this month:

1. A vehicle was reported stolen from the 11100 block of Pleasant Colony. Detectives were able to identify and obtain criminal charges against the suspect.

Identity Theft/Fraud (3): the following fraud cases were investigated this month:

1. A report of debit card abuse was investigated from the 11000 block of Pleasant Colony. A possible suspect from the Katy, TX area was identified and interviewed, but there was insufficient evidence to charge the person. After a thorough investigation, the case was closed. The victim did not have any financial loss.
2. Detectives investigated a large credit card fraud at a local car dealership. Investigators tracked the fraudulently-obtained merchandise to a re-shipper in Southwest Houston, where the suspects were shipping the items to Nigeria. After all suspects were identified, photographs taken, and other evidence obtained, the case was referred to the US Department of Homeland Security for further prosecution.
3. Detectives investigated an Identity Theft report from the 8500 block of Ivy Falls. Detectives identified a possible suspect living in Burnett County, Texas, but soon

learned that this person was also a victim of Identity Theft. The investigation led detectives to a ring of thieves in the Miami, Florida area that the Texas Workforce Commission was actively investigating. The case was referred to this agency.

Hit and Run Accidents (0): The following hit-and-run crashes were investigated this month:

No hit and run accidents were investigated this month.

Miscellaneous:

- Thirteen (13) destruction orders were completed for found firearms in past cases.
- One-Hundred and four (104) new pieces of property and evidence were submitted into the Property Room.

Training Report:

This past month our department trained officers in areas such as CPR and RADAR/LIDAR usage.

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>
5/3/2017	Limerick	Advanced Warrant Service	24	TTPOA
05/02/20017	10	CPR Class	20	JVPD/JVFD
5/10/2017	5	CPR Class	10	JVPD/JVFD
5/12/2017	Jimenez	Crime Scene Search Course	40	Humble PD
5/15/2017	6	RADAR/LIDAR Update Course	24	JVPD Academy
5/15/2017	5	RADAR/LIDAR Update Course	20	JVPD Academy
5/25/2017	6	CPR Class	12	JVPD/JVFD
		Total Training Hours for Month	150	

May 2017

	April 2017	May 2017
Warrants Executed	299	458
Warrants Issued	904	1000
Letters Mailed	185	240
Phone Calls	1,254	1,15
Door Hangers	8	20
Arrests	3	3
Amount collected	\$68,104.38	\$91,556.81

299 Emails Sent (Reduces Letters Mailed Out)

2 1/2 Days Municipal Court Bailiff

1/2 Training Days

1 1/2 Sick Days

1 Holiday Day

18 1/2 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	7	0	0	0	0	0	0	0	9
AGG. ASSAULT	1	0	1	0	0	0	0	0	0	0	0	0	2
PROPERTY CRIME:													
BURGLARY-RESIDENCE	0	3	2	4	2	0	0	0	0	0	0	0	11
BURGLARY-BUSINESS	1	1	2	5	2	0	0	0	0	0	0	0	11
ALL THEFTS:	8	10	7	6	7	0	0	0	0	0	0	0	38
<i>From Vehicles</i>	2	3	3	1	3	0	0	0	0	0	0	0	12
<i>From Coin Machines</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
AUTO THEFTS	2	3	3	3	4	0	0	0	0	0	0	0	15
MAJOR CRIMES:	12	18	16	18	22	0	0	0	0	0	0	0	86

ARRESTS: (Only Highest Classified Charge Counted Per Arrest)													
MUNICIPAL MISD.(C)	38	49	42	33	51	3	0	0	0	0	0	0	216
MISDEMEANORS (A&B)	11	9	12	10	16	0	0	0	0	0	0	0	58
<i>Misd. Narcotic Arrests</i>	3	2	4	2	3	0	0	0	0	0	0	0	14
ALL FELONIES	2	6	8	14	5	0	0	0	0	0	0	0	35
<i>Fel. Narcotic Arrests</i>	1	3	5	9	1	0	0	0	0	0	0	0	19
ARRESTS NOT BOOKED	64	70	39	0	0	0	0	0	0	0	0	0	173
TOTAL ARRESTS:	115	134	101	57	72	3	0	0	0	0	0	0	482

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	10	0	0	0	0	0	0	0	42
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	95	14	0	0	0	0	0	0	533
Accident Minor FSGI	27	19	37	10	14	2	0	0	0	0	0	0	109
MISDEMEANOR CRIMINAL INVESTIGATIONS													
Assault	4	8	11	8	4	0	0	0	0	0	0	0	35
Criminal Mischief	6	11	9	7	15	0	0	0	0	0	0	0	48
Disturbance	51	44	46	72	60	3	0	0	0	0	0	0	276
Terroristic Threat	12	2	3	2	8	0	0	0	0	0	0	0	27
Tresspass	0	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	0	0	0	0	6	0	0	0	0	0	0	0	6
Solicitor	20	15	12	13	24	0	0	0	0	0	0	0	84
City Ordinance Violation.	0	0	0	0	0	0	0	0	0	0	0	0	0
Warrant Service	30	46	34	37	54	1	0	0	0	0	0	0	202
POLICE ASSISTANCE													
911 Hang Up	4	0	4	1	0	0	0	0	0	0	0	0	9
Alarms	90	102	60	73	123	4	0	0	0	0	0	0	452
Welfare Check	47	54	38	34	49	5	0	0	0	0	0	0	227
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	17	0	0	0	0	0	0	0	31
Crime Prevention	28	75	65	75	247	16	0	0	0	0	0	0	506
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	6	0	0	0	0	0	0	0	24
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	13	0	0	0	0	0	0	0	54
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	54	3	0	0	0	0	0	0	245
Recovery - Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspicious Person/Vehicle	306	325	332	317	376	25	0	0	0	0	0	0	1681
Traffic Hazard	69	23	50	41	39	0	0	0	0	0	0	0	222
Other Misc. Calls-For-Service	860	789	931	795	880	28	0	0	0	0	0	0	4283
Other CFS Totals:	1742	1653	1818	1703	2094	101	0	0	0	0	0	0	9111
Maj.Crime & CFS Tots:	1754	1671	1834	1721	2116	101	0	0	0	0	0	0	9197

Police Department Open Positions/Recruitment

May 2017

As of May 31, 2017, the Jersey Village Police Department has one open position in Patrol.

<i>No</i>	<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>
75	LEXISNEXIS		5/2/2017	MONTH OF APRIL TRAFFIC CITATIONS ISSUDE			5/4/17 VIA EMAIL	NO	YES		3 HRS 00 MIN ACCUMULATIVE 24 HRS 00 MIN
76	CUTTER	BIANCA	5/3/2017	COPY OF 17-7930 W/PICTURES			5/8/17 VIA PU	NO	YES		1 HRS 00 MIN ACCUMULATIVE 1 HRS 00 MIN
77	GREENWOOD	SANDRA	5/8/2017	COPE OF VIDEO FOR ACCIDENT 17-6973	5/12 NEED APT # 139 5/16 REQUESTOR PU A COPY OF THE AG LETTER			NO	NO	5/12/2017	1 HRS 00 MIN ACCUMULATIVE 1 HRS 00 MIN
78	KALIDAS	HAMANT	5/9/2017	2 WEEKS OF TRAFFIC TICKETS ISSUED			51217 VIA EMAIL	NO	YES		00 HRS 30 MIN ACCUMULATIVE 8 HRS 00 MIN
79	KALIDAS	HAMANT	5/17/2017	2 WEEKS OF TRAFFIC TICKETS ISSUED			5/23/17 VIA EMAIL	NO	YES		00 HRS 30 MIN ACCUMULATIVE 8 HRS 30 MIN
80	KALIDAS	HAMANT	5/26/2017	2 WEEKS OF TRAFFIC TICKETS ISSUED			5/31/17 VIA EMAIL	NO	YES		00 HRS 30 MIN ACCUMULATIVE 9 HRS 00 MIN

**CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COLLECTIONS**

	CITY PORTION			RESTRICTED FUND				STATE & OMNI & COLLECTIONS	
MONTH	CITY	WARRANT	CITY PORTION	COURT	COURT	JUDICIAL	CHILD	PORTION	TOTAL
	FINES	COLLECTION	OMNI FEES	SEC. FUND	TECH. FEE	EFF. FEE	SAFETY	FEES	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	\$75,769.83	\$8,692.47	\$621.10	\$1,372.45	\$1,829.89	\$270.90	\$229.90	\$39,294.61	\$128,081.15
June									\$0.00
July									\$0.00
Aug									\$0.00
Sept									\$0.00
Oct									\$0.00
Nov									\$0.00
Dec									\$0.00
Totals	\$374,384.92	\$48,474.32	\$3,294.96	\$7,064.28	\$9,443.17	\$1,405.06	\$986.30	\$219,304.59	\$664,357.60

Municipal Courts
Activity Detail
May 1, 2017 to May 31, 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 5/1/2017:							
<i>Active Cases</i>	9,736	63	0	122	781	128	10,830
<i>Inactive Cases</i>	15,194	18	0	109	3,814	36	19,171
Docket Adjustments	0	0	0	0	0	0	0
Cases Added:							
New Cases Filed	1,053	3	0	11	239	14	1,320
Cases Reactivated	320	0	0	3	100	1	424
All Other Cases Added	0	0	0	0	0	0	0
Total Cases on Docket	11,109	66	0	136	1,120	143	12,574
Dispositions:							
Dispositions Prior to Court Appearance or Trial:							
Uncontested Dispositions	235	0	0	4	43	3	285
Dismissed by Prosecution	162	3	0	8	25	5	203
Total Dispositions Prior to Court Appearance or Trial	397	3	0	12	68	8	488
Dispositions at Court Appearance or Trial:							
Convictions:							
<i>Guilty Plea or Nolo Contendere</i>	4	0	0	0	0	0	4
<i>By the Court</i>	9	0	0	0	2	1	12
<i>By the Jury</i>	1	1	0	0	0	1	3
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	64	0	0	1	12	2	79
Total Dispositions at Court Appearance or Trial	78	1	0	1	14	4	98
Compliance Dismissals:							
After Driver Safety Course	92	---	---	---	---	---	92
After Deferred Disposition	93	1	0	2	7	4	107
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	167	0	0	0	0	0	167
Total Compliance Dismissals	380	1	0	2	7	4	394
All Other Dispositions	4	0	0	0	0	2	6
Total Cases Disposed	859	5	0	15	89	18	986
Cases Placed on Inactive Status	648	2	0	5	226	2	883
Cases Pending 5/31/2017:							
<i>Active Cases</i>	9,602	59	0	116	805	123	10,705
<i>Inactive Cases</i>	15,522	20	0	111	3,940	37	19,630
Show Cause Hearings Held	58	0	0	0	2	0	60
Cases Appealed:							
After Trial	0	0	0	0	0	0	0
Without Trial	0	0	0	0	0	0	0

Municipal Courts
Activity Detail
May 1, 2017 to May 31, 2017
100.0 Percent Reporting Rate
1 Reports Received Out of a Possible 1
Court: Jersey Village

CIVIL/ADMINISTRATIVE CASES	
	Total
Cases Pending 5/1/2017:	
<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	
Default Judgments	
Agreed Judgments	
Trial/Hearing by Judge/Hearing Officer	
Trial by Jury	
Dismissed for Want of Prosecution	
All Other Dispositions	
Total Cases Disposed	
Cases Placed on Inactive Status	
Cases Pending 5/31/2017:	
<i>Active Cases</i>	
<i>Inactive Cases</i>	
Cases Appealed:	
After Trial	
Without Trial	
JUVENILE/MINOR ACTIVITY	
	Total
Transportation Code Cases Filed.....	5
Non-Driving Alcoholic Beverage Code Cases Filed.....	2
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.....	7
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

City Council Meeting Packet for June 19, 2017

Municipal Courts
Activity Detail
May 1, 2017 to May 31, 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		829
Class A and B Misdemeanors		0
Felonies		0
Capiases Pro Fine Issued		
Search Warrants Issued		
Warrants for Fire, Health and Code Inspections Filed		
Examining Trials Conducted		
Emergency Mental Health Hearings Held		
Magistrate's Orders for Emergency Protection Issued		
Magistrate's Orders for Ignition Interlock Device Issued		
All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond		
Driver's License Denial, Revocation or Suspension Hearings Held		
Disposition of Stolen Property Hearings Held		
Peace Bond Hearings Held		
Cases in Which Fine and Court Costs Satisfied by Community Service:		
Partial Satisfaction		
Full Satisfaction		
Cases in Which Fine and Court Costs Satisfied by Jail Credit		
Cases in Which Fine and Court Costs Waived for Indigency		
Amount of Fines and Court Costs Waived for Indigency		\$ 1,844
Fines, Court Costs and Other Amounts Collected:		
Kept by City		\$ 84,891
Remitted to State		\$ 33,241
Total		\$ 118,133

City Council Meeting Packet for June 19, 2017

CITY OF JERSEY VILLAGE
MUNICIPAL COURT
COURT ROOM ACTIVITIES

DATE	JUDGE/ PROSECUTOR	TOTAL CASES	NO SHOWED	% TO TOTAL	SHOWED TOTAL	% TO TOTAL	PAYMENT PLAN	% TO TOTAL	DOCKET CLOSED	% TO TOTAL
<u>May 3, 2017</u> <u>AM Docket</u>										
	Judge Halick	376	119	32%	257	68%	24	9%	87	34%
<u>May 3, 2017</u> <u>PM Docket</u>	Brian/ Bret									
	Judge Halick	136	26	19%	110	81%	12	11%	34	31%
<u>May 10, 2017</u> <u>AM Docket</u>	Brian/Bret									
	Judge Brashear	149	2	1%	147	99%	8	5%	52	35%
<u>May 10, 2017</u> <u>PM Docket</u>	Brian									
	Judge Brashear	68	21	31%	47	69%	12	26%	29	62%
<u>May 24, 2017</u> <u>AM Docket</u>	Brian									
	Judge Brashear	34	6	18%	28	82%	3	11%	14	50%
<u>TOTAL</u>	David									
		763	174	23%	589	77%	59	10%	216	37%

City Council Meeting Packet for June 19, 2017

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

C0041472	-1	5/1/2017	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0041473	-1	5/1/2017	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0041474	-1	5/1/2017	RAN STOP SIGN - INTERSECTION	7600 SOLOMON
C0041477	-1	5/1/2017	RAN STOP SIGN - INTERSECTION	15301 COLWYN
C0041495	-1	5/2/2017	RAN STOP SIGN - INTERSECTION	16000 WALL ST
C0041498	-1	5/2/2017	RAN STOP SIGN - INTERSECTION	16000 WALL ST
C0041501	-1	5/2/2017	RAN STOP SIGN - INTERSECTION	1625 CHARLES
C0041519	-1	5/3/2017	RAN STOP SIGN - INTERSECTION	16000 WALL ST
C0041556	-1	5/5/2017	RAN STOP SIGN - INTERSECTION	CARLSBAD
C0041631	-1	5/8/2017	RAN STOP SIGN - INTERSECTION	LAKEVIEW
C0041674	-1	5/10/2017	RAN STOP SIGN - INTERSECTION	16000 WALL ST
C0041676	-1	5/10/2017	RAN STOP SIGN - INTERSECTION	RIO GRANDE
C0041725	-1	5/11/2017	RAN STOP SIGN - INTERSECTION	WRIGHT RD
C0041732	-1	5/12/2017	RAN STOP SIGN - INTERSECTION	15600 LAKEVIEW
C0041733	-1	5/12/2017	RAN STOP SIGN - INTERSECTION	7800 EQUADOR
C0041734	-1	5/12/2017	RAN STOP SIGN - INTERSECTION	7800 EQUADOR
C0041782	-1	5/15/2017	RAN STOP SIGN - INTERSECTION	VILLAGE
C0041822	-1	5/17/2017	RAN STOP SIGN - INTERSECTION	16600 JERSEY
C0041838	-1	5/18/2017	RAN STOP SIGN - INTERSECTION	15300 JERSEY
C0041895	-1	5/21/2017	RAN STOP SIGN - INTERSECTION	17445 VILLAGE GREEN
C0041550	-2	5/5/2017	RAN STOP SIGN	SOLOMON
C0041629	-1	5/8/2017	RAN STOP SIGN	8200 RIO GRANDE
C0041541	-1	5/4/2017	SPEEDING 36 MPH in a 25 MPH	RIO GRANDE
C0041543	-1	5/4/2017	SPEEDING 36 MPH in a 25 MPH	RIO GRANDE
C0041627	-1	5/8/2017	SPEEDING 61 MPH in a 35 MPH	7700 CHARLES
C0041654	-1	5/9/2017	SPEEDING 36 MPH in a 25 MPH	15900 LAKEVIEW
C0041673	-1	5/10/2017	SPEEDING 34 MPH in a 25 MPH	16000 LAKEVIEW
C0041716	-1	5/11/2017	SPEEDING 39 MPH in a 25 MPH	16400 LAKEVIEW
C0041735	-1	5/12/2017	SPEEDING 34 MPH in a 20 MPH	16500 SOLOMON
C0041816	-1	5/17/2017	SPEEDING 35 MPH in a 25 MPH	15300 PHILIPPINE
C0041903	-1	5/22/2017	SPEEDING 36 MPH in a 25 MPH	15800 SEATTLE
C0041929	-1	5/23/2017	SPEEDING 43 MPH in a 30 MPH	15400 ASHBURTON
C0041948	-1	5/24/2017	SPEEDING 36 MPH in a 25 MPH	16200 LAKEVIEW
C0042056	-1	5/31/2017	SPEEDING 36 MPH in a 25 MPH	16400 LAKEVIEW
C0041803	-1	5/16/2017	SPEEDING IN SCHOOL ZONE 30 M	15700 CONGO
C0041818	-1	5/17/2017	SPEEDING IN SCHOOL ZONE 32 M	15700 CONGO
C0041831	-1	5/18/2017	SPEEDING IN SCHOOL ZONE 35 M	7600 SOLOMON
C0041834	-1	5/18/2017	SPEEDING IN SCHOOL ZONE 31 M	15700 CONGO

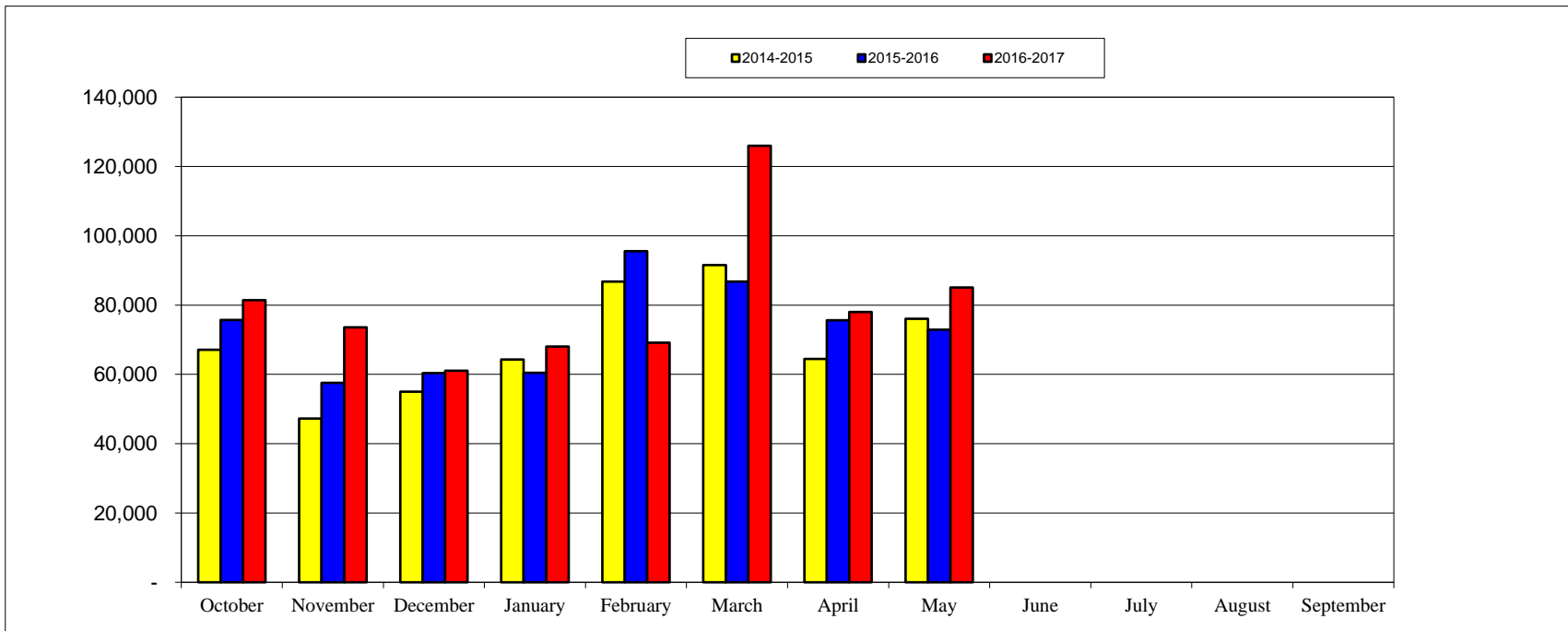
STOP SIGN : 22
SPEEDING: 16
TOTAL: 38

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	76,006	72,872	85,083
June			
July			
August			
September			
FY Total	\$ 552,430	\$ 584,932	\$ 642,193
Average Per Month	\$ 69,054	\$ 73,117	\$ 80,274



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	0							
WATER PLANT #2 VILLAGE	.004	0	0.344	1.328	1.02							
WATER PLANT #3 WEST	0.187	0.84	0.822	0.76	0.436							
CITY OF HOUSTON (SEATTLE)	32.38	30.155	35.976	38.178	47.644							
INTERCONNECT(529)	0.097	0.046	0.045	0.038	0.065							
TOTAL(Million Gallons)	32.668	31.041	37.187	39.62	48.247							
MAX DAILY FLOW	1.363	1.717	1.593	1.773	2.475							
METER READS	3154	3166	3163	3169	3178							
WATER OFF/ON	77	43	34	35	20							
METER ACCURACY TESTS	0	0	0	0	0							
MAIN BREAKS REPAIRED	0	0	0	0	0							
WATER LEAKS REPAIRED	3	1	6	4	7							
FIRE HYDRANTS SERVICED	0	0	0	22	0							
METER INSTALLATIONS	0	1	1	2	2							
SERVICE INSPECTIONS	0	0	0	0	0							
QUALITY	2	1	2	2	1							
PRESSURE	2	1	1	0	2							
SEWER COMPLAINTS	4	3	0	2	6							
	WHITE OAK BAYOU											
AVG. DAILY FLOW (EFFLUENT)	1.036	0.9151	0.9861	0.9374	*							
JV PORTION	0.5065	0.3842	0.4321	0.3613	*							
% OF PLANT	47.6%	27.9%	43.0%	45.2%	*							
	GARBAGE											
Residential Customers	2130	2146	2144	2135	2143							
Complaints	2	3	4	1	1							
	COMMUNITY DEVELOPMENT											
Plans Checked	14	24	23	14	18							
Sign Plan Reviews	0	0	3	0	0							
Permits Issued	109	83	121	96	98							
Inspections (Permit)	159	131	165	185	128							
Insp (Site)	2	0	1	1	0							
Conferences	9	4	5	6	5							
Certificate of Occupancy (Residential)	0	1	5	3	1							
Certificate of Occupancy (Commercial)	1	3	0	1	0							
Street/Sidewalk Repairs (in yards)	0	6	0	1	3							
Sign repairs	4	1	1	1	18							
	CODE ENFORCEMENT											
Violation Letters	17	22	35	24	31							
Red tags for ordinance violations	36	37	45	38	38							
Conferences	22	23	25	29	27							
Signs picked up-bandit and ROW signs	36	57	23	30	23							
Animals picked up	5	3	4	3	2							
Animals taken to HC	3	1	2	0	0							
Traps Issued	2	1	3	2	3							
	FLEET											
Work Orders	38	38	47	37	38							
Preventative Maintenance	12	4	8	6	8							
Unscheduled Repairs	14	20	23	14	20							
New Vehicle Set ups	2	0	0	0	0							

* - unavailable at this time

To: Austin Bleess
City Manager

June 13, 2017

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

Subject: Construction / Field Projects Update

1. DOT. Sound Wall right-of-entry sent received back from TxDOT. Working though to see if there are conflicts with CenterPoint.
2. Storm Water / Sewer Camera Project Underway: Completed. Awaiting data conversion
3. Long Term Recovery Update:
 - a. Updated website with current status / information.
 - b. Updated Meeting today. Last meeting held this date. Most data is complete with a few exceptions (requested additional study in the Wall Street area) Tentative Final Public Meeting 27 June 2017.
4. Meter Replacement Phase II: 728 replaced thus far.
5. FYI: Flood District is doing some bank stabilization projects along White Oak Bayou.

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	3,253					19,520
Tournament Rounds	771	472	325	341	336	549	473	812					4,079
Range buckets	1,783	1,256	968	632	991	1,279	1,412	1,263					9,584
Star Memberships	2,235.00	1,570.00	25.00	1,029.00	1,510.00	1,024.00	2,221.00	1,144.00					10,758
Green Fees	71,022.49	65,681.11	50,027.42	38,520.25	61,122.97	55,752.79	88,247.62	87,096.00					517,471
Tournament Fees	23,727.00	15,666.88	9,089.41	9,620.52	9,547.76	15,065.14	15,118.67	25,088.25					122,924
Range Fees	8,258.92	6,360.11	4,774.40	4,514.09	6,347.68	6,640.74	7,981.02	7,154.62					52,032
Club Rental	340.00	260.00	100.00	125.00	275.00	150.00	475.00	450.00					2,175
Sales of Merchandise	8,480.22	10,003.82	11,483.44	6,450.19	12,081.93	12,342.40	12,562.48	12,120.38					85,525
Concession Fees	3,607.96	2,907.70	2,282.52	1,852.88	2,529.79	3,058.07	4,267.45	4,599.10					25,105
Miscellaneous Fees	60.00	722.47	219.00	5,601.50	1,621.00	1,773.00	1,123.32	540.00					11,660
Total Income	\$117,731.59	\$103,172.09	\$78,001.19	\$67,713.43	\$95,036.13	\$95,806.14	\$131,996.56	\$138,192.35	\$0.00	\$0.00	\$0.00	\$0.00	\$827,649.48
Weather Totals	2 W	5 W/1CM/1H	4 W/2RO/1H	3 W/7RO	6W/1CM/1RO	3W/5RO/1CM	2W/1CM/3RO	3W/1CM					28W/18RO/5CM/2H
							10 TT						10 TT
Income Per Round	\$35.08	\$35.94	\$33.95	\$34.64	\$36.55	\$32.91	\$34.57	\$33.71	\$0.00	\$0.00	\$0.00	\$0.00	\$34.62
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. 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

May 31, 2017

Fiscal Year October 1, 2016 thru September 30, 2017

Unaudited

	May1 2017	FISCAL YEAR TO DATE
OPERATING REVENUES		
Charges for Services	137,938	825,234
Total Operating Revenue	<u>\$137,938</u>	<u>\$825,234</u>
OPERATING EXPENSES		
Personal services	70,883	560,498
Supplies	7,086	94,430
Repairs and Maintenance	5,265	24,033
Contractual Services	5,507	58,557
Other	83,515	177,710
Depreciation	27,475	219,801
Total Operating Expenses	<u>\$199,731</u>	<u>\$1,135,028</u>
Operating Income (Loss)	<u>(\$61,793)</u>	<u>(\$309,794)</u>
NON OPERATING REVENUES		
Interest and investment revenue	292	1,970
Miscellaneous Revenue	0	0
	<u>\$292</u>	<u>\$1,970</u>
Total non operating revenue (expenses)	\$292	\$1,970
Income (loss) before contributions and transfers		
Transfers In	0	0
Transfers out	0	0
Change in net assets	(\$61,501)	(\$307,823)
Total net assets beginning of the year		\$2,932,961
Total net assets end of the year**		\$2,625,138

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

Golf Course Fund
For the period ended May 31, 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	825,234.45	57.26%	1,350,000.00
Interest Earned	1,000.00	1,000.00	1,970.60	197.06%	3,000.00
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	827,205.05	46.25%	1,699,171.00
Expenditures					
Club House	750,215.00	750,215.00	421,514.15	56.19%	750,215.00
Course Maintenance	827,071.00	827,071.00	354,906.85	42.91%	827,071.00
Building Maintenance	58,500.00	58,500.00	28,555.70	48.81%	58,500.00
Capital Improvement	52,500.00	82,450.00	50,659.36	0.00%	82,450.00
Equipment Maintenance	100,175.00	100,175.00	59,591.34	59.49%	100,175.00
Total Expenditures	1,788,461.00	1,818,411.00	915,227.40	50.33%	1,818,411.00

JERSEY MEADOW GOLF COURSE

Social Media Summary Report - May 2017

5/1/2017 - 5/31/2017

6/13/2017

Facebook



Page Likes

307

Change

5

Posts

17

Reach

19325

Most popular post: "New Mom's Tee it Up for Free" reaching 322 people with 9 likes and 3 shares.

Twitter



Followers

28

No activity

Change

-1

Tweets

0

Impressions

453

Instagram



Followers

26

No activity

Change

0

Posts

0

Interactions

0



Avg. Rating

3

No activity

Reviews

6

Responses

0

Google Plus



Avg. Rating

3.9

Reviews

21

Responses

0

5 stars: "Clean and green! The course is right next to a small park that's great for jogging."

4 stars: "enjoy being able to golf and having a nice course around the area definitely helps. I may not have the best golf game but I just care about having fun. Friendly staff."

4 stars: "Friendly staff. Decent course. No wait."

4 stars: No comment

Golf Advisor



Avg. Rating

3.5

Reviews

102

Responses

0

4 stars: Nice easy going round. Tee boxes being seasoned, Greens firm and smooth. Overall an enjoyable round.

2 stars: The staff were VERY friendly so no digs on them at all. The course, different story. Fairways are way too close together.

4 stars: This course is an old course but is a challenge for any golfer. A lot of improvements recently, in the Pro Shop, now selling grips with free installation. Fairways and greens are improving.

5 stars: From my 50 years golf experience, this course gives you lots of bang for your buck. It's well maintained, all sand bunkers were smooth and soft if you happened to hit w wayward shot. Greens were firm but watered smartly to hold and rolled true.

2 stars: No comment

4 stars: It's very nice for the most golfer green and fairway are excellent but need improve tee box...

1 star: Forced to play in groups of 4. Won't be allowed to play in a group of 2 even though that's what you pay for. Completely crowded with pairs of 4 taking forever to play.

4 stars: No comment

Trip Advisor



Avg. Rating

4

Reviews

4

Responses

0

3 stars: "On the day we played the fairways and greens were both in need of repairs/upkeep. I would consider it an average public course. However, staff is very friendly and helpful. It is not a difficult course. It was not crowded and we were able to play 18 holes in about 3.5 hours."

**CITY OF JERSEY VILLAGE
MEMORANDUM**

TO: AUSTIN BLEESS, CITY MANAGER
FROM: KIMBERLY TERRELL, DIRECTOR OF PARKS & RECREATION
SUBJECT: PARKS & RECREATION – MAY REPORT
DATE: JUNE 13, 2017

Golf Course

Operations: For the month of May, the course brought in \$87,096 in green fees and \$25,088 in tournament play. According to the Monthly Report, the course has played 3,253 rounds of golf and 812 rounds in tournament play. The income per round is \$33.71. There were three (3) weather days and one (1) day of closure for maintenance. There were \$12,120 in merchandise sales. Income was up this month; however, the impact of two large projects (new shed and tee leveling) affected this month's bottom line as the invoices were paid in May.

Maintenance:

Weeds: Warmer temperatures are causing the grass to grow in and fill the voids left by weeds.

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

Aerification: Tees, fairways and slopes were aerified in March. Greens aerification scheduled for June 1st was delayed due to wet weather. We are working on a new date.

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. The project to replace the septic system for the restroom closest to Rio Grande is on hold. The amount to replace the system (\$30,000) is more than the value of the restroom building. Staff is looking at alternatives.

Parks & Recreation

Park Maintenance:

The Parks crew continues to maintain all of the green space throughout the City.

The pool is up and running for the summer. 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 the pool opens.

Supplemental projects for this fiscal year include a wayfinding/branding/landscape master plan and the construction of a dog park. We received six submittals for the RFQ of the Master Plan and are making a recommendation to City Council on the consultant. Dog Park: A public meeting was held on June 6th to determine a preferred location. A survey is online until June 14th to collect additional data.

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 facility study contract is being brought forward at the June Council Meeting. 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
16013 Wall	Utility trailer parked-stored		x	4/21/2017
16113 Acapulco	Box trailer parked-stored		x	4/21/2017
16002 Congo	No address visible		x	4/21/2017
15606 Singapore	Sign placed in city r.o.w.	x		4/21/2017
8006 Senate	Utility trailer parked-stored		x	4/24/2017
16017 Wall	Boat stored in excess of 7 days		x	4/24/2017
8714 Jones Rd	Vacant lot maintenance		x	4/24/2017
16309 Acapulco	Branches at curb not bundled-early	x		4/24/2017
7830 Zilonis	Utility trailer parked-stored		x	4/26/2017
15817 Jersey	No address visible		x	4/26/2017
15901 Jersey	Yard maintenance		x	4/26/2017
15813 Acapulco	Debris on driveway-blight	x		4/26/2017
15418 Mauna Loa	No Bagster Permit	x		4/27/2017
16110 Congo	Sign placed in city r.o.w.	x		4/27/2017
16113 Singapore	Dog at large	x		4/27/2017
15401 Mauna Loa	Dog at large		x	4/28/2017
16014 Congo	Contractor sign in city r.o.w.	x		4/28/2017
80 Parkway Pl	Dog allowed to run off-leash	x		4/28/2017
15334 Welwyn	Vehicle obstructing sidewalk	x		4/28/2017
15913 Seattle	Tree clearance at sidewalk		x	5/1/2017
15305 Welwyn	Trash cans visiblex	x		5/1/2017
1 Epernay	Trash at curb too early	x		5/1/2017
16414 Jersey	Yard maintenance	x		5/1/2017
15702 Australia	Unregistered dogs	x		5/2/2017
16414 Jersey	yard maintenance		X	5/2/2017
15909 Jersey	No Dumpster Permit	x		5/2/2017
16414 Delozier	Realtor sign in city r.o.w.	x		5/3/2017
15409 Ashburton	Contractor sign no contractors	x		5/3/2017
8505 Wyndham Ct	Tree clearance at sidewalk	x		5/3/2017
15622 Jersey	Dogs loud continuous barking	x		5/3/2017
16017 Wall	Boat stored in excess of 7 days		x 2nd	5/4/2017
16010 Singapore	Utility trailer parked-stored		x	5/4/2017
15622 Jersey	Dogs loud continuous barking		x	5/4/2017
15402 Shanghai	Box trailer parked-stored		x	5/8/2017
0 Shanghai	No Solicitors Permit	x		5/8/2017
15702 Australia	No dog registrations	x		5/8/2017
15918 Singapore	Yard maintenance required	x		5/8/2017
15326 Jersey	Tree trimming at street and sidewalk	x		5/9/2017
0 Acapulco	No Solicitors Permit	x		5/9/2017
15702 Australia	Unregistered dogs		x 2nd	5/9/2017
16241 Seattle	Realtor sign in city r.o.w.	x		5/10/2017
16002 Singapore	No address visible	x		5/10/2017
15310 Ashburton	Unregistered dogs		x 2nd	5/10/2017
15326 Jersey	Tree clearance		x	5/10/2017
16001 Kube Ct	Utility trailer parked-stored	x		5/11/2017
7380 Senate	Illegal dumping	x		5/11/2017
15618 Singapore	Horse trailer on street over 2 hrs	x		5/11/2017
16206 Congo	No address visible		x	5/15/2017
16210 Congo	No address visible		x	5/15/2017
8508 Argentina	Realtor sign in r.o.w. off premises	x		5/15/2017

City of Jersey Village

Social Media Summary Report

June 2017

Statistics are for the month of May 2017

Facebook



Page Likes	New Likes	Posts	Page Reach	Page Engagement
224	105	53	14144	1277

Twitter



Followers	New Followers	Tweets	Impressions	Profile Visits
16	8	51	1995	26

Constant Contact



Campaigns	Emails	Open Rate	Click Through Rate
2	854	398	14%

Eric Vento Bio

Eric Vento was born, and grew up in the Cy-Fair area. After graduating from Cypress Christian School, he went on to attend Sam Houston State University, where he received his Master of Science Degree. Eric joined the Houston Police Department in 2008. While serving with HPD, Eric was assigned to a city-wide task force focusing on eliminating gang related crime. He has worked directly with numerous state and federal agencies in pursuit of criminal networks. Eric holds a Master Peace Officer Certification with TX Commission on Law Enforcement. He joined Jersey Village Police Department on May 15, 2017.

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 13, 2017 AT 9:00 A.M. IN THE CITY OF JERSEY, FIRE DEPARTMENT TRAINING ROOM, 16501 JERSEY DRIVE, JERSEY VILLAGE, TEXAS.

The meeting was called to order by Mayor Ray at 9:00 a.m. with the following present:

Mayor, Justin Ray	City Manager, Austin Bleess
Council Member, Andrew Mitcham	City Secretary, Lorri Coody
Council Member, Greg Holden	
Council Member, Sheri Sheppard	
Council Member, Gary Wubbenhorst	

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

A. FY 2017-2018 COUNCIL/STAFF BUDGET RETREAT

1. Overview and Departmental Information

City Manager, Austin Bleess, presented the overview and departmental information. He began the overview with information on the following:

- Revenue and Expenses;
- Property Tax Collections;
- Taxable Assessed Valuation;
- Sales Tax Revenue Collections; and
- Revenue vs Expenses.

Next he outlined several areas for change in FY 2018 as follows:

- Flood Study Results.
- Health Insurance premiums could be in the 15% - 18% range.
 - 3 Large claims so far, compared to 3 large claims all last year.
 - TML says average increase will be double digits, and we are running above average.
 - We can look at different plans from TML.
- Salary adjustments to ensure market competitiveness.
- Electric savings of about \$39,000.
- Staff openings that may not be filled.

In completing the overview, City Manager Bleess continued the presentation with departmental information as follows:

IT Department

- | | |
|--|-----------|
| ➤ IT Services / IT Staffing | \$ 76,000 |
| ➤ Network Security Assessment | \$ 20,000 |
| ➤ Intrusion Detection System / Service | \$ 10,000 |
| ➤ Larger Backup System Needed | \$ 6,000 |
| ➤ Replace Video Surveillance System | \$ 12,000 |

**WORK SESSION MEETING OF THE CITY COUNCIL
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➤ Enhance Remote Access	\$ 8,000
➤ Software Maintenance Increases	\$ 5,000
➤ PD 2nd Tier Network Storage	\$ 3,000
➤ Firewall/Network Redesign	\$ 9,000
➤ Video Arraignment	<u>\$ 4,000</u>
TOTAL	\$143,000

Council engaged in discussion about data backups being accomplished in the cloud. IT Director Blevins stated that the cost may be prohibitive but it is worth taking a look to see if it is competitive. In connection with same, cyber security was discussed.

City Manager Bless continued his presentation with the following departmental information:

Police Department

- Staffing levels should be analyzed within the next few years to ensure the department is staffed appropriately.
- Compensation levels need to be examined so we do not loose young officers to other departments.

Communications

- Wages need to be evaluated. Large amount of turnover.
- Consider adding another dispatcher to allow the Communications Supervisor to actually be a supervisor and provide necessary training to the department.

Fire Department

- High Water Truck Lift System- \$10,000.
- Salary Adjustments – Part time Staff 2.00/hour \$18,000/year.
- Cardiac Monitors – Funding was approved but never added.
- Portable Radio Batteries – We purchased half in FY17 and will buy the other half in FY18. Total \$4,500.

Public Works

- \$5,000 for Electronic Regulations – Building Official.
- \$10,000 for Increase Chemicals (LAS/Chlorine).
- \$20,000 for Outsource Vehicle Damage.
- \$2,500 - 2 Computers (1 Mechanic Helper, 1 Utilities Administration).

Council engaged in discussion about the cost for repairs to city vehicles. Public Works Director Hagerich explained that there have been quite a few accidents causing damage to City vehicles and while most of the accidents were not the fault of the City employee, there are still costs associated with repairing these vehicles.

WORK SESSION MEETING OF THE CITY COUNCIL
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Golf Course Clubhouse

- A/C in Pro Shop - \$9,000.
- Patio furniture and umbrellas - \$5,000.
- Roof leaks in clubhouse - \$15,000 for spot treatment or \$26,000 for entire roof.
- Grease Trap at Grill - \$8,000.
- Building Drainage Improvements - \$3,000.
- Reclassification of Head Golf Pro Position - \$20,000.

Council engaged in discussion about the reclassification of the Head Golf Pro position and had concern for the amount of increase being requested in connection with the amount of additional responsibility.

