

MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON MAY 10, 2019 AT 1:00 P.M AT THE CITY OF JERSEY VILLAGE FIRE DEPARTMENT TRAINING ROOM, 16501 JERSEY DRIVE, JERSEY VILLAGE, TEXAS.

A. The meeting was called to order by Mayor Pro tem Mitcham at 1:02 p.m. with the following present:

Mayor Pro tem, Andrew Mitcham
Council Member Elect, Drew Wasson
Council Member, Greg Holden
Council Member, Bobby Warren
Council Member, James Singleton
Council Member, Gary Wubbenhorst

City Manager, Austin Bleess
City Secretary, Lorri Coody

Staff in attendance: Eric Foerster, Chief of Police; Mark Bitz, Fire Chief; Jason Alfaro, Director of Parks and Recreation; Isabel Kato, Director of Finance; Bob Blevins, IT Director; and Trelena Collins, HR Manager.

Mayor Justin Ray was not present at this meeting.

B. FY 2019-2020 COUNCIL/STAFF BUDGET RETREAT

1. Overview and Departmental Information presented by Austin Bleess, City Manager

City Manager, Austin Bleess, began his presentation on the 2019-2020 budget overview with information on the following items:

Mission Statement
Current Fiscal Year
Sales Tax Overtime
Property Values

Council engaged in discussion about the sales tax revenue increases. They also discussed the sales tax revenues received from Argos.

Council discussed the projected increase in property values of only 1.5%. In prior years, the increase has been in the 3% range. Finance Director, Isabel Kato, explained the process and that the numbers are estimates at this time.

With no further discussion, City Manager Bleess gave information on the various City Departments for the 2019-2020 Budget. What follows is the description of each along with any Council discussion.

Administration

2019-2020 Budget

- Food for meetings
- Stipend for assistant city secretary duties
- Salary adjustment for HR manager
- Increase for training

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- Codifications of new ordinances
- Pre-employment screening – increased costs and require for all employees
- Digital time clocks system – integrate with INCODE 10 - \$25,000 (estimated)
- Better utilization of our content management systems in INCODE 10 for digital records retention
- Better/more usage of the intern funds we have set aside, possible part time help
- More public notices are happening, so will be asking for \$1,500

Council engaged in discussion about the digital wage clock for non-exempt and exempt employees. HR Manager, Trelena Collins explained the different clocks she has researched. She explained how the systems work and why the City is requesting the clocks. Council engaged in discussion about the clocks and the process.

Legal/Other Services

2019-2020 Budget

❖ **Grants and Incentives**

- Argos has moved to JV. For FY19 we did not factor in any budget considerations for this
- Need to increase by potentially \$1,250,000
- Revenue will increase by approximately \$1,550,000

❖ **Marketing Materials Highlighting the Assets and Advantages of Jersey Village**

- One of the key goals from the comp plan (pages 5.3 -5.4)
- Concerns potentially limiting this was 290 construction, loss of 290 commercial properties, competition from new master planned communities
- 290 concerns have been mitigated
- Amenities, Village Center, etc. allow us to compete with master planned communities
- Want to do some photography and videography
- Creation of ads to be used via social media, online, print, possibly billboards
- Targeting businesses and families
- Asking \$30,000

Council engaged in discussion about other communities that are doing this type of marketing. Some felt that marketing would be good for commercial properties/owners, but not so much for residential properties/owners. City Manager Bleess explained that the marketing ideas for residential would be the location in proximity to the City of Houston, the splash pad and pool, public safety, big lots, big trees, etc.

Council also discussed the legal fees. Some felt the amount needed would decrease given the lawsuits that the City was involved in have been resolved. City Manager Bleess pointed out that he expects this line item to be \$120,000.

IT Department

Current Year Supplementals Completed

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- Software Maintenance Increase
- Internet Service Agreement
- Office 365 Advanced Protection

Current Year Supplementals Completed

- INCODE 10 Upgrade
- Website ADA Compliance
- Computer Replacement Plan

Current Year Supplementals Pending

- Video Surveillance Camera Replacement

2019-2020 Budget

- | | |
|---|---------|
| • Software Maintenance Increases (ongoing) | \$7,300 |
| • Technology Replacement (one-time) | \$7,000 |
| • Technology Replacement Fee (ongoing) | \$3,300 |
| • Additional Backup Copy Solution (ongoing) | \$5,000 |
| • Email Threat Test (ongoing) | \$3,000 |
| • Enhance Video Camera/Monitoring (ongoing) | \$3,000 |

Municipal Court

2018-2019 Budget – No Major Concerns

City Manager Bless showed the Council two (2) graphs depicting citation and violation numbers since 2016. Council engaged in discussion about INCODE 10 and its ability to service the Court.

Police Department

2019-2020 JVPD Budget

- | | | |
|------------------------------------|------------------|------------|
| • Laser Shot Simulator | \$25,373 | CCPD |
| • Taser Parts | \$3,500 | CCPD |
| • Audio Recorders | \$1,000 | CCPD |
| • Medical Supplies | \$1,000 | CCPD |
| • LED strobe lights | \$500 | CCPD |
| • Thermal Handhelds for patrol | \$5,000 | CCPD |
| • Dispatch-Radio control computers | \$4,000 | CCPD |
| • Binoculars | \$1,750 | CCPD |
| • (3) Patrol Tahoes | \$175,000 | CCPD |
| • Vest Purchase | \$9,600 | CCPD/Grant |
| • (2) Additional Officers | \$160,000 | CCPD |
| • (2) Detective Tahoes | <u>\$116,000</u> | CCPD |

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- Total \$502,723

Council engaged in discussion about police officer training and the laser shot simulator and the benefits to the department. Council was concerned about the request for \$500,000 when traditionally the CCPD Fund only takes in about \$1.5M. In connection with same, Council discussed the limits set by law for spending CCPD funds and also discussed if there were any restrictions about using this fund to offset the City's general fund. City Manager Bless explained that there are no state law restrictions connected with this concern.

Council discussed the fleet program implemented last year wherein vehicles would be sold after one year of use. Chief explained that the resale funds go back to the CCPD fund if the vehicle was initially purchased from the CCPD fund.

Council closed this item with discussion about the need for the CCPD Fund to be approved by voters every ten years.

2019-2020 Asset Forfeiture and Traffic Safety Budget

- No known issues at this time
- Reminder- Traffic Safety Fund is being drawn down. There is no revenue going into this account (former Red Light Camera Fund) and there is about 2 years left in this fund at the current rate.
- Proposing to not draw down in Traffic Safety Fund anymore, and to utilize these funds for traffic/pedestrian safety in Village Center
- Utilize CCPD instead for these costs

Council engaged in limited discussion about the red light cameras and how the legislature handles the bills before it.

Potential Issues 3 to 5 years out

- Continued replacement of vehicles and equipment on the replacement plan
- Standard replacement of hardware and software as needed
- Potential staffing evaluation (calls for services, crime rate....etc) based on the new project at Village Center. I can foresee adding two additional officers (1 for day shift, 1 for evening shift) once the development gets underway

Communications

- **FY19 Concerns** – Due to one position being vacant and one person being out on extended medical leave, the overtime line item is a concern for the 2018-2019 budget

2019-2020 Budget

- Would like to add one more part-time person which would be \$6,000

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Fire Department

Response Times – With the completion of US HWY 290, there has been a significant improvement in the department's response times.

2018-2019 Budget Overview

- Stipends for volunteers that make calls has helped
- Increase of about 1.5 people per call
- Spent just under \$19,000 YTD

2019-2020 Budget

- Biggest concern right now is day time coverage
- Currently we have 1 full time person on and 3 part time people during the day
- Does not include Chief or Fire Inspector
- Over the years the number of part-time people calling out is rising
- We are considering 2 new full time firefighters to work day shift
- This would allow us to reduce reliance on part-time employees, and ensure better coverage
- Total cost would be \$180,000
- Could reduce the part-time costs by \$90,000.
- We need to reprogram the radios at estimated cost of \$4,500