Council also discussed the Golf Course Clubhouse in general and in connection with the Comprehensive Plan and the Capital Improvements Plan projects. Some felt that the Clubhouse needs renovations so that it can be used for a broader purpose in serving the community. They also discussed the need to renovate the kitchen area. Currently it is not efficient, and is more of a snack bar facility rather than a restaurant. There was also discussion that the drop down ceiling needs to be removed and more space needs to be provided for special events.

As part of the discussions for renovations, a modular plan for doing the work in phases was discussed. Also there was discussion if the market will support these renovations/changes. Some felt that the Clubhouse is for golfers; and therefore, Council should only consider the golfing arena when making improvements. Some members felt that the improvements must benefit the golf experience while others felt that the improvements should benefit both the golfer and the community.

There was support for the phased approach in order to gauge community interest and spread the cost of the improvements over time. Some felt that it will be important to first research if the investment in the renovations will be supported by increased use/revenues. Accordingly, Council would like to see a renovations plan that includes cost figures and funding sources for discussion during the July 2017-2018 budget meeting.

Golf Course

- Irrigation repair/relocation - \$5,000.
- Additional sand for fairways - \$8,000.
- Conversion of 2 EPT to FT in maintenance - \$7,500.
- Bunker Renovation (4.25/s.f.) - \$25,500.
- Ant treatment for course – \$2,500.
- Chipping Green enlargement - \$4,000.
- Tree moving from onsite tree farm to course - \$7,500.
- Maintenance Shop Septic System - \$30,000.
- Water Ph stabilizing system - \$27,000.

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Council engaged in discussion about the tree moving project. Parks Director Terrell explained that there are about 40 trees that are at the stage where they need to be moved before they get too big.

Facilities – City Hall

- Re-shingle roof over front entry/PW/Mail rm. Minor misc. roof repairs - \$15,000.
- City Hall A/C system for entry/PW/Mail rm. - \$35,000.
- Rooftop Heater - \$6,000.
- A/C Shutoffs (electrical) - \$3,000.
- Total of \$59,000.

Facilities – Fire Department

- Heater Replacement - \$10,000.
- Two older A/C Replacements - \$20,000.
- Garage door mechanism repairs - \$10,000.
- Fire bay paint - \$21,000.
- Roof leaks/tiles - \$5,000.
- Re-seal older windows - \$2,000.
- Total \$68,000.

Facilities – Police Department

- Fire system Repair/Replacement – \$20,000.
- A/C Replacement - \$13,000.
- Total \$33,000.

Facilities

- FT Facilities Maintenance Manager Position - \$75,000 (includes benefits).
- Fire System Inspections - \$3,000.
- Backflow Inspections - \$1,200.
- Carpet cleaning (all buildings)- \$3,000.
- City Hall and Taylor Rd. construction planning.

Council engaged in discussion about the request for a FT Facilities Maintenance Manager Position for \$75,000. Some members did not think that the City needed this position. This led to discussion about the request for adding staff and the recurring cost that comes with the additions. There was concern and Council would like a comparison with other cities of our size in terms of staffing structure. Additionally, Council wants more information about future staffing needs.

Parks

- Play Boat Replacement at Carol Fox Park - \$65,000.

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- Parks and Trails Master Plan - \$89,000.
- Backflow inspection (\$75-\$100 ea.) - \$3,000.
- Moving Administration budget from Golf Course to General Fund - \$62,381 (includes all benefits).
- 525 Gallon water trailer for watering non-irrigated parks and trees - \$10,000.
- Pier/Bridges at Detention Pond – water access/fishing.
- Replaster/Repair Plaster at Swimming Pool.
- Repair existing asphalt trail.
- City Hall and Taylor Rd. construction planning.
- PD – Replace older A/C units (one per year @ \$7,000 ea.).
- FD Painting – office spaces and common areas.
- FD – Second floor Toilets.
- FD - Replace water heaters.

Council discussed the Parks and Trails Master Plan and its connection with the projects listed in the Comprehensive Plan. There was also discussion about moving the Administration Budget from the Golf Course to the General Fund. Parks Director Terrell explained that administrative costs associated with the Golf Course are currently paid out of the Golf Course Fund and should be paid out of the General Fund, which led to discussions about changing the Golf Course Fund from an Enterprise Fund to a Special Revenue Fund. Finance Director Kato explained that this question was posed to the City's auditors and they did not recommend the change. There was discussion that such a change from an Enterprise Fund to a Special Revenue Fund or even the General Fund would eliminate the requirement for depreciation expenses. Some were concerned if the revenues/expenses would still be tracked if the change was implemented. Finance Director Kato explained that should the change be effected, there would still be the capability to run reports for revenues vs expenses in order to see the bottom line. The pros and cons of such a change were further discussed.

Capital Improvements Plan (CIP)

Waste Water

\$ 500,000	Rehabilitation/Repair Sanitary Sewer Lines
\$ 20,000	Philippine Lift Station Cleaning
\$ 200,000	Rehabilitation/Repair Storm Water Lines
\$ 596,000	White Oak Bayou Phase II Energy Efficiency
\$ 200,000	Castlebridge Upgrade Completion
\$1,516,000	Total

Water

\$ 250,000	Automated Meter Readings Phase III
\$ 50,000	SCADA Upgrades
\$1,200,000	City of Houston Interconnect – Village Plant

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\$ 80,000	Pump Upgrades – Village
\$ 275,000	Structure Repairs / Painting – Village
\$ 150,000	Back-Up Generator - Village
\$ 200,000	Structure and Painting - Seattle
\$ 100,000	Variable Frequency Drive - Seattle
\$ 25,000	Pressure Wash - Congo
\$ <u>100,000</u>	LED Light Projects – All Plants
\$2,430,000	Total

Council engaged in discussion about the City of Houston Interconnect. Public Works Director Hagerich explained that this is for a second interconnect. Currently, the City only has one interconnect and would be without water should something happen to its connectivity. Accordingly, a second interconnect is being requested.

Street/Drainage

\$2,000,000	Long Term Recovery Operations
\$ <u>22,000</u>	Street Light Rehab
\$2,022,000	Total

Discussion was had about the continuation of the City's Street Project and the concern for needed repairs at Capri and Wall Street while the CIP has the next project scheduled five (5) years out. Some members felt that the streets need attention sooner since there currently are issues with the drainage on Capri. Public Works Director Hagerich explained that all water was designed to flow into the main on Capri and there is only one drain. Because of the design, there really is no real solution. There was also discussion about a solution for Acapulco. Council would like to see solutions at the July budget meetings. Dannenbaum Engineers are to give recommendations for Wall Street and Capri.

Community Improvements

\$5,000,000	Taylor Road Public Works Building
\$ 50,000	Park Improvements
\$ 800,000	Golf Course Irrigation Project
\$ 50,000	Facility Improvements
\$ <u>450,000</u>	Municipal Building Design/Architecture
\$6,350,000	Total

Council discussed the Taylor Road Project and the increase in cost to construct this facility. Public Works Director Hagerich explained that in years past, the scope of the project was not suitable to address needs. With adjustments for needs, the scope increased as did the cost. The project is to be funded out of the General Fund. There was concern for the increase in cost for this project and further details concerning the scope were addressed by Director Hagerich. He explained that the planned facility will be two

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stories and some 50,000 square feet. The building will house approximately 18 employees. Even with the added information, City Council was very concerned about the building being proposed and felt that additional work/attention needs to be given this project in order to come up with a better plan that is more suitable/functional and meets needs yet is more cost effective. Further review will be had during the July budget meeting.

City Council Goals for FY 2017-2018

1. Council would like to see additional funding for meals/snacks during Council Meetings.
2. Comprehensive Plan – During the July budget meeting, City Council wants to know the status/update of projects currently being worked on during the current budget year. Also, they would like Staff to identify where goals/initiatives are located in the proposed 2017-2018 budget.
3. Council would like a review of the current year's budget and what supplementals have been completed and which are still being worked.
4. Council engaged in discussion about all of the studies that are included in the Comprehensive Plan and wondered if any of these studies could be accomplished with Staff as opposed to hiring consultants. It was pointed out that the studies are needed and do build in a "community involvement" component.
5. There was discussion about the Municipal Building Design/Architecture project and the cost of \$450,000 associated with same. This is set for FY 2019-2020.
6. Some Council Members wondered if the Golf Course chain link fence will be part of the berm project.
7. There was discussion about making the Storm Water Management its own Utility. Public Works Director Hagerich explained that in most cities the Storm Water Management Program is either part of Utilities or Streets and is funded accordingly. Currently, there is no budget for Storm Water Management activities and any expenses are paid out of the General Fund via a budget amendment. Mr. Hagerich explained that Storm Water Management should be its own program with associated funding. Council engaged in discussion about making it a utility and charging a fee for Storm Water Program Services. The end result was that more information is needed and should be presented during the July budget meeting.
8. City Council likes the social media improvements and would like to see more social media advertisement to promote the Golf Course and City events. There was discussion about sales tax revenue and why it went from \$1.3 million in 2015 to a projected value of \$1.8 million 2017. Finance Director Kato explained that during Fiscal Year 2015-2016, the sales tax reimbursement to Southwest Developers LLC was paid directly from the City's Sales Tax Revenue Account. Following this same practice, the 2016-2017 fiscal budget was set up in the same manner, providing that reimbursements to Southwest Developers LLC be made directly from the City's Sales Tax Revenue Account. However, during this year's annual audit by Belt,

**WORK SESSION MEETING OF THE CITY COUNCIL
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Harris, Pechacek, it was recommended that the City use an expenditure account to reimburse Southwest Developers LLC in order that the General Fund Sales Tax Revenues are not under-stated. It is for this reason that there is the \$1.8 million projection in the sales tax revenues.

9. City Manager Bleess explained that Staff has conducted a salary review for all positions at like cities and will be presenting findings and recommendations in accordance with the findings.
10. City Council would like to see Golf Course Clubhouse renovations.
11. Flood Mitigation – Council wants a plan on how to implement, fund, and staff projects recommended by the Flood Study.
12. Economic Development Plan.
13. Fire Department Rescue Truck – Council engaged in discussion about this truck. It is currently set for replacement in 2022 in the vehicle replacement plan. However, there was some concern by members as to the safety of this truck and discussions were had about moving up the purchase of the truck in either this budget year or the 2017-2018 budget year. The current value of the truck is \$60,000 and the new truck will cost \$701,894. Currently there is \$547,744 in the vehicle replacement fund for this vehicle. If the purchase was made during the current budget year, a \$94,150 budget amendment would be needed. Next year's contribution to the vehicle replacement fund for this vehicle is \$56,000. The pros and cons of when to make the purchase were discussed in detail. Council would like further discussion on this purchase during the July budget meeting.
14. Street Sweeper – Council engaged in discussion about the need for a street sweeper and why the increase in cost. Public Works Director Hagerich explained that initially a mechanical sweeper was budgeted for \$180,000, but in researching the purchase it was learned that what the City really needs is a vacuum type sweeper and they cost about \$230,000. Council discussed the schedule for sweeping and how much debris will actually be or need to be picked up. Currently there is \$180,000 in the replacement fund for this purchase (\$90,000 General Fund and \$90,000 Utility Fund). Council would like to revisit this request during the July budget meeting.

B. ECONOMIC DEVELOPMENT

1. Discuss and take appropriate action on drafting economic development incentives/options for use by the City of Jersey Village.

City Manager Bleess introduced the item. He explained that this is a discussion item to develop a strategy for economic development and he gave the following presentation on various options:

- Chapter 380 Grants
 - Sales Tax Reimbursements
 - Property Tax Reimbursements

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- Hotel Occupancy Tax Reimbursements
- Property Tax Abatements
- Tax Increment Reinvestment Zones (TIRZ)
- Public Improvement Districts (PID)
- Municipal Management Districts
- Municipal Development Districts

City Manager Bleess then presented more detailed information on the following options:

Chapter 380 Grants

- Sales Tax Reimbursements
 - City collects 1.5% sales tax that could be reimbursed
- Property Tax Reimbursements
 - Can reimburse a percentage of the taxes levied by the City
- Hotel Occupancy Tax Reimbursements
 - City collects 4% HOT that could be reimbursed

Chapter 380 Grant Guidelines

- What is the minimum amount generated before we consider offering this?
- What is the maximum percentage of the amount generated we want to offer?
- What is the maximum length of the reimbursement?
- Should there be a total “Not to Exceed” Amount?
- How many jobs should be created to receive these grants?

In connection with Chapter 380 Grants, City Manager Bleess presented possible guidelines using Sales Tax, Property Tax, and the Hotel Occupancy Tax (HOT).

Council engaged in discussion about how the HOT will be impacted with changes for Chapter 380 grants. Some members felt that the guidelines will change depending upon the developer and the project. However, setting some type of amount is important for negotiation purposes. City Council felt that the numbers set must be competitive with what other cities are doing and be marketable. They would like to have more information on the guidelines set by such cities as Tomball and Sugarland. Some Council Members felt that our strategy needs to focus on Jersey Crossing while others felt just focusing on Jersey Crossing may be a limited approach, but agreed that the main focus should be on Jersey Crossing. City Manager Bleess suggested that the guidelines apply to both.

Discussion was had about implementing a first class marketing effort for Jersey Crossing and the benefits of same. It was the consensus of Council that the Chapter 380 grants should cover both Sales and Property Tax reimbursements. There was discussion about the process and how City Council will approve the agreements and the types of businesses being considered. It was further discussed that the City's form based codes

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will assist the Council in determining the types of businesses to be covered by the agreements.

City Manager Bleess presented the following information about Property Tax Abatements:

Property Tax Abatements

- The amount applicant proposes to expend on public infrastructure, whether on or off-site, to provide for or serve the Improvements
- The Improvements and Personal Property will be used by a Targeted Business or Industry
- The Value of the applicant's existing, improvements, personal property and investment within the City
- The applicant's demolition of an existing improvement for purposes of building new Improvements within the City

Property Tax Abatement – Possible Guidelines

- Targeted Industries, such as:
 - Regional or national corporate headquarters;
 - Scientific Research and Development and Related Manufacturing
 - Advanced Technology Research and Development and Related Manufacturing
 - Financial services;
 - Medical Research and Development and Related Manufacturing;
 - Energy & Petroleum Industry Services and Engineering
 - Others?

It was the consensus of Council that Jersey Village must be competitive with other destination cities and must use as many of the economic development tools available as possible. In connection with same, Council discussed Property Tax Abatement and the parameters for same as well as the benefits to the City. City Manager Bleess explained that other entities may want to join the City in these programs.

Council then discussed the following marketing avenues to promote economic development:

- Banks
- Real Estate Attorneys
- Developers
- Contractors

City Manager Bleess then presented information about Tax Increment Reinvestment Zones (TIRZ) as follows:

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Tax Increment Reinvestment Zone

- Designed to finance structural/infrastructure improvements
- Would capture the new tax created from building improvements
- Could create it in the entire Jersey Crossing area
- Taxes that would be abated/reimbursed to a company would lower the amount usable for infrastructure improvements

City Council engaged in discussion about how this tool works. City Manager Bleess explained that taxes on improvements to the property in the TIRZ are reinvested back into economic development on infrastructure improvements. This prompted discussion on the benefits of having a TIRZ. It was the consensus of Council that staff should continue to evaluate a TIRZ for Jersey Crossing.

City Manager Bleess then presented information to City Council on the economic tools of establishing a Public Improvement District and a Management District/Annexation. Council briefly discussed these options. It was the consensus of council that annexation could be a part of the TIRZ and when developing begins annexation can be staged based upon growth.

In closing his presentation, City Manager Bleess outlined the next steps as follows:

Next Steps

- Develop guidelines for Chapter 380 Grants
 - Have for Council action at June Meeting
- Develop Tax Abatement Guidelines
 - Have for Council action at June Meeting
- Tax Increment Reinvestment Zone
 - Have for Council action at July Meeting
- Public Improvement District
 - Wait until we have Development Plan submitted to Council
- Municipal Management District
 - Develop informational brochure to distribute to property owners
 - Gauge their interest, and see if they want to move forward
- Municipal Development District
 - Is this something we want to consider?

C. ADJOURN

With no further discussion, the meeting was adjourned at 1:03 p.m.

Lorri Coody, City Secretary

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 15, 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

Council Member Elect, Bobby Warren, was not present at this meeting.

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.

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

B. 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).**

Mayor Ray called the item and opened the sealed envelope containing the canvass report for the May 06, 2017 General Election for the City of Jersey Village. He instructed the members of council to open their envelopes containing the canvass report and to review same. A summary is as follows:

<i>Name of Candidate</i>	<i>Early</i>	<i>Election Day</i>	<i>Total</i>
Mayor			
Justin Ray	502	183	685
Councilmember Place No. 2			
Greg Holden	476	179	655
Councilmember Place No. 3			
C. J. Harper	257	108	365
Bobby Warren	370	113	483

Mayor Ray read the returns and announced the following: Justin Ray, Greg Holden and Bobby Warren were duly elected to their respective positions.

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Once the Council Members had completed their review of the canvass, Mayor Ray called for a motion to approve Ordinance No. 2017-15, canvassing the returns and declaring the results of the General Municipal Election held May 06, 2017.

Council Member Sheppard moved to approve Ordinance No. 2017-15, canvassing the returns and declaring the results of the General Municipal Election held May 06, 2017. Council Member Holden seconded the motion. The vote follows:

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

Nays: None

The motion carried.

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.

After the Ordinance passed, Mayor Ray stated the following:

This concludes the canvass of the election of the General Election held on May 06, 2017 for the City Jersey Village with a total of 850 voters.

Mayor Ray called the next two items (2 and 3) together.

2. Issuance of Certificate of Election to Newly Elected Officials.

City Secretary, Lorri Coody, delivered Certificates of Election to the newly elected officials Justin Ray, Mayor; and Greg Holden, Council Member, Place 2

Newly elected Council Member for Place 3, Bobby Warren, was not present at this meeting. His certificate will be delivered to him at a later date.

3. Administer Oath of Office to Elected and newly Appointed Officials.

City Secretary, Lorri Coody, administered the Oath of Office to newly elected officials Justin Ray, Mayor; and Greg Holden, Council Member, Place 2.

Newly elected Council Member for Place 3, Bobby Warren, was not present at this meeting. His oath will be administered at a later date.

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.

Mayor Ray recognized and presented a service plaque to outgoing Council Member C. J. Harper for his years of service to the City of Jersey Village.

Council Member Harper left the Council dais at 7:08 p.m.

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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 Malov, 7803 Hamilton Circle, Jersey Village, Texas 77040 (713) 553-8625: Mr. Malov spoke to City Council about his disapproval of the amount of tax dollars spent by the City on the Jersey Meadow Golf Course. He believes that the golf course should be repurposed into an effective storm water detention basin that can also be designed into a low maintenance park space for all residents to enjoy. Mr. Malov also voiced his concern for run-off water from the golf course containing fertilizer and other harmful chemicals.

E. CITY MANAGER'S REPORT

City Manager, Austin Bleess, gave his monthly report as follows:

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.**

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Council Member Holden moved to approve item 1 on the consent agenda. Council Member Mitcham seconded the motion. The vote follows:

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

Nays: None

The motion carried.

G. REGULAR AGENDA

Mayor Ray called the next item on the agenda out of order as follows:

- 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.**

Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324 recognized the Jersey Village Police and Fire Departments for their assistance with the Jersey Village American Legion 5K Fun Run.

Mayor Ray resumed the regular order of the agenda by calling the following item:

- 1. Consider Resolution No. 2017-35, electing a Mayor Pro Tem.**

Mayor Ray called the item and explained the Charter requirements for electing a Mayor Pro tem. With limited discussion, Council Member Holden moved to approve Resolution No. 2017-35, electing Sheri Sheppard as Mayor Pro Tem. 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. 2017-35

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

- 2. Consider Resolution No. 2017-36, assigning Council Members to serve as liaison to various city committees and boards.**

Mayor Ray called the item, stating that the only Board/Committee without a liaison is the Building Board of Adjustment and Appeals. He asked for discussion on the matter, and if there would be any changes in the current assignments. The consensus was that Council Member Warren should be the liaison for the Building Board of Adjustment and Appeals.

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With limited discussion on this item, Council Member Wubbenhorst moved to approve Resolution No. 2017-36, by assigning all Council Members to their previously assigned liaison positions with the exception of Council Member Warren, who shall be assigned as Liaison to the Building Board of Adjustment and Appeals. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Sheppard and Wubbenhorst

Nays: None

The motion carried.

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.

- 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, introduced the item. She told Council that 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 the newly elected Council Member.

With limited discussion on this item, Council Member Mitcham moved to accept the resignation of Crime Control and Prevention District Board Member C. J. Harper, and appoint Bobby Warren to the Crime Control and Prevention District for the term ending August 31, 2017. Council Member Wubbenhorst seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Sheppard and Wubbenhorst

Nays: None

The motion carried.

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RESOLUTION NO. 2016-23

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.

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, introduced the item. Background information is as follows: 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 requests 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.

With limited discussion on the matter, Council Member Holden moved 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. Council Member Mitcham seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Sheppard and Wubbenhorst

Nays: None

The motion carried.

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.

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, introduced the item. Background information is as follows:

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In looking at ways to streamline work and make things more efficient throughout the city, City Manager Bleess recommends updates to the Purchasing Policy in order to make it more reflective of the times. The original purchasing policy was approved in 1993, and while there have been some tweaking over the years, there are a few areas that need updating.

City Manager Bleess is 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 for items that require a purchase order only.

The other big policy change is that 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 to a non-profit organization if it has not sold at public auction, updates the policy to reflect current practices, and other various housekeeping edits.

With limited discussion on the matter, Council Member Sheppard moved to approve 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. 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. 2017-38

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.

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 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

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public employment is not an honorary or salutory 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.

Council Member Wubbenhorst: Council Member Wubbenhorst had no comments.

Council Member Sheppard: Council Member Sheppard announced that the Jersey Village Women's Club will host a Health and Wellness Fair on July 15 at the Civic Center.

Council Member Mitcham: Council Member Mitcham had no comments.

Council Member Holden: Council Member Holden had no comments.

Mayor Ray: Mayor Ray thanked everyone for a very productive Budget Work Session that was held on Saturday, May 13, 2017. He thanked Staff and City Council for their hard work.

L. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 7:25 p.m.

Lorri Coody, City Secretary

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: E02

AGENDA SUBJECT: Contract for Jersey Village Star Newsletter

Department/Prepared By: Lorri Coody **Date Submitted:** June 12, 2017

EXHIBITS: [Resolution No. 2017-39](#)

[Exhibit A](#) – Contract with Minuteman Press

Bid Correspondence from [Minuteman Press Northwest](#)

Bid Correspondence from [Post Oak Graphics](#)

Bid Correspondence from [Vantage Business Forms](#) (No Quote at this time)

BUDGETARY IMPACT:	Required Expenditure:	\$ 8,320.00
	Amount Budgeted:	\$
	Appropriation Required:	\$

BACKGROUND INFORMATION:

This is a 24 month agreement between Minuteman Press Northwest and the City of Jersey Village for the layout, printing, addressing, and mailing of the Jersey Village Star monthly newsletter. The current contract for the newsletter will expire after the July 2017 issue.

Staff requested quotes for a 24 month contract from the following vendors:

Minuteman Press Northwest – Submitted Quote

Post Oak Graphics – Submitted Quote

Vantage Business Forms – Submitted No Quote at this time

All Media Printers – Did not respond

Of the quotes submitted, Minuteman Press Northwest submitted the lowest quote with a cost of \$460.00 per month for printing plus postage and an annual fee of \$2,809 to print the newsletter shells. Minuteman Press Northwest will continue to mail the newsletter at a standard bulk rate with the city's permit with US Postal Service.

If approved this will be the City's seventh contract with Minuteman Press Northwest for the monthly newsletter. To date Staff has been very pleased with the professionalism and timing of Minuteman Press Northwest.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-39, authorizing the City Manager to enter into a contract with Minuteman Press Northwest for the printing and mailing of the monthly Jersey Village Star newsletter for the period of August 2017 to July 2019.

RESOLUTION NO. 2017-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MINUTEMAN PRESS NORTHWEST FOR THE PRINTING AND MAILING OF THE MONTHLY JERSEY VILLAGE STAR NEWSLETTER FOR THE PERIOD OF AUGUST 2017 TO JULY 2019.

WHEREAS, the City has received a proposal for the design, layout, postage and mailing of the Star newsletter; and

WHEREAS, the City has determined that the proposal of Minuteman Press Northwest should be accepted for these services; **NOW THEREFORE**,

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

Section 1. That the City Manager is authorized to execute on behalf of the City of Jersey Village a contract with Minuteman Press Northwest, a proposal of which is attached hereto as Exhibit "A", for the layout, printing, addressing, and mailing of the Jersey Village Star monthly newsletter.

PASSED AND APPROVED this 19th day of June, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive Jersey Village, TX 77040
713-466-2108(office) 713-466-2177(fax)

June 19, 2017

Minuteman Press, Northwest
Attn: Jim & Belinda Fultz
17404 Northwest Freeway
Jersey Village, TX 77040

Dear Mr. & Mrs. Fultz,

This letter is to confirm that City Council authorized City Manager, Austin Bleess, to sign necessary documents with your company relating to the publishing and mailing of the Jersey Village Star newsletter on a monthly basis under the terms and conditions stated in your bid submitted on June 12, 2017. A copy of your bid is attached.

Our contract will be effective August 2017 to July 2019 in the amount of \$460.00 per month for black and white printing. This also includes annual printing of the master shells in the amount of \$2,809.00 per year. The City of Jersey Village will still have control over the content and will remain the contact person for postings in the newsletter. A staff person will be designated to approve the content before releasing for print. Staff will also provide addresses in a text file monthly so that addresses can be printed directly on the newsletter. The newsletters will be mailed at a standard bulk rate under the city's bulk mail permit presort permit number 130.

The City will have master newsletter shells for printing on hand at your office. Each newsletter must be at the post office for delivery ***no later the 1st*** of each month. The City will provide articles to Minuteman Press no later the 15th day of every month.

Possible Newsletter content:

1. Table of contents
2. List of city departments with phone numbers
3. Capital improvement news
4. City Council News
5. Public Works news - trash, code violations, etc.
6. Police News – Sandy's Corner
7. Fire Department News – Open House, Santa Deliveries, etc.
8. Statistics for Police and Emergency Services
9. Upcoming Events
10. Community News
11. Current City Happenings

- a. Election info and results
- b. Pool Info
- c. Current city news, awards, etc.

We look forward to working with you in creating the Jersey Village Star Newsletter. If you have any questions please feel free to contact our offices at 713-466-2102.

Sincerely,

Austin Bleess
City Manager

Bid approved by: _____
City Manager, City of Jersey Village

Date

Bid approved by: _____
Minuteman Press, Northwest

Date

**BID SHEET
TO BE COMPLETED BY BIDDER**

The undersigned agrees, if bid is accepted within 90 days after date of opening, to fully in strict accordance with the bid, specifications, and instructions attached thereto for the amounts shown on the bid.

COMPANY NAME: Minuteman Press Northwest	
CONTACT PERSON: Belinda Fultz	DATE: 6/1/2017
ADDRESS: 17484 Northwest Fwy	
CITY, STATE ZIP: Houston TX	77040
TELEPHONE NO: 832-467-0300	FAX NO:
PRINTED NAME: Belinda Fultz	TITLE: Owner
SIGNATURE: <i>Belinda Fultz</i>	

This bid includes designing a layout, printing, certifying addresses, addressing, and mailing **2300 monthly four page newsletters for two years, August 2017 to July 2019**. This will also include designing and printing the master shells for the newsletter to be printed on. All extra newsletters will be delivered to Courtney Rutherford at City Hall after printing monthly.

The City of Jersey Village will still have control over the content and will remain the contact for postings in the newsletter. A City of Jersey Village staff person will be designated to approve the content before releasing for printing. Staff will provide addresses in a text file so that addresses can be printed directly on the newsletter. Vendor will mail newsletters using the City of Jersey Village

<u>Option 1 - Total per Print</u>	<u>Option 2 - Total per Print</u>
<u>Option 3 - Total per Print</u>	

EXCEPTIONS/COMMENTS:

For more information please contact
Lorri Coody
713-466-2102
lcoody@ci.jersey-village.tx.us

Return bids by 2:00 pm on Tuesday, June 12, 2017 to:
City of Jersey Village Attn: Lorri Coody 16327 Lakeview Dr. Jersey Village, TX 77040
E-mail: lcoody@ci.jersey-village.tx.us

City Council Meeting Packet for June 19, 2017



Minuteman Press Northwest
17484 Northwest Freeway
Houston, TX 77040
Ph: 832.467.0300
Fax: 832.467.0375
sales@myprinterhouston.com

Quotation

6/1/2017

Bill to: City of Jersey Village
16501 Jersey Drive
Houston, TX 77040

Phone: 713-466-2100
Fax: 713-466-2177

Ship to: City of Jersey Village
Courtney Rutherford
16501 Jersey Drive
Houston, TX 77040

Phone: 713-466-2109
Fax: 713-466-2177

**30000 Jersey Village Newsletter Masters, 11x17, 2/0 on recycled content FSC
Certified Paper 70# uncoated text (Job ID 52464)**

Unit Price: **\$0.09363**
Subtotal: **\$2,809.00**
Tax: **\$0.00**
Total: **\$2,809.00**

**2300 Monthly Newsletter - designing a layout, printing, certifiing addresses,
addressing, and mailing - extra newsletters will be delivered (Job ID 53436)**

Unit Price: **\$0.20000**
Subtotal: **\$460.00**
Tax: **\$0.00**
Total: **\$460.00**

Order Subtotal: **\$3,269.00**
Tax: **\$0.00**
Order Total: **\$3,269.00**

Salesperson: Rachele Doray

If we are to print the monthly newsletters, we will also need to print the masters. We won't be able to take the monthly orders, unless we do masters ourselves, because we can't guarantee the type of paper used will work with our machines.

Taxes are included.
This quote is valid for 30 days.
Thank you,

Terms: COD

City Council Meeting Packet for June 19, 2017



Gulf Plaza
16010 Barkers Point Lane, Suite 150
Houston, Texas 77079

Will Painter
Director

Client Quote

Presented to:

Lori Coody
The City of Jersey Village
16327 Lakeview Drive
Jersey Village, Tx 77040

6/12/17

Post Oak Graphics
Eric Ellison
cellison@gie.com
713-850-3241

Lori,

Thank you for the opportunity to bid on the monthly newsletter for Jersey Village. Please find the attached quote and let me know if you have any further questions we can help you with.

Sincerely,

A handwritten signature in cursive script that reads 'Eric Ellison'.

**Eric Ellison
Post Oak Graphics**

**BID SHEET
TO BE COMPLETED BY BIDDER**

The undersigned agrees, if bid is accepted within 90 days after date of opening, to fully in strict accordance with the bid, specifications, and instructions attached thereto for the amounts shown on the bid.

COMPANY NAME:	Post Oak Graphics		
CONTACT PERSON:	Eric Ellison	DATE:	6/12/2017
ADDRESS:	16010 Barkers Point Lane Suite 150		
CITY, STATE ZIP	Houston, Texas 77079		
TELEPHONE NO:	713-850-3241		
PRINTED NAME:	Eric Ellison	TITLE:	Account Manager
SIGNATURE			

This bid includes designing a layout, printing, certifiing addresses, addressing, and mailing **2300 monthly four page newsletters for two years, August 2017 to July 2019**. This will also include deisgning and priting the master shells for the newsletter to be printed on. All extra newsletters will be delivered to Courtney Rutherford at City Hall after printing monthly.

The City of Jersey Village will still have control over the content and will remain the contact for postings in the newsletter. A City of Jersey Village staff person will be designated to approve the content before releasing for printing. Staff will provide addresses in a text file so that addresses can be printed directly on the newsletter. Vendor will mail newsletters using the City of Jersey Village

<u>Option 1 - Total per Print</u>	<u>Option 2 - Total per Print</u>
Master shells to be printed once per year <div> <div>.11 Per Print</div> <div>30000 x .11 = \$3,300 per year</div> </div>	Newsletter Printed in full color To be printed on shells <div> <div>2300 x .33 = \$759 per month</div> <div>.33 Per Print</div> </div>
<u>Option 3 - Total per Print</u>	
Newsletter printed in Black & White To be printed on shells <div> <div>2300 x .30 = \$690 per month</div> <div>.30 Per Print</div> </div>	

EXCEPTIONS/COMMENTS:

Options 2 and 3 include layout design, addressing, folding, tabs and delivery to USPS on specified date provided by The city of Jersey Village.

For more information please contact
 Lorri Coody
 713-466-2102
lcoody@ci.jersey-village.tx.us

Return bids by 2:00 pm on Tuesday, June 12, 2017 to:
City of Jersey Village Attn: Lorri Coody 16327 Lakeview Dr. Jersey Village, TX 77040
E-mail: lcoody@ci.jersey-village.tx.us

Lorri Coody

From: Linda Peterman <linda@vantagetx.com>
Sent: Tuesday, May 30, 2017 1:16 PM
To: Lorri Coody
Subject: Re: Quote for Newsletter

Lorri, we choose to "no bid" this item.
George Moore

From: Lorri Coody <lcoody@ci.jersey-village.tx.us>
Sent: Tuesday, May 30, 2017 11:40 AM
To: Linda Peterman
Subject: Re: Quote for Newsletter

Linda:

The excel spreadsheet I sent you in my earlier email was not properly updated. Please find the corrected version attached. Please use this for your quote. Sorry for the confusion. Lorri

Lorri Coody, TRMC

*City Secretary, City of Jersey Village
Office (713) 466-2102 / Fax (713) 466-2177*

From: Lorri Coody
Sent: Tuesday, May 30, 2017 11:31 AM
To: 'linda@vantagetx.com'
Subject: Quote for Newsletter

Good afternoon Linda:

It is time once again for us to get quotes for the printing and mailing of our monthly newsletter. I have attached a copy of the bid document along with a copy of our most recent newsletter as an example. I would greatly appreciate it if you or George would take a look at it and submit a bid. Thanks Lorri

Lorri Coody, TRMC

*City Secretary, City of Jersey Village
16327 Lakeview Drive, Jersey Village, TX 77040
Office (713) 466-2102 / Fax (713) 466-2177
lcoody@ci.jersey-village.tx.us*

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: E03

AGENDA SUBJECT: Consider Resolution No. 2017-40, authorizing the City Manager to enter into a contract with GolfNow for point of sale technology, after hour's phone answering services, website development, and electronic on-line booking and tee sheets for Jersey Meadow Golf Course.

Department/Prepared By: Parks & Recreation, Kimberly Terrell

Date Submitted: June 14, 2017

EXHIBITS: [Resolution No. 2017-40](#)
[Exhibit A](#) - GolfNow Contract

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

BACKGROUND INFORMATION:

The Jersey Meadow Golf Course uses a contractor for point of sale technology, after hour's phone answering services, website development, and electronic on-line booking and tee sheets. The current three-year contract, with EZ Links terminates in August of this year. The Golf Course pays for this service with two "trade times" per day.

A single "Trade Time" is defined as four (4) individual 18-hole rounds (with cart) per day or one hundred twenty (120) individual 18-hole rounds (with cart) per month made available for sale by the contractor for its own benefit. Jersey Meadow Golf Course sets parameters on the trade times such as the lowest cost and times of day that trade times are made available.

The Jersey Meadow Golf Course has received a proposal from GolfNow for similar services in exchange for two "trade times" per day. In addition, GolfNow will reimburse the Golf Course up to \$10,000 for any technology modifications that need to be made. The IT Administrator is recommending that technology modifications be made in order to improve the Golf Course system, which will be covered by the \$10,000. There are no additional costs to the City for services.

The Parks & Recreation Department request authorization to enter into a contract with GolfNow.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-40, authorizing the City Manager to enter into a contract with GolfNow for point of sale technology, after hour's phone answering services, website development, and electronic on-line booking and tee sheets for Jersey Meadow Golf Course.

RESOLUTION NO. 2017-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GOLFNOW FOR POINT OF SALE TECHNOLOGY, AFTER HOUR'S PHONE ANSWERING SERVICES, WEBSITE DEVELOPMENT, AND ELECTRONIC ON-LINE BOOKING AND TEE SHEETS FOR JERSEY MEADOW GOLF COURSE.

WHEREAS, the City has received a proposal from GolfNow for the technology services including point of sale technology, after hour's phone answering services, website development, and electronic on-line booking and tee sheets for Jersey Meadow Golf Course; as more specifically described in the attached "Exhibit A"; **NOW THEREFORE**,

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

THAT, the City Manager is authorized to execute contract on behalf of the City of Jersey Village with GolfNow for the Sales Technology Services for Jersey Meadow Golf Course as described in "Exhibit A" which is attached hereto and made apart hereof in an amount not to exceed the sum of Two (2) Trade Times per Day.

PASSED AND APPROVED this the 19th day of June, A.D., 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

Exhibit A to the Resolution
Contract with
GolfNow

This Order Form, together with the Standard Terms and Conditions attached hereto and incorporated herein by reference, shall constitute a binding legal agreement (this "Agreement"), between GolfNow, LLC ("GolfNow") and The City of Jersey Village ("Course" – Legal Entity Name) (individually, a "Party" and collectively, the "Parties"), and is made and entered into as of the last date of the last signature written below (the "Effective Date"), and shall govern GolfNow's provision of software, marketing, and/or technology services for Course's golf courses listed below.

GolfNow: GolfNow, LLC 7580 Golf Channel Drive Orlando, FL 32819	Course (Legal Entity Name): The City of Jersey Village Course (Legal Entity Address): 16327 Lakeview Dr., Jersey Village, TX 77040
	Course's Golf Courses: Jersey Meadow Golf Course

Prepared By:	Eric Sims	Course Contact Name:	Kimberly Terrell
Phone:	407-717-3081	Course Contact Phone:	713-466-2139
Email:	eric.sims@golfchannel.com	Course Email:	kterrell@ci.jersey-village.tx.us

TERM AND RENEWALS: The Initial Term of this Agreement shall be Two (2) Years from the Effective Date and shall be non-cancellable except as provided herein. **UPON EXPIRATION OF THE INITIAL TERM, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE ONE (1) YEAR TERMS UNLESS OTHERWISE TERMINATED BY EITHER PARTY IN WRITING AT LEAST THIRTY (30) DAYS PRIOR TO ANY RENEWAL TERM, AND SHALL BE SUBJECT TO BUDGETARY APPROPRIATION BY ACTION OF COURSE'S CITY COUNCIL FOR EACH APPLICABLE FISCAL YEAR.**

DISTRIBUTION		PAYMENT
GolfNow Marketplace		One (1) Trade Time per day, per golf course
GolfNow Booking Engine		
GolfNow Mail		
Facebook Booking Engine		
PREMIUM OFFERINGS		PAYMENT
Website Development and Hosting		Included
[SELECT SERVICE]		
[SELECT SERVICE]		
TECHNOLOGY		PAYMENT
GolfNow Reservations		Included
SERVICES	SERVICE OPTIONS	PAYMENT
GolfNow Answers	Staff-on-Demand	One (1) Trade Time per day, per golf course
N/A	N/A	
HARDWARE	QUANTITY	PAYMENT
POS Computer	3	Included
USB Receipt Printer	3	Included
POS Scanner	2	Included
Cash Drawer	3	Included
EMV Pin Pad	2	Included
Credit Card Swipe Reader	1	Included
ONLINE MARKETING		ACKNOWLEDGED
Does Course agree to grant GolfNow permission to purchase keywords in search engine marketing that include Course's name, or any other trade name, trademark or other intellectual property belonging to Course?		YES

TOTAL PAYMENT(s): Two (2) Trade Times per day, per golf course

In addition to providing the Distribution, Premium Offerings, Technology, Services and Hardware listed above to Course, GolfNow agrees to pay Course a one-time "Technology Transition Fee" in the amount of Ten Thousand Dollars (\$10,000), which will only be paid to Course once installation of the "GolfNow Reservations" Technology is complete.

Trade Time(s): A single 'Trade Time' is defined as four (4) individual 18-hole rounds (with cart) per day or one hundred twenty (120) individual 18-hole rounds (with cart) per month made available for sale by GolfNow for its own benefit. (By way of example, if Course's total payment to GolfNow is two (2) Trade Times, Course shall provide GolfNow with eight (8) individual 18-hole rounds (with or without cart, as applicable) per day or two hundred forty (240) individual 18-hole rounds (with or without cart, as applicable) per month). The tee times of such rounds shall be mutually agreed upon within the time period beginning thirty (30) minutes after Course opening and ending four and one half (4.5) hours prior to dusk. If necessary, GolfNow shall have the ability to sell Trade Times in quantities of greater than four (4) rounds per day in order to meet the one hundred twenty (120) round monthly total. GolfNow shall have the ability to sell Trade Times at a price that is at the discretion of GolfNow. Trade Times shall be available for purchase on Course website, golfnow.com and GolfNow's network of partner websites.

Agreed to and Accepted

Course Signature: _____ **Printed Name:** _____ **Date:** _____

GolfNow Signature: _____ **Printed Name:** _____ **Date:** _____

"GolfNow" shall mean GolfNow, LLC and GolfNow G1, LLC collectively. Course shall mean the legal entity listed as "Course" on the included Order Form. The Parties acknowledge and agree that except as otherwise provided herein, the Standard Terms and Conditions and any applicable Addendum shall be updated and amended from time to time by GolfNow in its sole discretion. Course's use of the Services and Software hereunder shall be subject at all times to the then current Standard Terms and Conditions and/or applicable Addendum. Should the Standard Terms and Conditions and/or applicable Addendum be amended, GolfNow shall provide Course with at least sixty (60) days' prior written notice of such change and Course shall have the option to terminate this Agreement within thirty (30) days of receipt of such notice.

1. **GolfNow Services.** GolfNow shall provide GolfNow's Tee Time Marketing and Technology Services (the "Services") for the purpose of marketing, promoting and selling Course tee times and/or enhancing Course's technology. GolfNow shall provide access to Course tee times to any of its branded websites, partner or affiliated websites, or any other distribution channel. GolfNow shall apply the latest version of the GolfNow Services to the marketing and administration of Course tee times. GolfNow shall notify Course in advance in writing of any GolfNow Services updates, and will provide appropriate training and/or materials to Course concerning all updates. Course shall provide GolfNow with access to all of the internal and external systems (including third party systems licensed to Course) necessary for GolfNow to provide the Services. Course shall honor all tee times reserved through GolfNow's distribution channels and shall treat all golfers originating from GolfNow with proper courtesy and respect. Course shall make every effort to maintain its inventory in the most up-to-date manner possible, with proper communication to GolfNow regarding changes in availability, course conditions, etc. The Parties shall work cooperatively to minimize double-bookings, cancellations and the like.

2. **GolfNow Software.** GolfNow grants Course a limited, non-exclusive, non-transferable license to utilize the software as set forth on the included Order Form (the "Software"). Course may use the Software for the purpose of managing and marketing Course's golf course properties and shall not sell, sublicense, lend, or otherwise transfer the Software to others. Neither Course, nor any third party working with or on behalf of Course, may reverse engineer, decompile, disassemble, or customize the Software including but not limited to, creating any software interface with the Software for the purpose of selling or marketing tee times through the Internet or any Internet site, without the express knowledge and written agreement of GolfNow. Course understands and acknowledges that all third party vendors must have a written agreement with GolfNow in order to create any interface with the Software.

3. **GolfNow-Owned Hardware.** To the extent that GolfNow has provided Course with any hardware, all such hardware shall remain GolfNow's property and shall be returned by Course to GolfNow within fourteen (14) days upon the earlier of: (i) termination of this Agreement due to breach; or (ii) expiration of the Term.

4. **Fees and Pricing.** Course's payment to GolfNow shall be the "Total Payment" amount set forth on the Order Form attached hereto. Course shall have the option of selecting one of the 'Flexible Payment Options' outlined within Exhibit A. If Course elects to charge an online fee for rounds booked on its website, GolfNow shall retain One Dollar and Twenty-Four Cents per round (\$1.24/round), and remit the remainder to Course. If applicable, Course shall have the right to approve the price and amount of all non-Trade Time inventory offered in the GolfNow network. GolfNow shall receive tee times and rates equal to or better than those offered by Course to any third party distribution service.

Course acknowledges and agrees that Course's payment to GolfNow is a material element of this Agreement. Due to this material element, in the event that Course does not comply with the payment requirements hereunder or otherwise breaches the terms of this Agreement (each a "Non-Compliance Event"), Course shall be required to pay GolfNow a fee of Two Hundred Fifty Dollars (\$250.00) per golf course per month for each month after the first instance of any Non-Compliance Event through either: (i) the cure of the Non-Compliance Event; or (ii) the end of the current Term, whichever is shorter.

5. **Term and Termination.** The initial term of this Agreement, along with any applicable Renewal Term, shall be for the period of time as set forth on the attached Order Form (the "Term"), and shall be non-cancellable except as provided herein. Either Party may immediately terminate this Agreement in the event that the other Party materially breaches this Agreement and fails to cure such breach within thirty (30) days' written notice of such breach. Upon termination of this Agreement, Course shall delete and return all Software (including all copies), and sign a statement certifying same.

6. **Support and Training.** GolfNow shall provide Course appropriate levels of training (including access to remote training and on-line resources). Additional in-person training may be provided for an additional fee. Telephone and email support shall be provided to Course during normal business hours through GolfNow's published phone numbers and email addresses.

7. **Data Security.** Industry standards have been set by the Payment Card Industry Data Security Standards ("PCI Standards") for protection of customer information. GolfNow and Course both represent and warrant that they will comply with PCI Standards during the entire Term of this Agreement and thereafter with respect to customer data accumulated during the Term, and further agree to adhere to all other applicable standards, laws, rules, and regulations for protection of customer data to which they have access during the entire Term of this Agreement. GolfNow agrees that it will use systems, tools and security and take commercially reasonable steps to ensure Course customer data hosted by GolfNow is not accessed, redistributed, duplicated, or modified. GolfNow shall be free to provide certain required levels of access to contracted third party vendors that may need access to such data in order to provide services.

8. **Privacy Policies and Terms of Use.** Course will at all times during the Term: (a) maintain a privacy policy and terms of use that are consistent with applicable laws and industry best practices (as determined by reference to the practices of other consumer-oriented websites and the promulgations of applicable industry standards bodies); (b) make such policy and terms of use easily accessible to end users; and (c) comply with such policy and terms of use. GolfNow will maintain a separate privacy policy and terms of use on all modules and booking engines that are hosted on Course's website(s) that pertain solely to the collection and processing of any customer data through these modules and/or booking engines, but not to any other component or function of Course's website(s).

9. **Limited Warranties and Remedies.** Both Parties represent and warrant that: (a) they have the authority to enter into this Agreement and that their signatories are duly authorized and empowered to sign this Agreement on their behalf; and (b) they will comply with all applicable laws, ordinances, statutes, regulations and rules, and that they have the power to settle fully and completely all claims, causes of action, demands, charges and liabilities arising out of or relating to this Agreement. Course represents and warrants to GolfNow that any intellectual property provided to GolfNow by Course (including without limitation, any photographs, drawings, or works of art) do not violate the rights of any third party. To the extent permitted by law, Course agrees to

indemnify GolfNow for any alleged or actual breach of this warranty. GolfNow will provide the Services and the Software in a professional and workmanlike manner and free from any unreasonable defects, and GolfNow will use all reasonable means to fix any defect in the Software or Services that may arise. GolfNow will provide Course with training on how to use the Software and Services and provide support as needed by Course. GolfNow shall notify Course in advance of any Software or Service updates and will provide appropriate training and/or materials to Course concerning all updates. Course and its authorized users shall use the Software and Services only in accordance with this Agreement. Aside from these warranties, THE GOLFNOW SOFTWARE AND SERVICES ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE. With respect to malfunctioning Software, GolfNow's entire liability and Course's exclusive remedy shall be the repair/replacement of the Software.

10. **Limitation of Liability.** EXCEPT FOR THIRD PARTY LIABILITIES, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, ANY DAMAGES BASED ON LOSS OF PROFITS, LOSS OF USE, BUSINESS INTERRUPTION OR LOSS OF DATA), EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATIONS SHALL APPLY REGARDLESS OF THE CAUSE OR THE FORM OF ACTION (WHETHER BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE).

11. **Ownership of Property and Data.** All personally-identifiable customer information supplied to GolfNow by Course (e.g., through the GolfNow booking engine or through the Software) remains the sole property of Course, cannot be copied, sold or reused by GolfNow, and will be treated as confidential business information with at least the same degree of care as GolfNow's own confidential business information. All non-personally identifiable customer information supplied to GolfNow by Course (e.g., anonymous survey results, general usage data), as well as all customer data obtained independently by GolfNow (e.g., through an end-user booking a tee time at golfnow.com or other affiliated websites) shall be GolfNow's sole property, but may be shared with Course should the Parties agree and obtain end-user consent for such an arrangement. Course acknowledges and agrees that GolfNow's sharing of personally identifiable customer information shall at all times be governed by the terms of GolfNow's then current privacy policy and terms of use. The following shall remain the sole and exclusive property of GolfNow: (a) the GolfNow Software and Services (including any of GolfNow's enhancements or upgrades thereto), and all other software and materials developed, conceived, originated, prepared, generated or furnished by GolfNow under this Agreement; and (b) all copyrights, trademarks, patents, trade secrets and any other intellectual property and proprietary rights in and to the foregoing.

12. **Dispute Resolution.** This Agreement shall be governed, interpreted and construed under the laws of the United States without regard to any conflict of law principles. The Parties shall act in good faith and use commercially reasonable efforts to promptly resolve any claim, dispute, controversy or disagreement (each a "Dispute") between the Parties under or related to this Agreement. Any Dispute arising out of this Agreement which cannot be resolved by the Parties shall be referred to non-binding mediation, conducted at a time and place as mutually agreed by the Parties, and in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The arbitrator shall

have the power to award reasonable attorneys' fees and costs to the prevailing Party in any arbitration, and either Party shall have the right to take appropriate action to enforce any arbitration award in any court having jurisdiction over the applicable Party.

13. **Traffic Assignment.** In the event that GolfNow is providing Website Hosting/Development and/or Mobile Website Hosting/Development for Course, Course hereby assigns such traffic numbers to GolfNow for comScore traffic reporting or other applicable reporting services. Course agrees to execute any and all documentation necessary to effectuate such traffic assignment to GolfNow.

14. **Binding Nature; Assignment.** This Agreement shall be binding upon GolfNow and Course, and their respective successors and assigns; provided, however, that neither Party shall assign this Agreement or any of its rights or obligations hereunder, without the prior written consent of the other Party, which consent shall not be unreasonably withheld, conditioned, or delayed. Notwithstanding the foregoing, without Course's consent, GolfNow may assign all or part of its rights and obligations under this Agreement to: (i) any of its divisions, affiliates or subsidiaries; (ii) its parent company; or (iii) any of its parent company's divisions, affiliates, or subsidiaries. A sale of substantially all of the stock or assets of a Party, or the reorganization or merger of a Party, shall not constitute an assignment of this Agreement. Any assignment or transfer in violation of this Section shall be void and of no force or effect. Any subcontractors retained by GolfNow to perform certain obligations hereunder shall be bound by and their actions are governed by this Agreement as if GolfNow itself was performing such obligations.

15. **Confidentiality.** This Agreement and its terms and conditions are confidential and shall not be disclosed by any Party without the prior written consent of the other Party, except: (a) to a Party's affiliates and its and their respective officers, directors, employees, representatives, agents and advisors; or (b) as required by applicable law, rule, regulation, judicial or governmental order, subpoena or other legal process, or at the request of any governmental or regulatory agency or authority having or asserting jurisdiction. Each Party will cause its affiliates and their respective officers, directors, employees, representatives, agents and advisors to comply with the provisions of this Section 15.

16. **Miscellaneous.** This Agreement shall constitute the entire understanding of the Parties with respect to the subject matter hereof and supersedes any and all prior understandings and agreements, written or oral, relating thereto – between Course and GolfNow. The Parties acknowledge and represent that they have carefully read and fully understand all of the terms and conditions set forth in this Agreement. The Parties further acknowledge and represent that they enter into this Agreement freely, knowingly and without coercion and based on their own judgment and investigation of this matter, and not in reliance upon any representations or promises made by any Party, its attorneys, or its agents. The Parties hereby acknowledge and agree that GolfNow is an independent contractor and not an employee, agent, joint venturer or partner of Course or any of its affiliates. Nothing in this Agreement shall be interpreted or construed as creating or establishing a joint venture, partnership, employment, or agency relationship among any of the Parties as a result of this Agreement. The headings in this Agreement are intended for convenience of reference and shall not affect its interpretation. None of the Parties shall have any power to obligate or right to bind any other Party. This Agreement may be executed in one or more counterparts, with electronic exchange of signatures (e.g., pdf and DocuSign) sufficient to bind the Parties. Notices of either Party as required herein shall be sent to the addresses provided in the attached Order Form.

EXHIBIT A – FLEXIBLE PAYMENT OPTIONS

BARTER

Standard

- GolfNow takes the risk of selling daily foursomes
- Time of foursome mutually agreed upon
- Price of foursome controlled by GolfNow
- Newly designed course booking engine included

Jointly Managed

- GolfNow and Course determine mutually agreeable price floor for daily foursome
- Monthly utilization for daily foursome is also mutually agreed upon
- Newly designed course booking engine required

Course Controlled

- GolfNow provides Course with tool to manage the sale of barter
- Course controls sale of all barter rounds (price and time) to achieve the equivalent of one foursome daily, X number of monthly playable days
- Monthly cash reconciliation required

LINEAR | COMMISSION

- GolfNow and Course determine mutually agreeable per round commission %
- Commission % prepaid at point-of-purchase by golfer; balance paid at check-in
- Rate parity required
- Inventory requirements also exist

CASH

- Calculated at value of one foursome daily, X daily APR, X number of monthly playable days
- Newly designed course booking engine included

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: E04

AGENDA SUBJECT: Consider Resolution No. 2017-41, authorizing the City Manager to enter into a contract with Brinkley Sargent Wiginton Architects for the Facilities Master Plan in the amount of \$29,800.

Department/Prepared By: Parks & Recreation, Kimberly Terrell

Date Submitted: June 14, 2017

EXHIBITS: [Resolution No. 2017-41](#)
[Exhibit A](#) - Brinkley Sargent Wiginton Architects Contract

BUDGETARY IMPACT: Required Expenditure:	\$	29,800.00
Amount Budgeted:	\$	30,000.00
Appropriation Required:	\$	29,800.00

BACKGROUND INFORMATION:

A facilities master plan for the City of Jersey Village was identified in the City's 2016 Comprehensive Plan as a priority project. The recommendation of the Comprehensive Plan is to "conduct a comprehensive study to evaluate, upgrade or replace all city facilities where employees work, with an emphasis on City Hall, to bring them to a standard of quality that is appropriate for the community." It was included in the FY 16/17 budget in an amount of \$30,000. This facility study will be the basis for further construction planning and budgeting for facilities such as the Taylor Rd./Public Works Facility and City Hall.

Specific scope areas include; inventory/audit of existing facilities, inventory of prior studies, departmental needs assessments, and development of options with budgets. The project is expected to take 14 weeks and will involve input from all departments.

The Parks & Recreation Department has received a proposal from Brinkley Sargent Wiginton Architects in the amount of \$29,800 and recommends authorization of the contract.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-41, authorizing the City Manager to enter into a contract with Brinkley Sargent Wiginton Architects for the Facilities Master Plan in the amount of \$29,800.

RESOLUTION NO. 2017-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BRINKLEY SARGENT WIGINTON ARCHITECTS FOR THE FACILITIES MASTER PLAN IN THE AMOUNT OF \$29,800.

WHEREAS, the City Council of the City of Jersey Village approved funds for the Facilities Master Plan; and

WHEREAS, the City adopted the 2016 City of Jersey Village Comprehensive Plan which recommends the development of a Facilities Master Plan; and

WHEREAS, the City has received a proposal from Brinkley Sargent Wiginton Architects for the development of a master plan for City facilities; as more specifically described in the attached “Exhibit A”; **NOW THEREFORE**,

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

THAT, the City Manager is authorized to execute contract on behalf of the City of Jersey Village with Brinkley Sargent Wiginton Architects for the Master Plan for City of Jersey Village Facilities as described in “Exhibit A” which is attached hereto and made apart hereof in an amount not to exceed the sum of \$29,800. (Twenty-Nine Thousand, Eight-Hundred Dollars and Zero Cents.)

PASSED AND APPROVED this the 19th day of June, A.D., 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

Exhibit A to the Resolution
Contract with
Brinkley Sargent Wiginton Architects
Facilities Master Plan

City Council Meeting Packet for June 19, 2017

Date: _____

III. Standard Contractual Provisions.

A. Contractor's Services. The Contractor will provide to the City the scope of services fully described in Attachment "A" Brinkley Sargent Wiginton Architects Proposal and fully incorporated by reference for all purposes.

B. Billing and Payment. The Contractor will bill the City for the services provided at intervals of at least 30 days, except for the final billing. The City will pay the Contractor for the services provided for in this Contract with current revenues available to the City, but all of the City's payments to the Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the provisions of Chapter 2251 of the Government Code. The City is not liable to the Contractor for any taxes which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any bill.

C. Termination Provisions.

(1) Unless terminated earlier as allowed by this Contract, this Contract terminates:

(a) On the termination date, if any, specified in the General Information in Part 1, but the obligation of a party to complete a contract requirement pending on the date of termination survives termination; or

(b) If there is no termination date specified in the General Information in Part 1, the Contract terminates when both parties have completed all their respective obligations under the Contract.

(2) The City's city manager may terminate this Contract during its term at any time for any reason by giving written notice to the Contractor not less than five business days prior to the termination date, but the City will pay the Contractor for all services rendered in compliance with this Contract to the date of termination.

(3) If the City's city council does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the Contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution)

D. Liability and Indemnity. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision.

E. Assignment. The Contractor may not assign this Contract without the City's prior written consent.

F. Law Governing and Venue. This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Harris County, Texas.

G. Entire Contract. This Contract represents the entire Contract between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.

H. Independent Contractor. The Contractor will perform the work under this Contract as an independent contractor and not as an employee of the City. The City has no right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor.

I. Dispute Resolution Procedures. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.

J. Attorney's Fees. Should either party to this Contract bring suit against the other party for any matter relating to this Contract, neither party will seek or be entitled to an award of attorney's fees or other costs relating to the suit.

K. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.

L. Contractual Limitations Period. Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

M. Conflicting Provisions. If there is a conflict between a provision in the Contractor's Additional Contract Documents and a provision in the remainder of this Contract, the latter controls.

O. Copyright. Any original work (the Work), including any picture, video, music, brochure, writing, trademark, logo or other work created by the Contractor for the use of the City under this Contract is a "work made for hire," as defined by federal copyright law. If the Work is not by law a "work made for hire," the Contractor by execution of this Contract assigns to the City all of its rights to the Work, including the copyright. The City, as the author and owner of the copyright to the Work, may alter, reproduce, distribute, or make any other use of the Work as it deems appropriate.

IV. Additional Terms or Conditions. None.

V. Additional Contract Documents. The following documents attached to this Contract are part of this Contract:

A. Contractor's Additional Contract Documents:

1. Attachment A - Brinkley Sargent Wiginton Architects Proposal (8 pages)
2. Attachment B – Brinkley Sargent Wiginton Architects Form 1295 (1 page)

CONTRACT FOR PROFESSIONAL ARCHITECT SERVICES

THIS CONTRACT made and entered into on the date last stated below between the Jersey Village, Texas hereinafter called "CITY", acting by and through the City Manager, duly authorized to act on behalf of the CITY and Brinkley Sargent Wiginton Architects, Inc., hereinafter called "ARCHITECT", acting by and through Dwayne Brinkley, duly authorized to so act on behalf of the ARCHITECT.

WHEREAS, the CITY desires PROFESSIONAL ARCHITECTURAL services in connection with:

SCOPE ONE: The SPACE NEEDS ASSESSMENT AND DEVELOPMENT OF FACILITIES MASTER PLAN.

WHEREAS, the CITY has determined that the ARCHITECT has experience in the area involved in the Project and is qualified to perform the work, and the ARCHITECT is willing to enter into a contract with the CITY to perform the SERVICES desired by the CITY in connection with the PROJECT.

THE CITY AND ARCHITECT AGREE AS FOLLOWS:

The CITY hereby retains the ARCHITECT to perform ARCHITECTURAL PROJECT PLANNING services in connection with the PROJECT described above.

1. SCOPE OF SERVICES

The scope of ARCHITECTURAL PROJECT PLANNING services to be performed by the ARCHITECT shall be as follows:

SCOPE ONE

1.1 Approach to Project

The general approach to the project will be to involve all stakeholders in the process including citizen focus groups. This includes dialogue during the facility audit, needs assessment process, as well as recommendations coming out of the process. The process will be one of documenting existing needs, forecasting future needs, and giving direction on how best Jersey Village, Texas can respond to those needs with current and future facilities.

The GOAL of this project is to provide for maximizing the benefit of improvement dollars through careful analysis of present and future needs.

1.2 Detailed Scope of Services

1. Prepare Level One Inventory of the following facilities:

- City Hall Offices
- Public Works and Facility Maintenance
- Fire Station
- Police Department
- IT Department at Police

Level One Inventory of facilities shall include:

- Architectural review and comments on condition of existing facilities and site amenities.

- Documentation with pictures and reports.
- Discussions with city maintenance staff and review of existing facility plans
- **(As an additional services BSW can develop Level One BIM drawings of facilities based upon existing plans.)**

2. Inventory Prior Studies and Data for Use as Resource:

The prior staffing studies and reports will be reviewed as a part of the data review. In addition estimated levels of services will be requested from each department. This will allow the forward forecasting to respond to the city's policy decision.

3. Develop a Needs Assessment for all departments for the next 20 years including the following:

- A. Court Administration, Human Resources
- B. Public Works ,Facilities Maintenance and Engineering/Planning
- C. City Administration
- D. Finance and Customer Service
- E. Code Enforcement
- F. IT
- G. Fire
- H. Police Department
- I. Parks and Recreation Administration

The needs assessment process is as follows:

- Data Collection – Architect will develop a list of information required to start the process, and the City staff will be responsible for gathering this information. This information includes current and future population, staffing, organizational charts, public interaction requirements, and department and visitor parking requirements.
 - Data Review – Architect will review data and develop an outline to be used in the meetings with the various departments involved with this project. This will allow knowledgeable questions to be asked and correct responses given.
 - On-Site Meetings – Architect will conduct an on-site interview with City staff in each specialized area of the facility. The City can choose their spokespersons, but typically we would visit with the City Management, Department Heads and Staff. We will develop a preliminary needs report at this time.
 - Citizen Input – Architect will meet with the City to determine key focus groups that interact with the City on a frequent basis. The architect will meet with these groups to solicit their input at one public meeting..
 - Develop Preliminary Report – As stated above, we will develop a preliminary report for review by City staff. This report will identify staff square footage requirements for each staff member and give a written description of that department's duties. It will address adjacency requirements, storage needs, and common meeting room requirements. The review will be conducted with the same staff that had input during the process thereby assuring communication throughout the process.
 - Final Report – We will take the comments from our meetings and modify the report as necessary to meet the desires of the City.
4. Develop a strategy for satisfying current and future space needs by utilizing current and constructing, if required, new facilities. Items to be evaluated include:
- Location of current facilities and existing land
 - New philosophies of citizen services
 - Priorities of needs within various departments
 - Prioritize facility maintenance efforts

- Cost of new versus cost of renovation
 - Site and parking requirements
 - Maintaining efficient work environment during phases
 - Funding available of 20 year period
 - Response to goals of City
 - Directional growth of City
5. Based upon the selected development strategy, the Architect will develop conceptual plans illustrated using block diagrams for all departments studied. This information includes current and future population, staffing, organizational charts, public interaction requirements, and department and visitor parking requirements.
 6. The final product will be produced in a binder format including information provided by City, goals of study; break-out of each department needs assessments, audit and condition of existing buildings, priorities for 20 years, facility and space design concept for proposed building master plan recommendations, and project cost associated with those projects.

2. CITY'S RESPONSIBILITIES

So as not to delay the services of ARCHITECT, the CITY shall do the following in a timely manner:

2.1 Provide Existing Data

1. Organizational chart for each department being studied and overall city organizational chart
2. Site plans and floor plans in electronic format of building being analyzed
3. Questionnaire on departments' operational methods
4. Count of city and staff cars
5. Last published budget of city
6. Population projections and demographic makeup of city
7. Zoning map and thoroughfare plans
8. Any goals statement for the city

2.2 Provide Access

Arrange for access to, and make all provisions for, ARCHITECT or ARCHITECT'S Subconsultants to perform services under this AGREEMENT.

2.3 CITY Representative

CITY shall designate a representative to act as a contact person on behalf of the CITY.

3. SCHEDULE

3.1 Schedule – Scope One

The ARCHITECT'S services shall be performed in a timely manner consistent with sound professional practices. The ARCHITECT will complete the work according to the following schedule:

Based upon timely response by the city to required information, availability of meeting times and review time, the architect will complete the study in four and one-half months from time of receipt of all city provided data. Schedule is as outlined below:

<u>PHASE</u>	<u>TIME ALLOCATED</u>
Inventory / Audit of Existing Facilities	2 Weeks
Inventory of Prior Studies (Concurrent with Inventory Phase)	1 Week
Departmental Needs Assessments (Concurrent with Inventory Phase)	6 Weeks
Development of Options with Budgets	4 Weeks
Finalize Report	<u>2 Weeks</u>
TOTAL	14 Weeks

The time limits set forth in the schedule do include allowances for reasonable and expected review time by the CITY and approval by authorities having jurisdiction over the PROJECT, and shall not be allowed as cause for delay or adjustments to the schedule. Delays in the design critical path caused by review times by the CITY or a permitting agency exceeding those anticipated by the ARCHITECT'S schedule are cause for adjustments in the schedule. Any adjustments made to the agreed upon schedule shall be made in writing and acceptable to both parties.

The ARCHITECT shall begin work within 10 days of receipt of the executed CONTRACT, **receipt of requested information** and written Notice to Proceed.

A schedule of completed work showing the percentage complete of each of the items of the scope of work will be submitted each month to the CITY.

4. PAYMENT FOR SERVICES

4.1 Terms

Terms used in describing the applicable method of payment for services provided by the ARCHITECT shall have the meaning indicated below:

Basic ARCHITECTURAL Fee:

Basic ARCHITECTURAL Fee shall mean those expenses incurred by the ARCHITECT in providing the PROJECT Scope of Services.

Reimbursable Expenses:

Reimbursable Expenses shall mean the actual expenses incurred by ARCHITECT in the interest of the PROJECT **not** covered under the Scope of Services, for courier or express mail service and telegrams, travel, reproduction of reports, drawings, specifications, bidding documents, and similar PROJECT-related items in addition to those required under Section 1.

Additional Services:

Additional services **not** covered under the Scope of Services, will be provided to the CITY on an hourly basis plus reimbursable expenses as agreed in writing at the time such services are authorized.

4.2 Basis and Amount of Compensation for Basic Services

Description of Services	Fixed Compensation
SCOPE ONE	
1.2.1 Inventory of Existing Facilities	\$1,500
1.2.2 Inventory of Prior Data	\$800
1.2.3 Needs Assessment	\$9,000
1.2.4 Development of Strategies	\$4,000
1.2.5 Develop Facilities Master Plan	\$8,500
1.2.6 Final Report Development	<u>\$3,500</u>
Total	\$27,300

Reimbursable Expenses

Reimbursable non-labor costs for this project are estimated at approximately \$2,500. This includes printing, travel, deliveries, photography, and any other costs directly related to product of report.

4.3 Basis and Amount of Compensation for Reimbursable Expenses

These include printing, photographs, facsimile transmissions, copies, and travel related to project. These costs shall be reimbursed at 1.10 times direct expenses and shall be established at a maximum of \$3,200.00. This is based upon providing 10 copies of final report. Budget will not be modified without written approval of owner.

4.4 Basis and Amount of Compensation for Additional Services

Additional scope to be defined and a fixed fee developed for that defined scope. Written approval from CITY will be required for any additional services.

4.5 Partial Payments for Services

Partial fee payments may be applied for at monthly intervals, based upon statements, which reflect the percentage of work completed for the various items listed under Scope of Services, Reimbursable Expenses and Additional Services. These statements shall be prepared by the ARCHITECT and must be verified and approved by the CITY.

4.6 Delay

If ARCHITECT'S design services are delayed or suspended in whole or in part by the CITY for more than one year for reasons beyond ARCHITECT'S control the various rates of compensation, including Additional Services, provided for elsewhere in this CONTRACT shall be subject to equitable adjustment.

5. TERMINATION, SUSPENSIONS OR ABANDONMENT

5.1 Termination

The CITY or the ARCHITECT may terminate this CONTRACT for reasons identified elsewhere in this CONTRACT. In the event such termination becomes necessary, the party effecting termination shall so notify the other party, and termination will become effective thirty (30) calendar days after receipt of the termination notice. Irrespective of which party shall effect termination or the cause therefore, the CITY shall within thirty (30) calendar days of termination remunerate ARCHITECT for services rendered and costs incurred, in accordance with the ARCHITECT'S prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination. All plans, field survey, and other data

related to the PROJECT shall become the property of CITY upon termination of the CONTRACT and shall be promptly delivered to the CITY in a reasonably organized form. Should CITY subsequently contract with a new Architect for continuation of services on the PROJECT, ARCHITECT shall cooperate in providing information. No amount shall be due for lost or anticipated profits.

5.2 Suspension

If the Project is suspended by the CITY for more than 30 consecutive days, the ARCHITECT shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the ARCHITECT'S compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT'S services.

5.3 Abandonment

This CONTRACT may be terminated by the CITY upon not less than seven (7) days written notice to the ARCHITECT in the event that the Project is permanently abandoned. If the Project is abandoned by the CITY for more than ninety (90) consecutive days, the ARCHITECT or the CITY may terminate this CONTRACT by giving written notice.

5.4 Failure to Pay

Failure of the CITY to make payments to the ARCHITECT in accordance with this CONTRACT shall be considered substantial nonperformance and cause for termination.

If the CITY fails to make payment to ARCHITECT within thirty (30) days of a statement for services properly performed, the ARCHITECT may, upon fourteen (14) days written notice to the CITY, suspend performance of services under this CONTRACT. Unless ARCHITECT receives payment in full within fourteen (14) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services under this section, the ARCHITECT shall have no liability to the CITY for delay or damage caused the CITY because of such suspension of services.

6. GENERAL CONSIDERATIONS

6.1 Professional Standards

Services performed by the ARCHITECT under this CONTRACT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. The ARCHITECT shall comply with the applicable laws and rules of the current "Texas ARCHITECTURAL Practice Act". The CITY's approval, acceptance, use of or payment for all or any part of the ARCHITECT'S services herein under or of the project itself shall in no way alter the ARCHITECT'S obligations or the CITY'S rights thereunder.

6.2 Progress and Performance

The provisions of this CONTRACT and the compensation to ARCHITECT have been agreed to in anticipation of continuous and orderly progress through the completion of the ARCHITECT'S services. Time for performance shall be extended to the extent necessary for delays due to circumstances over which the ARCHITECT has no control. If the ARCHITECT'S services are suspended or delayed the times of performance shall be extended to the extent of such delay or suspension. A delay or suspension shall not terminate this CONTRACT unless ARCHITECT

elects to terminate in accordance with the provisions of Section 5 of this CONTRACT. If a delay or suspension extends for a period of greater than one year for reasons beyond the control of the ARCHITECT, the fees and rates of compensation set forth in Section 4 shall be subject to re-negotiating.

6.3 City Control

It is understood and agreed that the CITY shall have complete control of the services to be rendered, and that no work shall be done under this CONTRACT until the ARCHITECT is instructed to proceed with the work.

6.4 Independent Agent

ARCHITECT and CITY agreed that ARCHITECT and any officer, employee or agent of ARCHITECT, in the performance of this CONTRACT shall act in an independent capacity and not as an officer, agent or employee of the CITY.

6.5 Compliance with Laws

ARCHITECT shall comply with all Federal, State, and local laws and ordinances in the execution of all work in connection with this PROJECT.

6.6 No Additional Work Without Authorization

Any provision in the CONTRACT notwithstanding, it is specifically understood and agreed that the ARCHITECT shall not authorize or undertake any work pursuant to this CONTRACT, which would require the payment of any fee, expense or reimbursement in addition to the fee stipulated in Article 4 of this CONTRACT, without having first obtained specific written authority therefore from the CITY.

6.7 Assignment & Subcontracting

This CONTRACT shall not be assigned or subcontracted in whole or part without the written consent of the CITY.

6.8 Insurance

ARCHITECT shall secure and maintain insurance that will protect him from claims under the Worker's Compensation Act (statutory amounts).

ARCHITECT shall secure and maintain Commercial General Liability Insurance that will protect him from claims for bodily injury, death or property damage, which may arise from the performance of his services under this CONTRACT, in the amount of \$2,000,000.

All policies, except Worker's Compensation and Professional Liability, shall name the CITY as additional insured. All policies shall contain a waiver of subrogation in favor of the City and shall require the giving of written notice to CITY at least thirty (30) days prior to cancellation, non-renewal or material modification of any policies, evidenced by return receipt of United States Certified Mail. ARCHITECT shall furnish CITY with copies of said policies or certificates evidencing such coverage.

6.9 Property

All documents, including drawings, field notes, surveys, tracings, calculations, computer input and output, digital or computer files, etc., prepared by the ARCHITECT pursuant to this contract shall become the property of the CITY. The ARCHITECT may retain copies of all documents. Any reuse of the documents shall conform to The Texas ARCHITECTURAL Practice Act.

6.10 Governing Law

This CONTRACT has been made under and shall be governed by the laws of the State of Texas. The parties agree that the performance and all matters related thereto shall be in Comal County, Texas.

6.11 Complaints and Grievances

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as Architects in Texas. Texas Board of Architectural Examiners, P. O. Box 12337, Austin, Texas 78711-2337, telephone (512) 305-9000, fax (512) 305-8900, internet web site: www.tbae.state.tx.us.

7. DOCUMENT EXECUTION

IN WITNESS WHEREOF, the parties have executed this CONTRACT the _____ day of _____, 2017

Jersey Village, TEXAS

By: _____

Title: _____

Attest: _____

Title: _____

ARCHITECT BRINKLEY SARGENT ARCHITECTS

By: _____
Dwayne M. Brinkley, AIA

Date: _____

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2017-222743

Date Filed:
06/13/2017

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Brinkley Sargent Wiginton Architects, Inc.
Dallas, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Jersey Village

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2017-JV-012
Facilities Needs Assessment

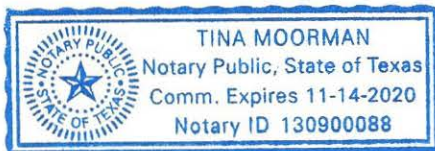
4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Dwayne Brinkley
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Dwayne Brinkley this the 13th day of June, 2017, to certify which, witness my hand and seal of office.

Tina Moorman
Signature of officer administering oath

Tina Moorman
Printed name of officer administering oath

Notary
Title of officer administering oath

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: E05

AGENDA SUBJECT: Consider Resolution No. 2017-42, authorizing a contract with BrightBox for the Jersey Meadow Golf Course Marketing Plan in the amount of \$13,750.00.

Department/Prepared By: Parks & Recreation, Kimberly Terrell

Date Submitted: June 14, 2017

EXHIBITS: [Resolution No. 2017-42](#)
[Exhibit A](#) - BrightBox Contract

BUDGETARY IMPACT: Required Expenditure:	\$	13,750.00
Amount Budgeted:	\$	15,000.00
Appropriation Required:	\$	13,750.00

BACKGROUND INFORMATION:

A marketing plan for the Jersey Meadow Golf Course was identified in the City's 2016 Comprehensive Plan as a priority project. It was included in the FY 16/17 budget in an amount of \$15,000. The Parks & Recreation Department submitted a request for qualifications to several marketing firms and two Houston-area firms were shortlisted and interviewed by the Director as well as Golf Course Operations staff. BrightBox was selected unanimously for their experience and service delivery methods.

The Parks & Recreation Department has received a proposal from BrightBox in the amount of \$13,750.00 and recommends authorization of the contract. The project will take an estimated eight weeks and includes staff and Golf Course Advisory Board participation.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-42, authorizing a contract with BrightBox for the Jersey Meadow Golf Course Marketing Plan in the amount of \$13,750.00.

RESOLUTION NO. 2017-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING A CONTRACT WITH BRIGHTBOX FOR THE JERSEY MEADOW GOLF COURSE MARKETING PLAN IN THE AMOUNT OF \$13,750.00.

WHEREAS, the City Council of the City of Jersey Village approved funds for the Golf Course Marketing Plan, and;

WHEREAS, the City adopted the 2016 City of Jersey Village Comprehensive Plan which recommends the development of a marketing plan for Jersey Meadow Golf Course; and

WHEREAS, the City has received a proposal from BrightBox for the development of a marketing plan for the Jersey Meadow Golf Course; as more specifically described in the attached “Exhibit A”;
NOW THEREFORE,

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

THAT, the City Manager is authorized to execute contract on behalf of the City of Jersey Village with BrightBox for the Marketing Plan for Jersey Meadow Golf Course as described in “Exhibit A” which is attached hereto and made apart hereof in an amount not to exceed the sum of \$13,750.00. (Thirteen-Thousand, Seven-Hundred and Fifty Dollars and Zero Cents.)

PASSED AND APPROVED this the 19th day of June, A.D., 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

Exhibit A to the Resolution
BrightBox Contract
Jersey Meadow Golf Course
Marketing Plan

**CITY OF JERSEY VILLAGE
STANDARD CONTRACT FOR GENERAL SERVICES**

I. General Information and Terms.

Contractor's Name and Address: BrightBox
10330 Lake Rd., Suite X, Houston TX 77070

Description of Services: Jersey Meadow Golf Course Marketing Plan

Maximum Contract Amount: \$13,750.00

Effective Date: On the latest date of the dates executed by both parties.

Termination Date: (See III C)

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF JERSEY VILLAGE

CONTRACTOR:

By: _____

By: _____

Date: _____

Date: _____

III. Standard Contractual Provisions.

A. Contractor's Services. The Contractor will provide to the City the scope of services fully described in Attachment "A" BrightBox Proposal and fully incorporated by reference for all purposes. .

B. Billing and Payment. The Contractor will bill the City for the services provided at intervals of at least 30 days, except for the final billing. The City will pay the Contractor for the services provided for in this Contract with current revenues available to the City, but all of the City's payments to the Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the provisions of Chapter 2251 of the Government Code. The City is not liable to the Contractor for any taxes which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any bill.

C. Termination Provisions.

(1) Unless terminated earlier as allowed by this Contract, this Contract terminates:

(a) On the termination date, if any, specified in the General Information in Part 1, but the obligation of a party to complete a contract requirement pending on the date of termination survives termination; or

(b) If there is no termination date specified in the General Information in Part 1, the Contract terminates when both parties have completed all their respective obligations under the Contract.

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E. Assignment. The Contractor may not assign this Contract without the City's prior written consent.

F. Law Governing and Venue. This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Harris County, Texas.

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2. Attachment B – BrightBox Form 1295 (1 page)

Jersey Meadow Golf Course

PROPOSAL

City Council Meeting Packet for June 19, 2017

CALL

281.252.0979

CLICK

ideas@BrightBoxOnline.com

COME BY

10330 Lake Road, Suite X
Houston, TX 77070

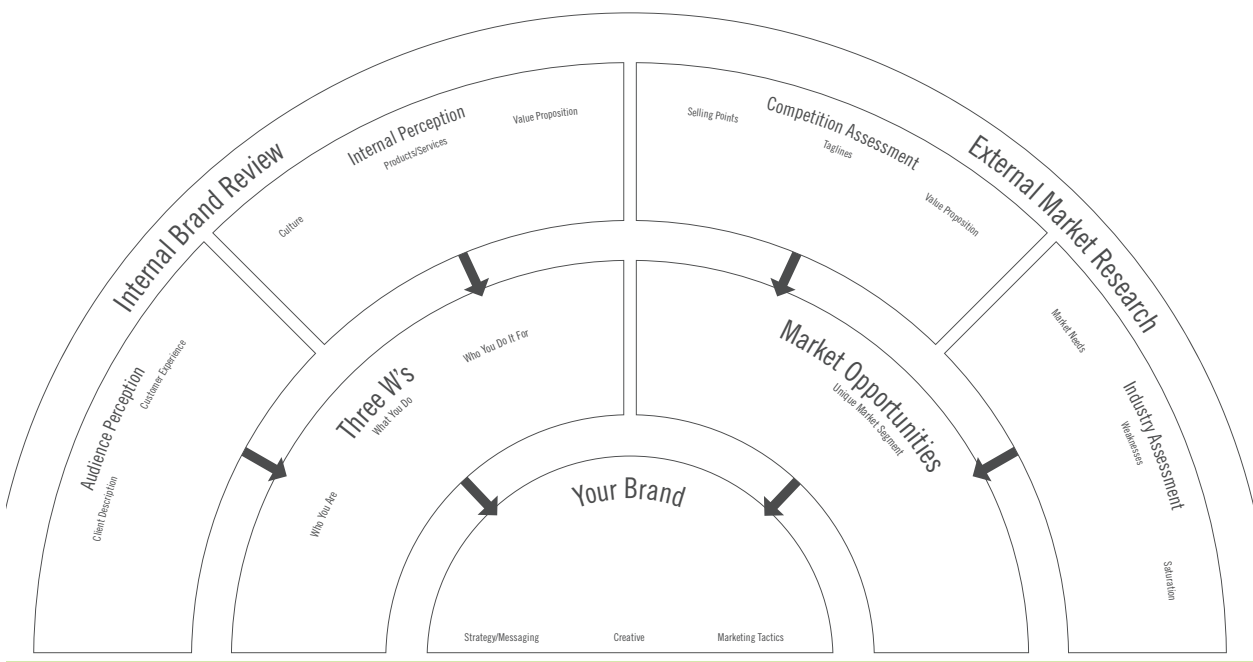
Brand Mapping™ Session

BRAND ANALYSIS VIA THE BRAND MAP™



Strategy session with award winning BrightBox creative and strategy team. This session is designed to pull together the best-of-the-best, and flesh out high-level visual and messaging direction. The following deliverables will be a result of our efforts during this session. This session will include the BrightBox creative and strategic team as well as your business development team. The session typically takes 2-4 hours and feels similar to an interview, due to the series of questions

BrightBox will present for a full understanding of your brand marketing needs. BrightBox will focus on creating the internal and external changes within your organization that will better position your brand and your presence in the market place. The goal is to unravel the true unique branding and marketing proposition so we have a solid guide to future strategy and creative executions.