Future Fiscal Years

- Covered parking for the high-water rescue vehicle, the boat, and arrow sign outdoors
- We will need to replace all our SCBA gear, masks, and bottles. We will apply for an AFG grant for this
- As standards for gear cleaning increase, we will need to invest in a washer and dryer specifically built for bunker gear. This will be about \$25,000
- Implementation of computers in vehicles that integrates with CAD
- Vehicle Replacement Plan (ambulance and large apparatus) will likely need increases
- We may also look at getting a second military surplus truck, like our current high-water truck, to utilize for blocking traffic on the freeway during rain events and non-busy times

Public Works

2018-2019 Budget Concerns

- No major concerns from a budget perspective
- Project management concerns making sure everything is getting done

2019-2020 Budget

- Asking for \$2,000 for training on new equipment

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- Asking for \$2,000 for replacing street signs (stop signs, speed signs, etc.)

Council engaged in discussion about the street sweeper, confirming that it has been added to the vehicle replacement fund. Council asked for an overview and status of current projects. City Manager Bless listed the projects as follows:

1. Gray Water Project – In design and will be ready for bid in the Fall
2. Castlebridge Project – Currently underway
3. Flood Mitigation – Home elevation bids are due to the Grant Administrator May 21st
4. Taylor Road Buildout – To bid in June
5. Golf Course Berm Project – Currently in design
6. Wall Street Project – Design to be completed by May 20th

Council engaged in discussion about the Berm and Wall Street Projects. The schedule was discussed. They also discussed the Castlebridge Project. There was concern that this plant does not have the capacity to handle the new Village Center. City Manager Bless confirmed the capacity and that are no other issues with the 43-acre Village Center project.

Council also discussed the military pump that is used to draw down the detention pond. City Manager Bless explained that in addition to this pump, the City has six (6) small pumps and we keep looking for additional pumps from the Military Supply.

Community Development

2018-2019 Budget Concerns

- The inspector position has not been filled
- Consultant services are currently over budget, but offset by savings in salaries
- Currently investigating a good way forward either hiring or consultants

2019-2020 Budget

- Consultant services vs. full time staff

Council briefly discussed the staffing skill set in connection with the Village Center project. City Manager Bless stated that there are no concerns in this area at this time.

Fleet

Fleet Replacement Schedule

	Costs		Sale		Net Costs	
2018	\$	125,568	\$	25,000	\$	100,568
2019	\$	247,398	\$	159,741	\$	87,657
2020	\$	339,310	\$	310,025	\$	29,285
2021	\$	482,517	\$	426,245	\$	56,272
2022	\$	482,517	\$	607,808	\$	(125,291)

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- Possible purchase of lifts for \$50,000
- These lifts would be somewhat portable
- Would not require major modifications at new Taylor road facility, like moving the current ones would
- Are able to lift everything in our fleet, including fire trucks

Parks and Recreation

Parks Project Status

- Clark Henry Pool Fence – Completed (budgeted)
- Carol Fox Park Gazebo – Completed (budgeted)
- Carol Fox Park Awning – In progress (budgeted)
- TPWD Trails Grant – Awaiting award notification (budgeted)
- Dog Park – In progress (budgeted)

Capital Improvement Project Status

- Entrance Monuments – In progress (budgeted)
- Clark Henry Park Pavilion Restrooms – In progress (Parks CIP)
- Clark Henry Park Pool Painting – In progress (Parks CIP)
- Clark Henry Pool Amenities – Completed (Parks CIP)
- Golf Course Clubhouse/Conv. Center – In progress (budgeted)

Golf Course Project Status

- Driving Range – In progress
- Sand Trap Renovations – Completed
- Fencing along #10 – Completed
- Tree Project – Completed
- Drainage Improvements – In progress
- New Putting Green – In progress
- Chipping Green Renovations – In progress

Building Maintenance Project Status

- Fire Department - Replacement Units – Will complete by end of fiscal year

2019-2020 Budget

Parks and Recreation:

- Parks Master Plan - \$70,000
- Pool House Remodel/Roof- \$48,000

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- Shade structure for splash pad - \$35,000
- Dump Trailer - \$9,500
- Gator - \$13,000
- Wifi at Clark Henry Park/Pool - \$10,000

Golf Course:

- Front 9 Sand Bunker Renovations - \$48,000
- We have 16 front 9 bunkers (12 reg. bunkers & 4 converting from grass to sand). Every 8 years we have to renovate bunkers
- Lake & Pump House Beautification - \$15,000
- Place two fountains in the pond, and landscape and fence around pump house
- Driving Range Netting – \$30,000
- Cart Path Repairs - \$8,000
- Have small areas that are pushed up and not level. Some areas are tight and we'll make wider turns with materials
- Tree moving/replacement - \$5,000
- Cart Barn Renovation - \$17,000
- Painting, storage area inside, and landscaping and along view of new clubhouse
- Aerator Machine - \$30,000 (This is the one piece of equipment left from former council request)
- Golf Maintenance Facility - \$18,000
- New roof is needed. Constructing a pole barn to keep equipment covered
- New putting green beautification – \$10,000
- Have landscaping around the putting green to create a memorial space with pavers and have nice focal point before the first tee

Council engaged in discussion about the fencing along Rio Grande and the Golf Course and wondered if it will be done as part of the Berm Project. Staff confirmed that it will not be done as part of the Berm Project.

Building Maintenance:

- Garage Door Operator Replacement at FD - \$10,000
- FD Restroom Remodel - \$25,000
- Still in the process of getting information for what type of remodel from FD

Areas of Concern

- Aging facilities
- Expansion of the recreation division
- Expansion of the golf course division
- VERP
- Salary and wages budget for our golf course staff
- Village Center

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- Master parks plan findings

2 to 3 years out

- Continue to explore recreational opportunities and potential revenue sources
- Re-plaster and repair decking at the swimming pool
- Repair existing trails
- PD and FD – Continue to replace items with high efficiency use
- Implementation of Parks Master Plan – Will help guide the department
- Clubhouse and Convention Center
- Village Center – Parks/Trails/Connectivity
- Continue to budget for preventative maintenance items such as a/c unit replacement, garage door services, painting of facilities, etc.

3 to 5 years out

- Expand trail network
- Facility Maintenance Plans
- Implementation of Parks Master Plan
- Clubhouse and Convention Center
- New playground equipment for parks (continuous)
- Village Center – Parks/Trails

Council engaged in discussion about the current City Hall and Public Works facility and the need for a plan on how these facilities/properties will be used once the new facilities are completed. Some felt that the Parks Master Plan process will provide a good opportunity to get resident input about these locations. Others felt that it might be better to get resident input ahead of that time since it may not be desirable to have these locations serve as green space. Council discussed a plan for moving forward. Some felt that the Comprehensive Plan Review Committee could be used to get public input. All felt that the sooner we identify an alternative use the better. There was discussion that the Comprehensive Plan did not necessarily say that the City needed more green space.

The Parks Master Plan was discussed. Some members wanted to know why this plan could not be done by City Staff. City Manager Bless explained that manpower is an issue as well as expertise. Council felt that the cost of the consultant must be worth what the City plans to do. In response, Parks and Recreation Director, Jason Alfaro, explained that a Parks Master Plan that is approved by the Texas Department of Parks will benefit the City when applying for future grants. With this in mind, some felt that it might be beneficial to have a consultant for the Parks Master Plan. Others were concerned about getting the best “bang for the buck.”

Council discussed park space in the City. Staff explained that we have less than 15 acres of park space, excluding the detention pond.

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Before moving on to the Capital Improvements Plan, Mr. Alfaro presented a plan to combine the current Recreation and Events Committee with the Golf Course Advisory Committee. He explained that both committees are currently composed of seven (7) members. Instead of these two (2) committees, he proposed creating a Parks and Recreation Committee. He explained the benefits of a new committee.

Council discussed the proposal. Some were concerned that both committees consist of 14 members. Creating a new committee with only seven (7) members would leave some of the members without a position. This led to discussion about the current membership and their desires. It was pointed out that the Recreation and Events Committee members do a lot of work during events. There was concern for how this work will be done without the Committee members.