Brand Mapping™ Session *(contd.)*

(EXISTING) INTERNAL BRAND REVIEW

The Brand Map starts with a look inside your organization. Understanding how you currently organize your offering and how you define your client experience will help to define your branding platform and begin to uncover your true culture.

→ Internal Perception | Intended Client Perception | Product & Services Organization

COMPETITOR REVIEW

The Brand Map then moves to reviewing your competitors, both direct and indirect: how they market, what they look like and the terms they use to define their unique market position. Before you can beat your competitors, you must know them as you know yourself; The Brand Map's competitive analysis tools captures a true understanding of what you're up against.

→ Selling Points | Taglines | Value Proposition

INDUSTRY ANALYSIS

The Brand Map then moves to assessing the industry as a whole. BrightBox will leverage industry partners and data experts to gather relevant industry data to confirm market opportunity and target audience.

→ Industry Weakness | Industry Saturation | Industry Needs

MARKET OPPORTUNITY

Strategy session with aThe Brand Map then moves to the interpretation phase. BrightBox will use its years of experience to effectively interpret the data above in order to identify the following key data for your efforts:

→ Unique Marketing Segment | Target Audience



BRAND IDENTITY

At the core of your brand is an understanding of your Three W's. A formal explanation of these Three W's is needed to ensure that all marketing efforts are properly conveying each W.

- Who You Are | What You Do | Who You Do It For

BRANDING COMPONENTS

The Brand Map finishes with a final layer of interpretation of all the data above into your brand's visual components and top level messaging. In many cases it is how your brand is viewed and how it is spoken about that will leave a lasting impression with your audience. Creative needs to not just be pretty but strategy-driven; messaging needs to properly support your Three W's and your unique market segment.

- Platform/Positioning (Brief on positioning capturing the story, essence and tone of the brand)
- Messaging (Tagline/Slogan Development, Brand Voice)
- Creative (Logo & Color Palette Recommendations, Corporate ID Suite, Website Home Page Design, Printed Collateral Sample, Other Visual Components)
- Campaign Implementation (Marketing Strategy, Tactics & Tools, High-Level Marketing Calendar)

TOTAL \$13,750

Client Representative

Date Signed

BrightBox Representative

Date Signed

BrightBox requires a 60% deposit to start work (Brand Mapping™ Session) and 40% upon completion of deliverables. Budgets above do not represent state or local sales tax. Any additional deliverables requested will require an additional proposal of work.



Timeframe for Completion

BRAND ANALYSIS MEETING

Estimated **2-4 hour** Brand Analysis meeting at the client's earliest convenience. It is vital to have any and all relevant stakeholders involved to give the complete and holistic insight needed to build out The Brand Map™.

RESEARCH & DEVELOPMENT

The BrightBox team will meet together through a series of meetings, brainstorming sessions and research and development periods to fully build out The Brand Map™ in its entirety. This portion of the timeline can range anywhere from **2 weeks to 3 weeks**, depending on the amount of depth and data needed to be collected. Certain stakeholders, audience personas, etc. may need to be contacted for further brand/market research.

REPORT DELIVERY (BRAND MAPPING™ PRESENTATION)

Within **4 weeks**, the BrightBox team will meet again with the client and relevant stakeholders to present our findings from The Brand Map™, following the specific needs of the RFQ and more:

- **Audience & Positioning**
 - Identify target audiences and how to reach them to build market share
 - Demographic and socio-economic trends in the NW Houston market
 - Analysis of golf course market components
 - Determining position based on price-value perspective
 - Competitive analysis and identify JMGC's differentiator in the market space
- **Existing Brand Marketing Review**
 - Evaluating the current marketing strategy and efforts
 - Benchmarking to competitive and contemporary players
 - Recommendations for branding (creative and messaging)
- **Marketing Execution**
 - Recommendations on marketing spend, advertising mix, revenue growth opportunities, community awareness, promotion/loyalty programs and on-site branding/marketing



CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2017-223024

Date Filed:
06/13/2017

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Bright Box Inc
Houston, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City Of Jersey Village

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2017-JV-014
Brand Strategy and Marketing Support

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Jacqueline , Elliot	Houston, TX United States		X
	Jason , Arcemont	Houston, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

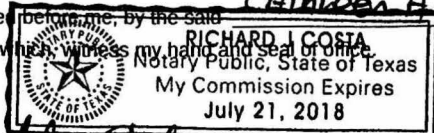
I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

[Signature]

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said
20 17, to certify which, witness my hand and seal of office.



Cathleen A. Arcemont, this the 13th day of June

Richard J. Costa
Signature of officer administering oath

Richard J. Costa
Printed name of officer administering oath

Notary Public
Title of officer administering oath

Attachment B to the Contract

City Council Meeting Packet for June 19, 2017

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F01

AGENDA SUBJECT: Consider Ordinance No. 2017-17, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments to the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** June 14, 2017

EXHIBITS: [Ordinance No. 2017-17](#)
[Exhibit A](#) - Planning and Zoning Commission's Preliminary Report

BACKGROUND INFORMATION:

On June 13, 2017, the Planning and Zoning Commission met to consider amendments to the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use and to prepare a preliminary report containing its findings.

Accordingly, the Planning and Zoning Commission presents its preliminary report in connection with its findings to City Council tonight and asks that it be received, and to proceed with a joint public hearing.

RECOMMENDED P&Z ACTION:

MOTION: To approve Ordinance No. 2017-17, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments to the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use.

ORDINANCE NO. 2017-17

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S PRELIMINARY REPORT AND CALLING A JOINT PUBLIC HEARING OF THE CITY COUNCIL AND THE PLANNING AND ZONING COMMISSION CONCERNING AMENDMENTS TO THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE AT CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE IV. ZONING DISTRICTS, DIVISION 2 USE BASED ZONING DISTRICTS, SECTION 14-105 REGULATIONS FOR DISTRICT F (FIRST BUSINESS DISTRICT) TO ADD HEALTH CLUB AS A PERMITTED USE.

WHEREAS, on June 13, 2017, the Planning and Zoning Commission met to consider amendments to the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use; and

WHEREAS, as a result of the discussions had surrounding these amendments, the Planning and Zoning Commission submits its preliminarily report to City Council on June 19, 2017 and asks that it be received; and

WHEREAS, the City Council desires to call a joint public hearing with the Commission on the proposal to add Health Club as a Permitted Use in District F (First Business District); **NOW THEREFORE**,

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

Section 1. The City Council hereby finds and determines that the statements set forth in the preamble of this Ordinance are true and correct and are incorporated herein for all purposes.

Section 2. The Planning and Zoning Commission's Preliminary Report as it relates to amendments to the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use, is hereby received. The complete and correct copy of the Preliminary Report is attached hereto as "Exhibit A" and fully incorporated for all purposes.

Section 3. The City Council and the Planning and Zoning Commission of the City of Jersey Village, Texas will conduct a joint public hearing at 6:00 p.m., July 17, 2017, at the Civic Center Auditorium, 16327 Lakeview, Jersey Village, Texas on the proposal to amend the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use.

Section 4. The City Secretary be, and she is hereby, directed to give notice of such public hearing as may be provided by law.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

Exhibit A to the Ordinance
The Planning and Zoning Commission's Preliminary Report



CITY OF JERSEY VILLAGE – PLANNING & ZONING COMMISSION PRELIMINARY REPORT – HEALTH CLUB AS PERMITTED USE IN DISTRICT F

The Planning and Zoning Commission has met in order to consider amendments to the Code of Ordinances of the City of Jersey Village, in order to add Health Club as a Permitted Use in Zoning District F (First Business District); and

After review and discussion, the Commissioners preliminarily propose that amendments be made to Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to add Health Club as a Permitted Use.

This preliminary change to the City's comprehensive zoning ordinance is more specifically detailed in the proposed ordinance attached as Exhibit "A."

The next step in the process as required by Section 14-84(c)(2)(b) of the Jersey Village Code of Ordinances is for Council to call a joint public hearing with the Planning and Zoning Commission.

Respectfully submitted, this 13th day of June 2017.


Debra Mergel, Chairman

ATTEST:


Lorri Coody, City Secretary



EXHIBIT A

PROPOSED ORDINANCE

ORDINANCE NO. 2017-XX

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, BY AMENDING CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE IV. ZONING DISTRICTS, DIVISION 2 USE BASED ZONING DISTRICTS, SECTION 14-105 REGULATIONS FOR DISTRICT F (FIRST BUSINESS DISTRICT) TO ADD HEALTH CLUB AS A PERMITTED USE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY AS PROVIDE BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Jersey Village herein determines it necessary in order to promote health and general welfare in business areas to identify types of land use appropriate in such business areas; and

WHEREAS, as part of this determination it is desirable and necessary to regulate such land use by adding “health club” as a permitted use in District F; and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Jersey Village have each conducted public hearings, in the time and manner and after the notice required by law and the City Code of Ordinances; and

WHEREAS, the City of Jersey Village Planning and Zoning Commission has issued its final report and the City Council of the City of Jersey Village now deems that such requested amendment to the zoning ordinance is in accordance with the comprehensive plan and is appropriate to grant; **NOW THEREFORE**,

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

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

Section 2. Chapter 14, “Building and Development,” Article IV. *Zoning Districts*, of the Code of Ordinances of the City of Jersey Village, Texas, is hereby amended to add subsection (a)(24) “*health club*” as a permitted use in section 14-105 Regulations for District F (first business district), by adding the language underlined to read and provide as follows:

“Chapter 14 – BUILDING AND DEVELOPMENT

....

Sec. 14-105.-Regulations for district F (first business district).

....

- (a) *Use regulations.* No building or land shall be used and no building shall be erected, moved or altered in district F except for one or more of the following uses:

- (1) Townhouses and patio homes.
- (2) Banks.
- (3) Barber and beauty shops.
- (4) Professional offices and business offices.
- (5) Educational institutions.
- (6) Hospitals, clinics and nursing care centers.
- (7) Churches and other places of worship.
- (8) Hotels and motels.
- (9) Public parks and playgrounds, public recreational facilities and community buildings.
- (10) Municipal and governmental buildings, police stations and fire stations.
- (11) Parking lots.
- (12) Gasoline filling stations, provided that all storage tanks for gasoline shall be below the surface of the ground.
- (13) Restaurants, cafes and cafeterias.
- (14) Stores and shops for retail trade.
- (15) Theaters.
- (16) Water supply reservoirs, filter beds, towers, surface or below surface tanks, artesian wells, water pumping plants and water wells.
- (17) Garages, public.
- (18) Accessory uses customarily incident to any of the above uses, provided that such use is not so obnoxious or offensive as to be reasonably calculated to disturb persons of ordinary temper, sensibilities and disposition by reason of vibration, noise, view or the emission of odor, dust, smoke or pollution of any other kind.
- (19) Golf courses, country clubs, miniature golf courses, and driving ranges.
- (20) Electric power lines and electric substations, including accessory uses customarily incidental thereto; provided that any such accessory use shall not be so obnoxious or offensive as to be reasonably calculated to disturb persons of ordinary temper, sensibilities and disposition by reason of vibrations, noise, view or the emission of odor, dust, smoke or pollution of any other kind. The height and area, construction, and other regulations provided by this section shall not apply to uses allowed in the subpart.
- (21) The following uses are permitted in district F with a specific use permit:
 - a. Telephone switching facilities;
 - b. Child day-care operations (licensed child-care centers and school-age program centers);
 - c. Car wash facilities.
- (22) Model homes as permitted in district A.

(23) Grocery store.

(24) Health club.”

Section 3. Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction shall be fined in accordance with Section 1-8 of The City Code. Each day of violation shall constitute a separate offense.

Section 4. In the event any 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 of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F02

AGENDA SUBJECT: Consider Ordinance No. 2017-18, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** June 14, 2017

EXHIBITS: [Ordinance No. 2017-18](#)
[Exhibit A](#) - Planning and Zoning Commission's Preliminary Report

BACKGROUND INFORMATION:

On June 13, 2017, the Planning and Zoning Commission met to consider amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club and to prepare a preliminary report containing its findings.

Accordingly, the Planning and Zoning Commission presents its preliminary report in connection with its findings to City Council tonight and asks that it be received, and to proceed with a joint public hearing.

RECOMMENDED P&Z ACTION:

MOTION: To approve Ordinance No. 2017-18, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club.

ORDINANCE NO. 2017-18

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S PRELIMINARY REPORT AND CALLING A JOINT PUBLIC HEARING OF THE CITY COUNCIL AND THE PLANNING AND ZONING COMMISSION CONCERNING AMENDMENTS TO THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, AT CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE I. IN GENERAL, SECTION 14-5 DEFINITIONS BY ADDING A DEFINITION FOR HEALTH CLUB.

WHEREAS, on June 13, 2017, the Planning and Zoning Commission met to consider amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club; and

WHEREAS, as a result of the discussions had surrounding these amendments, the Planning and Zoning Commission submits its preliminarily report to City Council on June 19, 2017 and asks that it be received; and

WHEREAS, the City Council desires to call a joint public hearing with the Commission on the proposal to add a definition for Health Club to the Code of Ordinances; **NOW THEREFORE**,

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

Section 1. The City Council hereby finds and determines that the statements set forth in the preamble of this Ordinance are true and correct and are incorporated herein for all purposes.

Section 2. The Planning and Zoning Commission's Preliminary Report as it relates to amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club, is hereby received. The complete and correct copy of the Preliminary Report is attached hereto as "Exhibit A" and fully incorporated for all purposes.

Section 3. The City Council and the Planning and Zoning Commission of the City of Jersey Village, Texas will conduct a joint public hearing at 6:00 p.m., July 17, 2017, at the Civic Center Auditorium, 16327 Lakeview, Jersey Village, Texas on the proposal to amend the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club.

Section 4. The City Secretary be, and she is hereby, directed to give notice of such public hearing as may be provided by law.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

Exhibit A to the Ordinance
The Planning and Zoning Commission's Preliminary Report



CITY OF JERSEY VILLAGE – PLANNING & ZONING COMMISSION PRELIMINARY REPORT – DEFINITION FOR HEALTH CLUB

The Planning and Zoning Commission has met in order to consider amendments to the Code of Ordinances of the City of Jersey Village, at Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions by adding a definition for Health Club; and

After review and discussion, the Commissioners preliminarily propose that Chapter 14 Building and Development, Article I. In General, Section 14-5 Definitions be amended by adding a definition for Health Club.

This preliminary change to the City's comprehensive zoning ordinance is more specifically detailed in the proposed ordinance attached as Exhibit "A."

The next step in the process as required by Section 14-84(c)(2)(b) of the Jersey Village Code of Ordinances is for Council to call a joint public hearing with the Planning and Zoning Commission.

Respectfully submitted, this 13th day of June 2017.


Debra Mergel, Chairman

ATTEST:



Lorri Coody, City Secretary



EXHIBIT A

PROPOSED ORDINANCE

ORDINANCE NO. 2017-XX

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, BY AMENDING CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE I. IN GENERAL, SECTION 14-5 DEFINITIONS ADDING HEALTH CLUB; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Jersey Village herein determines it necessary in order to promote health and general welfare in business areas to identify types of land use appropriate in such business areas; and

WHEREAS, as part of this determination it is desirable and necessary to regulate such land use by adding a definition for “health club”; and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Jersey Village have each conducted public hearings, in the time and manner and after the notice required by law and the City Code of Ordinances; and

WHEREAS, the City of Jersey Village Planning and Zoning Commission has issued its final report and the City Council of the City of Jersey Village now deems that such requested amendment to the zoning ordinance is in accordance with the comprehensive plan and is appropriate to grant; **NOW THEREFORE**,

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

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

Section 2. Chapter 14, “Building and Development,” Article I. *IN GENERAL*, of the Code of Ordinances of the City of Jersey Village, Texas, is hereby amended to add a definition for “*health club*” to section 14-5 Definitions, by adding the language underlined to read as set out in the attached Exhibit “A.”

Section 3. Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction shall be fined in accordance with Section 1-8 of The City Code. Each day of violation shall constitute a separate offense.

Section 4. In the event any 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 of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

DRAFT

EXHIBIT "A"

"Sec. 14-5. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory building means a building or structure customarily incidental and subordinate to the principal structure and located on the same lot as the principal building.

Accessory use of a building means a subordinate use or building customarily incident to and located on the lots occupied by the main use or building.

Advertising means to seek the attraction, or to direct the attention, of the public to any goods, services, merchandise, purpose or cause.

Agriculture means any land or building used for pasturage, floriculture, dairying, horticulture, forestry and livestock or poultry husbandry.

Alley means a legally established private access easement affording a secondary means of vehicular access to abutting property and not intended for general traffic circulation.

Alluvial fan flooding means flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

Alter means to change, rearrange, enlarge, extend or reduce any structure or part thereof on the same site.

Alterations means any change, addition or modification in construction or type of occupancy; any change in the structural members of a building, such as walls or partitions, columns, beams or girders; or any change which may be referred to in this chapter as "altered" or "reconstructed."

Apartment means a dwelling unit in a multiple-family dwelling.

Apex means a point on an alluvial fan or similar landform below which the low path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

Appeal means, for the purpose of flood hazard regulation, a request for a review of the floodplain administrator's interpretation of any provision of this chapter or a request for a variance.

Area of shallow flooding means a designated AO, AH or VO zone on a community's flood insurance rate map (FIRM) with a one percent chance or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of special flood hazard means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as zone A on the flood hazard boundary map (FHBM). After detailed ratemaking has been completed in preparation for publication of the FIRM, zone A usually is refined into zones A, AE, AH, AO, A1-99, VO, V1-30, VE or V.

As-built documents means documents prepared by a registered professional engineer and confirming that the public improvements are constructed as shown.

Auto body shop means any shop or garage, other than a private garage, where bodywork and painting are performed.

Base flood means the flood having a one percent chance of being equaled or exceeded in any given year.

Basement, for purposes of flood hazard regulations, means any area of the building having its floor subgrade (below ground level) on all sides.

Berm means a manmade, formed, earth mound of definite height and width used for obscuring purposes; the intent of which is to provide a transition between uses of differing intensity.

Billboard means an off-premises sign.

Block means a tract or parcel of land designated as such on a subdivision plat surrounded by streets or other physical obstructions.

Blockface means the properties abutting on one side of a street between the two nearest intersecting streets or other physical features, such as a watercourse or unsubdivided land, that defines the end of the block.

Boundary sewer line means a sewer line installed in a street bounding a development or faced on only one side by a development, which can also serve property not included in the development on the opposite side of the street.

Boundary water line means a water line, installed in a street bounding a development or faced on only one side by a development, which can also serve property not included in the development on the opposite side of the street.

Buffer means the area, space or physical means which is established to protect or insulate one land use or one building from another. Generally, buffering will be the use of landscaping (other than mere grass on a flat terrain) or the use of landscaping along with berms, walls or decorative fences that at least partially and periodically obstruct the view from the street and adjacent property in a continuous manner, of vehicular use areas, parking lots and their parked cars, and detention ponds.

Buffer yard means a strip of land, including any specified type and amount of planting or structures which may be required to protect one type of land use from another, or minimize or eliminate conflicts between them.

Build means to convert, enlarge, reconstruct or alter a building or structure.

Building . See definition in the building code article of this chapter.

Building area means ground floor area computed by using the outside dimensions, excluding the floor area of garages, open or screened porches, basements or semifurnished storage rooms not used for residential purposes.

Building height means the vertical distance measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge for gable, hip and gambrel roofs. Where a building is

located on a sloping terrain, the height may be measured from the average ground level of the grade at the building wall.

Building line means a line parallel to the front lot line. A minimum building line is the same as the minimum required front setback line.

Building, principal means a building in which is conducted the main or principal use of the lot on which such building is located.

Business frontage means the linear measurement from outer wall to outer wall of the side of the building which faces or fronts a street and which generally contains the primary entrance to the building.

Business purposes means the erection or use of any property, building, structure, permanent or temporary, for the primary purpose of conducting in such building or structure or on such property a lawful commercial enterprise in compliance with all ordinances and regulations of the city governing such activity. The term "business purpose" shall not include any property, building or structure erected or used for the primary purpose of securing a permit to erect a sign.

Cabana or dressing room means a small structure for use as a bathhouse adjacent to a swimming pool.

Car wash facility means a facility of the tunnel unit type for washing and cleaning of passenger vehicles which allows washing of multiple vehicles in a tandem arrangement while moving through the structure, to include detail areas, vacuum areas and a lobby.

Carport means a permanent structure that is attached to a residence or private garage, that covers a driveway, and that consists of a roof and one or more sides.

Certificate of compliance means a certificate issued by the city to a party intending to initiate any work or change any use of property in the city.

Child-care center means a facility licensed by the State of Texas to provide care at a location other than the permit holder's home, for seven or more children under 14 years of age, for less than 24 hours per day, but at least two hours a day, three or more days per week (40 TAC § 745.37(2)(D)).

Child day-care operations means any facility used for the following child day-care operations licensed under state law (40 TAC Ch. 745): "child-care center" and "school-age program" operations.

Church means a building wherein persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship, together with all accessory buildings and uses customarily associated with such primary purpose.

Clinic means the office of one or more licensed doctors who may or may not be associated in the practice of their profession.

Club means an organization of persons for special purposes or for the promulgation of sports, arts, science, literature, politics or similar activities, but not operated for profit and open only to members and not the general public.

Commercial building means any building other than a single-family residence.

Commercial message means a message placed or caused to be placed before the public by a person directly involved in the manufacture or sale of the products, property, accommodations, services, attractions or activities or possible substitutes for those things which are the subject of the message; and that refers to the offer for sale or existence for sale of products, property, accommodations, services, attractions or activities that are offered or exist for sale or for hire; or that attracts attention to a business or to products, property, accommodations, services, attractions or activities that are offered or exist for sale or for hire.

Condominium . See *Unified development*.

Courts means an open space, bounded on more than two sides by the walls of a building. An inner court is a court entirely surrounded by the exterior walls of a building. An outer court has one side open to a street or alley, yard or other permanent open space.

Critical feature means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

Curbline means an imaginary line drawn along the edge of the pavement on either side of a public street.

Density means the average number of dwelling units per acre for the entire development, including streets.

Developer means any person who improves or subdivides a tract of land or improves or takes any action preparatory to the erection, improvement or movement of any building or structure on a tract of land.

Development, for purposes of flood hazard regulations, means any man-made change in improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

District means an area of land for which there are uniform zoning regulations governing the use of buildings and premises, density of development, yard requirements and height regulations.

Double-faced sign means a single sign with two parallel sign faces back-to-back.

Dwelling, multiple-family means a building used or designed as a residence for three or more families living together independently of each other.

Dwelling, single-family means a detached building, designed for or occupied exclusively by one family.

Dwelling, two-family means a detached building, designed for or occupied by two families living independently of each other.

Dwelling unit means one or more rooms with bathroom and principal kitchen facilities designed as a self-contained unit for occupancy by one family for living, cooking and sleeping purposes.

Easement, utility means a right held by the city to make use of the land of another for a limited purpose, such as right of passage.

Electrical sign means a sign containing electrical wiring or utilizing electric current, but not a sign illuminated by an exterior light source.

Elevated building means a nonbasement building built, in the case of a building in zones A1-30, AE, A, A99, AO, AH, B, C, X and D, to have the top of the elevated floor, or in the case of a building in zones V1-390, VE or V, to have the bottom of the lowest horizontal structure member of the elevated floor elevated above the ground level by means of pilings, columns (posts and piers), or shear walls parallel to the flow of the water; and adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood. In the case of zones A1-30, AE, A, A99, AO, AH, B, C, X and D, the term "elevated building" also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of floodwaters. In the case of zones V1-30, VE or V, the term "elevated building" also includes a building otherwise meeting the definition of elevated building, even though the lower area is enclosed by means of breakaway walls if the breakaway walls meet the standards of section 60.3(e)(5) of the National Flood Insurance Program regulations.

Erected means built, constructed, reconstructed, moved upon, or any physical operations on the premises required for the building. Excavations, fill, drainage and the like shall be considered a part of erection.

Excavation means any breaking of ground, except common household gardening, general farming and ground care.

Existing construction means, for the purpose of flood hazard regulation and for the purposes of determining flood insurance rates, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. The term "existing construction" may also be referred to as "existing structures."

Existing manufactured home park or subdivision, for purposes of flood hazard regulations, means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Expansion to an existing manufactured home park or subdivision, for purposes of flood hazard regulations, means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Family means:

- (1) One person, or a group of two or more persons living together and related by blood, marriage or legal adoption, living together as a single housekeeping unit. The person thus constituting a family may also include gratuitous guests and domestic servants.
- (2) A group of individuals not related by blood, marriage or legal adoption, but living together as a single housekeeping unit. For controlling of residential density, each such group of four individuals shall constitute of a family.
- (3) A group of not more than eight individuals, not related by blood, marriage or legal adoption, which group is comprised of individuals with disabilities protected under the

Fair Housing Act, and where the group is not established within one-half mile of an existing like group.

- (4) A group of not more than six persons with disabilities and two supervisors residing in a qualified community home, as defined by the Texas Community Homes for Disabled Persons Location Act.

Filling means the depositing or dumping of any matter into or onto the ground except common household gardening and general maintenance.

Filling stations means any building or premises used for the dispensing, sale or offering for sale or retail of any automobile fuels or oils. If the dispensing, sale or offering for sale is incidental to a public garage, the premises shall be classified as a public garage.

Firewall means a wall made of fireproof material to prevent the spread of a fire from one part of a building to another.

Flag lot means a lot which has minimum frontage on a public street, which is reached via a private drive or lane whose width some distance back from the street right-of-way, meets all ordinance requirements.

Flood or flooding means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters; or
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood insurance rate map (FIRM) means an official map of a community, on which the Federal Emergency Management Agency (FEMA) has delineated both the areas of special flood hazards and the risk premium zones applicable to a community.

Flood insurance study means the official report provided by the Federal Emergency Management Agency. The report contains flood profiles, water surface elevation of the base flood, as well as the flood boundary-floodway map.

Flood protection system means those physical structural works for which funds have been authorized, appropriated and expended, and which have been constructed specifically to modify flooding in order to reduce the extent of the areas within a community subject to a special flood hazard and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

Floodplain or floodprone area means any land area susceptible to being inundated by water from any source (see definition of *Flooding*).

Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The

term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Floodproofing means any combination of structural and nonstructural additions, changes or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway (regulatory floodway) means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Freestanding structure means any building for the support, shelter or enclosure of persons, animals, chattels or moveable property of any kind and surrounded by yards or open space and not containing permanent provisions for living, sleeping or cooking.

Functionally dependent use means, for the purpose of flood hazard regulation, a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Garage, front load , means a private garage where the vehicle access doors to the garage face toward and are generally visible from a public view.

Garage, J-swing means a garage upon which the entry point from the street is located in front of the house and the garage door is perpendicular to the front of the house. A J-swing garage must have at least two windows, each 12 square feet or greater, oriented toward the front or the lot.

Garage, private means a garage intended for private use by the resident family with a ground floor capacity for not more than four automobiles or trucks of which not more than one vehicle shall be used for commercial purposes.

Garage, private, detached means a private garage constructed as a freestanding structure.

Garage, public means a building, or portion thereof, other than a private or storage garage, designed or used for servicing, repairing, equipping, hiring, selling or storing motor-driven vehicles.

Garage, sideloaded means a private garage where the vehicle access doors to the garage are perpendicular to the front lot line and, therefore, are generally not visible from a public way, unless the lot is a corner lot and the garage loads to a side street.

Grade means a ground elevation established for the purpose of controlling the number of stories and the height of any structure. The building grade shall be determined by the level of the ground adjacent to the walls of any structure if the finished grade is level. If the ground is not level, the grade shall be determined by averaging the elevation of the ground for each face of the structure.

Grand opening means the commencement of operation by a business in a new location or the assumption of ownership of an existing business by a new owner or group of owners.

Ground sign means a sign which is a pole sign, a monument sign or a nonconforming billboard which exists on the effective date of the ordinance. See Figure 14-19.

Habitable floor means, for the purpose of flood hazard regulation, any floor usable for the following purposes which include working, sleeping, eating, cooking or recreation, or a combination thereof. A floor used for storage purposes only is not a habitable floor.

Half-street means a vehicular accessway created if only a portion of the required right-of-way width or pavement width is dedicated and/or constructed.

Health club, also includes the terms athletic club, gym, fitness studio, and fitness center, means a place of business which provides a place for a variety of physical exercises including facilities or studios for personal training, physical fitness training, weight and aerobic training, free weights, spinning/cycling, circuit training, yoga, Pilates, racquetball/squash courts, group fitness classes, boxing, wrestling, martial arts training, basketball courts, swimming pools and swimming lessons.

Highest adjacent grade means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Industrial means a business, plant or enterprise for production of goods, merchandise or machines.

Integrated business development means commercial development such as a strip center, mall, multitenant office building, commercial center or industrial complex in which two or more separate businesses occupy a single structure or multiple structures which share on-site parking facilities and common driveways.

Levee means a manmade structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert the flow of water so as to provide protection from temporary flooding.

Levee system means a flood protection system which consists of levees or associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

Logo sign means a sign operated and maintained by the state department of highways and public transportation within the public right-of-way along a country toll road which bears the name and trademark design of a business.

Lot means an undivided tract or parcel of land having frontage on a public street and which is, or in the future may be, offered for sale, conveyance, transfer or improvement.

Lot depth means the distance on a horizontal plane between the midpoint of the front lot line and the midpoint of the rear lot line.

Lot lines means the lines bounding a lot as follows:

- (1) *Lot line, front* means, for interior lots, a line separating the lot from the street; for corner lots, a line separating the narrowest street frontage of the lot from the street, except in those cases where the deed restrictions specify another line as the front lot line. In all cases the front lot line of a nonresidential lot shall be that side adjacent to the highest volume street.
- (2) *Lot line, rear* means a lot line opposite and most distant from the front lot line.
- (3) *Lot line, side* means any lot line not a front line or rear lot line.

Lot of record means a lot which is part of a platted subdivision, the plat of which is recorded in the office of the county clerk; a parcel or lot the deed for which was recorded in the office of the county clerk prior to March 1, 1982, and which has not been partitioned in any manner since that time.

Lot width means the distance on a horizontal plane between the midpoint of the side lot lines.

Lowest floor means, for the purpose of flood hazard regulation, the lowest floor of the lowest enclosed area (including the basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, however, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirement of section 60.3 of the National Flood Insurance Program regulations.

Manufactured home means a structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes, the term "manufactured home" also includes park trailer, travel trailers and other similar vehicles placed on a site for greater than 190 consecutive days. For insurance purposes the term "manufactured home" does not include park trailers, travel trailers and other similar vehicles.

Manufactured home park or subdivision, for purposes of flood hazard regulations, means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Marquee means a roof-like structure of a permanent nature projecting from the wall of a building.

Marquee sign means a sign on a marquee. See Figure 14-19.

Masonry means that form of construction composed of stone, brick, concrete, hollow clay tile, decorative concrete block or tile, glass block or other similar building units or materials or a combination of these materials laid up unit by unit and set in mortar. For the purposes of this definition, true stucco is considered masonry.

Mean sea level means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum of 1929 or other data, to which base flood elevations shown on a community's flood insurance rate map are referenced.

Mobile home means a movable or portable dwelling structure which is constructed to be towed on its own chassis, is capable of being connected to public utilities, and is designed for year round living as a single-family dwelling unit without the necessity of a permanent foundation. The term "mobile home" shall not include pickup campers, travel trailers, motor homes, converted buses, tent trailers or other transportable structures designed for temporary use (see also *Manufactured home*).

Mobile (manufactured) home park means a parcel of land under single ownership on which two or more mobile (manufactured) homes are occupied as residences. Any mobile (manufactured) home facility where two or more units are intended for long-term residential use (beyond 90 days) is considered a mobile (manufactured) home park for purposes of applying development standards.

Model home means a single-family residential structure used temporarily as an office for the sale of single-family residential structures in the same platted subdivision.

Monument sign means a ground sign supported by a solid base which is equal to but not more than 15 percent larger than the sign face base which contains no commercial message and is not attached to any building. See Figure 14-19.

Motor vehicle sales means the use of a site for sale or rental of automobiles, trucks, motorcycles, motor homes, recreational vehicles, or boats, including incidental storage, maintenance, and servicing. This use includes new and used car dealerships, motorcycle dealerships, and boat, trailer, and recreational vehicle dealerships.

Multifaced sign means a single sign with two or more faces which are not parallel or back to back.

Nameplate means a sign which denotes only the name of the person occupying the premises.

New construction means, for the purpose of determining flood hazard insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commences on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

New manufactured home park or subdivision, for purposes of flood hazard regulations, means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

Noncommercial message means a message that is not a commercial message.

Noncommercial sign means a sign directing attention to a purpose or cause not created or existing for the generation of profit or for the remuneration of individuals including, but not limited to, religious, charitable, civic or educational purposes or causes.

Nonconforming building (nonconforming structure) means a building or structure (or portion thereof) lawfully existing at the time of adoption of the ordinance from which this chapter derives, or subsequent amendment thereto, that does not conform to the provisions of this chapter relative to height, bulk, area, placement or yards for the district in which it is located.

Nonconforming use means the use of a building or structure or of a parcel or tract of land, lawfully existing at the time of adoption of this chapter or subsequent amendment thereto, that does not conform to the regulations of the district in which it is situated.

Off-premises sign means a sign which identifies a use, facility or service which is not located on the premises where such sign is displayed; identifies a product which is not produced, sold or manufactured on the premises where such sign is displayed; or advertises or otherwise directs attention to a product, service, activity, person, institution, facility or business which may or may not be identified by a brand name and which occurs or is primarily conducted, sold, manufactured, produced or offered elsewhere than on the premises where such sign is displayed.

On-premises sign means a sign which identifies the name of the owner or occupant of the premises on which the sign is located; identifies a use, facility or service located on the premises where such sign is displayed; identifies a product which produced, sold or manufactured on the premises where the sign is located; or advertises or otherwise directs attention to a product, service, activity, person, institution, facility or business which may or may not be identified by a brand name and which occurs or is primarily conducted, sold, manufactured, produced or offered on the premises where the sign is located.

Owner means any owner, authorized agent or contractor who constructs, enlarges, alters, repairs, moves or changes the occupancy of a building or structure.

Pavement width means the portion of the surface of the street available for vehicular traffic; if curbed, it is that portion of the street between the back of the curb and back of the curb.

Pawnshop shall have the meaning set out in V.T.C.A., Finance Code § 371.003.

Person means an individual, firm, partnership, corporation, company, association, joint stock association or governmental entity. It includes a trustee, receiver, assignee or similar representative of any of them.

Planned unit development (PUD) . See *Unified development* .

Portable sign means a sign designed or constructed to be easily moved from one location to another, including signs mounted upon, or designed to be mounted upon, a trailer, bench, wheeled carrier or other motorized or nonmotorized mobile structure or vehicle, whether or not its wheels have been removed. For the purpose of this chapter, trailer signs and signs on benches are portable signs.

Principal use means the main use to which the premises are devoted and the principal use for which the premises exist.

Private street means a vehicular accessway under private ownership and maintenance providing access to building units in the interior of a lot.

Projecting sign means a sign which is affixed to a building wall or structure and which extends beyond the building wall or structure more than 12 inches.

Public improvement means one or more of the following: water lines and appurtenances, sewer lines and appurtenances, streets and/or drainage facilities.

Public right-of-way means any part of a right-of-way, not privately owned or controlled, which the city or other governmental agency is responsible for maintaining.

Public street means the entire width between property lines of any road, street, way, alley, bridge or other similar thoroughfare, not privately owned or controlled, which is open to the public for vehicular traffic and which the city or other governmental agency is responsible for maintaining.

Public utility means any person, firm or corporation, municipal department, board or commission duly authorized to furnish and furnishing under federal, state or municipal regulations to the public: gas, steam, electricity, sewage disposal, communication, telephone, telegraph, transportation or water.

Reader panel means a permanently constructed changeable copy bulletin board, lighted or unlighted, with detachable precut letters and figures.

Recreational vehicle means a vehicle which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory floodway . See *Floodway*.

Reserve means a tract of land created within a plat that is not divided into lots or proposed for development at the time of platting.

Residential means a tract of land designed for or used exclusively to contain a dwelling unit. A primary residential area shall mean a street in which a majority of the total front footage is used for residential purposes.

Restaurant means an eating establishment whose primary function is the sale, dispensing or service of food, refreshments and beverages to customers, and which may sell alcoholic beverages as an accompaniment to meals served therein. All food must be prepared and cooked in a commercial kitchen on the premises. This may include such eating establishments as dining rooms, drive-in restaurants, fast food restaurants, cafes, cafeterias, and carryout restaurants, but specifically excludes bars, taverns, saloons, cabarets, or other similar establishments which derive 75 percent or more of the establishment's gross revenue from the on-premise sale of alcoholic beverages.

Retail shops and retail trade means a shop or establishment for the sale of goods or merchandise from a fixed location, such as a department store, boutique, or kiosk, in small or individual lots for direct consumption by the purchaser. "Retail shops or retail trade" specifically excludes a pawnshop.

Right-of-way means a street, alley or other thoroughfare or easement permanently established for passage of persons, vehicles or the location of utilities. The right-of-way is delineated by legally established lines or boundaries.

Roof sign means a sign erected or maintained above or on the sloped roof of any building or above the parapet wall or the mansard roof of a flat-roof building.

Roofline means the height above finished grade of the upper beam, rafter, ridge or purlin of any building.

School-age program center means a facility licensed by the State of Texas providing supervision and recreation, skills instruction, or skills training for at least two hours a day and three days a week to children attending pre-kindergarten through grade six. A school-age program operates before or after the customary school day and may also operate during school holidays, the summer period, or any other time when school is not in session (40 TAC § 745.37(2)(H)).

Screening means fences, walls, trees, shrubbery and other landscape elements used to conceal or interfere with the view and reduce noise impact thereof from adjacent properties and public rights-of-way at street level in accordance with the standards set forth in this chapter.

Service centers means a one-story building containing a minimum of 25 percent office space. The remaining space shall be used for other business functions governed by use regulations for District J.

Setback means the minimum unoccupied distance between the lot line and the principal and accessory buildings, as required in this chapter.

Setback, front means the minimum unoccupied distance, extending the full lot width, between the principal and accessory buildings and the front lot line.

Setback, rear means the minimum required unoccupied distance, extending the full lot width, between the principal and accessory buildings and the lot line opposite the front lot line.

Setback, side means the minimum required unoccupied distance, extending from the front setback to the rear setback, between the principal and accessory buildings and the side lot line.

Sign means any structure, part thereof or device of inscription which is located upon, attached to, or painted or represented on any land or on the outside of any building or structure, or on an awning, canopy, marquee or similar appendage, or displayed or shown so as to be seen from the outside of the building or structure, and which displays or includes any numeral letter, work model, banner, emblem, insignia, symbol, device, monogram, heraldry, trademark, light or other representation used as or in the nature of an announcement, advertisement, attention arrester, direction warning or designation of any person, industry or activity, or any combination thereof.

Sign area means the total square footage of all sign faces, including that portion of the sign structure or trim which contains any wording, symbols, identifying color or pictures; provided, however, that in the case of a double-faced sign, the sign area shall be the total square footage of one face.

Sign face means the sign face area of any sign upon, against or through which the message is displayed or illustrated; provided, however, that the sign face area of a sign on which the words, letters or symbols are independently mounted shall be that of the smallest regular geometric form that will wholly contain all of the message. See Figure 14-19.

Sign structure means a structure which supports or is capable of supporting a sign. A sign structure may be a single pole and may or may not be an integral part of a building.

Single-family dwelling means a building containing only one dwelling unit and/or occupied by only one family or group of individuals included within the definition of family.

Single-occupant detached commercial or industrial building means a commercial or industrial building which contains a single occupant and which is not a part of an integrated business development or which is located in a reserve that is part of, but is physically separated by a distance of more than 50 feet from any other structure in, an integrated business development.

Site plan means a plan showing all salient features of a proposed development, so that it may be evaluated in order to determine whether it meets the provisions of this chapter.

Spectacular sign means a sign that has one or more of the following as elements in its physical structure:

- (1) Automatically changing advertising that changes more often than once every five minutes (not including date, time, temperature);
- (2) Blinking, rotating, moving, chasing, flashing, glaring, strobe, scintillating or spot lights, or similar devices;
- (3) Lights or colored elements creating a continuously moving, shimmering or prismatic effect; or
- (4) Rotating or moving parts.

Start of construction, for flood hazard regulatory purposes, means permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways, nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Story means that part of a building between the surface of a floor and the ceiling immediately above.

Story, half means that which covers a floor area of not more than 50 percent of the floor area and the ceiling immediately above.

Street means any public or private street or easement used for access.

Street, arterial means roads of regional importance or the main roads of a community. Direct access is primarily limited to significant land uses.

Street, collector means that which provides access to nonresidential land uses and connects residential streets to the system's arterial streets.

Street, expressway means a road intended to serve interstate or high speed, high volume urban traffic. Access to an expressway is limited to other expressways and major streets.

Street frontage means the length of a lot or tract of land which is adjacent to a public or private street.

Streetline means the line establishing the outer most boundary of the street right-of-way.

Street, local means a street which provides access to adjacent land; characterized by low volume and low speeds.

Structural alterations means any change in the supporting members of a structure, such as bearing walls, columns, beams or girders.

Structure means anything constructed or erected, which requires location on the ground or attached to something having a location on the ground including, but not limited to, buildings of all types, advertising signs and billboards, but excluding (1) fences, boundary and retaining walls in the side or rear yard, and (2) basketball goals, flagpoles, and ornamental yard lights.

Structure, for flood hazard regulatory purposes, means a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Subdivision plat means a map or drawing of a proposed subdivision prepared in a manner suitable for recording in the county records and containing accurate and detailed engineering and survey data, dimensions, dedicatory statements and certificates.

(1) Preliminary plat: see section 14-55(1).

(2) Final plat: see section 14-55(2).

Substantial damage, for flood hazard regulatory purposes, means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement, for flood hazard regulatory purposes, means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before "start of construction" of the improvement. This includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either: (1) any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary conditions or (2) Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Temporary building means a building used for a temporary period of time in connection with construction on the premises of which it is located, real estate sales, and educational, municipal or church functions.

Temporary sign means a sign constructed of cloth, canvas, light fabric, cardboard, wallboard or other light material. A portable sign shall not be considered a temporary sign.

Townhouse means a structure which is one of a series of dwelling units designed and used for only single-family occupancy, ground to sky, with no entrances or exits to or from the adjoining structures, if any.

Underground shelter means any structure built primarily below ground level.

Unified development means the separate ownership of single units or apartments in a multiple unit structure with common elements. (See Vernon's Ann. Civ. St. art. 1301a).

Use means the purpose or activity for which any land or building is designed, arranged or intended, or for which it is so occupied or maintained, and shall include any manner of such activity with respect to the standards of this chapter.

Utility structure means any structure built primarily for the storage of tools, such as garden and lawn equipment.

Variance, for flood hazard regulatory purposes, is a grant of relief to a person from the requirement of this chapter when specific enforcement would result in unnecessary hardship. A variance, therefore, permits construction or development in a manner otherwise prohibited by this chapter (for floodplain management purposes, see subsection 14-225(f) for full requirements).

Violation, for flood hazard regulatory purposes, means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A

structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in section 14-225 is presumed to be in violation until such time as that documentation is provided.

Wall line means the surface that connects the foundation to the roof.

Wall sign means a flat sign, either of solid face construction or individual letters, symbols or pictures, erected, installed or printed, which is placed against the exterior wall of any building or structure and which does not extend more than eight inches from the exterior wall and does not extend above the wall line.

Water surface elevation means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 or other data, where specified, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

Watercourse means a definite channel of a stream in which water flows within a defined bed and banks, originating from a definite source. The water may flow continuously or intermittently, and if the latter, with some degree of regularity, depending on the characteristics of the source.

Yard, front means the space enclosed by the front lot line, the side lot lines and a line parallel to the front lot line and even with the main building or any projections thereof, other than steps, or planter box.

Yard, rear means the space unoccupied, except for freestanding buildings between the rear of the main building (dwelling) and the rear lot line.

Yard, side means the open space between a building and the side lot lines, but not including any part of the front or rear yards.

Zero property line housing means housing commonly known as patio homes. It is a detached living unit constructed on a smaller lot in which one side of the unit is placed on the property line without openings. This concept utilizes the entire lot with a living unit that has a private side and rear yard. The front yard of the unit is reduced in size to contain the auto ingress and egress area along with the guest entry area.

Zoning district map means the map incorporated into this chapter and made a part of this chapter by reference thereto.”

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F03

AGENDA SUBJECT: Consider Ordinance No. 2017-19, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** June 14, 2017

EXHIBITS: [Ordinance No. 2017-19](#)
[Exhibit A](#) - Planning and Zoning Commission's Preliminary Report

BACKGROUND INFORMATION:

On June 13, 2017, the Planning and Zoning Commission met to consider amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops and to prepare a preliminary report containing its findings.

Accordingly, the Planning and Zoning Commission presents its preliminary report in connection with its findings to City Council tonight and asks that it be received, and to proceed with a joint public hearing.

RECOMMENDED P&Z ACTION:

MOTION: To approve Ordinance No. 2017-19, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops.

ORDINANCE NO. 2017-19

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S PRELIMINARY REPORT AND CALLING A JOINT PUBLIC HEARING OF THE CITY COUNCIL AND THE PLANNING AND ZONING COMMISSION CONCERNING AMENDMENTS AT CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE IV. ZONING DISTRICTS, DIVISION 2 USE BASED ZONING DISTRICTS, SECTION 14-105 REGULATIONS FOR DISTRICT F (FIRST BUSINESS DISTRICT) TO REVISE SUBSECTION (A)(14) RELATING TO STORES AND SHOPS.

WHEREAS, on June 13, 2017, the Planning and Zoning Commission met to consider amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops; and

WHEREAS, as a result of the discussions had surrounding these amendments, the Planning and Zoning Commission submits its preliminarily report to City Council on June 19, 2017 and asks that it be received; and

WHEREAS, the City Council desires to call a joint public hearing with the Commission on the proposal to revise Chapter 14-105 at Subsection (A)(14) relating to Stores and Shops; **NOW THEREFORE**,

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

Section 1. The City Council hereby finds and determines that the statements set forth in the preamble of this Ordinance are true and correct and are incorporated herein for all purposes.

Section 2. The Planning and Zoning Commission's Preliminary Report as it relates to amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops, is hereby received. The complete and correct copy of the Preliminary Report is attached hereto as "Exhibit A" and fully incorporated for all purposes.

Section 3. The City Council and the Planning and Zoning Commission of the City of Jersey Village, Texas will conduct a joint public hearing at 6:00 p.m., July 17, 2017, at the Civic Center Auditorium, 16327 Lakeview, Jersey Village, Texas on the proposal to amend the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops.

Section 4. The City Secretary be, and she is hereby, directed to give notice of such public hearing as may be provided by law.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

Exhibit A to the Ordinance
The Planning and Zoning Commission's Preliminary Report



CITY OF JERSEY VILLAGE – PLANNING & ZONING COMMISSION PRELIMINARY REPORT – STORES AND SHOPS DISTRICT F

The Planning and Zoning Commission has met in order to consider amendments to the Code of Ordinances of the City of Jersey Village, revising use regulations pertaining to stores and shops in order to provide for retail sales and personal service shops in Zoning District F (First Business District); and

After review and discussion, the Commissioners preliminarily propose that amendments be made to Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-105 Regulations for District F (First Business District) to revise Subsection (A)(14) relating to Stores and Shops.

This preliminary change to the City's comprehensive zoning ordinance is more specifically detailed in the proposed ordinance attached as Exhibit "A."

The next step in the process as required by Section 14-84(c)(2)(b) of the Jersey Village Code of Ordinances is for Council to call a joint public hearing with the Planning and Zoning Commission.

Respectfully submitted, this 13th day of June 2017.


Debra Mergel, Chairman



ATTEST:
Lorri Coody, City Secretary



EXHIBIT A

PROPOSED ORDINANCE

ORDINANCE NO. 2017-XX

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, BY AMENDING CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE IV. ZONING DISTRICTS, DIVISION 2 USE BASED ZONING DISTRICTS, SECTION 14-105 REGULATIONS FOR DISTRICT F (FIRST BUSINESS DISTRICT) TO REVISE SUBSECTION (A)(14) RELATING TO STORES AND SHOPS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Jersey Village herein determines it necessary in order to promote health and general welfare in business areas to identify types of land use appropriate in such business areas; and

WHEREAS, as part of this determination it is desirable and necessary to regulate such land use by revising subsection 14-105(a)(14) relating to stores and shops in District F; and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Jersey Village have each conducted public hearings, in the time and manner and after the notice required by law and the City Code of Ordinances; and

WHEREAS, the City of Jersey Village Planning and Zoning Commission has issued its final report and the City Council of the City of Jersey Village now deems that such requested amendment to the zoning ordinance is in accordance with the comprehensive plan and is appropriate to grant; **NOW THEREFORE**,

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

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

Section 2. Chapter 14, "Building and Development," Article IV. *Zoning Districts*, of the Code of Ordinances of the City of Jersey Village, Texas, is hereby amended to revise subsection (a)(14) in section 14-105 Regulations for District F (first business district), by adding the language underlined and by deleting the language struck through to read and provide as follows:

"Chapter 14 – BUILDING AND DEVELOPMENT

....

Sec. 14-105.-Regulations for district F (first business district).

....

- (a) *Use regulations.* No building or land shall be used and no building shall be erected, moved or altered in district F except for one or more of the following uses:
- (1) Townhouses and patio homes.
 - (2) Banks.
 - (3) Barber and beauty shops.
 - (4) Professional offices and business offices.
 - (5) Educational institutions.
 - (6) Hospitals, clinics and nursing care centers.
 - (7) Churches and other places of worship.
 - (8) Hotels and motels.
 - (9) Public parks and playgrounds, public recreational facilities and community buildings.
 - (10) Municipal and governmental buildings, police stations and fire stations.
 - (11) Parking lots.
 - (12) Gasoline filling stations, provided that all storage tanks for gasoline shall be below the surface of the ground.
 - (13) Restaurants, cafes and cafeterias.
 - (14) Stores and shops for retail ~~trade~~ sales and personal service shops.
 - (15) Theaters.
 - (16) Water supply reservoirs, filter beds, towers, surface or below surface tanks, artesian wells, water pumping plants and water wells.
 - (17) Garages, public.
 - (18) Accessory uses customarily incident to any of the above uses, provided that such use is not so obnoxious or offensive as to be reasonably calculated to disturb persons of ordinary temper, sensibilities and disposition by reason of vibration, noise, view or the emission of odor, dust, smoke or pollution of any other kind.
 - (19) Golf courses, country clubs, miniature golf courses, and driving ranges.
 - (20) Electric power lines and electric substations, including accessory uses customarily incidental thereto; provided that any such accessory use shall not be so obnoxious or offensive as to be reasonably calculated to disturb persons of ordinary temper, sensibilities and disposition by reason of vibrations, noise, view or the emission of odor, dust, smoke or pollution of any other kind. The height and area, construction, and other regulations provided by this section shall not apply to uses allowed in the subpart.
 - (21) The following uses are permitted in district F with a specific use permit:
 - a. Telephone switching facilities;
 - b. Child day-care operations (licensed child-care centers and school-age program centers);

- c. Car wash facilities.
- (22) Model homes as permitted in district A.
- (23) Grocery store.”

Section 3. Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction shall be fined in accordance with Section 1-8 of The City Code. Each day of violation shall constitute a separate offense.

Section 4. In the event any 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 of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F04

AGENDA SUBJECT: Consider Ordinance No. 2017-20, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** June 14, 2017

EXHIBITS: [Ordinance No. 2017-20](#)
[Exhibit A](#) - Planning and Zoning Commission's Preliminary Report

BACKGROUND INFORMATION:

On June 13, 2017, the Planning and Zoning Commission met to consider amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops and to prepare a preliminary report containing its findings.

Accordingly, the Planning and Zoning Commission presents its preliminary report in connection with its findings to City Council tonight and asks that it be received, and to proceed with a joint public hearing.

RECOMMENDED P&Z ACTION:

MOTION: To approve Ordinance No. 2017-20, receiving the Planning and Zoning Commission's Preliminary Report and calling a joint public hearing of the City Council and the Planning and Zoning Commission concerning amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops

ORDINANCE NO. 2017-20

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S PRELIMINARY REPORT AND CALLING A JOINT PUBLIC HEARING OF THE CITY COUNCIL AND THE PLANNING AND ZONING COMMISSION CONCERNING AMENDMENTS AT CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE IV. ZONING DISTRICTS, DIVISION 2 USE BASED ZONING DISTRICTS, SECTION 14-106 REGULATIONS FOR DISTRICT G (SECOND BUSINESS DISTRICT) TO REVISE SUBSECTION (A)(9) RELATING TO STORES AND SHOPS.

WHEREAS, on June 13, 2017, the Planning and Zoning Commission met to consider amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops; and

WHEREAS, as a result of the discussions had surrounding these amendments, the Planning and Zoning Commission submits its preliminary report to City Council on June 19, 2017 and asks that it be received; and

WHEREAS, the City Council desires to call a joint public hearing with the Commission on the proposal to revise Chapter 14-106 at Subsection (A)(9) relating to Stores and Shops; **NOW THEREFORE**,

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

Section 1. The City Council hereby finds and determines that the statements set forth in the preamble of this Ordinance are true and correct and are incorporated herein for all purposes.

Section 2. The Planning and Zoning Commission's Preliminary Report as it relates to amendments at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops, is hereby received. The complete and correct copy of the Preliminary Report is attached hereto as "Exhibit A" and fully incorporated for all purposes.

Section 3. The City Council and the Planning and Zoning Commission of the City of Jersey Village, Texas will conduct a joint public hearing at 6:00 p.m., July 17, 2017, at the Civic Center Auditorium, 16327 Lakeview, Jersey Village, Texas on the proposal to amend the Code of Ordinances of the City of Jersey Village at Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops.

Section 4. The City Secretary be, and she is hereby, directed to give notice of such public hearing as may be provided by law.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

Exhibit A to the Ordinance
The Planning and Zoning Commission's Preliminary Report



CITY OF JERSEY VILLAGE – PLANNING & ZONING COMMISSION PRELIMINARY REPORT – STORES AND SHOPS DISTRICT G

The Planning and Zoning Commission has met in order to consider amendments to the Code of Ordinances of the City of Jersey Village, revising use regulations pertaining to stores and shops in order to provide for retail sales and personal service shops in Zoning District G (Second Business District); and


After review and discussion, the Commissioners preliminarily propose that amendments be made to Chapter 14 Building and Development, Article IV. Zoning Districts, Division 2 Use Based Zoning Districts, Section 14-106 Regulations for District G (Second Business District) to revise Subsection (A)(9) relating to Stores and Shops.

This preliminary change to the City's comprehensive zoning ordinance is more specifically detailed in the proposed ordinance attached as Exhibit "A."

The next step in the process as required by Section 14-84(c)(2)(b) of the Jersey Village Code of Ordinances is for Council to call a joint public hearing with the Planning and Zoning Commission.

Respectfully submitted, this 13th day of June 2017.


Debra Mergel, Chairman

ATTEST: 

Lorri Coody, City Secretary



EXHIBIT A

PROPOSED ORDINANCE

ORDINANCE NO. 2017-XX

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, BY AMENDING CHAPTER 14 BUILDING AND DEVELOPMENT, ARTICLE IV. ZONING DISTRICTS, DIVISION 2 USE BASED ZONING DISTRICTS, SECTION 14-106 REGULATIONS FOR DISTRICT G (SECOND BUSINESS DISTRICT) TO REVISE SUBSECTION (A)(9) RELATING TO STORES AND SHOPS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Jersey Village herein determines it necessary in order to promote health and general welfare in business areas to identify types of land use appropriate in such business areas; and

WHEREAS, as part of this determination it is desirable and necessary to regulate such land use by revising subsection 14-106(a)(9) relating to stores and shops in District G; and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Jersey Village have each conducted public hearings, in the time and manner and after the notice required by law and the City Code of Ordinances; and

WHEREAS, the City of Jersey Village Planning and Zoning Commission has issued its final report and the City Council of the City of Jersey Village now deems that such requested amendment to the zoning ordinance is in accordance with the comprehensive plan and is appropriate to grant; **NOW THEREFORE**,

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

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

Section 2. Chapter 14, "Building and Development," Article IV. *Zoning Districts*, of the Code of Ordinances of the City of Jersey Village, Texas, is hereby amended to revise subsection (a)(9) in section 14-106 Regulations for District G (second business district), by adding the language underlined and by deleting the language struck through to read and provide as follows:

"Chapter 14 – BUILDING AND DEVELOPMENT

....

Sec. 14-106. - Regulations for district G (second business district).

- (a) *Use regulations.* No building or land shall be used and no building shall be erected, moved or altered in district G except for one or more of the following uses:
- (1) Banks.
 - (2) Barber and beauty shops.
 - (3) Professional offices and business offices.
 - (4) Educational institutions.
 - (5) Hospitals, clinics and nursing care centers.
 - (6) Churches and other places of worship.
 - (7) Hotels and motels.
 - (8) Restaurants, cafes and cafeterias.
 - (9) Stores and shops for retail ~~trade~~ sales and personal service shops.
 - (10) Theaters.
 - (11) Gasoline filling stations, provided that all storage tanks for gasoline shall be below the surface of the ground.
 - (12) Mini-warehouse storage facilities on lots of eight acres or more.
 - (13) Garages, public.
 - (14) Parking lots.
 - (15) Water supply reservoirs, filter beds, towers, surface or below surface tanks, artesian wells, water pumping plants and water wells.
 - (16) Public parks and playgrounds, public recreational facilities and community buildings.
 - (17) Municipal and governmental buildings, police stations and fire stations.
 - (18) Accessory uses customarily incident to any of the above uses, provided that such use is not so obnoxious or offensive as to be reasonably calculated to disturb persons of ordinary temper, sensibilities and disposition by reason of vibration, noise, view or the emission of odor, dust, smoke or pollution of any other kind.
 - (19) The following uses are permitted in district G with a specific use permit:
 - a. Telephone switching facilities.
 - b. Multifamily housing for senior citizens.
 - c. Telecommunication towers.
 - d. Auto body shops.
 - e. Child day-care operations (licensed child-care centers and school-age program centers)."

Section 3. Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon

conviction shall be fined in accordance with Section 1-8 of The City Code. Each day of violation shall constitute a separate offense.

Section 4. In the event any 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 of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F05

AGENDA SUBJECT: Consider Resolution No. 2017-43, receiving the Planning and Zoning Commission's recommendation concerning amendments to the Jersey Village Code of Ordinances at Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises Requirements" in order to provide for the Regulation of Hotels.

Department/Prepared By: Lorri Coody, City Secretary **Date Submitted:** June 14, 2017

EXHIBITS: [Resolution No. 2017-43](#)
[Exhibit A](#) – Recommendation

BACKGROUND INFORMATION:

The Planning and Zoning Commission met on June 13, 2017 discuss recommendations to the City's Hotel Ordinance. After discussing same, the Commissioners recommend that the City's Code of Ordinances be amended at Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises Requirements" in order to provide for the Regulation of Hotels as is more specifically detailed in their written recommendation attached hereto.

This item is to receive the Planning and Zoning Commission's recommendation as it relates to Hotel Ordinance amendments.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-43, receiving the Planning and Zoning Commission's recommendation concerning amendments to the Jersey Village Code of Ordinances at Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises Requirements" in order to provide for the Regulation of Hotels.

RESOLUTION NO. 2017-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION'S RECOMMENDATION CONCERNING AMENDMENTS TO THE JERSEY VILLAGE CODE OF ORDINANCES AT CHAPTER 18, "BUSINESSES," ARTICLE V. HOTEL CODE, SECTION 18-182 "DEFINITIONS," AND SECTION 18-189 "PREMISES REQUIREMENTS" IN ORDER TO PROVIDE FOR THE REGULATION OF HOTELS.

* * * * *

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

THAT, the Planning and Zoning Commission's recommendation concerning amendments to the Jersey Village Code of Ordinances at Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises Requirements" in order to provide for the Regulation of Hotels is hereby received. The recommendation is attached hereto as "Exhibit A."

PASSED AND APPROVED this the 19th day of June, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

Exhibit A to the Ordinance
The Planning and Zoning Commission's Recommendation



**CITY OF JERSEY VILLAGE
PLANNING & ZONING COMMISSION
RECOMMENDATIONS CONCERNING
AMENDMENTS TO THE CODE OF ORDINANCES AT CHAPTER 18**

The Planning and Zoning Commission has met in order to consider amendments to the Jersey Village Code of Ordinances in order to provide for the Regulation of Hotels; and

After review and discussion, the Commissioners recommend that the City's Code of Ordinances be amended at Chapter 18, "Businesses," Article V. Hotel Code, Section 18-182 "Definitions," and Section 18-189 "Premises Requirements" in order to provide for the Regulation of Hotels as is more specifically detailed in the proposed ordinance attached as Exhibit "A."

Signed and approved this the 13th day of June, 2017.


Debra Mergel, Chairman

ATTEST



Lorri Coody, City Secretary



EXHIBIT A

PROPOSED ORDINANCE

ORDINANCE NO. 2017-xx

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY AMENDING CHAPTER 18, "BUSINESSES," ARTICLE V. HOTEL CODE, SECTION 18-182 "DEFINITIONS", AND SECTION 18-189 "PREMISES REQUIREMENTS", TO PROVIDE FOR REGULATION OF HOTELS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE.

WHEREAS, the City Council of the City of Jersey Village has adopted Chapter 18, Article V, Hotel Code, to ensure the continued availability of transient lodging within the City of Jersey Village, the maintenance of clean hotels, and to protect health, safety and welfare; and

WHEREAS, the City Council finds that the following regulations are essential to the public interest, safety, health, and welfare;

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct, and incorporated for all purposes.

Section 2. Article V. *Hotel Code*, of the Code of Ordinances of the City of Jersey Village, Texas, is hereby amended at Section 18-182 by adding the language underlined and by deleting the language struck through, as set out in the attached Exhibit "A."

Section 3. Article V. *Hotel Code*, of the Code of Ordinances of the City of Jersey Village, Texas, is hereby amended at Section 18-189 by adding the language underlined and by deleting the language struck through, as set out in the attached Exhibit "B."

Section 4. Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in accordance with Section 1-8 of The City Code. Each day of violation shall constitute a separate offense.

Section 5. In the event any 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 thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

DRAFT

EXHIBIT “A”

Sec. 18-182. - Definitions.

For the purpose of this chapter, the following terms, words, and derivations shall have the meaning given, unless the context clearly indicates or requires a different meaning:

Calls for service (CFS) include but are not limited to any and all calls to emergency services, (police, fire, medical, code enforcement, and development services) that result in a city employee being dispatched or directed to the hotel. This shall include any calls for service within the surrounding neighborhood that, through information or investigation, can be attributed or traced to the hotel premises. Calls for service include any self-initiated activity or investigation based on the observation(s) of an emergency services representative that results in a written report. Multiple calls regarding the same event shall be treated as a single call for service for purposes of calculating the CFS room ratio. Calls from employees of the hotel are excluded from being used to determine the calls for service room ratio. Calls for service include but are not limited to:

- (1) Commission of crimes that are drug related or drug related arrests;
- (2) Commission of crimes that are prostitution related or prostitution related arrests;
- (3) Commission of crimes that are a breach of the peace;
- (4) All fire alarms at a hotel;
- (5) Immediate public safety and health issues at a hotel; or
- (6) Noncompliance with federal law, state law or city codes and ordinances.

Calls for service room ratio is defined as the number of calls for service divided by the total number of guest rooms in a hotel during the time-period as set forth in section 18.184(A) herein.

Clean condition means free from:

- (1) Chemical contamination;
- (2) Microbial contamination;
- (3) Insect or rodent contamination;
- (4) Displaying or undergoing spoilage, putrefaction; or
- (5) Trash, debris, dirt or refuse.

Provided, however, such condition shall not be attributable to the hotel unless it exists in a room within two days after it was cleaned according to the schedule maintained by the hotel.

Code conviction limit is determined by the relationship between the number of convictions of city code violations in a court of law compared to the number of guest rooms in a hotel. The code conviction limit for hotels with less than 60 guest rooms is defined as more than five convictions of city code violations in a court of law within a period of 12 consecutive calendar months. The code conviction limit for hotels with 60 or more guest rooms or more is defined as the number of convictions of city code violations in a court of law equal to ten percent of the total number of guest rooms rounded to the next highest integer in a hotel within a period of 12 consecutive calendar months.

Commissioned security officers are officers who have successfully undertaken and passed a state and national criminal history check and passed the 30-hour training class provided by the private security bureau of the state department of public safety.

Designated city official or DCO means the city manager or designee.

Drug related includes but is not limited to the manufacture, cultivation, importation into the state, transportation, possession, possession for sale, sale, furnishing, administering, or giving away or providing a place to use or fortification of a place involving any illegal or controlled drug, narcotic or drug paraphernalia.

Extended Stay Hotel Unit means, for the purposes of this article, a hotel room with accommodations for sleeping along with on-premise kitchen and bathroom facilities. The term includes hotel units utilized for occupant stays of more than 30 consecutive days and shall be subject to Section 18-188 regulations relating to occupancy limits and Chapter 14 regulations for building and development.

Hotel means, within the context of this article, ~~any hotel, motel, lodging house or inn in the city having three or more rooms where transient guests are fed or lodged for pay~~ a building in which members of the public obtain sleeping accommodations for consideration. The term includes a hotel, motel, tourist home, tourist house, tourist court, lodging house, inn, rooming house, or bed and breakfast.

Hotel room or room means the portion of the hotel which may be used by a guest as a temporary residence, including single rooms and suites.

Law means any federal, state statute, or city ordinance, court decision or regulation.

Let or let for occupancy means to permit, provide or offer possession or occupancy of a dwelling unit, rooming unit, building, premises or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to recorded or unrecorded agreement or contract for the sale of land.

Manager shall mean any person who manages the business operations of any hotel on behalf of the owner and/or management company, whose duties may include the collection of rental charges, issuing of keys, direction of maintenance personnel, assigning of rooms to guests, handling guest affairs or overseeing security.

Operator means any person who is the proprietor of any hotel whether in the capacity of the owner, lessee, receiver, sublessee, franchisee, mortgagee in possession, hotel management company, or agent of any of the aforementioned, who offers or accepts payment for rooms, guestrooms, sleeping accommodations, or board and lodging, and retains the right of access to, and control of, the dwelling units.

Owner means any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person means an individual, corporation, business trust, estate trust, partnership or any other group acting as a unit.

Property Standards Board means the city council, or board appointed by the city council to hear cases pertaining to this article.

Prostitution related includes but is not limited to those that involve prostitution or prostitution related crimes such as pimping or pandering in violation of city and/or state codes.

DRAFT

EXHIBIT “B”

Sec. 18-189. - Premises requirements.

- (a) Each property owner, operator, or manager shall cause to be maintained a complete register for each person to whom any room at a hotel is let. The register shall contain the following information:
 - (1) Correct name and permanent address, designating street and number, city, state and country;
 - (2) Actual dates of occupancy indicating check-in time, checkout time and room number;
 - (3) Correct license or registration number, state of registration and make of any vehicle or conveyance;
 - (4) Number of individuals staying in the room;
 - (5) Amount of the bill and method of payment; and
 - (6) Register records shall be maintained for a period of two years for each person who lets any room at a hotel.
- (b) Tier 2 property owners, operators, or managers shall require any person to whom any room at a hotel is let to provide evidence of his or her identity and address of residence, and, in addition thereto, the full and true name and address of each member of his party.
- (c) No tier 2 property owner, operator, or manager shall allow or permit any hourly charge for any room within said establishment.
- (d) No tier 2 property owner, operator, or property manager shall allow or permit any room or rooms within the hotel to be rented more than twice in any 24-hour period commencing at 12:01 a.m.
- (e) No property owner, operator, or manager shall knowingly let, allow or permit any room on the premises to be used for any illegal purpose including but not limited to:
 - (1) Prostitution;
 - (2) Gambling;
 - (3) Drug use, sale or manufacture of drugs;
 - (4) Sale of alcoholic beverages.
- (f) A property owner, operator and/or manager providing false information to city authorities regarding the identity of and hours of occupancy by any occupant shall be prima facie evidence of premises being used for illegal purposes including but not limited to:
 - (1) Prostitution;
 - (2) Gambling;
 - (3) Drug use, sale or manufacture of drugs;
 - (4) Sale of alcoholic beverages.
- (g) Room rates shall be posted in a prominent location in all guest rooms. Guests shall not be charged in excess of posted rates. A range of rates is acceptable in the posting.

- (h) For guest complaints the telephone number and address for the DCO shall be posted in a prominent location in all guest rooms and public reception area.
- (i) A representative of the property owner, operator or manager shall be present and accessible to the DCO in person, on a 24-hour basis.
- (j) Tier 2 hotels are required to have 24-hour on-site security provided by commissioned security officers.
- (k) All commissioned security officers while working for a Tier 2 hotel must be in uniform and must be registered with the private security bureau of the state department of public safety.
- (l) Commissioned security officers working for a tier 2 hotel must have a class B security contractor license issued from the private security bureau of the state department of public safety.
- (m) Tier 2 hotels are required to videotape the premises and keep and maintain recordings for at least 30 days.
- (n) Access and Security. ~~A guest room shall be accessible only from an internal hallway and the internal hallway shall be accessible only from a central lobby area contained within the hotel/motel.~~ A hotel must meet the following requirements:
 - 1. Guest rooms must be accessible only through interior corridors of the hotel building or group of buildings;
 - 2. Primary hotel building entrances to lobby and registration areas, and/or meeting rooms and ballrooms, may provide access for ingress and egress of hotel guests and/or invitees
 - 3. Secondary hotel building entrances through exterior doors must be secured and accessible only to guests and employees;
 - 4. Hotel management must be on-site 24 hours each day; and
 - 5. Security cameras. A hotel/motel shall install and maintain, in proper operating order, security cameras in each interior hallway and lobby, in the parking lots, and at each exterior door. The cameras shall be placed so as to provide visibility to the front and rear exteriors of the building and to the swimming pool area, if any. Monitors shall be provided for security and other hotel/motel personnel so that on-site activities may be viewed at all times. The security cameras shall be equipped with recording devices capable under normal lighting and operating conditions of producing reasonable photographic images of the persons in the specified areas. Video recordings from security cameras shall be operating 24 hours a day and shall be kept a minimum of thirty (30) days.

~~This requirement-Subsections 1 - 5 applies to~~ shall apply to hotels and motels permitted for new construction after ~~February~~ June 20, 2017.

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F06

AGENDA SUBJECT: Consider Ordinance No. 2017-21, amending Chapter 18, “Businesses,” Article V. Hotel Code, Section 18-182 “Definitions”, and Section 18-189 “Premises requirements”, to provide for regulation of hotels; providing a severability clause; and providing a penalty as provided by section 1-8 of the Code.

Prepared By: Lorri Coody, City Secretary

Date Submitted: June 14, 2017

EXHIBITS: [Ordinance No. 2017-21](#)

BACKGROUND INFORMATION:

The Planning and Zoning Commission met on June 13, 2017 discuss recommendations to the City’s Hotel Ordinance. After discussing same, the Commissioners recommended that the City’s Code of Ordinances be amended at Chapter 18, “Businesses,” Article V. Hotel Code, Section 18-182 “Definitions,” and Section 18-189 “Premises Requirements” in order to provide for the Regulation of Hotels. The Commission’s recommendations were received by this Council on June 19, 2017.

This item is to consider an Ordinance that amends Chapter 18, “Businesses,” Article V. Hotel Code, Section 18-182 “Definitions,” and Section 18-189 “Premises Requirements” in order to provide for the Regulation of Hotels.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2017-21, amending Chapter 18, “Businesses,” Article V. Hotel Code, Section 18-182 “Definitions”, and Section 18-189 “Premises requirements”, to provide for regulation of hotels; providing a severability clause; and providing a penalty as provided by section 1-8 of the Code.

ORDINANCE NO. 2017-21

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY AMENDING CHAPTER 18, "BUSINESSES," ARTICLE V. HOTEL CODE, SECTION 18-182 "DEFINITIONS", AND SECTION 18-189 "PREMISES REQUIREMENTS", TO PROVIDE FOR REGULATION OF HOTELS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE.

WHEREAS, the City Council of the City of Jersey Village has adopted Chapter 18, Article V, Hotel Code, to ensure the continued availability of transient lodging within the City of Jersey Village, the maintenance of clean hotels, and to protect health, safety and welfare; and

WHEREAS, the City Council finds that the following regulations are essential to the public interest, safety, health, and welfare;

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct, and incorporated for all purposes.

Section 2. Article V. *Hotel Code*, of the Code of Ordinances of the City of Jersey Village, Texas, is hereby amended at Section 18-182 by adding the language underlined and by deleting the language struck through, as set out in the attached Exhibit "A."

Section 3. Article V. *Hotel Code*, of the Code of Ordinances of the City of Jersey Village, Texas, is hereby amended at Section 18-189 by adding the language underlined and by deleting the language struck through, as set out in the attached Exhibit "B."

Section 4. Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in accordance with Section 1-8 of The City Code. Each day of violation shall constitute a separate offense.

Section 5. In the event any 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 thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

EXHIBIT “A”

Sec. 18-182. - Definitions.

For the purpose of this chapter, the following terms, words, and derivations shall have the meaning given, unless the context clearly indicates or requires a different meaning:

Calls for service (CFS) include but are not limited to any and all calls to emergency services, (police, fire, medical, code enforcement, and development services) that result in a city employee being dispatched or directed to the hotel. This shall include any calls for service within the surrounding neighborhood that, through information or investigation, can be attributed or traced to the hotel premises. Calls for service include any self-initiated activity or investigation based on the observation(s) of an emergency services representative that results in a written report. Multiple calls regarding the same event shall be treated as a single call for service for purposes of calculating the CFS room ratio. Calls from employees of the hotel are excluded from being used to determine the calls for service room ratio. Calls for service include but are not limited to:

- (1) Commission of crimes that are drug related or drug related arrests;
- (2) Commission of crimes that are prostitution related or prostitution related arrests;
- (3) Commission of crimes that are a breach of the peace;
- (4) All fire alarms at a hotel;
- (5) Immediate public safety and health issues at a hotel; or
- (6) Noncompliance with federal law, state law or city codes and ordinances.

Calls for service room ratio is defined as the number of calls for service divided by the total number of guest rooms in a hotel during the time-period as set forth in section 18.184(A) herein.

Clean condition means free from:

- (1) Chemical contamination;
- (2) Microbial contamination;
- (3) Insect or rodent contamination;
- (4) Displaying or undergoing spoilage, putrefaction; or
- (5) Trash, debris, dirt or refuse.

Provided, however, such condition shall not be attributable to the hotel unless it exists in a room within two days after it was cleaned according to the schedule maintained by the hotel.

Code conviction limit is determined by the relationship between the number of convictions of city code violations in a court of law compared to the number of guest rooms in a hotel. The code conviction limit for hotels with less than 60 guest rooms is defined as more than five convictions of city code violations in a court of law within a period of 12 consecutive calendar months. The code conviction limit for hotels with 60 or more guest rooms or more is defined as the number of convictions of city code violations in a court of law equal to ten percent of the total number of guest rooms rounded to the next highest integer in a hotel within a period of 12 consecutive calendar months.

Commissioned security officers are officers who have successfully undertaken and passed a state and national criminal history check and passed the 30-hour training class provided by the private security bureau of the state department of public safety.

Designated city official or DCO means the city manager or designee.

Drug related includes but is not limited to the manufacture, cultivation, importation into the state, transportation, possession, possession for sale, sale, furnishing, administering, or giving away or providing a place to use or fortification of a place involving any illegal or controlled drug, narcotic or drug paraphernalia.

Extended Stay Hotel Unit means, for the purposes of this article, a hotel room with accommodations for sleeping along with on-premise kitchen and bathroom facilities. The term includes hotel units utilized for occupant stays of more than 30 consecutive days and shall be subject to Section 18-188 regulations relating to occupancy limits and Chapter 14 regulations for building and development.

Hotel means, within the context of this article, ~~any hotel, motel, lodging house or inn in the city having three or more rooms where transient guests are fed or lodged for pay~~ a building in which members of the public obtain sleeping accommodations for consideration. The term includes a hotel, motel, tourist home, tourist house, tourist court, lodging house, inn, rooming house, or bed and breakfast.

Hotel room or room means the portion of the hotel which may be used by a guest as a temporary residence, including single rooms and suites.

Law means any federal, state statute, or city ordinance, court decision or regulation.

Let or let for occupancy means to permit, provide or offer possession or occupancy of a dwelling unit, rooming unit, building, premises or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to recorded or unrecorded agreement or contract for the sale of land.

Manager shall mean any person who manages the business operations of any hotel on behalf of the owner and/or management company, whose duties may include the collection of rental charges, issuing of keys, direction of maintenance personnel, assigning of rooms to guests, handling guest affairs or overseeing security.

Operator means any person who is the proprietor of any hotel whether in the capacity of the owner, lessee, receiver, sublessee, franchisee, mortgagee in possession, hotel management company, or agent of any of the aforementioned, who offers or accepts payment for rooms, guestrooms, sleeping accommodations, or board and lodging, and retains the right of access to, and control of, the dwelling units.

Owner means any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person means an individual, corporation, business trust, estate trust, partnership or any other group acting as a unit.

Property Standards Board means the city council, or board appointed by the city council to hear cases pertaining to this article.

Prostitution related includes but is not limited to those that involve prostitution or prostitution related crimes such as pimping or pandering in violation of city and/or state codes.

EXHIBIT “B”

Sec. 18-189. - Premises requirements.

- (a) Each property owner, operator, or manager shall cause to be maintained a complete register for each person to whom any room at a hotel is let. The register shall contain the following information:
 - (1) Correct name and permanent address, designating street and number, city, state and country;
 - (2) Actual dates of occupancy indicating check-in time, checkout time and room number;
 - (3) Correct license or registration number, state of registration and make of any vehicle or conveyance;
 - (4) Number of individuals staying in the room;
 - (5) Amount of the bill and method of payment; and
 - (6) Register records shall be maintained for a period of two years for each person who lets any room at a hotel.
- (b) Tier 2 property owners, operators, or managers shall require any person to whom any room at a hotel is let to provide evidence of his or her identity and address of residence, and, in addition thereto, the full and true name and address of each member of his party.
- (c) No tier 2 property owner, operator, or manager shall allow or permit any hourly charge for any room within said establishment.
- (d) No tier 2 property owner, operator, or property manager shall allow or permit any room or rooms within the hotel to be rented more than twice in any 24-hour period commencing at 12:01 a.m.
- (e) No property owner, operator, or manager shall knowingly let, allow or permit any room on the premises to be used for any illegal purpose including but not limited to:
 - (1) Prostitution;
 - (2) Gambling;
 - (3) Drug use, sale or manufacture of drugs;
 - (4) Sale of alcoholic beverages.
- (f) A property owner, operator and/or manager providing false information to city authorities regarding the identity of and hours of occupancy by any occupant shall be prima facie evidence of premises being used for illegal purposes including but not limited to:
 - (1) Prostitution;
 - (2) Gambling;
 - (3) Drug use, sale or manufacture of drugs;
 - (4) Sale of alcoholic beverages.
- (g) Room rates shall be posted in a prominent location in all guest rooms. Guests shall not be charged in excess of posted rates. A range of rates is acceptable in the posting.

- (h) For guest complaints the telephone number and address for the DCO shall be posted in a prominent location in all guest rooms and public reception area.
- (i) A representative of the property owner, operator or manager shall be present and accessible to the DCO in person, on a 24-hour basis.
- (j) Tier 2 hotels are required to have 24-hour on-site security provided by commissioned security officers.
- (k) All commissioned security officers while working for a Tier 2 hotel must be in uniform and must be registered with the private security bureau of the state department of public safety.
- (l) Commissioned security officers working for a tier 2 hotel must have a class B security contractor license issued from the private security bureau of the state department of public safety.
- (m) Tier 2 hotels are required to videotape the premises and keep and maintain recordings for at least 30 days.
- (n) Access and Security. ~~A guest room shall be accessible only from an internal hallway and the internal hallway shall be accessible only from a central lobby area contained within the hotel/motel.~~ A hotel must meet the following requirements:
 - 1. Guest rooms must be accessible only through interior corridors of the hotel building or group of buildings;
 - 2. Primary hotel building entrances to lobby and registration areas, and/or meeting rooms and ballrooms, may provide access for ingress and egress of hotel guests and/or invitees
 - 3. Secondary hotel building entrances through exterior doors must be secured and accessible only to guests and employees;
 - 4. Hotel management must be on-site 24 hours each day; and
 - 5. Security cameras. A hotel/motel shall install and maintain, in proper operating order, security cameras in each interior hallway and lobby, in the parking lots, and at each exterior door. The cameras shall be placed so as to provide visibility to the front and rear exteriors of the building and to the swimming pool area, if any. Monitors shall be provided for security and other hotel/motel personnel so that on-site activities may be viewed at all times. The security cameras shall be equipped with recording devices capable under normal lighting and operating conditions of producing reasonable photographic images of the persons in the specified areas. Video recordings from security cameras shall be operating 24 hours a day and shall be kept a minimum of thirty (30) days.