Council also discussed that the Golf Course Advisory members are interested in golf, not recreation and events. Because of this, some felt combining the two will have no interest and joining the two groups will not make for a cohesive group.

Nonetheless, the idea of shifting focus may be a good idea, but cannot be accomplished by joining the two groups. It was the consensus of Council that it would be open to shifting the focus of the Recreation and Events Committee, but not combining the two groups.

Council discussed the Golf Course Advisory Committee. It was pointed out that the Committee no longer provides their report to City Council. The Committee serves to provide information to Council and Staff concerning the golf course. The need to refocus/redefine the Committee’s deliverables was discussed. Also, some members felt that any openings on this Committee should be posted at the golf course in order to get a better array of candidates for appointment.

Capital Improvement Plan

2019-2020 Budget

Item No.	Projects by Type	Year 1
		Proposed 2019 - 2020
SANITARY SEWER TREATMENT AND COLLECTION IMPROVEMENTS		
2	Rehabilitation/Repair Sanitary Sewer Lines	500,000
6	Rehabilitation/Repair Storm Water Lines	200,000
7	White Oak Bayou Treatment Plant (40.63% City Share)	380,000
8	Impact Fee Study	40,000
	Total for Sanitary Sewer Improvements	\$ 1,120,000
WATER PRODUCTION/DISTRIBUTION IMPROVEMENTS		
3	SCADA System Upgrades	100,000
4	Village Water Plant - Power Panel Retrofit	200,000
10	Seattle Water Plant - CL2/Chloramines Conversion	75,000
16	West Road Water Plant - GST - HPT Recoating	175,000
19	Impact Fee Study	40,000
	Total for Water Improvements	\$ 590,000
	Total Utility Fund Improvements	\$ 1,710,000

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STREET AND DRAINAGE IMPROVEMENTS		
2	Long Term Flood Recovery Program - Wall St/Berm	
3	Long Term Flood Recovery Program - E127	
4	Long Term Flood Recovery Program - Elevation/Buyout	2,000,000
5	Entrance, Gateway, Marquee Signs and Wayfinding	1,000,000
6	Street Panels Replacement (2)	105,000
7	Seattle Street Project (Senate West to dead end)	1,038,000
26	Wall	2,024,900
Total for Street Improvements		\$ 6,167,900
GENERAL COMMUNITY IMPROVEMENTS		
1	New City Hall (Moved to 2020 & 2021)	4,000,000
4	Facility Improvements	50,000
5	Park Improvements	50,000
9	A/V System	12,000
10	Paint EMS Bay floor and walls	22,000
11	Parks Master Plan	60,000
Total General Community Improvements		\$ 4,194,000
Total General Obligation Fund Improvements		\$ 10,361,900
Grand Total All Funds		\$ 12,071,900

Council engaged in discussion about the Utility Fund’s revenues vs. expenses for projects. City Manager Bless explained that there are no issues of concern. Council discussed the Seattle Street Project and the Wall Street Project. Some members stated that they would like to see the Wall Street design once it is completed

Flood Mitigation Projects

- Berm is designed
- Wall Street design is nearly 100% complete
- FEMA needs to review/approve the design and authorize second piece of grant funding for HMGP funding
- CDBG Funding – Might know by Memorial Day?

Tear Down Rebuild

- Looking at Jersey drive from Lakeview to the pool there are 32 homes that would be targeted for elevations at some point
- Using FEMA grants would have a City cost share of \$868,500
- Those current homes have a value of \$4,444,481
- Land value of \$2,838,472
- Total market value (per HCAD) \$7,421,919
- Trying to think outside the box
- If we earmark \$1 million for this perhaps we could entice a developer to come in and do tear down/rebuild
- We would need to gauge interest of homeowners as first step
- If there are enough interested we’d write an RFQ for developers
- If we had a good proposal from a developer this could be a good project to have new homes in Jersey Village above the base flood elevation