~~This requirement-Subsections 1 - 5 applies to~~ shall apply to hotels and motels permitted for new construction after ~~February~~ June 20, 2017.

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F07

AGENDA SUBJECT: Consider Ordinance No. 2017-22, approving the request of the Board of Directors of the Crime Control and Prevention District to amend the 2016-2017 Crime Control and Prevention District's Budget in the amount of \$24,750.00; authorizing the funding associated with the purchase and installation of security cameras for the Northwest Village Shopping Center from the Crime Control and Prevention District Fund; amending the annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2016, and ending September 30, 2017 to reflect these changes.

Dept./Prepared By: C.E. Foerster, Chief of Police

Date Submitted: June 13, 2017

EXHIBITS: [Ordinance No. 2017-22](#)

[Exhibit A](#) – Resolution No. 2017-01 from the CCPD

[Exhibit B](#) – Budget Amendment - 01-21-6572 NW Village Security Cameras

[Exhibit C](#) – Budget Amendment - 01-10-9750 Reimbursement from CCPD for NW Village Security Cameras

BUDGETARY IMPACT:

Required Expenditure:	\$ See Below
Amount Budgeted:	\$
Appropriation Required:	\$ See Below

BACKGROUND INFORMATION:

The Jersey Village Police Department has asked the owners of the Northwest Village Shopping Center; owned by Gordon Partners, for permission to mount additional security cameras on the exterior wall of the shopping center. This request is to enhance a video surveillance system that Gordon Partners already has in place. Gordon Partners has already given the Jersey Village Police Department remote access to their system (at no cost) and this enhancement would only benefit this existing public-private partnership to reduce crime even further.

The upgrades requested for this partnership would amount to \$24,750.00 in a one-time expenditure. Gordon Partners has participated in the planning and approval of this system and it will integrate with their existing system, with installation and monitoring by the same company they already use. Payment will be made to Gordon Partners directly, and they will in turn, be responsible for payment to the contractors for camera installation and electrical work.

MOTION: To approve Ordinance No. 2017-22, approving the request of the Board of Directors of the Crime Control and Prevention District to amend the 2016-2017 Crime Control and Prevention District's Budget in the amount of \$24,750.00; authorizing the funding associated with the purchase and installation of security cameras for the Northwest Village Shopping Center from the Crime Control and Prevention District Fund; amending the annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2016, and ending September 30, 2017 to reflect these changes.

ORDINANCE NO. 2017-22

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE REQUEST OF THE BOARD OF DIRECTORS OF THE CRIME CONTROL AND PREVENTION DISTRICT TO AMEND THE 2016-2017 CRIME CONTROL AND PREVENTION DISTRICT'S BUDGET IN THE AMOUNT OF \$24,750.00; AUTHORIZING THE FUNDING ASSOCIATED WITH THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS FROM THE CRIME CONTROL AND PREVENTION DISTRICT FUND; AMENDING THE ANNUAL BUDGET OF THE CITY OF JERSEY VILLAGE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017 TO REFLECT THESE CHANGES; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the Directors of the City of Jersey Village Crime Control and Prevention District have heretofore met to consider an amendment to the District's fiscal year budget beginning October 1, 2016 and ending September 30, 2017 in the amount of \$24,750.00 in order to authorize the payment of the cost associated with the purchase and installation of security cameras from the Crime Control and Prevention District Fund; and

WHEREAS, an agreement was made with Gordon Partners to purchase and install security cameras in the Northwest Village Shopping Center for Police Department use for the purpose of crime reduction and apprehension; and

WHEREAS, Crime Control District will make a one-time payment of \$24,750.00; and

WHEREAS, subsequent to the adoption of the annual budget for the Jersey Village Crime Control and Prevention District for the fiscal year beginning October 1, 2016, and ending September 30, 2017, the District had not anticipated this expenditure changes; and

WHEREAS, the Board of Directors of the Crime Control and Prevention District has recommended that such budget be amended to reflect such revenues and expenditures in accordance with their approved Resolution No. 2017-01 attached hereto and made a part hereof as "Exhibit A"; and

WHEREAS, the City Council finds and determines that the budget should be amended as recommended by the Board of Directors of the District and that such amendment to the budget is necessary; **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 in the amount of \$24,750.00 by increasing the appropriations in accordance with the Crime Control and Prevention District's Resolution No. 2017-01 attached hereto and made a part hereof as "Exhibit A."

Additionally, 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 accounts contained herein as provided in the attached:

- Exhibit B – Budget Amendment Form General Fund 01-21-6572 in order to cover the expenditures related to the cost associated with the purchase and installation of security cameras for the Northwest Village Shopping Center in the amount of \$24,750.00
- Exhibit C – Budget Amendment Form General Fund 01-10-9750 Crime Control District Reimbursement in order to cover the expenditures related to the cost associated with the purchase and installation of security cameras for the Northwest Village Shopping Center in the amount of \$24,750.00

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 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE JERSEY VILLAGE CRIME CONTROL AND PREVENTION DISTRICT, AMENDING THE BUDGET OF SUCH DISTRICT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017 IN THE AMOUNT OF \$24,750.00; AND AUTHORIZING THE FUNDING ASSOCIATED WITH THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS FOR THE NORTHWEST VILLAGE SHOPPING CENTER FROM THE CRIME CONTROL AND PREVENTION DISTRICT FUND; AND PROVIDING FOR SEVERABILITY.

WHEREAS, an agreement was made with Gordon Partners to purchase and install security cameras in the Northwest Village Shopping Center to be accessed by the Police Department for the purpose of crime reduction and apprehension; and

WHEREAS, Crime Control District will make a one-time payment of \$24,750.00 for the purchase and installation of the security cameras; and

WHEREAS, subsequent to the adoption of the annual budget for the Jersey Village Crime Control and Prevention District for the fiscal year beginning October 1, 2016, and ending September 30, 2017, the District had not anticipated this expenditure change; and

WHEREAS, the City Manager recommends that such budget be amended to reflect such purchase and expenditure in accordance with Budgetary Transfer Amendment Request Forms attached hereto and made a part hereof as "Exhibit A; and

WHEREAS, the District Board of Directors finds and determines that the budget should be amended as recommended by the City Manager in order to purchase security cameras for the Northwest Village Shopping Center; **NOW THEREFORE**,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JERSEY VILLAGE CRIME CONTROL AND PREVENTION DISTRICT THAT:

The annual budget of the Jersey Village Crime Control and Prevention District for the fiscal year beginning October 1, 2016, and ending September 30, 2017, is hereby amended in the amount of \$24,750.00 by increasing the appropriations to the accounts contained therein as provided in "Exhibit A", attached hereto and made a part hereof subject to approval of the City Council of the City of Jersey Village.

PASSED AND APPROVED this 19th day of June, 2017.

ATTEST:

Justin Ray, Vice President

Lorri Coody, 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 type="checkbox"/> General Fund	_____	_____
<input type="checkbox"/> Utility Fund	_____	_____
<input type="checkbox"/> Capital Improvements Fund	_____	_____
<input checked="" type="checkbox"/> Other <u>CCPD</u>	<u>50-27-6572</u>	<u>\$24,750.00</u>

Justification

Funding is required in order to cover the cost associated with the purchase and installation of security cameras for the Northwest Village Shopping Center. This will aid the Police Department in crime reduction and apprehension. This is a one-time expenditure in the amount of \$24,750.00.

Requested by: C.E. [Signature] Date 6-13-17

Finance: Sufficient Funds, ☒ Exist ☐ Do Not Exist: [Signature] Date 6/13/17

City Manager: Approved / Not Approved: [Signature] Date 6/13/17

**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		01-21-6572__	\$24,750.00__
<input type="checkbox"/> Utility Fund		_____	_____
<input type="checkbox"/> Capital Improvements Fund		_____	_____
<input type="checkbox"/> Other _____		_____	_____

Justification

Funding is required in order to cover the cost associated with the purchase and installation of security cameras for the Northwest Village Shopping Center. This will aid the Police Department in crime reduction and apprehension. This is a one-time expenditure in the amount of \$24,750.00.

Requested by: CE [Signature] Date 6-13-17

Finance: Sufficient Funds ☒ Exist ☐ Do Not Exist [Signature] Date 4/13/17

City Manager: Approved / Not Approved: [Signature] Date 6/13/17

**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	01-10-9750__	\$24,750.00__
<input type="checkbox"/> Utility Fund	_____	_____
<input type="checkbox"/> Capital Improvements Fund	_____	_____
<input type="checkbox"/> Other _____	_____	_____

Justification

Funding is required in order to cover the cost associated with the purchase and installation of security cameras for the Northwest Village Shopping Center. This will aid the Police Department in crime reduction and apprehension. This is a one-time expenditure in the amount of \$24,750.00.

Requested by: CE Date 6-13-17

Finance: Sufficient Funds, ☒ Exist ☐ Do Not Exist: [Signature] Date 6/13/17

City Manager: Approved / Not Approved: [Signature] Date 6/13/17

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F08

AGENDA SUBJECT: Consider Ordinance No. 2017-23, amending the Code of Ordinances of the City of Jersey Village, Texas, by amending Chapter 70, "Utilities," Article I. In General, Section 70-2 "Breaking or tampering with system," to provide for regulation of theft of water; providing a severability clause; and providing a penalty as provided by Section 1-8 of the Code.

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

Date Submitted: June 1, 2017

EXHIBITS: [Ordinance No. 2017-23](#)

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

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

Chapter 70 Section 70-2 states that persons shall not break or tamper with the water system. Ordinance 2017-XX clarifies what constitutes tampering as well as defines the penalty for abuse of the system.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2017-23, amending the Code of Ordinances of the City of Jersey Village, Texas, by amending Chapter 70, "Utilities," Article I. In General, Section 70-2 "Breaking or tampering with system," to provide for regulation of theft of water; providing a severability clause; and providing a penalty as provided by Section 1-8 of the Code.

ORDINANCE NO. 2017-23

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY AMENDING CHAPTER 70, "UTILITIES," ARTICLE I. IN GENERAL, SECTION 70-2 "BREAKING OR TAMPERING WITH SYSTEM", TO PROVIDE FOR REGULATION OF THEFT OF WATER; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING A PENALTY AS PROVIDED BY SECTION 1-8 OF THE CODE.

WHEREAS, the City Council of the City of Jersey Village has adopted Code of Ordinances (the "Code"), Chapter 70, "Utilities", Article I, IN GENERAL, Section 70-2 "Breaking or Tampering with System," concerning the City wastewater and water system, and to protect health, safety and welfare; and

WHEREAS, the City Council finds that the following regulations are essential to the public interest, safety, health, and welfare;

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct, and incorporated for all purposes.

Section 2. That Chapter 70, Article I. "IN GENERAL", of the Code of Ordinances of the City of Jersey Village, Texas, is hereby amended at Section 70-2 by adding the language underlined and by deleting the language struck through, as set out in the attached Exhibit "A."

Section 3. Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in accordance with Section 1-8 of The City Code. Each day of violation shall constitute a separate offense.

Section 4. In the event any 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 thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

ATTEST:

Justin Ray, Mayor

Lorri Coody, City Secretary

EXHIBIT “A”

Sec. 70-2. – Breaking or tampering with system.

~~No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the public water supply and/or wastewater facilities.~~

A person commits an offense of theft of water by any of the following actions:

(a) A person may not knowingly tamper, connect to, or alter any component of the City's water system including valves, meters, meter boxes, lids, hydrants, lines, pump stations, ground storage tanks, and elevated storage tanks. This shall include direct or indirect efforts to initiate or restore water service without the approval of the City.

(b) If, without the written consent of the City Manager or the City Manager's designee, the person knowingly causes, suffers or allows the initiation or restoration of water service to the property after termination of service(s). For purposes of this section, it shall be assumed that the owner, occupant, or person in control of the property caused, suffered, or allowed the unlawful initiation or restoration of service(s).

(c) A person may not knowingly make or cause a false report to be made to the City of a reading of a water meter installed for metered billing.

(d) A person commits a separate offense each day that the person performs an act prohibited by this section or fails to perform an act required by this section.

An offense under this Ordinance is a Class C misdemeanor punishable by a fine of up to two thousand dollars (\$2,000.00) and/or discontinuance of water service by the City.

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F09

AGENDA SUBJECT: Consider Ordinance No. 2017-24, amending the City's Hotel Occupancy Tax Fund Budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, by increasing line item 05-56-5515 (consultant services) in the amount of \$14,250 and decreasing line item 05-56-5515 (advertising) in the amount of \$14,250.

Department/Prepared By: Director of Parks & Recreation, Kimberly Terrell

Date Submitted: June 14, 2017

EXHIBITS: [Ordinance 2017-24](#)
[Exhibit A](#) – Budget Amendment

BUDGETARY IMPACT:	Required Expenditure:	\$	14,250
	Amount Budgeted:	\$	0
	Appropriation Required:	\$	14,250

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The City of Jersey Village is engaging with an architect to do a feasibility study and space planning analysis for the Jersey Meadow Golf Course Clubhouse in order to determine what, if any, money might be spent on renovations in future budget cycles.

Currently, there is no money budgeted for this study. However, there is \$16,600 budgeted for golf course advertising from the Motel Tax Fund that will not be spent this fiscal year. The Parks & Recreation Department requests that \$14,250.00 be transferred from 05-56-5044 (advertising) to 05-56-5515 (consultant services) in order to complete the Jersey Meadow Golf Course clubhouse feasibility study.

RECOMMENDED ACTION:

MOTION: To approve Ordinance No. 2017-24, amending the City's Hotel Occupancy Tax Fund Budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, by increasing line item 05-56-5515 (consultant services) in the amount of \$14,250 and decreasing line item 05-56-5515 (advertising) in the amount of \$14,250.

ORDINANCE NO. 2017-24

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE HOTEL OCCUPANCY TAX FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 BY INCREASING LINE ITEM 05-56-5515 (CONSULTANT SERVICES) IN THE AMOUNT OF \$14,250 AND DECREASING LINE ITEM 05-56-5515 (ADVERTISING) IN THE AMOUNT OF \$14,250.

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 from Golf Course Fund by increasing line item 05-56-5515 (consultant services) in the amount of \$14,250 and decreasing line item 05-56-5515 (advertising) in the amount of \$14,250.

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 19th day of June, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

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- | <u>From Line Item</u> | <u>To Line Item</u> | <u>Amount</u> |
|--------------------------------|---|--------------------|
| <u>05-56-5044(advertising)</u> | <u>05-56-5515 (consultant services)</u> | <u>\$14,250.00</u> |

- | From the fund balance of: | | <u>To Line Item</u> | <u>Amount</u> |
|---------------------------|---------------------------|---------------------|---------------|
| <input type="checkbox"/> | General Fund | _____ | _____ |
| <input type="checkbox"/> | Utility Fund | _____ | _____ |
| <input type="checkbox"/> | Capital Improvements Fund | _____ | _____ |
| <input type="checkbox"/> | Other: _____ | _____ | _____ |

The City of Jersey Village is engaging with an architect to do a feasibility study and space planning analysis for the Jersey Meadow Golf Course Clubhouse in order to determine what, if any, money might be spent on renovations in future budget cycles.

Currently, there is no money budgeted for this study. However, there is \$16,600 budgeted for golf course advertising from the Motel Tax Fund that will not be spent this fiscal year. The Parks & Recreation Department requests that \$14,250.00 be transferred from 05-56-5044 (advertising) to 05-56-5515 (consultant services) in order to complete the Jersey Meadow Golf Course clubhouse feasibility study.

City Manager: ☒ Approved / ☐ Not Approved: Christy Miller Date 6/14/17

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F10

AGENDA SUBJECT: Consider Resolution No. 2017-44, authorizing a contract with Ray + Hollington Architects for the Jersey Meadow Golf Course Clubhouse Renovation Feasibility Study.

Department/Prepared By: Parks & Recreation, Kimberly Terrell

Date Submitted: June 14, 2017

EXHIBITS: [Resolution No. 2017-44](#)
[Exhibit A](#) – Ray + Hollington Architects Contract

BUDGETARY IMPACT: Required Expenditure:	\$	14,250.00
Amount Budgeted:	\$	14,250.00
Appropriation Required:	\$	14,250.00

BACKGROUND INFORMATION:

The City of Jersey Village is engaging with an architect to do a feasibility study and space planning analysis for the Jersey Meadow Golf Course Clubhouse in order to determine what, if any, money might be spent on renovations in upcoming budget cycles.

The golf course clubhouse is identified in the 2016 Comprehensive Plan adopted by the City of Jersey Village. It recommends that the City “promote and improve Golf Course facilities” and “conduct(s) an analysis for the golf course to determine if the clubhouse and related facilities/services are adequate or should be expanded or modified.”

Specific scope areas include; System assessments and comments, Recommendations based on the assessments, Projected cost implications of the recommendations, Existing floor plan, Proposed plan option diagrams. The project is expected to take 4 weeks and will involve input from Golf Course employees.

The Parks & Recreation Department has received a proposal from Ray + Hollington Architects in the amount of \$14,250.00 and recommends authorization of the contract.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-xx, authorizing a contract with Ray + Hollington Architects for the Jersey Meadow Golf Course Clubhouse Renovation Feasibility Study.

RESOLUTION NO. 2017-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH RAY + HOLLINGTON ARCHITECTS FOR THE JERSEY MEADOW GOLF COURSE CLUBHOUSE RENOVATION FEASIBILITY STUDY.

WHEREAS, the City adopted the 2016 City of Jersey Village Comprehensive Plan which recommends that the City “conduct an analysis for the golf course to determine if the clubhouse and related facilities/services are adequate or should be expanded or modified”; and

WHEREAS, the City has received a proposal from Ray + Hollington Architects for the development of a Jersey Meadow Golf Course Clubhouse Renovation Feasibility Study; as more specifically described in the attached “Exhibit A”; **NOW THEREFORE**,

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

THAT, the City Manager is authorized to execute contract on behalf of the City of Jersey Village with Ray + Hollington Architects for the Jersey Meadow Golf Course Clubhouse Renovation Feasibility Study as described in “Exhibit A” which is attached hereto and made apart hereof in an amount not to exceed the sum of \$14,250.00. (Fourteen Thousand, Two-Hundred and Fifty Dollars and Zero Cents.)

PASSED AND APPROVED this the 19th day of June, A.D., 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

Exhibit A to the Resolution
Contract with
Ray + Hollington Architects
Jersey Meadow Golf Course
Clubhouse Renovation Feasibility Study

**CITY OF JERSEY VILLAGE
STANDARD CONTRACT FOR GENERAL SERVICES**

I. General Information and Terms.

Contractor's Name and Address: Ray + Hollington Architects
3315 Marquart St., Suite 205, Houston, Texas 77027

Description of Services: Jersey Meadow Golf Course Clubhouse Renovation Feasibility Study

Maximum Contract Amount: \$14,250

Effective Date: On the latest date of the dates executed by both parties.

Termination Date: (See III C)

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF JERSEY VILLAGE

CONTRACTOR:

By: _____

By: _____

Date: _____

Date: _____

City Council Meeting Packet for June 19, 2017

III. Standard Contractual Provisions.

A. Contractor's Services. The Contractor will provide to the City the scope of services fully described in Attachment "A" Ray + Hollington Architects Architects Proposal and fully incorporated by reference for all purposes.

B. Billing and Payment. The Contractor will bill the City for the services provided at intervals of at least 30 days, except for the final billing. The City will pay the Contractor for the services provided for in this Contract with current revenues available to the City, but all of the City's payments to the Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the provisions of Chapter 2251 of the Government Code. The City is not liable to the Contractor for any taxes which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any bill.

C. Termination Provisions.

(1) Unless terminated earlier as allowed by this Contract, this Contract terminates:

(a) On the termination date, if any, specified in the General Information in Part 1, but the obligation of a party to complete a contract requirement pending on the date of termination survives termination; or

(b) If there is no termination date specified in the General Information in Part 1, the Contract terminates when both parties have completed all their respective obligations under the Contract.

(2) The City's city manager may terminate this Contract during its term at any time for any reason by giving written notice to the Contractor not less than five business days prior to the termination date, but the City will pay the Contractor for all services rendered in compliance with this Contract to the date of termination.

(3) If the City's city council does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the Contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution)

D. Liability and Indemnity. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision.

E. Assignment. The Contractor may not assign this Contract without the City's prior written consent.

F. Law Governing and Venue. This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Harris County, Texas.

G. Entire Contract. This Contract represents the entire Contract between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.

H. Independent Contractor. The Contractor will perform the work under this Contract as an independent contractor and not as an employee of the City. The City has no right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor.

I. Dispute Resolution Procedures. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.

J. Attorney's Fees. Should either party to this Contract bring suit against the other party for any matter relating to this Contract, neither party will seek or be entitled to an award of attorney's fees or other costs relating to the suit.

K. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.

L. Contractual Limitations Period. Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

M. Conflicting Provisions. If there is a conflict between a provision in the Contractor's Additional Contract Documents and a provision in the remainder of this Contract, the latter controls.

O. Copyright. Any original work (the Work), including any picture, video, music, brochure, writing, trademark, logo or other work created by the Contractor for the use of the City under this Contract is a "work made for hire," as defined by federal copyright law. If the Work is not by law a "work made for hire," the Contractor by execution of this Contract assigns to the City all of its rights to the Work, including the copyright. The City, as the author and owner of the copyright to the Work, may alter, reproduce, distribute, or make any other use of the Work as it deems appropriate.

IV. Additional Terms or Conditions. None.

V. Additional Contract Documents. The following documents attached to this Contract are part of this Contract:

A. Contractor's Additional Contract Documents:

1. Attachment A - Ray + Hollington Architects Architects Proposal (2 pages)



Jersey Meadow Golf Course Clubhouse Condition Assessment
Ray+Hollington Architects Proposal for the City of Jersey Village
07 June 2017

1. Description of Work

Document and assess the existing conditions at the clubhouse. Specific areas for review include, but are not necessarily limited to:

- a. Building envelope (roof, walls, glazing)
- b. Structural system
- c. Mechanical systems
- d. Electrical systems
- e. Plumbing systems
- f. Space utilization
- g. Code compliance

Building systems will be evaluated regarding existing condition, efficiency, maintenance recommendations and life expectancy. Cost projections responding to recommended alterations, repairs and maintenance will be prepared.

2. Deliverables

Measured drawings of the existing floor plan will be generated as background and reference for the assessment. Photo documentation will be utilized to supplement and illustrate comments when practical. A bound report will be prepared; the report will consist of:

- a. Executive summary
- b. System assessments and comments
- c. Recommendations based on the above assessments
- d. Projected cost implications of the recommendations
- e. Existing floor plan
- f. Proposed plan option diagrams

3. Schedule

It is estimated a draft document can be completed in three weeks following approval and authorization from the City. After review of and comment regarding the draft, one week will be required to finalize the document.

4. Project Team

The team proposed for the work is:

- a. Ray+Hollington Architects
- b. ASA Daly Structural Engineers
- c. DVO Consulting Engineers (HVAC, electrical, plumbing)
- d. Peak Roofing



5. Compensation for the Work

Compensation for the work is proposed as stipulated sum in the amount of twelve thousand five hundred dollars (\$12,750.00) distributed as an initial payment of four thousand dollars (\$4000.00) due upon commencement of the work and a final payment of eight thousand seven hundred fifty dollars (\$8750.00) due upon submission of the final report.

6. Compensation for Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for the Work and include expenses incurred by the Project Team directly related to the Project, as follows:

- a. Auto mileage @ \$0.50/mile
- b. Printing, reproductions, plots, binding
- c. Postage, handling and delivery
- d. Other similar Project-related expenditures

Records of reimbursable expenses will be provided at time such expenses are billed. For Reimbursable Expenses the compensation shall be the expenses incurred by the Project Team plus ten percent (10%) of the expenses incurred.

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F11

AGENDA SUBJECT: Consider Resolution No. 2017-45, authorizing the City Manager to enter into a contract with Clark Condon Associates for the Landscape/Branding Master Plan.

Department/Prepared By: Parks & Recreation, Kimberly Terrell

Date Submitted: June 14, 2017

EXHIBITS: [Resolution No. 2017-45](#)
[Exhibit A](#) – Clark Condon Associates Contract

BUDGETARY IMPACT: Required Expenditure:	\$	55,000
Amount Budgeted:	\$	55,000
Appropriation Required:	\$	55,000

BACKGROUND INFORMATION:

In 2016 the City of Jersey Village adopted a Comprehensive Plan. This plan was the result of hours of community input and involvement and identified recommendations and strategies that would shape the future of the City. Community character was identified as a high priority in the Comprehensive Plan. The purposes of the Jersey Village Wayfinding, Branding and Landscape Master Plan are as follows:

- 1) To implement the following concepts defined in Chapter 7 of the City of Jersey Village 2016 Comprehensive plan:
 - a. Highlight the City's image as a special community by enhancing the visual character of the city's commercial areas and community entrances.**
 - i. Improve the character of corridor character throughout the community.
 - ii. Improve the City's entrances with landscaping and monumentation.
 - iii. Prepare a landscape master plan for the design of City corridors and entrances with a consistent, identifiable character.
 - iv. Create a sense of place and maximize the visual appeal of the Highway 290 corridor.
 - v. Design and implement Hwy 290 gateways according to TxDOT standards to highlight the entrance to the City.
 - b. Preserve, protect, and enhance the city's identity and sense of community by implementing wayfinding improvements throughout the city.**
 - i. Create a consistent, identifiable signage design throughout the city.
 - ii. Conduct a wayfinding signage master plan to explore potential thematic signs unique to the City to include street signs, directional, and facility signs.
 - iii. Develop commercial signage guidelines to encourage existing business to follow as well as control future commercial development application.

c. Upgrade City's logo and branding.

- i. Conduct a branding study to reinforce the City's community character and marketing approach.
- ii. Explore potential logo application to proposed city entrance signage.

The City of Jersey Village advertised Requests for Qualifications (RFQ) for this project and received responses from six qualified landscape architecture firms. City staff from different departments reviewed the proposals independently and unanimously chose Clark Condon Associates for their relevant experience, quality and proposed work plan.

The Parks & Recreation Department has received a proposal from Clark Condon Associates which features the scope items broken down by cost. City staff recommends that Task A "Project start-up, visioning and public engagement" as well as Task B "Logo and Branding" be conducted with the funds allocated for this fiscal year in the amount of \$55,000 and recommends authorization of the contract for these two phases only. "Visioning and public engagement" will be for the entire project scope. The entire process will take approximately 11 months. City staff will be recommending additional funding in the next budget year for additional phases of the study.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-45, authorizing the City Manager to enter into a contract with Clark Condon Associates for the Landscape/Branding Master Plan.

RESOLUTION NO. 2017-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CLARK CONDON ASSOCIATES FOR THE LANDSCAPE/BRANDING MASTER PLAN.

WHEREAS, the City Council of the City of Jersey Village approved funds for the Landscape/Branding Master Plan, and;

WHEREAS, the City adopted the 2016 City of Jersey Village Comprehensive Plan and Community character was identified as a high priority in the Comprehensive Plan; and

WHEREAS, the City has received a proposal from Clark Condon Associates for the development of a landscape/branding master plan; as more specifically described in the attached “Exhibit A”; **NOW THEREFORE**,

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

THAT, the City Manager is authorized to execute contract on behalf of the City of Jersey Village with Clark Condon Associates for the Associates for the Landscape/Branding Master Plan, Phases A&B described in “Exhibit A” which is attached hereto and made apart hereof in an amount not to exceed the sum of \$55,000. (Fifty-Five Thousand Dollars and Zero Cents.)

PASSED AND APPROVED this the 19th day of June, A.D., 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

Exhibit A to the Resolution
Contract with
Clark Condon
Landscape/Branding Master Plan

**CITY OF JERSEY VILLAGE
STANDARD CONTRACT FOR GENERAL SERVICES**

I. General Information and Terms.

Contractor's Name and Address: Clark Condon Associates
10401 Stella Link Rd., Houston TX 77025

Description of Services: Landscape/Branding Master Plan

Maximum Contract Amount: \$55,000

Effective Date: On the latest date of the dates executed by both parties.

Termination Date: (See III C)

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF JERSEY VILLAGE

CONTRACTOR:

By: _____

By: _____

Date: _____

Date: _____

City Council Meeting Packet for June 19, 2017

III. Standard Contractual Provisions.

A. Contractor's Services. The Contractor will provide to the City the scope of services fully described in Attachment "A" Clark Condon Associates Proposal and fully incorporated by reference for all purposes.

B. Billing and Payment. The Contractor will bill the City for the services provided at intervals of at least 30 days, except for the final billing. The City will pay the Contractor for the services provided for in this Contract with current revenues available to the City, but all of the City's payments to the Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the provisions of Chapter 2251 of the Government Code. The City is not liable to the Contractor for any taxes which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any bill.

C. Termination Provisions.

(1) Unless terminated earlier as allowed by this Contract, this Contract terminates:

(a) On the termination date, if any, specified in the General Information in Part 1, but the obligation of a party to complete a contract requirement pending on the date of termination survives termination; or

(b) If there is no termination date specified in the General Information in Part 1, the Contract terminates when both parties have completed all their respective obligations under the Contract.

(2) The City's city manager may terminate this Contract during its term at any time for any reason by giving written notice to the Contractor not less than five business days prior to the termination date, but the City will pay the Contractor for all services rendered in compliance with this Contract to the date of termination.

(3) If the City's city council does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the Contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution)

D. Liability and Indemnity. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision.

E. Assignment. The Contractor may not assign this Contract without the City's prior written consent.

F. Law Governing and Venue. This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Harris County, Texas.

G. Entire Contract. This Contract represents the entire Contract between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.

H. Independent Contractor. The Contractor will perform the work under this Contract as an independent

contractor and not as an employee of the City. The City has no right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor.

I. Dispute Resolution Procedures. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.

J. Attorney's Fees. Should either party to this Contract bring suit against the other party for any matter relating to this Contract, neither party will seek or be entitled to an award of attorney's fees or other costs relating to the suit.

K. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.

L. Contractual Limitations Period. Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

M. Conflicting Provisions. If there is a conflict between a provision in the Contractor's Additional Contract Documents and a provision in the remainder of this Contract, the latter controls.

O. Copyright. Any original work (the Work), including any picture, video, music, brochure, writing, trademark, logo or other work created by the Contractor for the use of the City under this Contract is a "work made for hire," as defined by federal copyright law. If the Work is not by law a "work made for hire," the Contractor by execution of this Contract assigns to the City all of its rights to the Work, including the copyright. The City, as the author and owner of the copyright to the Work, may alter, reproduce, distribute, or make any other use of the Work as it deems appropriate.

IV. Additional Terms or Conditions. None.

V. Additional Contract Documents. The following documents attached to this Contract are part of this Contract:

A. Contractor's Additional Contract Documents:

1. Attachment A – Clark Condon Associates Proposal (6 pages)
2. Attachment B – Clark Condon Associates Form 1295 (1 page)

June 7, 2017

Kimberly Terrell
City of Jersey Village
16327 Lakeview
Jersey Village, TX 77040

Re: City of Jersey Village Master Plan

Dear Kimberly:

We are pleased to provide this proposal for six scope items related to the City of Jersey Village Master Plan. For the purposes of this proposal, you will be referred to as the Client and Clark Condon Associates, Inc. as the Landscape Architect.

SCOPE OF WORK - Develop a Wayfinding, Branding and Landscape Master Plan for the City of Jersey Village that will include the following items:

- A. Project Start-Up, Visioning Workshop and Public Engagement
- B. City of Jersey Village Logo and Branding
- C. Improved Gateways and Entrances
- D. Freeway Corridor and Community Landscape
- E. Wayfinding/Signage
- F. Final Presentations and Packaging

The specific tasks to develop the Master Plan are as outlined below:

A. Project Start-Up, Visioning Workshop and Public Engagement

Scope shall include Client coordination and overall visioning for the Master Plan, including public engagement. Tasks performed include:

Project Start-Up

- 1. Research and collect information, imagery, maps and other collateral to be utilized as guides for the visioning workshop.
- 2. The Landscape Architect will lead a project kick-off meeting with the Client Team and the Design Team. We will review the project goals, timeline, finalize dates, finalize the public engagement process and confirm the lines of communication.
- 3. Document the outcome in written format.

Visioning Workshop

- 1. Visit the site to become familiar with existing conditions.
- 2. The Landscape Architect will conduct one meeting with the Client and stakeholders to brainstorm the general theme and character of the logo and branding, gateways, freeway landscape, community landscape, wayfinding and signage. This visioning workshop will utilize precedent imagery to guide the discussion with the goal of defining the type of character and theme the City would like to emulate for design elements.
- 3. Document the outcome of the visioning workshop in graphic and written format.

Public Engagement

1. Engage the public via social media and a town hall meeting to solicit feedback on the character and theme developed during the visioning workshop.

B. City of Jersey Village Logo and Branding

Scope will include a branding study to determine what the right brand and message that communicates the essence of Jersey Village. We suggest this be the first step in this multi-step process. Tasks performed include:

ANALYSIS –

1. The Landscape Architect will review the 2016 Comprehensive Plan and supporting documents.
2. Review of existing branding and logo materials and how they are currently used (both digital and print format).
3. Explore inspirations from previous and current community engagement processes.
4. Attend one meeting with Client to discuss and document pros and cons of current branding and logo materials.

CONCEPTUAL DESIGN –

1. Landscape Architect shall review and incorporate input from the visioning workshop.
2. Develop conceptual designs (3-4) including logos, fonts and colors and indicate how they would be used on both print and digital material.
3. Meet with Client and stakeholders to review design concepts.

FINAL DESIGN –

1. The Landscape Architect will incorporate all feedback into a single design.
2. The Final Design will be incorporated into a single chapter of the overall Master Plan.

C. Improved Gateways and Entrances

Scope will include design of iconic gateway and entry monumentation to enhance the City's visual character. Tasks performed include:

SITE ANALYSIS –

1. Review existing conditions through on-site review and aerial photography.
2. Review property ownership and current regulatory guidelines for monuments, including TxDOT and HCTRA. Explore partnership opportunities.
3. Review of 2016 Comprehensive Plan and supporting documents.
4. Document site analysis in written and pictorial report identifying opportunities and constraints.

CONCEPTUAL DESIGN –

1. The Landscape Architect shall review and incorporate input from the visioning workshop.
2. Develop 3-4 conceptual designs utilizing final logo/brand from previous scope item.

3. Meet with Client and stakeholders to review design concepts.

FINAL DESIGN –

1. The Landscape Architect will incorporate all feedback into a single design.
2. The Final Design will be incorporated into a single chapter of the overall Master Plan.

D. Freeway Corridor and Community Landscape

Scope of work will include developing a master landscape plan for both freeway and community corridors. Tasks performed include:

SITE ANALYSIS –

1. On-site review of character and quality of existing landscape, sidewalks, lighting, signage and street furniture of corridors within the City.
2. Review 2016 Comprehensive Plan and supporting documents.
3. Review property ownership and current regulatory guidelines for monuments, including TxDOT and HCTRA. Explore partnership opportunities.
4. Review of all landscape-related guidelines and ordinances.
5. Document site analysis in written and pictorial report identifying opportunities and constraints.

CONCEPTUAL DESIGN –

1. Landscape Architect shall review and incorporate input from visioning workshop.
2. Identify corridor hierarchy and develop 2-3 conceptual designs.
3. Meet with Client and stakeholders to review design concepts.

FINAL DESIGN –

1. The Landscape Architect will incorporate all feedback into a single design.
2. The Final Design will be incorporated into a single chapter of the overall Master Plan.

E. Wayfinding/Signage

Scope of work shall include developing consistent City signage including street signs and directional and facility signage. Tasks performed include:

SITE ANALYSIS –

1. Review and document City wayfinding and signage.
2. Review 2016 Comprehensive Plan and supporting documents.
3. Review current signage guidelines and ordinances.
4. Document analysis in written and pictorial report identifying opportunities and constraints.

CONCEPTUAL DESIGN –

1. Landscape Architect shall review and incorporate input from visioning workshop.

2. Develop signage hierarchy and 3-4 conceptual designs.
3. Meet with Client and stakeholders to review design concepts.

FINAL DESIGN -

1. The Landscape Architect will incorporate all feedback into a single design.
2. The Final Design will be incorporated into a single chapter of the overall Master Plan.

F. Final Presentations and Packaging

The Landscape Architect will revise conceptual options in one final design option for each area: Logo and Branding; Improved Gateways and Entrances; Freeway Corridor and Community Landscape; Wayfinding/Signage. Each will be a chapter in the final deliverable.

1. Develop chapters into one final plan.
2. Review and draft Master Plan with Client.
3. Present draft to Council.
4. Incorporate all feedback into final document.
5. Present final Master Plan to Council.
6. The final Master Plan will be provided in an 11x17 hard copy booklet as well as in an electronic format.

FEE - The total fee for this project is a lump sum based upon the estimated time for professional services as outlined below, plus reimbursable expenses.

A. Project Start-Up, Visioning, Public Engagement

Project Start-Up	\$10,000.00
Visioning Workshop	\$10,000.00
Public Engagement	<u>\$8,000.00</u>

TOTAL **\$28,000.00**

B. Logo and Branding

Analysis	\$3,000.00
Conceptual Design	\$15,000.00
Final Design	<u>\$9,000.00</u>

TOTAL **\$27,000.00**

C. Improved Gateways and Entrances

Site Analysis	\$3,000.00
Conceptual Design	\$14,000.00
Final Design	<u>\$8,000.00</u>
TOTAL	\$25,000.00

D. Freeway Corridor and Community Landscape

Site Analysis	\$3,000.00
Conceptual Design	\$20,000.00
Final Design	<u>\$15,000.00</u>
TOTAL	\$38,000.00

E. Wayfinding/Signage

Site Analysis	\$3,000.00
Conceptual Design	\$14,500.00
Final Design	<u>\$7,500.00</u>
TOTAL	\$25,000.00

F. Final Presentations and Packaging

\$10,000.00

PROJECT TOTAL \$153,000.00

REIMBURSABLE EXPENSES - The Client shall pay the Landscape Architect for the cost of out of town travel expenses, mileage, printing, long distance telephone calls, and other directly related costs. All expenses will be billed at cost plus 10%.

EXCLUSIONS TO THE CONTRACT

1. Detailed design and construction documents.
2. Site surveys.
3. GIS information.
4. Engineering.

EXTRA SERVICES - Additional services, if requested by the Client, will be considered as extra services and be billed hourly at the rates listed below.

Principal/Owner	\$350.00/hour
Principal	\$225.00/hour
Senior Associate	\$150.00/hour
Project Manager	\$125.00/hour
Assistant Project Manager	\$100.00/hour
Project Staff	\$90.00/hour
Administrative	\$75.00/hour

BILLING - Billing shall be monthly based on the portion of the total estimated fee. Invoices shall be due upon receipt. A service charge equal to six (6) percent will accrue on all unpaid sums beginning thirty (30) days after billing date.

JURISDICTION – The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as landscape architects in Texas. The Board may be reached at the following address:

Texas Board of Architectural Examiners
P.O. Box 12337 Austin, TX 78711-2337
(512) 305-9000 – Phone / (512) 305-8900 Fax

TERMINATION - If the Client should decide to terminate this Agreement, he shall give Clark Condon Associates seven (7) days written notice and shall pay for all services rendered to the date of termination. Clark Condon Associates, Inc. reserves the right to terminate this contract upon fifteen (15) days notice if any amount billed to client is sixty days past due.

I appreciate the opportunity to submit this proposal to you and look forward to working with you.

Sincerely,



Sheila M. Condon FASLA
President / Landscape Architect

APPROVED: _____ **DATE:** _____

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Clark Condon Associates, Inc.
Houston, TX United States

Certificate Number:
2017-223296

Date Filed:
06/13/2017

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Jersey Village

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

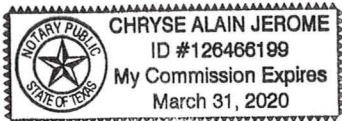
2017-JV-015
Landscape Architectural Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Condon, Sheila	Houston, TX United States	X	
	Slagle, Scott	Houston, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



AFFIX NOTARY STAMP / SEAL ABOVE

Scott Slagle
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said SCOTT SLAGLE, this the 13TH day of JUNE, 2017, to certify which, witness my hand and seal of office.

Chryse Alain Jerome
Signature of officer administering oath

CHRYSE ALAIN JEROME
Printed name of officer administering oath

NOTARY PUBLIC
Title of officer administering oath

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F12

AGENDA SUBJECT: Consider Resolution No. 2017-46, authorizing the City Manager to proceed with design and construction of a dog park on Harris County Flood Control District (HCFCD) land (unit E535-01-00) at the detention pond adjacent to Jersey Meadows Drive.

Department/Prepared By: Parks & Recreation, Kimberly Terrell

Date Submitted: June 15, 2017

EXHIBITS: [Resolution No. 2017-46](#)
[Dog Park Public Feedback](#)

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

BACKGROUND INFORMATION:

The dog park was identified as a project in the City's Comprehensive Plan adopted in 2016 and was subsequently funded for construction in the FY16/17 budget year in the amount of \$50,000. The dog park will contain the following items common to dog parks: drinking fountains, shade, benches, 6' chain link fence, time-out areas, dog waste stations, double gate access, dog wash station and many rules. Additionally, a scout is building dog training equipment/toys as part of his Eagle Scout project.

Parks & Recreation Department Staff has looked at several locations with the potential to house a dog park using the following criteria: size of one to two acres minimum; available parking; and at least 150 feet from homes to minimize disruption from barking. The locations were reviewed with the Recreation & Events Committee and were narrowed down to two: the land owned by the White Oak Joint Powers Board (WOBJPB) behind the Philippine waste water treatment plant and the land owned by Harris County Flood Control District (HCFCD) at the detention pond on Jersey Meadows Drive. The Committee preferred the detention pond location overall.

A public meeting was held at the Civic Center on June 6, 2017 to further discuss these two locations. Notice of the meeting was posted on the marquees, NextDoor and the City's social media pages. Sixty-four residents signed in at the meeting. A map voting exercise was conducted after the presentation to allow participants to select their preferred location. 29 percent chose the treatment plant location, 65 percent chose the detention pond location and 6 percent chose an alternate location. Alternate locations included the Jersey Meadow Golf Course and Transit Oriented Development.

A web page devoted to dog park information was opened up later that night and included the presentation, maps and an online survey, which was open until 5p.m. on June 14th. Notice of the online survey was posted on NextDoor, the City's social media and advertised at the in-person meeting. In addition, two news articles were published that encouraged participation in the survey.

The survey asked participants to choose between the two locations or suggest an alternate location and also provided an area for additional comments. There were 90 responses to the survey. Four of the respondents were nonresidents and their responses were excluded. 24 percent chose the treatment plant and 76 percent chose the detention pond as the preferred location. Alternate locations included 290 at Senate, the Transit Oriented Development and the detention pond closer to the power lines.

All of the comments from the public meeting and the online survey are attached in Exhibit A of this document. One of the comments that was repeated several times was the desire to control access and limit users of the park to residents only or paid non-residents. Because both entities are funded with public, non-Jersey Village specific tax dollars, it is not likely that the City will be able to limit access. The City's current agreement with HCFCD states that the trail "will be open to the use of the general public for recreational purposes. No fee or charge will be imposed for use thereof."

Both the WOBJPB and the HCFCD have been contacted and are open to having the dog park on their land. The City currently has a recreational use agreement with HCFCD and would need a similar agreement with the WOBJPB if the City were to build the park on the treatment plant location. Both entities would need to review any construction plans and documents prior to installation, which will affect the final layout and design of the park. Additionally, because the City does not own the land, both locations would be considered "temporary." WOBJPB does not have any current plans for expansion. A possible impact to the dog park if located at the detention pond would be the potential, future expansion of Jersey Meadow's Dr., which may cause the dog park fence to be moved or modified, depending on the layout of a potential future road.

As the clear majority of residents who voiced an opinion prefer the detention pond location, the Parks & Recreation Department recommend that the detention pond location be chosen for construction of the dog park. Next steps include design and coordination with HCFCD, which will then lead to bidding and construction of the project. HCFCD may require a modification of the recreational use agreement to include the dog park. Additionally, prior to the opening of the dog park, City ordinance changes will need to be made in order to allow off leash dogs in the fenced area of the dog park as well as to make the rules of the dog park enforceable by the laws of the City.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-46, authorizing the City Manager to proceed with design and construction of a dog park on Harris County Flood Control District (HCFCD) land (unit E535-01-00) at the detention pond adjacent to Jersey Meadows Drive.

RESOLUTION NO. 2017-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO PROCEED WITH DESIGN AND CONSTRUCTION OF A DOG PARK ON HARRIS COUNTY FLOOD CONTROL DISTRICT (HCFCD) LAND (UNIT E535-01-00) AT THE DETENTION POND ADJACENT TO JERSEY MEADOWS DRIVE.

WHEREAS, the City adopted the 2016 City of Jersey Village Comprehensive Plan which recommends that the City “review and incorporate additional park improvements such as a dog park;” and

WHEREAS, the City Council of the City of Jersey Village approved funds in the FY16/17 budget for the construction of a dog park; and

WHEREAS, the City has received public input from the citizens of Jersey Village concerning the location of the proposed dog park; and

WHEREAS, the City participates in an interlocal agreement between the Harris County Flood Control District and the City of Jersey Village for recreational use of HCFCD Unit E535-01-00, the Jersey Village Detention Pond; **NOW THEREFORE**,

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

THAT, the City Manager is authorized to proceed with design and construction, with HCFCD approval, of a one to two acre dog park on HCFCD Unit E535-01-00 at the detention pond adjacent to Jersey Meadows Drive on behalf of the City of Jersey Village.

PASSED AND APPROVED this the **19th** day of **June**, A.D., 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

Exhibit A - Dog Park Public Feedback

Number	Dog Park Public Meeting Comments (6/6/17):
1	1. I like the area by Clark Henry Park but that lot can already be quite full with people at the pool and park. Can Post take overflow parking during summer? 2. Have you considered a dog park license? Minneapolis used these to fund the maintenance and policing of the parks very successfully - cost \$25/yr. 3. Dog parks become dumping grounds for unwanted dogs. Will animal control be more available/responsive in these situations.
2	Myself and my wife are opposed to the dog park being built. But we are extremely thankful for all the flood mitigation work the city, the mayor, the council and Dannenbaum, et. Al. are doing to solve the flooding problem. We are for the splashpad, and I think the JVFD could use another Dussenhalf, yet I have no idea how much those might cost.
3	Wherever y'all put the dog park don't forget: maintenance gates, solar shades or awnings over seating area (like West Willow)
4	Should think about additional parking at Location B on Equador and Location A on Rio Grande.
5	Seating covering from sun. Water for dogs.
6	To ensure dogs that go are current on shots make people register their dog (which is City rule but no one does) and they will get a code to a locked gate or a key fob to open the gate. This will also prevent people from "dropping off" dogs at the dog park or leaving them. Residents and non residents can use it but they must register.
7	Want registration in JV so only we can use it with registered dog or proof of shots with lock or code for gate.
8	I would like to see use of locked gate with code. Code can be accessed upon registering with city and proof of rabies protection. Would prevent use by those other than JV residents
9	Dogs should be registered with City. Gate locked with coded entry.
10	Locked entrance with keypad code.
11	Both locations are too small - I consider a dog park to be for exercise purposes for me also and neither location offers an hour of walking opportunity. Thank you.
12	Please add a water feature (not a pond) for those hot Houston summers!
13	Jersey Meadows will attract all the Jones Road Apartments.
14	Will road from golf course be finished before dog park opens? Traffic across bridge and access after bridge closes.
Number	Online Survey Comments (6/6 - 6/14/17):
1	Congratulations on a successful meeting
2	This will be great for the neighborhood! Thank you!!
3	How is cleaning up after the dogs going to be enforced? Can there be a line added to the rules stating a fine of say, \$5,000.00 will be administered for non compliance of cleaning up after their dog? Why are non Jersey Village taxpayers allowed to vote? Non JV users should pay a fee to get a pass to use the facility, just as required to use the JV pool. Why is JV providing the waste bags? There should be fee to use the parks, cheaper for residents, to cover the expenses.
4	Will the park be available for anyone no matter where they live or just for Jersey Village residents?
5	Needs rule changed to No Children Under the age of 12 just like the city of Houston. Many dogs do not like small children and you are setting the city up for alot of lawsuits.

Exhibit A - Dog Park Public Feedback

6	A and B are very poorly thought out. A--there is no parking at all. The main golf course parking lot is on the other side of the drainage ditch from A. The Auxilliary golf course parking is on the other side of the weir and drainage to the weir from A. There is no parking on Rio Grande. People taking their dogs to a dog park will not walk, they will drive. B--there is no parking for B either. The only parking lot in the area is the swimming pool lot, which is on the other side of White Oak Bayou from B. There is no bridge other than a pedestrian bridge between them. We don't need a dog park, we need other things a whole lot more. But if you are going to build one, A and B are both terrible, unsuitable locations. You need to start over.
7	So busy talking to people at the town hall I didn't get to vote :P
8	I would like to see a lock on the gate so that the dog park is accessible only to Jersey Village residents. Perhaps a "key" can be issued when the resident registers their dog(s) at City Hall. If it MUST be open to county residents, then maybe they can pay some sort of annual maintenance fee to get a "key". They also should register their dog(s) with the City of Jersey Village.
9	Dog park is the dumbest idea ever
10	I am opposed to it, but I can see why other residents, the city, and even local, buyer's, and seller's, realtors would be for it, since it could become an amenity that could add value to the post-flood, healing, community. I like the splashpad though, and I think it would be great if the city could ever have an additional fire rescue boat, as well, though I don't know what the cost of it would be. Kimberly, the City Parks and Recreation Director, made an excellent presentation, and the mayor, Councilman Warren, and Councilman Mitchum, were all approachable, present, and took input, even from their constituents in opposition. My favorite location is near the detention pond/golf course, or 'Location B,' because I feel that 'Location A,' would create even more traffic congestion, right at the city's entrance where Phillipine already backs up now. This could even create more accidents, which would tie up police resources for more serious issues, and there would also be less parking for the dog aficionados, than there would be at the bigger parking lot at the golf course. There is also the concern, about the wastewater location, if dogs ever got loose, since there is both a pool, and a school, in the bigger vicinity, where children regularly are, and that's why I would prefer the detention pond area. I also worry what would happen to the canines, themselves, if they ever got loose and sprinted into either Beltway 8, or even Phillipine, heavy traffic. They are creatures, just like us, and I wouldn't want them to get run over if it's at all preventable. The detention pond has a walking track, which would be excellent for dog people to warm their dogs up, physically, and then let them socialize at the dog park after their multi-purpose, human/dog, workouts. Overall, I feel the city is on the right track with the most crucial mission objective, which is, of course, long-term flood mitigation objectives, which only serve to benefit human, and pet, life, as well as protect property and it's value. I have confidence in this, because I know the mayor, who I first met when he visited us, as flood victims in the Red Cross shelter at the church. I met Councilman Mitchum, who was also a fellow flood victim, himself, and I know that the centerpiece of Mr. Warren's whole campaign was his absolute commitment to flood mitigation solutions.

Exhibit A - Dog Park Public Feedback

11	<p>I guess I got Location A, and Location B, mixed up. I'm for the Detention Pond location, but, at the same time, my main question is, 'Which location would be most optimal for both Dannenbaum's, and the city's, flood mitigation objectives once they are applied from the civil engineers', and the city's, mitigation designs and plans? I'm for the Detention Pond location, because I wouldn't like to see police resources unnecessarily tied up, due to even more accidents, at Phillipine and the Beltway, from increased traffic, and, honestly, I would want a city dog park to be miles away from either the swimming pool, baby pool, or school, for the protection of the city's children, but if choosing the Detention Pond location would hamper, or limit, any crucial flood mitigation plan, or engineer's design, like, say, expanding the golf course detention pond, or say widening the bayou that runs adjacent to the golf course, then that might be a legitimate factor to consider in choice of location. Likewise, before I'd ever jump onto the Wastewater Treatment Plant location, I'd need to know whether that location would interfere, or not, with any bayou widening, or bridge widening, Dannenbaum designs that would be logically applied near that location. Right now I'm for the Detention Pond location, because it just seems like there's more parking there, it's overall way more logistically sensible for a dog park, and it would tax JVPD far less than multiplying the already existent traffic, and accident, issues at highly congested Phillipine and the Beltway. When you add in the whole pool/school issue, and very possible bayou and bridge widening that could be deemed necessary by Dannenbaum, as well as widening down the entirety of the bayou's channel, and all the associated bridges, it just compounds the argument for the detention pond location, IF that location could be synonymous with any necessary flood mitigation projects that would need to take place there, especially with regards to bayou, or bridge, bottle-necking that may, or may not, take place in the vicinity of that choice. Thank You, Again, Kimberly, Mayor Ray, and Councilmen Mitchum, and Warren, for allowing us to vote on this crucial to our homes, and city, issue.</p>
12	I don't agree with spending taxpayer dollars on a dog park. I think it's ridiculous. There's a dog park not far already. Too much liability with dogs.
13	So exciting! We frequent the Westwillow Dog Park. It will be great to have another option.
14	I chose waste water treatment location because I can walk to it. However I am really ok with either place.
15	Very sad that our city is more afraid of lawsuits from people offended by putting "In God We Trust" on emergency vehicles but no problem with liability from a dog park!!
16	Flood mitigation must come first. There is going to on going costs here. These become cesspools of bacteria because people will not clean up after themselves.
17	Residents register to use and prove they have shots. Locked gates accessible by key fob or digital combination.
18	All available funds should be used to reduce the flooding problem in JV and building a dog park or any other thing on the Comprehensive Plan such as the TOD is a waste of those available funds!
19	It looks like the detention pond option would prevent the use of part of the trail and the future idea of putting in a street directly to Rio Grande.
20	<p>I selected the Wastewater Treatment Plant location because: a) it is unused space; b) the existing trees provide shade cover, c) parking is closer/more convenient; d) walkers/runners who use the detention area won't be inconvenienced by reducing a portion/length of the current walking area to accommodate the dog park; e) it is further away from resident homes; f) eliminates the risk of dog park visitors parking in the Wyndham subdivision (as some walkers currently do); g) aesthetically, the fencing for the dog park would be less obvious and blend in better at the Wastewater location. I have walked my dogs in both locations and Clark Henry Park provides more variety and areas for on-leash walking away from traffic.</p>

Exhibit A - Dog Park Public Feedback

21	The Jersey Meadows location is too open and hot and will increase traffic from Rio Grande that residents have been complaining about forever. It also will cater more toward apartment residents from the Jones and 290 area than the Clark Henry Location. Don't feel the residents of JV should fund a dog park for all of the apartments down Jones Road. If this is the chosen location, a key card with a yearly membership fee should be considered. If you don't renew your key card, each year, the key card could be de-activated. Smart Code is not the answer, the code is easily shared. Having to use a key card each time you enter, is the way to go. You could show your vaccination information and pay a nominal fee for a card. If you lose the key, you pay for a replacement. This would off set maintenance cost.
22	maybe have a "donation" spot where people can put their Kroger, Walmart, etc. bags so when/if people forget their poop bags there will be something available for use.
23	If a dog park is built across from the golf course, I am concerned about parking and traffic through the golf course parking lot. Hopefully, one day the golf course clubhouse could be redone and more of a country club atmosphere achieved there and would prefer the dog park farther from a possible location of an improved JV club center.
24	I do not want to see the additional foot traffic and parking issues the would occur near the water treatment plant.
25	Everything sounds great! Consider either a fully enclosed dog wash station or a three sided stall that a leash can be tied to so the dog stays contained.
26	Why make u carry a paper copy of the rabies vaccine? 3 dogs per? No way. nd can you incorporate some swimming holes? My dogs love water. If not, we will probably not use the park and continue to go to the one on Hwy 6 near Farm & Ranch.
27	Fix the flooding and drainage problems before wasting money on dog parks and splash pads.
28	i like plant spot, but think it definitely needs its own parking also the bigger issue for me is, i think it should be open longer than dusk, some of us work way across town and prefer night as it is cooler in the evening to play with the dogs.
29	Spend the money on flood mitigation. A dog park will not increase our home values and it will cost more to maintain than you have projected.
30	A water feature of some kind, ie a pond (a good example is Bill Archer Bark Park) , is very popular amongst dog parks. It provides an area for the dogs to swim (exercise) and cool down to prevent over heating in Texas summers when shade is not enough.
31	I think detention Pond area is more Scenic and a bit more convenient.
32	Will there be access if there is high water in the retention pond?
33	Bad smelling air by Treatment Plant. It would be nice to have an another amenity for the neighbors on the west side. Foot bridge from parking lot to dog park? I love the idea of water fountains. I usually have to bring my own gallon bottle plus water bowl and some for me too! I don't mind monitoring the park, as needed, to keep it looking great! Driving to another subdivision requires time and planning (rush hour traffic, etc) I appreciate all of the time and effort to bring a dog park to Jersey Village. Well done! Thank you so much!!!
34	The detention pond area already has crowded parking with an adequate dog walking trail. This will only increase more outside traffic into our quiet neighborhood.
35	I think it's best to "not" have near elementary school, as it could present an issue with play time for students & teachers. Also, when children are coming & going to elementary & high school, I could see a desire to visit dogs, causing adult supervision from city?
36	Bringing in unwanted traffic to dog parks.
37	I have a small dog--11 lbs. What will the weight limit be in the small dog area?

Exhibit A - Dog Park Public Feedback

38	1. I have read the rules for the dog park...is there going to a employee of the city at the site monitoring and insuring all rules are enforced? 2. the area near the golf course is a wildlife refuge for birds, ducks, etc...it is not appropriate for dogs...the dogs would disturb the wild life and take away from the beauty. 3. Rio Grande street may also become a parking lot unless the city makes the entire portion along the park and golf course area "no parking"...I am concerned people won't use the parking lot provided.
39	What modifications will be needed to comply with ADA requirements if the park is located at the detention pond?
40	i think detention pond is far enough from the other nearest dog park, helps utilize the pond area more.
41	Great addition to the neighborhood. We need to keep improving the living experience in this area. Flooding in still number one but there are other things we can do to enhance JV.
42	Area by the elementary school is underutilized but it has great potential. Suggest updating the info playground and the basketball court as well.
43	Why do we need a dog park?
44	We don't need a dog park
45	Please don't put a dog park by the Wastewater Treatment Plant. Traffic is bad enough in that area!
46	We are excited about having a dog park in the area! I know it would probably not fit the current budget, but I hope some water features will be incorporated. We currently travel to the Bill Archer Dog Park as it is the closest park with swimming. http://www.pct3.com/docs/map/dog-park/archer.pdf In our personal experience, access to swimming is the make/break factor for quality dog parks. Thanks for allowing input!
47	The detention pond is too far from where we live. If it's located there, we'll most likely never use it. We'd have to drive our dogs there, and if we're going to do that, we'd just as soon go to a park where the dogs can swim. We can walk to the water treatment location from our house & would use that one several times a week.
48	If a dog park is built, it should be built in the SE part of town. If built on the detention pond property we will have (1) Many non citizens showing up, especially from apartments both inside and outside JV (2) Increased traffic down Rio Grande that has far too much cut through traffic as it is. (3) Dog parks have experienced many problems, a few of which have been posted by the media. The problems are much more common than reported. These problems have ranged from owner confrontation & dog fights to disease such as the current dog flu outbreak. .
49	Very concerned about maintenance, upkeep, pest control, disease control AND controlled access to JV residents only. Residents should NOT have to pay for upkeep of outsiders' dogs, nor endure their diseases. This should not be a public access park since we are our own city.
50	We would still really appreciate restroom facilities at Carol Fox Park.
51	As dog owners, we know there are some that aren't as responsible as they should be, so the wastewater area may be better. If a dog gets out of the enclosed area, walkers, children, bikers, could be hurt by a loose dog. We have walked our dogs at the detention pond and numerous times dogs have been off leash which is dangerous to people and pets. Some owners respond appropriately and some not when reminded of the rules.

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F13

AGENDA SUBJECT: Consider Resolution No. 2017-47, establishing the intent to offer property tax abatements.

Department/Prepared By: Austin Bleess **Date Submitted:** May 19, 2017

EXHIBITS: [Resolution No. 2017-47](#)

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

BACKGROUND INFORMATION:

As the Council and Staff have discussed over the past few months, we need to create an aggressive economic development plan. Part of that plan is to establish the necessary tools to help spur economic growth in our community.

As such, we are proposing the following resolutions to help accomplish that.

The first resolution very simply declares the city's intent to consider providing property tax abatements. This is a required step of the process under state law.

The second resolution creates guidelines and criteria which are conditions that any tax abatement proposal must meet in order to be eligible for tax abatement. In creating these guidelines we have looked at what other communities throughout the region have done. We've also looked at the guidelines established by Harris County, since they are one of the taxing jurisdictions that could also provide a property tax abatement to a business. The proposed guidelines are similar to the other guidelines and will allow us to stay competitive in our pursuit for new development and redevelopment.

It is important to note that these guidelines do not limit the city's discretion to choose whether or not to enter into any particular abatement agreement, and they do not give any person a legal right to require the governing body to consider or grant a specific application for tax abatement.

The guidelines that are being recommended would allow for up to 100% abatement for a period not to exceed 10 years. Each project is reviewed on a case-by-case basis. The amount of the abatement will be determined based on the merits of the project, including, but not limited to, location of the project, its size, total capital investment value, the number of temporary and permanent jobs created, the costs and benefits for the City, and the project's impact on Jersey Village's economy.

With these guidelines we are targeting Corporate Headquarters Facility, Manufacturing Facility Research Facility, Regional Distribution Facility, Regional Service Facility, Regional Entertainment/Tourism Facility, and Other Basic Industry Facilities.

The guidelines state there is a minimum investment amount of \$1,000,000 and the creation and/or retention of jobs as well.

The guidelines are also a required step under state law, and by law must also be reviewed and renewed by the City every two years. If the Council wishes to amend or repeal these guidelines before the two years are up, state law requires a three-fourths vote of the Council to do so.

RECOMMENDED ACTION:

Motion: To approve Resolution 2017-47 establishing the intent to offer property tax abatements.

RESOLUTION NO. 2017-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ESTABLISHING THE INTENT TO OFFER PROPERTY TAX ABATEMENTS.

WHEREAS, Texas Tax Code Section 312 authorizes local governments to offer tax abatements; and

WHEREAS, Texas Tax Code Section 312.002(a) requires a municipality to adopt a resolution stating that the taxing unit elects to become eligible to participate in tax abatement; and

WHEREAS, the City of Jersey Village desires to participate in tax abatements; **NOW THEREFORE**,

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

Section 1. The City Council hereby declares its intent to consider offering tax abatements and hereby elects to become eligible to participate in tax abatements in compliance with Texas Tax Code 312.002(a).

PASSED AND APPROVED this 19th day of June, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F14

AGENDA SUBJECT: Consider Resolution No. 2017-48, establishing guidelines for property tax abatements.

Department/Prepared By: Austin Bleess **Date Submitted:** May 19, 2017

EXHIBITS: [Resolution No. 2017-48](#)

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

BACKGROUND INFORMATION:

As the Council and Staff have discussed over the past few months, we need to create an aggressive economic development plan. Part of that plan is to establish the necessary tools to help spur economic growth in our community.

As such, we are proposing the following resolutions to help accomplish that.

The first resolution very simply declares the city's intent to consider providing property tax abatements. This is a required step of the process under state law.

The second resolution creates guidelines and criteria which are conditions that any tax abatement proposal must meet in order to be eligible for tax abatement. In creating these guidelines we have looked at what other communities throughout the region have done. We've also looked at the guidelines established by Harris County, since they are one of the taxing jurisdictions that could also provide a property tax abatement to a business. The proposed guidelines are similar to the other guidelines and will allow us to stay competitive in our pursuit for new development and redevelopment.

It is important to note that these guidelines do not limit the city's discretion to choose whether or not to enter into any particular abatement agreement, and they do not give any person a legal right to require the governing body to consider or grant a specific application for tax abatement.

The guidelines that are being recommended would allow for up to 100% abatement for a period not to exceed 10 years. Each project is reviewed on a case-by-case basis. The amount of the abatement will be determined based on the merits of the project, including, but not limited to, location of the project, its size, total capital investment value, the number of temporary and permanent jobs created, the costs and benefits for the City, and the project's impact on Jersey Village's economy.

With these guidelines we are targeting Corporate Headquarters Facility, Manufacturing Facility Research Facility, Regional Distribution Facility, Regional Service Facility, Regional Entertainment/Tourism Facility, and Other Basic Industry Facilities.

The guidelines state there is a minimum investment amount of \$1,000,000 and the creation and/or retention of jobs as well.

The guidelines are also a required step under state law, and by law must also be reviewed and renewed by the City every two years. If the Council wishes to amend or repeal these guidelines before the two years are up, state law requires a three-fourths vote of the Council to do so.

RECOMMENDED ACTION:

MOTION: To approve Resolution 2017-48 establishing guidelines for property tax abatements.

RESOLUTION NO. 2017-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ESTABLISHING GUIDELINES FOR PROPERTY TAX ABATEMENTS.

WHEREAS, Texas Tax Code Chapter 312 authorizes local governments to offer tax abatements; and

WHEREAS, Texas Tax Code Section 312.002(a) requires a municipality to establish guidelines and criteria governing tax abatement agreements by the City; and

WHEREAS, the City of Jersey Village has previously expressed its intent to participate in tax abatements; **NOW THEREFORE**,

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

Section 1. The City Council hereby establishes and approves the guidelines for tax abatement contained under Exhibit A of this resolution in compliance with Texas Tax Code Chapter 312.

PASSED AND APPROVED this 19th day of June, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary



CITY OF JERSEY
VILLAGE
PROPERTY TAX
ABATEMENT
POLICY

TAX ABATEMENT GUIDELINES SUMMARY

TERMS	Up to 100% abatement for a period not to exceed 10 years. Each project is reviewed on a case-by-case basis. The amount of the abatement will be determined based on the merits of the project, including, but not limited to, location of the project, its size, total capital investment value, the number of temporary and permanent jobs created, the costs and benefits for the City, and the project's impact on Jersey Village's economy.
FACILITIES THAT QUALIFY	Corporate Headquarters Facility Manufacturing Facility Research Facility Regional Distribution Facility Regional Service Facility Regional Entertainment/Tourism Facility Other Basic Industry Facilities
AUTHORIZED INVESTMENTS	New Facilities Expansions Modernizations
ABATED	Buildings, structures, fixed machinery, equipment, personal property, site improvements, and related office space.
ECONOMIC CRITERIA	New business: Minimum one million dollar (\$1,000,000) investment and creation of new jobs. Expansions: Minimum one million dollar (\$1,000,000) investment; must prevent the loss of payroll or retain, increase, or create payroll on a permanent basis in the City of Jersey Village.

**CITY OF JERSEY VILLAGE, TEXAS
TAX ABATEMENT POLICY**

SECTION 1: GENERAL PURPOSE AND OBJECTIVES

The City of Jersey Village is committed both to the promotion of high quality development within the City and to the improvement in the quality of life of its citizens. In order to meet these goals, the City will, on a case-by-case basis, give consideration to providing tax abatement within designated reinvestment zones as stimulation for economic development in the City. Texas Tax Code Chapter 311. The purpose of this tax abatement policy is to encourage the growth and establishment of industry and commercial enterprise in the City. Growth is measured by the capital investment in the City for buildings, machinery, and other capital goods that increases the Jersey Village workforce.

The City of Jersey Village will consider tax abatement for qualified business and property owners in accordance with the procedures and criteria outlined in this document. Nothing herein shall imply or suggest that the City is under any obligation to provide any incentive to any applicant. All applications shall be considered on a case-by-case basis.

All applications for tax abatement must be for commercial and/or industrial improvements. Tax abatement is available for both new facilities and for the expansion and modernization of existing facilities. No residential developments will be considered for tax abatement. Tax abatement will not be ordinarily considered for projects that would be developed without such incentives unless it is demonstrated that higher development standards or other community development goals will be achieved through the use of an abatement.

SECTION 2: DEFINITIONS

- (a) **Abatement** means the full or partial exemption from ad valorem taxes of certain new improvements of real and/or personal property in a reinvestment zone designated for economic development purposes.
- (b) **Agreement** means a contractual agreement between the City of Jersey Village and a property owner and/or lessee for the purpose of tax abatement.
- (c) **Base Year Value** means the assessed value of eligible property on January 1 preceding the execution of the Agreement plus the agreed upon value of eligible property improvements made after January 1 but before the execution of the Agreement.
- (d) **Corporate Headquarters Facility** means the facility or portion of a facility where corporate staff employees are physically employed and where the majority of the company's financial, personnel, legal, planning or other headquarters related functions are handled either on a national, regional or division basis.
- (e) **Deferred Maintenance** means improvements necessary for continued operations, which do not improve productivity or alter the process technology.
- (f) **Economic life** means the number of years a property improvement is expected to be in service in a facility. Provided, however, that in no circumstance shall the number of years exceed the depreciation allowance specified in the United States Internal Revenue Code.
- (g) **Effective Date of Abatement** means the first (1st) day of January immediately following the date the Agreement is approved by the City Council of Jersey Village.
- (h) **Eligible Jurisdiction** means the City of Jersey Village, Harris County and any school district or college district which levies ad valorem taxes upon, and provides services to, property located within the proposed or existing reinvestment zone.
- (i) **Expansion** means the addition of buildings, structures, fixed machinery, equipment, and personal property for the purpose of increasing production capacity.
- (j) **Facility** means property improvements completed or in the process of construction which together comprise an integral whole.
- (k) **Manufacturing Facility** means buildings, structures, fixed machinery, equipment and personal property, the primary purpose of which is or will be the manufacture

Exhibit A

of tangible goods or materials or the processing of such goods or materials by physical or chemical change.

- (l) **Modernization** means the upgrading of existing facilities, which increases the productive input or output, updates the technology or substantially lowers the unit cost of the operation; modernization may result from the construction, alternation, or installation of buildings, structures, fixed machinery, equipment and personal property. It shall not be for the purpose of reconditioning, refurbishing or repairing.
- (m) **New Facility** means a property, previously undeveloped, that is placed into service by means other than or in conjunction with expansion or modernization.
- (n) **New Machinery and Equipment** means tangible machinery, equipment, or personal property that is securely placed or fastened and stationary within a building or structure or permanently resides in the City of Jersey Village.
- (o) **Other Basic Industry Facility** means buildings and structures including fixed machinery, equipment, and personal property not elsewhere described, used or to be used for the production of products or services which primarily serve a market outside the City of Jersey Village and result in the creation of new permanent jobs and bring new wealth in to the City.
- (p) **Real Property:** The land on which a facility is placed.
- (q) **Regional Distribution Facility** means buildings and structures including fixed machinery, equipment, and personal property used or to be used primarily to receive, store, service or distribute goods or materials owned by the facility, from which a majority of revenues generated by the activity at the facility are derived from outside the City of Jersey Village.
- (r) **Regional Entertainment/Tourism Facility** means buildings and structures, including fixed machinery, equipment, and personal property used or to be used to provide entertainment and/or tourism related services, from which a majority of revenues generated by activity at the facility are derived from outside the City of Jersey Village.
- (s) **Regional Service Facility** means buildings and structures, including fixed machinery, equipment, and personal property used or to be used to provide a service, from which a majority of revenues generated by activity at the facility are derived from outside the City of Jersey Village.
- (t) **Research Facility** means buildings and structures, including fixed machinery, equipment, and personal property used or to be used primarily for research or experimentation to improve or develop new tangible goods or materials or to improve or develop the production processes thereto.

SECTION 3: GUIDELINES AND CRITERIA

Minimum Standards for Tax Abatement

- (a) The project shall not have any negative environmental impacts on the community (e.g., significant pollution or hazardous waste).
- (b) The project should stimulate local employment and/or commercial activity and benefit existing business and not compete with existing businesses to the extent of being a detriment to the local economy as a whole.
- (c) **New Facilities:** The project will establish and maintain new jobs in the City of Jersey Village and have a minimum capital investment of \$1,000,000. *(The acquisition cost of the real property is not included in the project investment).*
- (d) **Expansion/Modernization:** The project must prevent the loss of payroll or retain, increase or create payroll on a permanent basis in the City of Jersey Village and have a minimum capital investment of \$1,000,000. *(The acquisition cost of the real property is not included in the project investment).*
- (e) The City of Jersey Village may consider tax abatement for an investment less than the minimum amount required based upon City evaluation of economic development factors, including but not limited to:
 - (a) the location of taxable inventory on the property;
 - (b) the amount of sales tax that the project will generate for the City.
- (f) Tax abatement may only be granted for the additional tax value resulting from any of the following:
 - (a) construction of a new facility of any type as herein defined;
 - (b) expansion of existing facilities of any type as herein defined; or
 - (c) modernization of existing facilities of any type as herein defined.
- (g) The project should have high visibility and image impact, or be a significantly higher level of development quality.
- (h) The project will serve as a catalyst or magnet to attract or retain other high quality industrial/business development.
- (i) The project will not solely and primarily have the effect of transferring employment from one part of the city to another.
- (j) The development must conform to the City's zoning ordinance.
- (k) The costs of city services required for the development should not exceed the amount of taxes generated if abatement is provided.

SECTION 4: ABATEMENT AUTHORIZED

- (a) **Authorized Tax Abatement Categories.** A facility may be eligible for tax abatement if it is a:
- Corporate Headquarters Facility
 - Manufacturing Facility
 - Research Facility
 - Regional Distribution Facility
 - Regional Service Facility
 - Regional Entertainment/Tourism Facility, or
 - Other Basic Industry Facility
- (b) **Authorized Date:** A facility shall be eligible for tax abatement if it has applied for such abatement prior to the commencement of construction.
- (c) **Creation of New Value:** Abatement may only be granted for the additional value of eligible property improvement made subsequent to and in an abatement agreement between the City of Jersey Village and the property owner and/or lessee, subject to such limitations as the City Council may require.
- (d) **Eligible Property:** Abatement may be extended to the value of buildings, structures, fixed machinery, equipment, personal property, site improvements plus that office space and related fixed improvements necessary to the operation and administration of the facility. The value of all property shall be the appraised value for each year, as finally determined by the applicable appraisal district.
- (e) **Ineligible Property:** The following types of property shall be generally be fully taxable and ineligible for abatement: land; inventories; supplies; tools; furnishings; and other forms of movable personal property; vehicles; vessels; aircraft; housing; deferred maintenance investments; property to be rented or leased except as provided below; improvements for the generation or transmission of electrical energy not wholly consumed by a new facility or expansion; any improvements, including those to produce, store or distribute natural gas, fluids or gases, which are not integral to the operation of the facility; property which has an economic life of less than fifteen (15) years; property owned or used by the State of Texas or its political subdivision or by any organization owned, operated or directed by a political subdivision of the State of Texas, or any property exempted by local, state or federal law; and property owned or leased by a member of city council or a member of a zoning or planning commission of the City.
- (f) **Leased Facilities:** If a leased facility is granted abatement, the agreement shall be executed with the lessor and the lessee.

Exhibit A

- (g) **Value and Term of Abatement:** Abatement shall be granted effective with the January 1 valuation date immediately following the date of execution of the agreement. The value of the abatement will be determined based on the merits of the project, including, but not limited to, total capital investment value and added employment. Up to one hundred percent of the value of new eligible properties may be abated for a total term of abatement not to exceed ten years. However, a project must provide an extraordinary economic benefit to the City to be considered for one hundred percent abatement.

If a modernization project includes facility replacement, the abated value shall be the value of the new unit(s) less the value of the old unit (s).

- (h) **Taxability:** From the execution of the abatement to the end of the agreement, taxes shall be payable as follows:

- (1) The value of ineligible property as provided in Section 4(e) shall be fully taxable;
- (2) The base year value of existing eligible property as determined each year shall be fully taxable; and,
- (3) The additional value of new eligible property shall be taxable at the end of any abatement period.

SECTION 5: APPLICATION

- (a) Any present or potential owner of taxable property in the City of Jersey Village may request the creation of a reinvestment zone or tax abatement by filing a written application with the City Secretary of the City of Jersey Village.
- (b) The application shall consist of a completed application form accompanied by: a general description of the project/new improvements to be undertaken; a descriptive list of the improvements for which an abatement is requested; a list of the kind, number and location of all proposed improvements of the property; a list of the estimated value of inventory and the location where the inventory will be stored; the projected employment number at the proposed facility and the estimated average salary; the estimated amount of annual sales subject to State Sales & Use Tax; a map and property description; and a time schedule for undertaking and completing the proposed improvements. The applicant shall also include information pertaining to the reasons the abatement is necessary in order to have the project undertaken in the City of Jersey Village. In the case of modernization, a statement of the assessed value of the facility separately stated for real and personal property, shall be given for the tax year immediately preceding the application. The application form may require such financial and other information as the Jersey Village City Council deems appropriate for evaluating the financial capacity and other factors of the applicant.

Exhibit A

- (c) The applicant must certify that the applicant does not employ nor will it employ any undocumented workers (an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or, authorized under law to be employed in that manner in the United States). The applicant must agree that if it is convicted of a violation under 8 U.S.C. Section 1324a(f) after receiving a tax abatement, applicant shall repay the amount of the tax abatement with interest, at the rate of 12% per annum, within 120 days after the City notifies the applicant of the violation. The City shall have the authority to bring a civil action to recover any amounts which the applicant must repay the City under this provision, and in such action may recover court costs and reasonable attorneys' fees.
- (d) The City of Jersey Village may request additional information as deemed appropriate for evaluating the financial capacity of the applicant and compatibility of the proposed improvements with these guidelines and criteria.
- (e) Upon receipt of a completed application, the City Manager of the City of Jersey Village shall notify in writing the presiding officer of the governing body of each eligible jurisdiction.
- (f) After receipt of a completed application, the City Council through its City Manager shall determine whether the application qualifies for abatement under the terms of these guidelines and criteria.
- (g) The City Manager shall prepare a fiscal impact analysis setting out the impact of the proposed reinvestment zone and tax abatement. The impact analysis study shall include, but not be limited to, an estimate of the economic effect of the creation of the zone and the abatement of taxes and the benefit to the City of Jersey Village and the property to be included in the zone. The cost of city services to the development should not exceed the amount of taxes generated by the development.
- (h) The City Council shall not establish a reinvestment zone or enter into an abatement agreement if it finds that the request for the abatement was filed after the commencement of construction, alteration, or installation of improvements related to a proposed new facility, expansion, or modernization. An applicant is ineligible for abatement if a decision to commence a new facility, expansion or modernization in the City of Jersey Village has been formally announced on or before the date of adoption of these guidelines.

SECTION 6: PUBLIC HEARING AND APPROVAL

- (a) The City Council may not adopt an ordinance designating a reinvestment zone until it has held a public hearing at which interested persons are entitled to speak and present evidence for or against the designation. Notice of the hearing must be

Exhibit A

published at least 7 days before the hearing in a newspaper of general circulation in the City. The presiding officers of eligible jurisdictions shall be notified in writing at least 7 days prior to the hearing. (TEXAS TAX CODE § 312.201.)

- (b) Prior to entering into an tax abatement agreement, the City Council may, at its option, hold a public hearing at which interested persons shall be entitled to speak and present written materials for or against the approval of the agreement.
- (c) In order to enter into a tax abatement agreement, the City Council must find that the terms of the proposed agreement meet these GUIDELINES AND CRITERIA and that:
 - (1) There will be no substantial adverse affect on the provision of the City of Jersey Village's services or tax base; and
 - (2) The planned use of the property will not constitute a hazard to public safety, health or morals.

SECTION 7: AGREEMENT

- (a) After approval of a tax abatement application within a designated reinvestment zone, the Jersey Village City Council shall formally pass a resolution and execute an agreement with the owner of the facility and lessee as required, which shall include:
 - (1) Estimated value to be abated and the base year value;
 - (2) Percent of value to be abated each year;
 - (3) The commencement date and the termination date of abatement;
 - (4) The proposed use of the facility, nature of construction, time schedule for completion of the project, map, property description and improvement list;
 - (5) The contractual obligations in the event of default, violation of terms or conditions, delinquent taxes, recapture, administration and assignment, or other provisions that may be required for uniformity or compliance with state law;
 - (6) Amount of investment, increase in assessed value and average number of jobs involved; and
 - (7) A requirement that the applicant annually submit to the City, a January employee count for the abated facility which corresponds to employment counts reported in the facility's Employer's Quarterly Report to the Texas Workforce Commission, and a separate notarized letter certifying the

Exhibit A

number of jobs created or retained as a direct result of the abated improvements and the number of employees in other facilities located within the City of Jersey Village. Submission shall be used to determine abatement eligibility for that year and shall be subject to audit if requested by the governing body. Failure to submit may result in the ineligibility to receive an abatement for that year and the termination of the tax abatement agreement and subject any abated taxes to recapture pursuant to Section 8 hereof.

Such agreement shall normally be executed within 60 days after the applicant has forwarded all necessary information and documentation to the Jersey Village City Council.

- (b) The City Council may impose any other conditions in a tax abatement agreement that the City Council deems necessary to promote the purposes of these guidelines.