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Council discussed this proposal. Some wondered if a tear down and rebuild project would be considered unfair to those residents that have already committed to the current program to elevate homes. Others felt that these are two (2) different programs being offered by the City at different times. City Manager Bless also explained that this project would not involve FEMA, which would expedite matters. The steps would include:

1. Survey homeowners for their interest;
2. If interested, the City would need to prepare an RFQ to determine developer interest

Council discussed the economics of this proposal, realizing the benefits of such a program. Council then discussed the process, which included having a first right of refusal of the current homeowner. The \$1M would be an incentive for the developer to develop the property. Tear down costs and the process was discussed further. City Manager Bless explained that it may be possible to get the tear down costs covered under the current homeowner's FEMA Flood Insurance Policy cost of compliance benefit.

It was the consensus of Council that the tear down proposal will help to rebuild Jersey Village and that such a program warrants consideration. Possible benefits include: (1) revitalization; (2) current owners' homes become marketable; (3) the City will benefit by having a new structure with a higher property value; and (4) elevations are more beneficial than buyouts because they affect the community aesthetics.

Minimum Wage

- Minimum wage increases
- Amazon has starting wage of \$15
- Costco has starting wage of \$14
- Target is going to \$13 in June 2019 with goal of \$15 at end of 2020
- HEB starts checkers at \$12.75
- Currently street maintenance and park laborer starting pay is below \$14/hr
- Golf course worker is \$11.41
- To try and be competitive at a minimum starting wage of \$14/HR will be about \$30,000

Discussion was had concerning the retention of employees. HR Manager, Trelena Collins, explained that it is difficult to retain these minimum wage employees in a market that is paying more than the city is offering. She explained that in an effort to make jobs more desirable to current employees, the City sends out a total compensation letter to employees each year so that the employee may realize the benefits that accompany their employment.

Council discussed how raising the minimum wage at the City will affect other pay ranges. It was the consensus of Council that we need to strive to exceed the norm with salary and benefit parity.

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Alternative Work Schedules

- This is one question I get a lot
- Would like to look at a 4/10 or a 9/80 schedule
- Each department would have to maintain coverage for 5 days a week

It was the consensus of Council that as long as coverage is in place they are good with any schedule set by the City Manager.

Hotel Occupancy Tax

- Will fund convention center
- Currently we pay \$25,000 each year to the Chamber from this
- Proposing to cut that down to \$5,000

Homestead Exemptions

The deadline to inform HCAD of any changes to the City's tax exemptions is July 1, 2019. Therefore, an item is needed to be placed on the June 17, 2019 Council Agenda to consider these exemptions. Council engaged in discussion on what the item should encompass. Discussion was had concerning the exemptions. Most felt that a blended approach of increases to the homestead exemption, the over 65 exemption and the disabled exemption was best. Accordingly, Council discussed an acceptable amount in terms of impact to the City's budget.

A three-tiered approach of \$75,000 for the over 65 exemption, \$75,000 for the disabled exemption, and a 4% increase for the homestead exemption was discussed. Some wanted to increase the homestead exemption by 4% each year for the next three (3) years until the maximum of 20% is reached. Others wanted to increase it by 4% now and revisit the exemption each year moving forward.

Council then discussed the amount of the homestead exemption in depth and arrived at a 6% increase in the homestead exemption for budget year 2019-2020 along with setting the homestead and disabled exemptions at \$75,000.

Budget Process

- INCODE10 will modify how we do the budget process
- Currently it is very manual, using excel, tracking them all, double checking, ensuring data is correct across everything
- INCODE 10 goes live in June, the bulk of the budgeting will be done then
- The data presented to Council will remain the same, but layouts will change
- Hopeful to have budget out to Council by July 3rd
- Budget meetings scheduled for July 15, 16, and 17 (if needed)

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Council ended the work session with a discussion about the interior design selections for the new Golf Course Convention Center and Clubhouse. It was the consensus of Council that a timeless design is desired with a contemporary style. Some felt the orange carpet was weird and others did not want parquet flooring.

ADJOURN

With no further discussion, the meeting was adjourned at 4:59 p.m.

Lorri Coody, City Secretary