SECTION 8: RECAPTURE

- (a) In the event that the facility is completed and begins producing product or service, but subsequently discontinues producing product or service for any reason excepting fire, explosion or other casualty or accident or natural disaster for a period of one (1) year during the abatement period, then the agreement shall terminate and so shall the abatement of the taxes for the calendar year during which the facility no longer produces. The taxes otherwise abated for that calendar year shall be paid to the City of Jersey Village within sixty (60) days from the date of termination.
- (b) Should the City Council determine that the company or individual is in default according to the terms and conditions of its agreement, the City of Jersey Village shall notify the company or individual in writing at the address stated in the agreement, and if such is not cured within sixty (60) days from the date of such notice (the Cure Period), then the agreement may be terminated.
- (c) In the event that the company or individual allows its ad valorem taxes owed the City of Jersey Village to become delinquent and fails to timely and properly follow the legal procedures for their protest and/or contest, or violates any of the terms and conditions of the abatement agreement and fails to cure during the Cure Period, then the City may terminate the agreement and all taxes previously abated by virtue of the agreement will be recaptured and paid within sixty (60) days of the termination.

SECTION 9: ADMINISTRATION

- (a) Each year, the company or individual receiving abatement shall furnish the Chief Appraiser and the City's Tax Assessor with such information as may be necessary for the abatement.
- (b) The agreement shall stipulate that employees and/or designated representatives of the City of Jersey Village will have access to the reinvestment zone during the term of the abatement to inspect the facility to determine if the terms and conditions of the agreement are being met. All inspections will be made only after the giving of twenty-four (24) hours prior notice and will only be conducted in such manner as to not unreasonably interfere with the construction and/or operation of the facility. All inspections will be made with one or more representatives of the company or individual and in accordance with its safety standards.
- (c) Upon completion of construction, the jurisdiction which created the zone shall annually evaluate each facility receiving abatement to ensure compliance with the agreement and report possible violations of the agreement to the City of Jersey Village and its attorney.
- (d) All documents related to tax abatements, including the annual certifications, will be kept on file with the City Secretary.

SECTION 10: ASSIGNMENT

An abatement may be assigned by the holder to a new owner or lessee of the same facility with the written consent of the Jersey Village City Council, which consent shall not be unreasonably withheld. Any assignment shall provide that the assignee shall irrevocably and unconditionally assume all the duties and obligations of the assignor upon the same terms and conditions as set out in the agreement. Any assignment of a tax abatement agreement shall be to an entity that contemplates the same improvements or repairs to the property, except to the extent such improvements or repairs have been completed. No assignment shall be approved if the assignor or the assignee are indebted to the City of Jersey Village for ad valorem taxes or other obligations.

SECTION 11: CONFIDENTIALITY OF PROPRIETARY INFORMATION

Subject to the provisions and limitations of Chapter 552 of the Texas Government Code, information that is provided to the City of Jersey Village in connection with an application or request for the creation of a reinvestment zone for the purposes of tax abatement in accordance with the above criteria and guidelines and which describes the specific process or business activities to be conducted or equipment or other property to be located on the property for which the tax abatement is sought is confidential and not subject to public disclosure until the tax abatement agreement is executed. Texas Tax Code § 312.003. The information in the custody of the City of Jersey Village after the agreement is executed will be treated as confidential to the extent allowed by law.

SECTION 12: SUNSET PROVISION

These GUIDELINES AND CRITERIA are effective upon the date of their adoption and will remain in force for two (2) years, at which time all reinvestment zones and tax abatement contracts created pursuant to its provisions will be reviewed by the Jersey Village City Council to determine whether the goals have been achieved. Based on that review, the GUIDELINES AND CRITERIA will be modified, renewed or eliminated.

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F15

AGENDA SUBJECT: Consider Resolution No. 2017-49, establishing a policy for offering Chapter 380 Economic Development Programs.

Department/Prepared By: Austin Bleess

Date Submitted: May 19, 2017

EXHIBITS: [Resolution No. 2017-49](#)
[Exhibit A](#) – Economic Development Program Policy

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

BACKGROUND INFORMATION:

Continuing with the creation of an aggressive economic development campaign, staff is proposing some guidelines to establish the process for providing grants under the Texas Local Government Code Chapter 380 Economic Development Programs to promote and stimulate economic development.

The three main things we can do under this program are provide rebates on sales taxes collected that are generated by businesses, provide property tax reimbursements from the property taxes paid by a company, and offering a reimbursement of Hotel Occupancy Taxes generated by hotels.

Sales Tax Receipt Reimbursements

This would be a reimbursement of the portion of sales tax that the city collects from the company. Currently the city has a 1.5% sales tax that could be reimbursable to a developer.

Property Tax Reimbursements

This would be a reimbursement of a portion of the property taxes paid by a business to locate in Jersey Village. This would only be on the city taxes paid, and not on the other taxes (i.e. County, School District, etc.) paid.

Hotel Occupancy Tax

In order to attract a hotel of higher caliber with a higher nightly room rental rate we can offer operations grants equal to a specific percentage of Hotel Occupancy Tax collected.

The guidelines are developed to help businesses and developers understand what we can offer. Every agreement that is made between the City and a business/developer would be evaluated on a case by case basis. These guidelines allow us to maintain flexibility in what we offer.

RECOMMENDED ACTION:

Motion: To approve Resolution 2017-49, establishing a policy for offering Chapter 380 Economic Development Programs.

RESOLUTION NO. 2017-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ESTABLISHING A POLICY FOR OFFERING CHAPTER 380 ECONOMIC DEVELOPMENT PROGRAMS.

WHEREAS, Texas Local Government Code Section 380 authorizes local governments to establish Economic Development Programs, including programs for make loans and grants to promote economic development; and

WHEREAS, the City of Jersey Village desires to offer programs to help promote economic development; **NOW THEREFORE**,

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

Section 1. The City Council hereby establishes and approves the policy for Chapter 380 Economic Development Programs contained under Exhibit A of this resolution.

PASSED AND APPROVED this 19th day of June, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary



JERSEY VILLAGE
CHAPTER 380
ECONOMIC
DEVELOPMENT
PROGRAM POLICY

APPROVED JUNE 19, 2017
Resolution 2017-49

EXHIBIT A

Section 1. General Statement of Purpose

The City of Jersey Village is committed to the promotion of high quality development in all parts of the City and to an ongoing improvement in the quality of life for its citizens. Now the City of Jersey Village seeks to enhance its economic development efforts to attract and retain high quality development and jobs by establishing this Chapter 380 Economic Development Program Policy.

This Policy is established in an effort to develop and expand the local economy by promoting and encouraging development and redevelopment projects that enhance the City's economic base, and diversify and expand job opportunities or by promoting and encouraging projects that create additional revenue for the City without substantially increasing the demand on City services or infrastructure. The ultimate goal and public purpose of programs established hereunder is to protect and enhance the City's fiscal ability to provide high quality municipal services for the safety, comfort and enjoyment of Jersey Village residents.

In furtherance of these objectives, the City of Jersey Village will, on a case-by-case basis, give consideration to providing economic incentives to applicants in accordance with this policy as authorized by Chapter 380 of the Texas Local Government Code, as amended from time to time.

Nothing in this document is intended to imply or suggest that the City of Jersey Village is under any obligation to provide economic incentives to any applicant. All applicants shall be considered on a case-by-case basis. The decision to approve or deny economic incentives shall be at the discretion of the City Council. Each applicant granted economic incentives as a Chapter 380 Economic Development Program (also referred to as Program) under this policy must enter into an agreement with the City of Jersey Village containing all terms required by this policy and by state law to protect the public interest of receiving a public benefit in exchange for public funds, assets and services invested to stimulate economic development in Jersey Village.

To be considered for incentives as a Chapter 380 Economic Development Program, a project must at least meet the following minimum requirements:

Section 2. Minimum Standards

The following standards should be met by an applicant in applying for incentives.

- A. The project should stimulate local employment and/or commercial activity and benefit existing business and not compete with existing businesses to the extent of being a detriment to the local economy as a whole.
- B. The project should have a meaningful impact to the property tax base or sales tax collections of the city.

EXHIBIT A

- C. The project should have high visibility and image impact, or be a significantly higher level of development quality.
- D. The project will serve as a catalyst or magnet to attract or retain other high quality industrial/business development.
- E. The development must conform to the City's zoning ordinance.
- F. The project shall not have any negative environmental impacts on the community (e.g., significant pollution or hazardous waste).

Section 3. Additional Considerations

Additional factors to be considered by the City Council in determining whether to authorize an Agreement for incentives are:

- A. The number and types of jobs to be created or retained;
- B. The financial capacity of the applicant to undertake and complete the proposed project;
- C. Other incentive programs for which the applicant has applied or is qualified;
- D. The market conditions and growth potential for the business activity, and
- E. Any other factors the City Council finds helpful and relevant to accomplishing the City's economic development objectives.

Section 4. Examples of Possible Chapter 380 Economic Development Programs

The items listed as examples in this section are meant to provide a guideline as to what programs may be considered by the City. The City may offer a combination of some or all of the below examples based upon specific projects. The City treats each application on a case by case basis.

Sales Tax Reimbursement

The city may enter into a reimbursement agreement of up to 85% of the sales tax generated. Generally the length of the reimbursement agreement will not exceed 10 years. A minimum of \$100,000 in new annual sales tax revenue for the city should be generated to be eligible for sales tax reimbursements.

Property Tax Reimbursements

The city may enter into a reimbursement agreement of up to 100% of the property tax generated for the City of Jersey Village, excluding other taxing districts. Generally the length of the reimbursement agreement will not exceed 10 years. A minimum of \$500,000 in new property

EXHIBIT A

value for the city should be generated to be eligible for sales tax reimbursements.

Hotel Occupancy Tax Reimbursements

Hotels may be eligible for a portion of the city Hotel Occupancy Tax collected to be reimbursed to them. The terms and conditions of these will depend greatly upon the type of project proposed.

Other Grants

The City may offer grants that are not represented in the examples above, in accordance with Texas Local Government Chapter 380.

Section 5. Application Process

The following application process shall apply to all applications for consideration for incentives

- A. An application shall be made on forms supplied by the City. An applicant may be required to provide additional information to show compliance with the minimum standards outlined above. If City staff determines minimum standards have been met, City staff shall prepare and present a proposed Agreement with the applicant to the City Council.
- B. The City Council may consider the proposed Agreement and may take action on the proposal as it deems appropriate. Nothing in this policy and nothing in the application form and process shall create any property, contract, or other legal right in any person to have the City Council consider or grant incentives.

Section 6. Agreement

An Agreement established for a Program must include:

- A. A timetable and list of the kind of improvements or development that the Program will include, and conditions to assure that the Program meets or exceeds the City's requirements pertaining to property values and revenues, which in no event shall be less than the minimum Program requirements established in Paragraph II above;
- B. A complete description of the location of the proposed Program or projects included in the Program;
- C. A timetable and list of the kind and amount of property values, revenues, incomes or other public benefits that the proposed Program will provide;
- D. A provision establishing the duration of the Agreement;
- E. A provision identifying the method for calculating and source of funding for any grant, loan or other incentives provided in the Agreement;
- F. A provision providing a tangible means for measuring whether the applicant and other responsible parties have met their obligations under the Agreement;

EXHIBIT A

- G. A provision providing for access to and authorizing inspection of the property and applicant's pertinent business records by municipal employees in order to determine compliance with the Agreement;
- H. A provision for cancellation of the Agreement and/or nonpayment of incentives if the Program is determined to not be in compliance with the Agreement;
- I. A provision for recapturing City funds granted or loaned, or for recapturing the value of other public assets granted or loaned, if the applicant does not meet its duties and obligations under the terms of the Agreement;
- J. A provision that allows assignment of the Agreement with prior written approval of the City Council;
- K. Provisions relating to administration, delinquent taxes, reporting requirements and indemnification;
- L. A provision that the Agreement may be amended by the parties to the Agreement by using the same procedure for approval as is required for entering into the Agreement; and
- M. Such other provisions as the City Council shall deem appropriate

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F16

AGENDA SUBJECT: Consider Resolution No. 2017-50, authorizing the publication of Notice of a Public Hearing on the creation of a new Tax Increment Reinvestment Zone.

Department/Prepared By:

Date Submitted: June 12, 2017

EXHIBITS: [Resolution No. 2017-50](#)
[Exhibit A](#) – The Zone
[Exhibit B](#) – Notice of Hearing
[Exhibit C](#) – Property Owner Written Notice

BACKGROUND INFORMATION:

The creation of a new Tax Increment Reinvestment Zone will provide an economic development tool to fund structural improvements and enhanced infrastructure in the Jersey Village Crossing District. The dedicated fund derived from increases in incremental tax value on property within the reinvestment zone will be used to promote the viability of existing businesses and to attract new commercial enterprises to the area.

This item is to consider a Resolution to schedule a public hearing regarding the creation of a Tax Increment Reinvestment Zone (“TIRZ”) (in the Jersey Crossing District) and its benefits to the City and to property in the TIRZ, and provide a reasonable opportunity for (i) all interested persons to speak for or against the creation of the TIRZ, its boundaries or the concept of tax increment financing and (ii) owners of real property in the TIRZ to protest inclusion of their property in the TIRZ, as required by Sections 311.003(c) and (d) of the Act.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-50, authorizing the publication of Notice of a Public Hearing on the creation of a new Tax Increment Reinvestment Zone.

RESOLUTION NO. 2017-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE PUBLICATION OF NOTICE OF A PUBLIC HEARING ON THE CREATION OF A NEW TAX INCREMENT REINVESTMENT ZONE.

WHEREAS, the City Council desires to promote the development of a certain contiguous geographic area in the City, which is more specifically described in Exhibit “A” (the “Zone”), and is considering the creation of a new reinvestment zone as authorized by and in accordance with the Tax Increment Financing Act, Texas Tax Code, Chapter 311, as amended (the “Act”); and

WHEREAS, prior to the creation of a Tax Increment Reinvestment Zone (“TIRZ”), the City Council shall hold a public hearing on the creation of the proposed zone and its benefits to the City and property in the proposed Zone; and

WHEREAS, the City now desires to schedule a public hearing regarding the creation of the Zone and its benefits to the City and to property in the Zone, and provide a reasonable opportunity for (i) all interested persons to speak for or against the creation of the Zone, its boundaries or the concept of tax increment financing and (ii) owners of real property in the Zone to protest inclusion of their property in the Zone, as required by Sections 311.003(c) and (d) of the Act; and

WHEREAS, prior to holding a public hearing, the City shall provide written notice of the public hearing to the property owners located within the proposed boundaries of the TIRZ to provide a reasonable opportunity for the owners of property to protest the inclusion of the property in the proposed reinvestment zone; and

WHEREAS, prior to holding a public hearing, the City shall also publish notice of the public hearing in a newspaper having general circulation in the city not later than the seventh day before the date of the hearing; **NOW THEREFORE**,

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

SECTION 1. The facts and recitations contained in the preamble of this resolution are hereby found and declared to be true and correct and are adopted as part of this resolution for all purposes.

SECTION 2. The City Council hereby calls a public hearing for 6:00 p.m. on July 17, 2017, at the regular meeting place of the City Council of the City of Jersey Village, Texas, Civic Center, 16327 Lakeview Drive, Jersey Village, Texas, to consider the creation of a Tax Increment Reinvestment Zone. Notice of the public hearing shall be published in a newspaper having general circulation in the city at least seven days before the date of the hearing. All residents and property owners within the TIRZ, and all other persons, are hereby invited to appear in person to

Speak for or against the creation of the zone, its boundaries, or the concept of tax increment financing in general. At or on the adjournment of the hearing conducted pursuant to Section 311.003(c) of the Act on the creation of the Zone, the City may create the Tax Increment Reinvestment Zone.

SECTION 3. Notice of the hearing, in the substantially final form presented in Exhibit “B” with such changes as may be approved by the City’s counsel, shall be published in a newspaper of general circulation in the city before the 7th day prior to the hearing as required by the Act.

SECTION 4. Written notice of the hearing, in the substantially final form presented in Exhibit “C” with such changes as may be approved by the City’s counsel, shall be mailed to the property owners located within the proposed boundaries of the TIRZ.

SECTION 5. This resolution shall take effect from and after its final date of passage, and it is accordingly so ordered.

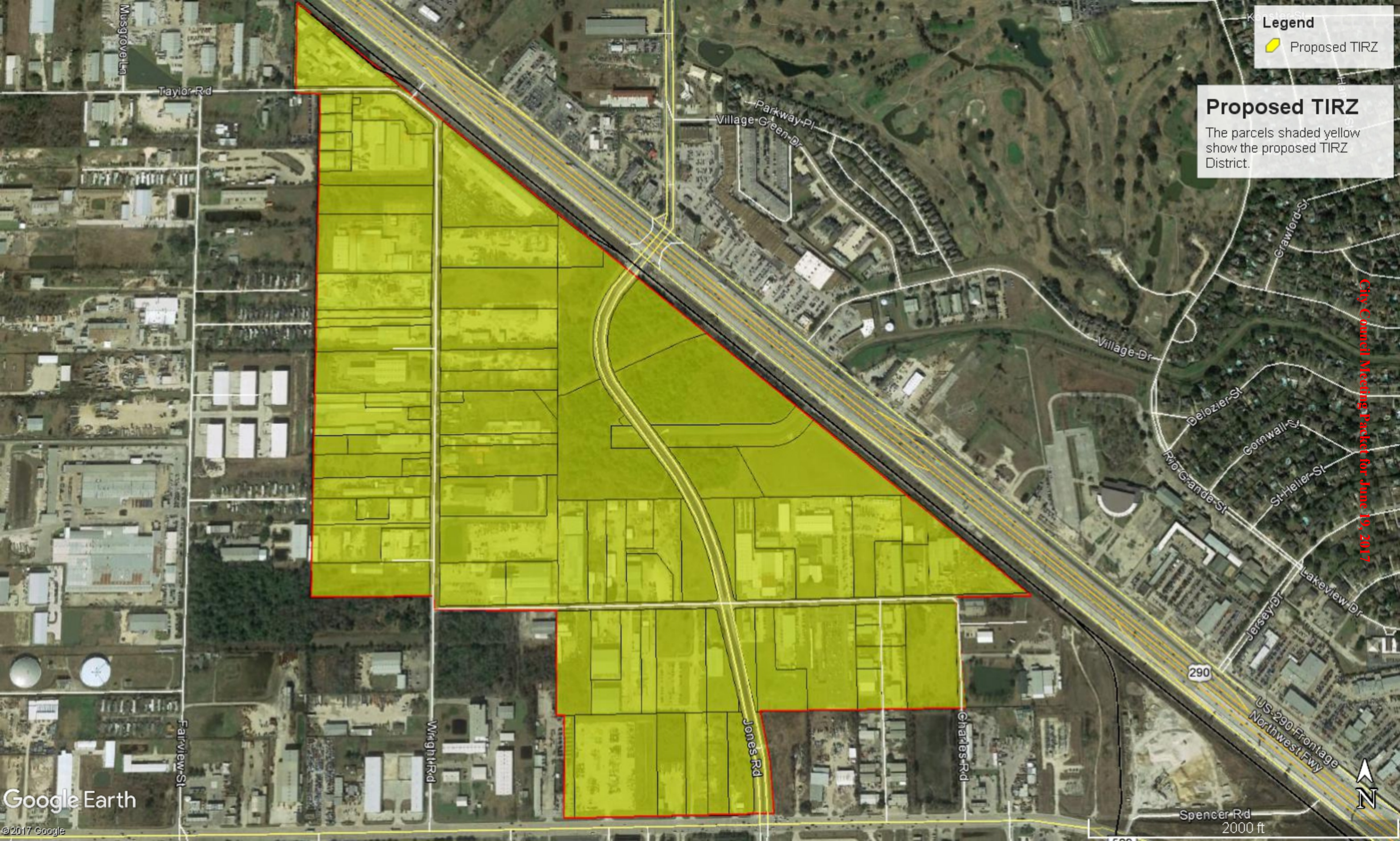
PASSED AND APPROVED this the 19th day of June, 2017.

Justin Ray, Mayor


ATTEST:

Lorri Coody, City Secretary

Exhibit A – The Zone



Legend

 Proposed TIRZ

Proposed TIRZ

The parcels shaded yellow show the proposed TIRZ District.

City Council Meeting Packet for June 19, 2017



THE ZONE - LISTING OF PROPERTIES

Legal Description	Property Address
TR 47A, Ranson Acreage/Spencer Hwy	11906 FM 529 Rd
TR 1B BLK 1, Wright Business Park	12115 Taylor Rd
TR 1C BLK 1, Wright Business Park	12117 Wright Rd
LT 60A, Fairview Gardens Sec 1 PAR R/P	0 Wright Rd aka HCAD ACCT 640150000060
LT 61A, Fairview Gardens Sec 1 Par R/P	7403 Wright Rd
TR 65, Fairview Gardens Sec 1	7607 Wright Rd
TRS 66B, 66C & 66D, Fairview Gardens Sec 1	7705 Wright Rd
TR 66A, Fairview Gardens Sec 1	0 Wright Rd aka HCAD ACCT 640150000302
TR 66A-1, Fairview Gardens Sec 1	0 Wright Rd aka HCAD ACCT 640150000303
LT 36B, Fairview Gardens Sec 1 PAR R/P	11280 Charles Rd
LT 38, Fairview Gardens Sec 1	0 Charles Rd aka HCAD ACCT 640150000038
TR 64B, Fairview Gardens Sec 1	7519 Wright Rd
TRS 64A & 65A, Fairview Gardens Sec 1	7603 Wright Rd, #59
TR 45A, Fairview Gardens Sec 1	11811 Charles Rd
LT 36A, Fairview Gardens Sec 1 Par R/P	11320 Charles Rd
TR 39, Fairview Gardens Sec 1	11335 Charles Rd
TR 39B (Land Only) (IMPS*0640150000416) Fairview Gardens Sec 1	11335 Charles Rd
TR 39A, Fairview Gardens Sec 1	11431 Charles Rd
TR 39A-1, Fairview Gardens Sec 1	11431 Charles Rd
N 1/12 of LT 62, Fairview Gardens Sec 1	7431 Wright Rd
TR 35, Fairview Gardens Sec 1	11330 Charles Rd
Reserve Powertherm Sec 1	7420 Wright Rd
TR 63B-2, Fairview Gardens Sec 1	Wright Rd aka HCAD ACCT 640150000484
TR 63A, Fairview Gardens Sec 1	7439 Wright Rd
TRS 63B & 63C, Fairview Gardens Sec 1	7449 Wright Rd
LT 41 Less NE 200x400 Ft, Fairview Gardens Sec 1	11625 Charles Rd
TR 42B, Fairview Gardens Sec 1	11531 Charles Rd
TR 49, Fairview Gardens Sec 1	0 FM 529 Rd aka HCAD ACCT 640150000049
LT 48B, Texas Hot Shot	0 FM 529 RD aka HCAD ACCT 1186590000004
LT 2, Gar Edmonds Lot 2	11715 Charles Rd
TRS 44C & 44A, Fairview Gardens Sec 1	11707 Charles Rd
TR 30B, Fairview Gardens Sec 1	11714 Charles Rd
TR 49A, Fairview Gardens Sec 1	11518 FM 529 Rd
TR 30C, NE 334.97x178.14 ft of LT 30, Fairview Gardens Sec 1	11714 Charles Rd
TRS 30A-1 & 31A-1, Fairview Gardens Sec 1	11710 Charles Rd
TRS 30A & 31A	11710 Charles Rd
LT 1 Gar Edmonds Lot 1	11711 Charles Rd
TR 42A, Fairview Gardens Sec 1	11625 Charles Rd
LT 43, Fairview Gardens Sec 1	0 Charles Rd aka HCAD ACCT 640150000043
LT 24 & TR 23, Fairview Gardens Sec 1	0 Wright Rd aka HCAD ACCT 640150000023
TR 25A, Fairview Gardens Sec 1	11800 Charles Rd
C W 195.13 FT of LT 29, Fairview Gardens Sec 1	11800 Charles Rd
TR 25B, Fairview Gardens Sec 1	11800 Charles Rd
Res H Blk 1, Jones Rd 290 Commercial Reserves	0 Jones Rd aka HCAD ACCT 1318410010004
Res A Blk 2, Jones Rd 290 Commercial Reserves	0 Jones Rd aka HCAD ACCT 1318410020001

Legal Description	Property Address
TR 29A, Fairview Gardens Sec 1	11722 Charles Rd
TR 1 Blk 1, CYTEX	11502 Charles Rd
LT 71, FAIRVIEW GARDENS SEC 1	12010 Taylor Rd
LT 68 & TRS 67A & 69A, Fairview Gardens Sec 1	777 Wright Rd
TRS 61B-2, 62A, 62B, & 62D, Fairview Gardens Sec 1	7409 Wright Rd #A
TR 62B-1, Fairview Gardens Sec 1	7409 Wright Rd
TR 63B-1, Fairview Gardens Sec 1	7449 Wright Rd
TR 4B, ABST 228 J M Dement	Wright Off Rd aka HCAD ACCT 420850000035
LT 16, Fairview Gardens Sec 1	7938 Wright Rd
LT 17, Fairview Gardens Sec 1	7800 Wright Rd
TR 61B, Fairview Gardens Sec 1	7405 Wright Rd
Res F Blk 1, Jones Rd 290 Commercial Reserves	0 Jones Rd aka HCAD ACCT 1318410010002
Res G, Blk 1, Jones Rd 290 Commercial Reserves	0 Jones Rd aka HCAD ACCT 1318410010003
Res B Blk 2, Jones Rd 290 Commercial Reserves	0 Jones Rd aka HCAD ACCT 1318410020002
Res E Blk 1, Jones Rd 290 Commercial Reserves	0 Jones Rd aka HCAD ACCT 1318410010001
Res D Blk 2, Jones Rd 290 Commercial Reserves	0 Jones Rd aka HCAD ACCT 1318410020004
LT 1, Blk 1 Fairview Gardens Sec 1, Lot 69 R/P	0 Wright Rd aka HCAD ACCT 640150020001
TR 1 BLK 1, ALLSAFE Storage Jersey Village	0 Taylor Rd # 287 aka HCAD ACCT 1241700010001
LT 47, Area 55	11900 FM 529 Rd
Res 4L, Blk 1 (Drainage) Jones Rd 290 Commercial Reserves	0 Jones Rd aka HCAD ACCT 1318410010005
Res 4M Blk 1, (Detention) Jones Rd 290 Commercial Reserves	0 Jones (off) Rd aka HCAD ACCT 1318410010006
RES C BLK 2, (Lift Station) Jones RD 290 Commercial Reserves	Jones Rd aka HCAD ACCT 1318410020003
RES 4K BLK 2, (Drainage) Jones RD 290 Commercial Reserves	Jones Rd aka HCAD ACCT 1318410020005
TR 39C, Fairview Gardens Sec 1	11407 Charles Rd
TR 39D, Fairview Gardens Sec 1	11411 Charles Rd
TR 21B, Fairview Gardens Sec 1	7602 Wright Rd
TRS 22B & 22C, Fairview Gardens Sec 1	7438 Wright Rd
TR 21A, Fairview Gardens Sec 1	7526 Wright Rd
TR 64C, FAIRVIEW GARDENS SEC 1	7523 Wright Rd
TRS 22A & 22D, Fairview Gardens Sec 1	7510 Wright Rd
TR 67B, Fairview Gardens Sec 1	7641 Wright Rd
TR 1 BLK 1, Wright Business Park	12111 Taylor Rd
TR 1 A BLK 1, Wright Business Park	12113 Taylor Rd
LT40, Fairview Gardens Sec 1 R/P	11433 Charles Rd
LT 19, Fairview Gardens Sec 1	7700 Wright Rd
N 1/2 of LT 20, Fairview Gardens Sec 1	7622 Wright Rd
S 1/2 of LT 20, Fairview Gardens Sec 1	7614 Wright Rd
TR 21A-1, Fairview Gardens Sec 1	Wright Rd aka HCAD ACCT 640150000451
TR 1B, BLK1	7935 Wright Rd
TR 1C, BLK1	7935 Wright Rd, #266
PT LT 48A, Texas Hot Shot	11610 FM 529 Rd
LT 34 & TR 33B, Fairview Gardens Sec 1	11500 Charles Rd
TR 35A, Fairview Gardens Sec 1	11500 Charles Rd
TR 36A-2, Fairview Gardens Sec 1 Par R/P	11310 Charles Rd
Lt 18, Fairview Gardens Sec 1	0 Wright Rd aka HCAD ACCT 640150000018

Exhibit B

Notice of Public Hearing

NOTICE OF PUBLIC HEARING

NOTICE is hereby given that the City of Jersey Village City Council will conduct a public hearing at 6:00 p.m., Monday, July 17, 2017, at the Civic Center Auditorium, 16327 Lakeview, Jersey Village, Texas, regarding the creation of a Tax Increment Reinvestment Zone (“TIRZ”), as described below:

The Zone – Listing of Properties: TR 47A, Ranson Acreage/Spencer Hwy, 11906 FM 529 Rd; TR 1B BLK 1, Wright Business Park, 12115 Taylor Rd; TR 1C BLK 1, Wright Business Park, 12117 Wright Rd; LT 60A, Fairview Gardens Sec 1 PAR R/P, 0 Wright Rd aka HCAD ACCT 640150000060; LT 61A, Fairview Gardens Sec 1 Par R/P, 7403 Wright Rd; TR 65, Fairview Gardens Sec 1, 7607 Wright Rd; TRS 66B, 66C & 66D, Fairview Gardens Sec 1, 7705 Wright Rd; TR 66A, Fairview Gardens Sec 1, 0 Wright Rd aka HCAD ACCT 640150000302; TR 66A-1, Fairview Gardens Sec 1, 0 Wright Rd aka HCAD ACCT 640150000303; LT 36B, Fairview Gardens Sec 1 PAR R/P, 11280 Charles Rd; LT 38, Fairview Gardens Sec 1, 0 Charles Rd aka HCAD ACCT 640150000038; TR 64B, Fairview Gardens Sec 1, 7519 Wright Rd; TRS 64A & 65A, Fairview Gardens Sec 1, 7603 Wright Rd, #59; TR 45A, Fairview Gardens Sec 1 11811, Charles Rd; LT 36A, Fairview Gardens Sec 1 Par R/P, 11320 Charles Rd; TR 39, Fairview Gardens Sec 1, 11335 Charles Rd; TR 39B (Land Only) (IMPS*0640150000416) Fairview Gardens Sec 1, 11335 Charles Rd; TR 39A, Fairview Gardens Sec 1, 11431 Charles Rd; TR 39A-1, Fairview Gardens Sec 1, 11431 Charles Rd; N 1/12 of LT 62, Fairview Gardens Sec 1, 7431 Wright Rd; TR 35, Fairview Gardens Sec 1, 11330 Charles Rd; Reserve Powertherm Sec 1, 7420 Wright Rd; TR 63B-2, Fairview Gardens Sec 1, Wright Rd aka HCAD ACCT 640150000484; TR 63A, Fairview Gardens Sec 1, 7439 Wright Rd; TRS 63B & 63C, Fairview Gardens Sec 1, 7449 Wright Rd; LT 41 Less NE 200x400 Ft, Fairview Gardens Sec 1, 11625 Charles Rd; TR 42B, Fairview Gardens Sec 1, 11531 Charles Rd; TR 49, Fairview Gardens Sec 1, 0 FM 529 Rd aka HCAD ACCT 640150000049; LT 48B, Texas Hot Shot, 0 FM 529 RD aka HCAD ACCT 1186590000004; LT 2, Gar Edmonds Lot 2, 11715 Charles Rd; TRS 44C & 44A, Fairview Gardens Sec 1, 11707 Charles Rd; TR 30B, Fairview Gardens Sec 1, 11714 Charles Rd; TR 49A, Fairview Gardens Sec 1, 11518 FM 529 Rd; TR 30C, NE 334.97x178.14 ft of LT 30, Fairview Gardens Sec 1, 11714 Charles Rd; TRS 30A-1 & 31A-1, Fairview Gardens Sec 1, 11710 Charles Rd; TRS 30A & 31A, 11710 Charles Rd; LT 1 Gar Edmonds Lot 1, 11711 Charles Rd; TR 42A, Fairview Gardens Sec 1, 11625 Charles Rd; LT 43, Fairview Gardens Sec 1, 0 Charles Rd aka HCAD ACCT 640150000043; LT 24 & TR 23, Fairview Gardens Sec 1, 0 Wright Rd aka HCAD ACCT 640150000023; TR 25A, Fairview Gardens Sec 1, 11800 Charles Rd; C W 195.13 FT of LT 29, Fairview Gardens Sec 1, 11800 Charles Rd; TR 25B, Fairview Gardens Sec 1, 11800 Charles Rd; Res H Blk 1, Jones Rd 290 Commercial Reserves, 0 Jones Rd aka HCAD ACCT 1318410010004; Res A Blk 2, Jones Rd 290 Commercial Reserves, 0 Jones Rd aka HCAD ACCT 1318410020001; TR 29A, Fairview Gardens Sec 1, 11722 Charles Rd; TR 1 Blk 1, CYTEX, 11502 Charles Rd; LT 71, Fairview Gardens SEC 1, 12010 Taylor Rd; LT 68 & TRS 67A & 69A, Fairview Gardens Sec 1, 777 Wright Rd; TRS 61B-2, 62A, 62B, & 62D, Fairview Gardens Sec 1, 7409 Wright Rd #A; TR 62B-1, Fairview Gardens Sec 1, 7409 Wright Rd; TR 63B-1, Fairview Gardens Sec 1, 7449 Wright Rd; TR 4B, ABST 228 J M Dement, Wright Off Rd aka HCAD ACCT 420850000035; LT 16, Fairview Gardens Sec 1, 7938 Wright Rd; LT 17, Fairview Gardens Sec 1, 7800 Wright Rd; TR 61B, Fairview Gardens Sec 1, 7405 Wright Rd; Res F Blk 1, Jones Rd 290 Commercial Reserves, 0 Jones Rd aka HCAD ACCT 1318410010002; Res G, Blk 1, Jones Rd 290 Commercial Reserves, 0 Jones Rd aka HCAD ACCT 1318410010003; Res B

Blk 2, Jones Rd 290 Commercial Reserves, 0 Jones Rd aka HCAD ACCT 1318410020002; Res E Blk 1, Jones Rd 290 Commercial Reserves, 0 Jones Rd aka HCAD ACCT 1318410010001; Res D Blk 2, Jones Rd 290 Commercial Reserves, 0 Jones Rd aka HCAD ACCT 1318410020004; LT 1, Blk 1 Fairview Gardens Sec 1, Lot 69 R/P, 0 Wright Rd aka HCAD ACCT 640150020001; TR 1 BLK 1, ALLSAFE Storage Jersey Village, 0 Taylor Rd # 287 aka HCAD ACCT 1241700010001; LT 47, Area 55, 11900 FM 529 Rd; Res 4L, Blk 1 (Drainage) Jones Rd 290 Commercial Reserves, 0 Jones Rd aka HCAD ACCT 1318410010005; Res 4M Blk 1, (Detention) Jones Rd 290 Commercial Reserves, 0 Jones (off) Rd aka HCAD ACCT 1318410010006; RES C BLK 2, (Lift Station) Jones RD 290 Commercial Reserves, Jones Rd aka HCAD ACCT 1318410020003; RES 4K BLK 2, (Drainage) Jones RD 290 Commercial Reserves, Jones Rd aka HCAD ACCT 1318410020005; TR 39C, Fairview Gardens Sec 1, 11407 Charles Rd; TR 39D, Fairview Gardens Sec 1, 11411 Charles Rd; TR 21B, Fairview Gardens Sec 1, 7602 Wright Rd; TRS 22B & 22C, Fairview Gardens Sec 1, 7438 Wright Rd; TR 21A, Fairview Gardens Sec 1, 7526 Wright Rd; TR 64C, FAIRVIEW GARDENS SEC 1, 7523 Wright Rd; TRS 22A & 22D, Fairview Gardens Sec 1, 7510 Wright Rd; TR 67B, Fairview Gardens Sec 1, 7641 Wright Rd; TR 1 BLK 1, Wright Business Park, 12111 Taylor Rd; TR 1 A BLK 1, Wright Business Park, 12113 Taylor Rd; LT40, Fairview Gardens Sec 1 R/P, 11433 Charles Rd; LT 19, Fairview Gardens Sec 1, 7700 Wright Rd; N 1/2 of LT 20, Fairview Gardens Sec 1, 7622 Wright Rd; S 1/2 of LT 20, Fairview Gardens Sec 1, 7614 Wright Rd; TR 21A-1, Fairview Gardens Sec 1, Wright Rd aka HCAD ACCT 640150000451; TR 1B, BLK1, 7935 Wright Rd; TR 1C, BLK1, 7935 Wright Rd, #266; PT LT 48A, Texas Hot Shot, 11610 FM 529 Rd; LT 34 & TR 33B, Fairview Gardens Sec 1, 11500 Charles Rd; TR 35A, Fairview Gardens Sec 1, 11500 Charles Rd; TR 36A-2, Fairview Gardens Sec 1 Par R/P, 11310 Charles Rd; Lt 18, Fairview Gardens Sec 1, 0 Wright Rd aka HCAD ACCT 640150000018.

A copy of the proposed Tax Increment Reinvestment Zone may be examined online at <http://www.jerseyvillage.info/>.

The City of Jersey Village public facilities are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact ADA Coordinator at (713) 466-2102 or FAX (713) 466-2177 for further information.

Lorri Coody, City Secretary
City of Jersey Village, Texas

Posted:
Time:

Exhibit C

Written Notice to the Property Owners



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

713-466-2102 (office) 713-466-2177(fax)

June 20, 2017

Property Owner

Address

Address

**Re: NOTICE OF PUBLIC HEARING ON CREATION OF TAX INCREMENT
REINVESTMENT ZONE**

Dear Property Owner:

A public hearing will be held before the City Council of the City of Jersey Village on **July 17, 2017, at 6:00 p.m.** at the Civic Center, 16327 Lakeview Drive, Jersey Village, Texas to hear any person desiring to be heard regarding the creation of a Tax Increment Reinvestment Zone ("TIRZ").

You are receiving this notice as you are an owner of property in this TIRZ. At this public hearing any interested person may speak for or against the creation of the zone, its boundaries, or the concept of tax increment financing. As a property owner you may protest the inclusion of your property in this TIRZ during this public hearing.

More information about the proposed TIRZ is available on our website at www.jerseyvillage.info.

Should you have any questions regarding this notice, you may call Austin Bleess, City Manager at 713-466-2109 or contact via email at ableess@ci.jersey-village.tx.us.

Sincerely,

Lorri Coody, City Secretary

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

AGENDA DATE: June 19, 2017

AGENDA ITEM: F17

AGENDA SUBJECT: Consider Resolution No. 2017-51, adopting the latest edition (11th edition) of *Robert's Rules of Order* as the proper authority for procedures in City Council Meetings.

Department/Prepared By: Lorri Coody on behalf of Council Member Bobby Warren

Date Submitted: May 24, 2017

EXHIBITS: [Resolution No. 2017-51](#)

BACKGROUND INFORMATION:

This item is placed on the agenda at the request of Council Member Bobby Warren.

Section 2.10 of the City's Charter provides the City Council with the ability to establish "rules of order" for meetings. In connection with same, Council Member Warren proposes that City Council adopt the latest edition of *Robert's Rules of Order* as the proper authority for procedures in Council Meetings.

In preparing for this agenda item, Staff has researched past City Council records/actions pertaining to the adoption of "rules of order" for City Council Meetings and has found the following entry in the City Council Minutes for June 19, 1967:

REGULAR SESSION OF THE JERSEY VILLAGE CITY COUNCIL, JERSEY VILLAGE, TEXAS
June 19, 1967

The session convened at 7:44 PM with the following present:

Paul Dixon., Jr., Mayor	Jason Curtiss, Alderman	Bill Outlaw, Treasurer
R. J. Adam, Alderman	P. A. Curfman, Alderman	Betty Rominger, Secretary
W. T. Danes, Alderman	Kay de Geus, Alderman	

Mayor Dixon outlined rules of order for future meetings. All members having received a copy, the reading of the minutes was dispensed with but approved on motion by Mr. Curfman, seconded by Mr. Danes, and carried.

While this minute entry talks about the rules for future meetings, it does not state what those rules are and there did not appear to be a vote.

This item is to discuss adopting the latest edition (11th edition) of *Robert's Rules of Order* as the proper authority for procedures in City Council Meetings.

RECOMMENDED ACTION:

MOTION: To approve Resolution No. 2017-51, adopting the latest edition (11th edition) of *Robert's Rules of Order* as the proper authority for procedures in City Council Meetings.

RESOLUTION NO. 2017-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, ADOPTING THE LATEST EDITION (11TH EDITION) OF *ROBERT'S RULES OF ORDER* AS THE PROPER AUTHORITY FOR PROCEDURES IN CITY COUNCIL MEETINGS.

* * * * *

WHEREAS Section 2.10 of the City's Charter provides the City Council with the ability to establish "rules of order" for meetings; and

WHEREAS, it is the desire of City Council to conduct its meetings in a fair, timely, and orderly manner; **NOW THEREFORE**;

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

The latest edition (11th edition) of *Robert's Rules of Order* is hereby adopted as the proper authority for procedures in City Council Meetings.

PASSED AND APPROVED this the 19th day of June, 2017.

Justin Ray, Mayor

ATTEST:

Lorri Coody, City Secretary